

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, JULY 18, 2011**

**I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.**

**II. PLEDGE TO THE FLAG (President Wolf)**

**III. PRAYER**

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**IV. APPROVAL OF THE JUNE 20, 2011 REGULAR BOARD MEETING MINUTES AND THE JUNE 20, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES.**

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**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

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**VI. TREASURER'S REPORT (Balances as of June 30, 2011)**

General Fund	\$ 7,841,309.72
Cafeteria Fund	\$ 74,325.84
Student Activity Fund	\$ 178,098.77
Capital Projects	\$ 1,979,684.51
Newville Projects	\$ 1,201,610.42

**VII. PAYMENT OF BILLS**

General Fund	\$ 1,203,651.17
Cafeteria Fund	\$ 63,222.02
Capital Projects	\$ 83,855.00
Miscellaneous Fund	\$ 12,548.25

**Total \$ 1,363,276.44**

VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

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XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

**(ACTION ITEM)**

- 1) **Mr. Gregory Schreiber**, High School Health and Physical Education Teacher has submitted his letter of resignation as High School Health and Physical Education Teacher, effective immediately.

A copy of Mr. Schreiber's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Schreiber's resignation as High School Health and Physical Education Teacher, effective immediately.

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**A. PERSONNEL CONCERNS** ( . . . continued)**2) Transfer of Professional Personnel****(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employees whose names are listed below for the 2011-2012 school year.

<b>Employee</b>	<b>From</b>	<b>To</b>
Matthew Engleman	High School Physical Education	Elementary Physical Education
Brent Stroh	High School Alternative Education	High School Health/Physical Education

The administration recommends that the Board of School Directors approve the professional employees transfer as presented.

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**3) Additional Per Diem Substitute Teacher****(ACTION ITEM)**

**Matthew Bair                      Physics 7-12**

The administration recommends that the Board of School Directors approve the addition of Matthew Bair to the 2011-2012 per diem substitute teacher list as presented.

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**(ACTION ITEM)****4) Maria Boyd**

Chambersburg, PA 17201

High School Life Skills Teacher  
(replacing Kathy Gorka)

**Education:**

Clarion University – Special Education (Bachelor's Degree)

**Experience:**

Lincoln Intermediate Unit – Elementary, Middle School and High School Life Skills Teacher

The administration recommends that the Board of School Directors appoint Mrs. Boyd to serve as a Life Skills Teacher at the High School beginning the 2011-2012 school year, replacing Mrs. Gorka who has resigned. Mrs. Boyd's compensation for this position should be established at Bachelor's, Step 15, year 24, \$58,976.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**A. PERSONNEL CONCERNS** ( . . . continued)**5) Sixth Grade Team Leader****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as Middle School Sixth Grade Team Leader for the 2011-2012 school year.

**Mrs. Sharon Beatty**

The administration recommends that the Board of School Directors approve the appointment of Mrs. Sharon Beatty as Sixth Grade Team Leader for the 2011-2012 school year as presented.

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**6) Seventh Grade Team Leader****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as Middle School Seventh Grade Team Leader for the 2011-2012 school year.

**Mrs. Shirley Truesdell**

The administration recommends that the Board of School Directors approve the appointment of Mrs. Shirley Truesdell as Seventh Grade Team Leader for the 2011-2012 school year as presented.

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**XIII. NEW BUSINESS** ( . . . continued)**B) Credit Pay****(ACTION ITEM)**

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

<b>Lauren Swigart</b>	<b>\$1,452.00</b>
<b>Amanda Brown</b>	<b>\$1,452.00</b>
<b>Brandie Shatto</b>	<b>\$1,161.00</b>
<b>Leslie Lynch</b>	<b>\$1,161.00</b>
<b>Total</b>	<b>\$5,226.00</b>

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association and the Big Spring School District.

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**C) Permission to Attend Football Camp****(ACTION ITEM)**

Mr. Brent Stroh, Head Boys Football Coach is requesting Board approval for the boys football team to attend team camp at Lycoming College from July 31 – August 4, 2011.

All expenses are paid for by the respective teams and/or individual student athletes.

The administration recommends that the Board of School Directors approve Mr. Stroh's request for the boys football team and coaches to attend the summer team camp as presented.

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**XIII. NEW BUSINESS** (. . .continued)**D) Job Descriptions****(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job descriptions listed below. A copy of the job descriptions has been included with the agenda.

**Administrative Assistant for Payroll and Employee Benefits**  
**Administrative Assistant to the Business Department for Census & Tax Collection**

The administration recommends that the Board of School Directors approve the updated job descriptions as presented.

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**E) Superintendent's Contract****(ACTION ITEM)**

The Board of School Directors and Superintendent of Schools, Richard W. Fry, have been discussing the current contract for the Superintendent of Schools. In light of the current economic situation and budget cuts the parties have agreed to modify the percentage increase in salary from what was agreed to at 3.1% for the 2011-2012 school year to 2% for the 2011-2012 school year.

The Board of School Directors accept the amended language for the Superintendent of Schools employment contract.

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**F) Classified Employees Dismissal****(ACTION ITEM)**

The administration recommends the dismissal of the following Classified Employees effective immediately because they no longer meet the necessary requirements for instructional paraprofessionals under the laws of the Commonwealth of Pennsylvania.

Kathy Lysher  
Tina Jones  
Sheryl Ickes

Kelly Gutshall  
Cheryl Lewis  
Carrie Raudabaugh

Motion to dismiss the Classified Employees listed above, effective immediately, because they no longer meet the necessary requirements for instructional paraprofessionals under the laws of the Commonwealth of Pennsylvania.

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**XIII. NEW BUSINESS** (. . .continued)**G) Elimination of Classified Employees Positions****(ACTION ITEM)**

The administration has been reviewing all Classified Positions throughout the District and their role in supporting the overall educational process of our students. Based on this review the administration has identified two classified positions that can be eliminated immediately.

The administration recommends that the Board of School Directors approve the elimination of the following classified positions and approve Ms. Shughart to be placed on the substitute cafeteria list, effective immediately.

Denny Moore	Office aide at Plainfield Elementary School
Karen Shughart	Cafeteria Cashier at Plainfield Elementary School

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**H) Elimination of Classified Employee Position****(ACTION ITEM)**

The administration has been reviewing all Classified Positions throughout the District in attempt to adjust our work force as we prepare for future needs. The District will need to provide the same quality education that we have done for years but will need to provide this with fewer Classified positions in our work force. Based on this review the administration has identified a classified position that can be eliminated.

The administration recommends that the Board of School Directors approve the elimination of the classified position listed, effective September 2, 2011.

Randy Gates	Lead Maintenance Technician
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**I) 2011-2012 Per Diem Substitute Teacher Rate****(ACTION ITEM)**

Mr. Richard W. Fry, Superintendent is recommending a decrease in Big Spring School District's compensation for substitute teachers. The recommended rate for the 2011-2012 school year is \$85.00 per day. This is a \$10.00 decrease from the 2010-2011 school year.

The administration recommends the Board of School Directors approve the 2011-2012 per diem substitute teacher rate as of \$85.00 as presented.

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**XIII. NEW BUSINESS** (. . .continued)**J) Appointment Of Cornerstone Bank Contact****(ACTION ITEM)**

In November 2010, the Board of School Directors approved a one-year agreement for banking services between Big Spring School District and Cornerstone Federal Credit Union. Cornerstone FCU has asked the Board of School Directors to approve individuals whom may conduct business on the behalf of Big Spring.

The administration recommends that the Board of School Directors authorize the Business Manager and Financial Controller to transact business on behalf of the Big Spring Student Activities Fund and the Big Spring School District.

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**K) Appointment Of PSDLAF Contact****(ACTION ITEM)**

The District currently uses the Pennsylvania School District Liquid Asset Fund (PSDLAF) as the repository for the General Fund (10). With the departure of Mrs. Heckendorn, PSDLAF requests the Board of Directors approve Michael Statler as the District's new primary contact.

The administration recommends that the Board of School Directors approve Michael Statler, Financial Controller, to be the primary contact person for all daily account activity in the PSDLAF bank account.

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**L) License Agreement for Cornerstone Federal Credit Union****(ACTION ITEM)**

The Administration would like to re-submit the License Agreement for Cornerstone Federal Credit Union to continue the partnership with the Credit Union. The license agreement has not changed from the 2010-2011 school year.

The administration recommends that the Board of School Directors approve the included one year agreement for banking services between Big Spring School District and Cornerstone Federal Credit Union.

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**M) High School Student Handbook****(ACTION ITEM)**

The high school administration updated the High School Student Handbook for the 2011-2012 school year.

Mr. Steven Smith has provided a summary of those pages where he has made revisions to the handbook. The completed High School Student Handbook is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the completed handbook.

The administration recommended that the Board of School Directors approve the 2011-2012 High School Student Handbook as presented.

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**XIII. NEW BUSINESS (. . .continued)****N) Elementary Student Handbook****(ACTION ITEM)**

Mr. William August, Newville Elementary School Principal updated the Elementary Student Handbook for the 2011-2012 school year.

Mr. William August has provided a summary of those pages where he has made revisions to the handbook. The completed Elementary Student Handbook is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the completed planner.

The administration recommended that the Board of School Directors approve the 2011-2012 Elementary Student Handbook as presented.

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**O) Facilities Utilization Request****(ACTION ITEM)**

Mrs. Linda Slusser, Mt. Rock Elementary Principal is requesting permission to have a Open House - Walk Through on Sunday, August 28, 2011 from 1:00 – 2:30 at Mt. Rock Elementary School. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mrs. Slusser's request to hold an Open House – Walk Through at Mt. Rock Elementary School as presented.

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**P) Planned Course Adoption****(ACTION ITEM)**

Listed below are completed planned courses for board approval.

**High School - Science**

Anatomy and Physiology  
Foundations of Science  
Forensic Science  
Research Seminar

The administration recommends the Board of School Directors approve the planned courses as presented.

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**XIII. NEW BUSINESS (. . .continued)****Q) Post-Graduation Party Fundraisers****(ACTION ITEM)**

The 2012 Post-Graduation Party Committee requested permission from the Board of School Directors to conduct the fundraiser's listed during the 2011-2012 school year.

Bulldog Stadium Blankets & Buyout  
Bulldog Terrible Towels  
Chicken BBQ  
Apple Dumplings & Whoopie Pies  
Bonus Books  
Rada Cutlery  
Pretzel Sandwiches  
Meadowbrook Gourds  
Bulldog SpiritWear Clothes  
Braided Bread  
Tupperware  
Easter Pie Sale  
Basket/Vera Bradley Bingo  
Restaurant Discount Nights (Hosses, Bonanza & Applebees)  
Bulldog Beach Towels

The administration recommended that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraiser's listed during the 2011-2012 school year.

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**R) Middle School Student Council Retreat****(ACTION ITEM)**

Mrs. Susan Lyons, Middle School Gifted Support Teacher/Student Council Advisor is requesting Board approval for the Middle School Student Council officers to attend a team building and planning retreat in Delaware from July 19 – 21, 2011.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mrs. Lyons' request for the Middle School Student Council officers to attend the team building and planning retreat as presented.

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**S) Dell Laptop Grant – Digital Content Pilot****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology, is requesting permission to pursue a grant opportunity with Dell for 230 laptops which will assist students with online resources through the Digital Content pilot with the Capital Area Intermediate Unit.

The administration recommends that the Board of School Directors approve Mr. Roberts' request to pursue the grant opportunity with Dell as presented.

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**XIII. NEW BUSINESS (. . . continued)****T) Laptop Lease Proposal****(ACTION ITEM)**

At the June 20<sup>th</sup> meeting, Mr. Roberts made a presentation and recommendation that the Board consider a proposal to reallocate District funds to purchase staff laptop computers in lieu of desktop computers. The proposal included a four year lease with an option to purchase the equipment at the end of the lease period. Additional financial information regarding this proposal is included in the Board packet.

The administration recommends the Board of School Directors approve the lease agreement and laptop case purchase as presented.

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**U) Consolidated Federal Programs****(ACTION ITEM)**

**Mrs. Jeanne Temple**, Director of Curriculum and Instruction, has received notification from the Pennsylvania Department of Education that the Big Spring School District's Consolidated Federal Programs Application has been approved in the amounts indicated below:

<u>Program</u>	<u>Amount</u>
Title I	\$418,230.00
Title II	<u>\$130,991.00</u>
Total	\$540,363.00

The administration recommends that the Board of School Directors authorize the administration to establish all of the required accounts for revenues and expenditures and to expend funds on behalf of the 2011-2012 Consolidated Federal Programs as specified.

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**V) Final Contractor Payments for Newville Project Construction Project** **(ACTION ITEM)**

McKissick Associates reviewed the final payment applications for work performed on the Newville Addition & Renovation project. These are the final payments and will effectively close the Newville project. A summary of all change orders and payments from McKissick is included with the 4 payment applications listed below. These payments will come from the Newville Project Fund. A copy of the completed and notarized payment applications is included with the agenda in the following amounts:

<u>Prime</u>	<u>Vendor / App #</u>	<u>Payment</u>	<u>Balance to Pay</u>
General	eciConstruction, LLC	\$ 11,340.01	0.00
HVAC	MidState Mechanical & Electrical, LLC	\$3,533.05	\$ 25,582.28
"	"	\$ 25,582.28	0.00
Electrical	"	\$ 17,830.00	0.00
Plumbing	Mann Plumbing and Heating, LLC	--	0.00
Well	Whisler Well Drilling, Inc.	--	0.00

The administration recommends that the Board of School Directors approve final payments from the Newville Project Fund to eciConstruction, LLC in the amount of \$11,340.01 and to MidState Mechanical & Electrical, LLC in the amount of \$46,945.33.

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**XIII. NEW BUSINESS (. . .continued)****W) Planned Course Adoption****(INFORMATION ITEM)**

Listed below is a completed planned course for board approval. The completed planned course is available in the Curriculum Center for review by the Board of School Directors prior to the August 1, 2011, Board of School Directors meeting.

**Elementary Keyboarding**

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**X) Proposed Job Descriptions****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job descriptions listed below. A copy of the job descriptions has been included with the agenda.

**Administrative Assistant to the Superintendent for Human Resources  
Administrative Assistant to the Curriculum Center and Child Accounting  
Administrative Assistant to the Athletic Director Student Activities Director  
Director of Athletics Student Activities and Building Utilization  
Athletic Trainer  
Fitness Center Strength Coach Coordinator**

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the job descriptions for Board approval at the August 1, 2011 Board meeting.

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**Y) Updated Year-to-Date Summaries/Taxes and General Fund****(INFORMATION ITEM)**

The Business Office prepared updated year-to-date summaries for taxes and general fund that are included with the agenda.

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**XIV. FUTURE BOARD AGENDA ITEM**

**XV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mrs. Lopp**
- B) Athletic Committee – Mr. Swanson**
- C) Vocational-Technical School – Mr. Wolf/Mr. Piper**
- D) Buildings and Property Committee – Mr. Barrick**
- E) Finance Committee – Mr. Blasco**
- F) South Central Trust – Mr. Blasco**
- G) Capital Area Intermediate Unit – Mr. Wolf**
- H) Tax Collection Committee (TCC) – Mr. Wolf**

**XVI. SUPERINTENDENT’S REPORT**

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**XVII. BUSINESS FROM THE FLOOR**

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**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

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**XIX. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, August 1, 2011**