



July 20, 2015 Board of Directors Meeting Agenda

1. Open Meeting

- 1.1 Call to Order (Vice-President Swanson)
- 1.2 Pledge to the Flag

2. Approval of Minutes

Approval of the June 15, 2015 Regular Board Meeting Minutes, and the June 15, 2015 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports

4. Financial Reports

4.1 Payment of Bills

	2014/2015	2015/2016
General Fund		
Procurement Card	\$ 15,024.11	\$ -
Checks/ACH/Wires	\$ 3,098,117.78	\$ 320,442.37
Capital Projects	\$ 10,348.00	\$ -
Cafeteria Fund	\$ 99,801.28	\$ 105.71
Student Activities	\$ 30,037.36	\$ 9,122.32
Total	\$ 3,253,328.53	\$ 329,670.40

Motion to approve payment of bills as presented.

4.2 Treasurer's Fund Report

General Fund	\$ 9,265,855.14
Capital Projects	\$ 5,156,944.48
Cafeteria Fund	\$ 250,429.22
Student Activities	\$ <u>189,928.26</u>
	\$ 14,863,157.10

Motion to accept the Treasurer's report and budget transfers as presented.

4.3 YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year.

The YTD Tax Report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-to-Date General Fund and Tax Reports as submitted.

5. Reading of Correspondence

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. Personnel Items - Action Items

11.1 Resignation - Sarah Enck

Ms. Sarah Enck has submitted her resignation as Middle School Student Council Advisor, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Enck's resignation as Middle School Student Council Advisor, effective immediately.

11.2 Resignation - Martha Yerger

Mrs. Martha Yerger has submitted her resignation as a one-on-one nurse's aide, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Yerger resignation as a one-on-one nurse's aide, effective immediately.

11.3 Resignation - Ronald Clever

Mr. Ronald Clever has submitted his resignation as a softball coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Clever resignation as a softball coach, effective immediately.

Personnel Items - Action Items

11.4 Child-Rearing Leave of Absence - Jennifer Ferrante

Mrs. Jennifer Ferrante, grade four teacher at Oak Flat Elementary School is requesting child-rearing leave of absence from approximately September 9, 2015 through approximately October 20, 2015. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends that the Board of School Directors approve Mrs. Ferrante's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately September 9, 2015 through approximately October 20, 2015.

11.5 Child-Rearing Leave of Absence - Chelsey Piper

Mrs. Chelsey Piper, grade five teacher at Newville Elementary School is requesting child-rearing leave of absence from approximately January 4, 2016 through the end of the 2015-2016 school year, returning the first day of the 2016-2017 school year. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends that the Board of School Directors approve Mrs. Piper's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately January 4, 2016 through the end of the 2015-2016 school year, returning the first day of the 2016-2017 school year.

11.6 Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2015-2016 school year.

Alicia Frey-West	Head Girls Soccer Coach
Greg Walker	Boys Volunteer Soccer Coach
Travis Barnes	Fall/Winter Fitness Center Coach (split contract)
Don Witter	Fall/Winter Fitness Center Coach (split contract)
Curtis Waltman	Spring Fitness Center Coach

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented.

Personnel Items - Action Items

11.7 Recommendation for Part-Time Administrative Assistant for Technology - Lori Martin

The administration would like to recommend Mrs. Lori Martin as a part-time Administrative Assistant for Technology for the 2015-2016 school year. Mrs. Martin will work 232 days per year, 5.75 hours per day, five days a week with an hourly wage of \$14.43.

The administration recommends the Board of School Directors approve Mrs. Lori Martin as a part-time Administrative Assistant for Technology for the 2015-2016 school year as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.8 Recommendation for Part-Time High School Guidance Secretary - Carissa Roberts

The administration would like to recommend Mrs. Carissa Roberts as part-time High School Guidance Secretary replacing Mrs. Kimberly Finkenbinder. Mrs. Roberts will work 190 days per year, 5.75 hours per day, five days a week with an hourly wage of \$14.03.

The administration recommends the Board of School Directors approve Mrs. Carissa Roberts as a part-time High School Guidance Secretary as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.9 Recommendation for Human Resource Coordinator - Stacy Lehman

The administration would like to recommend Mrs. Stacy Lehman as Human Resource Coordinator for the 2015-2016 school year. Mrs. Lehman will work 232 days per year, 7.75 hours per day, five days a week with an hourly wage of \$17.46. Mrs. Lehman will begin in this position on August 17, 2015. The administration will coordinate with Carlisle Area SD to provide continuity of health insurance.

The administration recommends the Board of School Directors approve Mrs. Stacy Lehman as Human Resource Coordinator as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.10 Recommendation for Classified Personnel Transfers

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

<u>Employee</u>	<u>From</u>	<u>To</u>
Donna Minnich	Administrative Assistant to the Middle School Principal	Administrative Assistant for Registration and Attendance
Karlyn Miller	Administrative Assistant to the Middle School Assistant Principal (197 Day FT Position)	Administrative Assistant to the Middle School Principal (208-day FT position)
Tanya White	Oak Flat Secretary (190 Day PT Position)	Administrative Assistant to the Middle School Assistant Principal (197-day FT position)

The administration recommends that the Board of School Directors approve the transfers of the above listed individuals as presented.

Personnel Items - Action Items

11.11 Recommendation for Professional Personnel Transfer

The administration will transfer the professional employee whose name is listed below for the 2015-2016 school year. This transfer is in accordance with the Board Policy 309 section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Vicki Brickner - Newville Elementary Grade four Teacher to Mt. Rock Elementary School Grade four Teacher

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

11.12 Extra-Curricular Duty Recommendations

The individuals below are recommended to serve in the extra-curricular positions listed for the 2015-2016 school year.

Sarah Hammaker	High School Marching Band Assistant
Kevin Smith/Tim Rarick	High School Marching Band Assistant (split position)

The administration recommends that the Board of School Directors approve the individuals above to serve in the extra-curricular positions for the 2015-2016 school year.

11.13 Newville Elementary School Principal Recommendation - Clarissa Nace

Education:

Shippensburg University – Early Education/Elementary Education - Bachelor's Degree
Shippensburg University - Math Certification
Shippensburg University - Educational Leadership and Policy - Master's Degree
Shippensburg University - School Leadership Certificate

Experience:

Mechanicsburg Area School District - Elementary Math/Math Intervention/Instructional Coach
Susquenita School District - Sixth Grade Teacher/Seventh Grade Pre -Algebra Teacher

The administration recommends that the Board of School Directors appoint Ms. Clarissa Nace to serve as Newville Elementary School Principal replacing Mr. William August who has transferred. Ms. Nace's compensation for this position should be established at \$80,000.00, based on the current Act 93 Agreement.

Personnel Items - Action Items

11.14 Jenna Miller - High School Learning Support Teacher

Education:

Lycoming College– Elementary Education/Special Education (Bachelor's Degree)

Experience:

Dallastown Area School District - Long-Term Substitute High School Special Education Teacher

Dallastown Area School District - Long-Term Substitute Intermediate School Teacher

Williamsport Area High School - Long-Term Life Skills Teacher

The administration recommends that the Board of School Directors appoint Ms. Jenna Miller to serve as a Learning Support teacher at the High School, replacing Ms. Jodi Bistline who has resigned, Ms. Miller's compensation for this position should be established at Bachelor's Degree, Step 1, at \$46,852.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

12. Business Items - Action Items

12.1 Credit Pay

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

William August	\$ 1,816.00
Heidi Badda	\$ 1,350.00
Judy Breneman	\$ 1,350.00
Angelique Flory	\$ 4,050.00
Laura Fritz	\$ 1,350.00
Michael Fronk	\$ 720.00
Mary Beth Helbig	\$ 1,314.00
Abigail Leonard	\$ 1,816.00
Kevin Roberts	\$ 2,400.00
Sarah Roller	\$ 3,150.00
Laura Shambaugh	\$ 2,025.00
Brandie Shatto	\$ 1,640.00
Daniel Tigyer	<u>\$ 600.00</u>
Total	\$23,581.00

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, the Act 93 Agreement and the Big Spring School District.

Business Items - Action Items

12.2 Tuition Exemption Students

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following students for the 2015-2016 school year.

- Clara Ryan
- Gwyneth Ryan
- Kiley Roberts
- Christian Best
- Jaden Best
- Owen Coulson
- Brandon Sheller
- Liam Spears
- Jack Spears
- Kylee Teter
- Grant Hall
- Carter Hall
- Cassandra Epstein
- Robert McClure, III
- Quincey Myers
- Hannah Fortney
- Hayley Fortney

12.3 Contracted Service School Physician - Dr. Darryl Guistwite

2014-2015

\$14.50 per student exam/ contracted services for 2014-2015 school year \$7,030.00

Proposed 2015-2016

\$14.80 per student exam/retainer rate for the 2015-2016 school year \$1,000.00 per year

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for students examinations for the 2015-2016 school year at a per student physical examination rate of \$14.80. The administration also recommends that the Board of School Directors approve Dr. Guistwite's request for a retainer rate of \$1,000.00 per year.

12.4 Approval of the Proposed 2015-2016 Medical Standing Orders

The District's medical standing orders have been reviewed by the administration and Mrs. Carol Madden, head nurse, and Dr. Darryl Guistwite, school physician, has approved the 2015-2016 school term's medical standing orders. A copy of the signed 2015-2016 medical standing orders is included with the agenda.

The administration recommends that the Board of School Directors approve the medical standing orders for the 2015-2016 school term as presented.

Business Items - Action Items

12.5 Approval of Cornerstone Agreement

Over the last several years, the District has partnered with Cornerstone Federal Credit Union to provide in-class lessons on financial literacy and also established a branch location within the Big Spring High School. Each year our District enters into an agreement with Cornerstone FCU for the services that they provide to our students and District. The revisions within the contract are the expansion of clearances needed and moving the agreement to a two year agreement. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the agreement between Big Spring School District and Cornerstone Federal Credit Union.

12.6 2015 Extended School Year Agreement

The administration submits for approval a 2015 Tuition Extended School Year Agreement between New Story and Big Spring School District. The enrollment commencement date for this agreement is retroactive to June 29, 2015 through a termination date of July 31, 2015. Information regarding the agreement is included with the agenda.

The administration recommends the Board of School Directors approve the 2015 Tuition Extended School Year Agreement between New Story and Big Spring School District as presented.

12.7 Approval of Speech, Occupational Therapy and Physical Therapy Agreements

The proposed Speech Agreement, Occupational Therapy and Physical Therapy Agreements have been reviewed by Mr. William Gillet, Director of Pupil Services and Mr. Richard W. Fry, Superintendent of Schools. The agreements are included with the agenda.

The administration recommends that the Board of School Directors approve the 2015-2016 agreements as presented.

12.8 Voting Delegates for the 2015 PSBA School Leadership Conference

The Pennsylvania School Boards Association requests that the Board of School Directors for each PSBA-member school district notify PSBA of the names of each school district's voting delegates for the October, 2015 School Leadership Conference's Legislative Policy Committee meeting.

The administration recommends that the Board of School Directors designate Robert Barrick, Board Secretary to serve as Big Spring's voting delegate to the October, 2015 School Leadership Conference's Legislative Policy Committee meeting.

Business Items - Action Items

12.9 Approval of 2015-2016 School Police and Community Service Officers' Roster

Newville Police Chief Todd Koser has submitted a list of the names of recommended school police officers and community service officers for the 2015-2016 school term. A copy of the list has been included with the agenda for Board review.

The administration recommends that the Board of School Directors approve the 2015-2016 school police and community service officers' roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2015-2016 school police and community service officers' roster is approved by Cumberland County Court.

12.10 Facilities Utilization Request

The Big Spring Midget Football Organization is requesting permission to utilize the football stadium and practice fields for games and practices from July – November, 2015. Because the games will be held on Sunday's throughout the months listed, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Midget Football Organization's request to utilize the football stadium and practice fields as presented.

12.11 Approval of Updated Policies

The administration has submitted the updated policies listed and copies have been included with the agenda.

- 217 Graduation**
- 713 Video Surveillance**

The administration recommends that the Board of School Directors approve the policies as presented.

12.12 Construction Payment Applications

The District received the following payment applications for ongoing projects. A copy of the Honeywell and two CenterPoint payment requests are included with the agenda.

Project	Contractor	This Payment	Balance After
Oak Flat PC (CO3)	Honeywell	\$ 113,610.00	\$ 85,208.00

The administration recommends the Board of School Directors approve payment of \$113,610 to Honeywell, Inc. from the Capital Project Fund.

12.13 Approve Land Development Engineer

Based on Mr. Wolf's presentation on stadium renovation concept, hiring a land development engineer is critical to continuing the process in completing a concept for the Board to consider. Wolf obtained two quotes from local engineers and they are attached for review. Wolf is equally comfortable with both firms.

The administration recommends the Board of School Directors approve the proposal from E. L. Diffenbaugh Associates to deliver an approved land development plan for the stadium renovation project at a cost of \$21,970. An additional \$3030 is authorized for incidental expenses for a total cost not to exceed \$25,000 paid from the capital project fund.

Business Items - Action Items

12.14 Approval of 2015-2016 Vista Foundation Services Agreement

The proposed 2015-2016 Vista Services Agreement has been reviewed by Mr. William Gillet, Director of Pupil Services and Mr. Richard W. Fry, Superintendent of Schools. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the 2015-2016 Vista Foundation Services Agreement as presented.

13. New Business - Information Item

13.1 Proposed Planned Course Adoption

Listed below is a completed planned course for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the August 4, 2015, Board of School Directors meeting.

Secondary Social Studies Curriculum

14. Future Board Agenda Items

15. Board Reports

15.1 District Improvement Committee - Mr. Norris/Mr. McCrea

15.2 Athletic Committee - Mr. Swanson

15.3 Vocational-Technical School - Mr. Wolf/Mr. Piper

15.4 Buildings and Property Committee - Mr. Barrick

15.5 Finance Committee - Mr. Gutshall, Mr. Piper, Mr. Swanson and Mr. Blasco

15.6 South Central Trust

The South Central Trust held a membership meeting on June 30, 2015. At that meeting the members approved the 2015/16 rates for each school. Vonda Kelso was voted in as the SCT Vice-President.

15.7 Capital Area Intermediate Unit

15.8 Tax Collection Committee

15.9 Superintendent's Report

16. Meeting Closing

16.1 Business from the Floor

16.2 Public Comment Regarding Future Board Agenda Items

16.3 Adjournment

Meeting adjourned at _____ PM, **July 20, 2015.**

Next scheduled meeting is: **August 3, 2015**