



# July 21, 2014

## Board Of Directors Meeting Agenda

---

### 1. Open Meeting

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

### 2. Approval of Minutes

Approval of the June 16, 2014 Regular Board Meeting Minutes and the June 16, 2014 Committee of the Whole Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports

### 4. Treasurer Reports

#### 4.1 Treasurer's Fund Report

General Fund	\$	11,802,356.33
Capital Projects	\$	5,209,936.86
Cafeteria Fund	\$	398,525.93
Student Activities	\$	211,681.90
<b>Total</b>	<b>\$</b>	<b>17,622,501.02</b>

#### 4.2 Payment of Bills

	<u>2013/2014</u>	<u>2014/2015</u>
General Fund		
Procurement Card	\$ 54,371.75	\$ -
Checks/ACH/Wires	\$ 2,465,542.01	\$ 413,567.93
Capital Projects	\$ 4,680.00	\$ -
Cafeteria Fund	\$ 110,988.96	\$ 169,171.80
Student Activities	\$ 10,188.56	\$ 4,469.77
<b>Total</b>	<b>\$ 2,645,771.28</b>	<b>\$ 587,209.50</b>

#### 4.3 Budget Transfers

The Business Office prepared a budget transfer report for June that is included with the agenda.

**5. Reading of Correspondence**

**6. Recognition of Visitors**

**7. Public Comment Period**

**8. Structured Public Comment Period**

**9. Old Business**

**10. New Business**

**11. New Business Personnel – Personnel Actions**

**11.1 Resignation - Mary Beidel**

Mrs. Mary Beidel has submitted her resignation as an employee as part of the summer cleaning crew, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Beidel's resignation as an employee as part of the summer cleaning crew, effective immediately.

**11.2 Resignation - Kayla Young**

Ms. Kayla Young has submitted her resignation as an Instructional Aide with the Big Spring School District, effective immediately

The administration recommends that the Board of School Directors approve Ms. Young's resignation as an Instructional Aide with the Big Spring School District, effective immediately.

**11.3 Resignation - Michael Grier**

Mr. Michael Grier has submitted his resignation as a Junior High Basketball Coach, effective immediately

The administration recommends that the Board of School Directors approve Mr. Grier's resignation as a Junior High Basketball Coach, effective immediately.

## **New Business Personnel – Personnel Actions**

### **11.4 Resignation - Jason Shover**

Mr. Jason Shover has submitted his resignation as a fifth grade teacher at Newville Elementary School, retroactive to July 1, 2014.

The administration recommends that the Board of School Directors approve Mr. Shover's resignation as a fifth grade teacher at Newville Elementary School, retroactive to July 1, 2014.

### **11.5 Resignation - Amanda Craig**

Ms. Amanda Craig has submitted her resignation as a District Speech and Language Clinician, retroactive to July 2, 2014.

The administration recommends that the Board of School Directors approve Ms. Craig's resignation as a District Speech and Language Clinician, retroactive to July 2, 2014.

### **11.6 Resignation - Robert Baker, Jr.**

Mr. Robert Baker, Jr. has submitted his resignation as an assistant football coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Baker's resignation as an assistant football coach, effective immediately.

### **11.7 Resignation - Bradly Fry**

Mr. Bradly Fry has submitted his resignation as junior high football coach, effective immediately. Mr. Fry has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors approve Mr. Fry's resignation as junior high football coach and also approve Mr. Fry's request to assist as a volunteer coach, effective immediately.

### **11.8 Resignation - Micah Artz**

Mr. Micah Artz has submitted his resignation as assistant junior high football coach, effective immediately. Mr. Artz has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors approve Mr. Artz's resignation as assistant junior high football coach and also approve Mr. Artz's request to assist as a volunteer coach, effective immediately.

### **11.9 Volunteer Coach - Blaine Ickes**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a volunteer boys soccer coach for the 2014 fall season.

#### **Blaine Ickes**

The administration recommends that the Board of School Directors approve Blaine Ickes as a volunteer boys soccer for the 2014 fall season.

## **New Business Personnel – Personnel Actions**

### **11.10 Transfer of Professional Personnel**

Based on staffing needs necessitated by enrollment fluctuations, attrition and curricular/instruction needs, the administration will transfer the professional employee whose name is listed below for the 2014-2015 school year. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

<b>Employee</b>	<b>From</b>	<b>To</b>
Amy Kyle	Middle School Grade 6 Reading	Middle School Instructional Coach

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

### **11.11 Danielle Morabito - Learning Support Teacher**

**Education:** Messiah College - Bachelors in Education with Dual Certifications in PreK-4 and Special Education

**Experience:** Student Teacher/Central Dauphin School District

The administration recommends that the Board of School Directors appoint Ms. Danielle Morabito to serve as a Learning Support Teacher at Newville Elementary School, replacing Mrs. Leslie Lynch who was transferred to Newville Elementary School as a second grade teacher. Ms. Morabito's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **11.12 Chelsey Piper - Fifth Grade Teacher**

**Education:** Shippensburg University (Bachelor's Degree Elementary Education)

**Experience:** Big Spring School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Chelsey Piper to serve as a Fifth Grade Teacher at Newville Elementary School for the 2014-2015 school year, replacing Mr. Jason Shover who has resigned. Mrs. Piper's compensation for this position should be established at Bachelor's Degree Step 2, \$44,075.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## **New Business Personnel – Personnel Actions**

### **11.13 Millie Gilbert - Seventh Grade Math**

**Education:** Shippensburg University - Bachelors in Education

**Experience:** Scotland School for Veteran Children - Math Specialist  
Carlisle Area School District - Fifth Grade Teacher

The administration recommends that the Board of School Directors appoint Ms. Millie Gilbert to serve as a Seventh Grade Math Teacher at the Middle School, replacing Ms. Lauren Cooter who has resigned. Ms. Gilbert's compensation for this position should be established at Bachelor's Degree Step 6, \$47,812.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **11.14 2014-2015 Bus Driver for Deitch Busing**

#### **Milisa Lehman**

The administration recommends that the Board of School Directors acknowledge the bus driver listed for the 2014-2015 school year, pending all required paperwork.

## **12. New Business Items – Other Actions**

### **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.

Barbara Dellinger	\$1,311.00
Laura Fritz	\$1,311.00
Kevin Roberts	\$1,650.00
Sarah Roller	\$2,622.00
Brandie Shatto	\$1,650.00
Marsha Stellfox	\$1,200.00
Heidi Weston	<u>\$2,622.00</u>
Total	\$12,366.00

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.

## **New Business Items – Other Actions**

### **12.2 Terms and Conditions of the Expiring CBA**

The Administration recommends to continue the terms and conditions of the expired July 1, 2011 – June 30, 2014 Collective Bargaining Agreement with the Big Spring Education Association be continued until such time as a successor agreement is ratified, or until the Association indicates its intent not to abide by the terms and conditions of the expired Agreement.

### **12.3 Voting Delegates for the 2014 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 2014 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 2014 School Leadership Conference's Legislative Policy Committee meeting.

### **12.4 Approval of New Xerox Contract**

The previous Xerox contract expires in late August for most machines. In preparation, Mr. Statler conducted a RFP with a review group involving the Tech Dept along with Ms. Nealy from MR and Ms. Minnich from the MS. The group reviewed proposals from Xerox and 3 other vendors. Xerox was the clear winner due to \$700+ savings per month over last year with the addition of a color machine in every building, an additional machine for the MS and reduction from 60-month lease to a 48-month lease. This Xerox proposal also includes replacement of the print management software at a cost of \$18,066.

Recommend the Board of School Directors approve the 48-month lease for multi-function copy machines at a cost of \$3,369 per month and purchase of Papercut software at a cost of \$18,066. The administration is authorized to sign such documents as required to accept the proposal and initiate the lease with Xerox.

## **New Business Items – Other Actions**

### **12.5 Approval of Contract for Employment of the Assistant Superintendent**

Mr. Kevin Roberts has been appointed to a five-year term as Assistant Superintendent of Schools commencing July 1, 2014 and concluding on June 30, 2019. The Board of School Directors is prepared this evening to take action on the appointment of Mr. Roberts for the period commencing July 1, 2014 and concluding June 30, 2019.

The Superintendent of Schools recommend the Board approve the employment contract of the Assistant Superintendent of Schools for the period commencing July 1, 2014 and concluding June 30, 2019.

### **12.6 Proposed June, 2016 Trip to Spain**

Ms. Ashley Oldham, Mrs. Megan Anderson, Mr. Scott Anderson, Mrs. Carol Madden and Ms. Amanda Frankford are requesting permission for Big Spring High School students to travel to Spain, tentatively scheduled for June, 2016. A detailed itinerary will be submitted to the Board for review September, 2014.

The administration recommends that the Board of School Directors grant Ms. Oldham, Mrs. Anderson, Mr. Anderson, Mrs. Madden and Ms. Frankford approval for the Big Spring High School students to travel to Spain as presented, pending approval of the detailed itinerary which will be submitted in September, 2014.

### **12.7 Proposed Spring, 2015 Disney/Universal Band Trip**

Mr. Adam Nobile, High Band Director is requesting permission for the Big Spring High School marching band students to travel to Disney/Universal City, Florida, tentatively scheduled for April 1, 2015 through April 6, 2015. A detailed itinerary has been included with the agenda.

The administration recommends that the Board of School Directors grant Mr. Adam Nobile permission to pursue the Spring, 2015 Disney/Universal Band Trip as presented.

### **12.8 Proposed July, 2016 France and Italy Trip**

Ms. Christa Daugherty and Ms. Angela Schneider are requesting permission for Big Spring High School students to travel to France and Italy, tentatively scheduled for July, 2016. A detailed itinerary will be submitted to the Board for review September, 2015.

The administration recommends that the Board of School Directors grant Ms. Daugherty and Ms. Schneider approval for the Big Spring High School students to travel to France and Italy as presented, pending approval of the detailed itinerary which will be submitted September, 2015.

## **New Business Items – Other Actions**

### **12.9 Resolution Approval**

Resolution #31 is prepared to request West Pennsboro Township to approve an ordinance allowing Big Spring School District the authority to assume responsibility for the hiring and oversight of School Crossing Guards.

The administration recommends that the Board of School Directors approve Resolution #31 to request West Pennsboro Township to approve an ordinance allowing Big Spring School District the authority to assume responsibility for the hiring and oversight of School Crossing Guards as presented.

### **12.10 Facilities Utilization Request**

Ms. Nicole Adams is requesting permission to use the football stadium and practice fields on August 31, 2014, October 26, 2014 and November 2, 2014. Because the utilization dates are on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Ms. Adams' request to use the football stadium and practice fields on August 31, 2014, October 26, 2014 and November 2, 2014.

### **12.11 Year End Financials for Newville Wrestling Association**

The Big Spring School District has received a copy of the year-end financial statement from the organization listed and a copy of the statement is included with the agenda.

#### **Wrestling Association**

The administration recommends that the Board of School Directors accept the financial statement as presented.

## **New Business Items – Other Actions**

### **12.12 Proposed Updated Job Description**

The Administration has made revisions to the job description listed. A copy of the job description has been included with the agenda.

#### **208 Dean of Students**

The administration recommends that the Board of School Directors approve the job description listed.

### **12.13 Proposed Planned Course Adoption**

Listed below is a completed planned course for board approval.

#### **High School - Technology Education -- Electronics**

The administration recommends the Board of School Directors approve the proposed course as presented.

### **12.14 Approval of Construction Payment Applications**

The District received the following payment applications for ongoing projects. A copy of the Middle School Tunnel payment schedule is included with the agenda.

<b>Project</b>	<b>Contractor</b>	<b>This Payment</b>	<b>Balance</b>
Middle School Tunnel	Sheet Metal Specialist, LLC	\$ 95,379.30	\$ 43,893.70
Middle School Tunnel	CV Services	\$ 8,397.00	\$ 2,828.00
Oak Flat PC	Honeywell	\$189,202.00	\$449,5412.00

The administration recommends the Board of School Directors approve payment of \$95,379.30 to Sheet Metal Specialist, LLC and \$8,397.00 to CV Services from the Capital Project Fund and \$189,202 to Honeywell from the Oak Flat Project Fund.

## **New Business Items – Other Actions**

### **12.15 Case A of 2014-2015**

The parents of the student in Case A of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors assign the student in Case A of the 2014-2015 school year for a period of one year to an alternative placement, reduced to a ninety (90) day alternative placement, predicated upon completion of the Student Assistance Team process. The student will be excluded one year from all extracurricular activities reduced to ninety (90) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **12.16 Case B of 2014-2015**

The parents of the student in Case B of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case B of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **12.17 Case C of 2014-2015**

The parents of the student in Case C of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case C of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

## **New Business Items – Other Actions**

### **12.18 Case D of 2014-2015**

The parents of the student in Case D of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case D of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **12.19 Case E of 2014-2015**

The parents of the student in Case E of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case E of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **12.20 Case F of 2014-2015**

The parents of the student in Case F of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case F of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

## **New Business Items – Other Actions**

### **12.21 Case G of 2014-2015**

The parents of the student in Case G of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case G of the 2014-2015 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. The student will be excluded ninety (90) days from all extracurricular activities reduced to forty-five (45) days predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **12.22 Termination of Mowing Contract**

Per the enclosed document from Mr. Josh Anderson, he has requested termination of his mowing (Rough Cut) contract with the District. Mr. Sheeler was not happy with his performance and attributes the problems to a lack of proper equipment for the terrain. The last cut of the area was done by Mr. Sheeler.

The administration recommends the Board of School Directors terminate the Rough Cut Mowing Contract as requested by Mr. Anderson.

## **13. New Business - Information Items**

### **13.1 Proposed Updated Job Descriptions**

The Administration has developed and updated the job descriptions listed. Copies of the job descriptions have been included with the agenda.

**318 Middle School Instructional Coach**  
**203 Middle School Team Leader**

After the job descriptions have been reviewed by the Board of School Directors, the administration will present the updated job descriptions for Board approval at the August 4, 2014 Board meeting.

## **New Business - Information Items**

### **13.2 Proposed Adoption of Planned Courses**

Listed below are completed planned courses 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, 2014, Board of School Directors meeting.

**High School Biology**  
**K-8 English Language Arts**  
**Middle School Math**  
**High School Algebra I**

### **13.3 Proposed Adoption of Textbooks**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending the following books to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the book, prior to the August 4, 2014 Board of School Directors meeting.

<b>Course -- High School AP Chemistry</b>	<b>Title -- Chemistry</b>
<b>Course -- Middle School Language Arts</b>	<b>Title -- Ready Core Reading Instruction</b>
<b>Course -- Middle School Math</b>	<b>Title -- Big Ideas</b>
<b>Course -- Kindergarten</b>	<b>Title -- Foundations</b>
<b>Course -- Grades 3,4 &amp; 5 - Language Arts/Technology</b>	<b>Title -- Lexia CORE5</b>

### **13.4 Updated Year-to-Date Summaries/Taxes and General Fund**

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

## **14. Future Board Agenda Items**

## **15. Board Reports**

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

**15.2** Athletic Committee - Mr. Swanson, Mr. Roush and Mr. Gutshall

**15.3** Cumberland Perry Area Vocational Technical School - Mr. Wolf/Mr. Piper

**15.4** Buildings and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson, and Mr. Roush

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

**15.6** South Central Trust - Mr. Blasco

**15.7** Capital Area Intermediate Unit - Mr. Wolf

**15.8** Cumberland County Tax Collection Bureau - Mr. Wolf

**15.9** Superintendent's Report

**15.10** Future Board Agenda Items

## **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 21, 2014.**

Next scheduled meeting is: **August 4, 2014.**