

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, JULY 22, 2013

I. CALL TO ORDER (Big Spring High School) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE JUNE 17, 2013 REGULAR BOARD MEETING MINUTES AND THE JUNE 17, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

V. TREASURER'S REPORT (Balances as of June 28, 2013)

General Fund	\$11,586,427.52
Cafeteria Fund	\$ 267,810.52
Student Activity Fund	\$ 186,168.82
Capital Projects	\$ 4,291,980.34

VI. PAYMENT OF BILLS 2012-2013

A.

General Fund	\$ 1,606,780.01
Cafeteria Fund	\$ 114,214.96
Student Activities Fund	\$ 22,181.68
Capital Projects	\$ 267,374.00

VI. PAYMENT OF BILLS 2013-2014

B.

General Fund	\$ 463,894.32
Student Activities Fund	\$ 1,143.79
Total	\$ 2,475,588.76

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

1) Middle School TV Studio Advisor

(ACTION ITEM)

The individual whose name is listed below is recommended to serve as Middle School TV Studio Advisor for the 2013-2014 school year.

Mr. Stephen Elsier

The administration recommends that the Board of School Directors approve the appointment of Mr. Elsier as Middle School TV Studio Advisor for the 2013-2014 school year.

(ACTION ITEM)

2) Mrs. Lisa Black, High School Career Coordinator Teacher is requesting a half-day leave without pay for December 17, 2013.

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave.

The administration recommends that the Board of School Directors approve Mrs. Black's request for a half-day leave without pay as presented.

A) PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

3) **Mrs. Jeanne Temple**, Assistant Superintendent is in the final year of her five year contract. The Board needs to set her salary for that final year.

The administration recommends that the Board of School Directors increase Mrs. Temple's salary for the final year of her contract by the Adjusted Index as set by the Pennsylvania Department of Education (2.2%).

4) **Additional Per Diem Substitute Teachers**

(ACTION ITEM)

Rachel Lerch	Elementary Education
Joseph Washington	History Education

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented.

5) **Coaching Appointments**

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2013-2014 school year.

Kyle Ebersole	Assistant Football Coach
Deb Whitmoyer	Assistant Field Hockey Coach
Kristen Kitchen	Assistant Field Hockey Coach
Kelly Cornman	Volunteer Assistant Field Hockey Coach
Alexandra Arnold	Assistant Volleyball Coach
Brad Shover	Varsity Baseball Coach
Deven Whitfield	Assistant Basketball Coach

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented for the 2013-2014 school year.

6) **Substitute Nurse Assistants**

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent, would like to recommend the individuals listed as substitute Nurse Assistants for the 2013-2014 school year.

Brooke Brown
Teresa Frankford

The administration recommends that the Board of School Directors approve the appointment of the above listed substitute Nurse Assistants as presented.

A) PERSONNEL CONCERNS (. . .continued)

7) Elementary Nurse Assistant

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent, would like to recommend the individual listed as a full-time Nurse Assistant at Mt. Rock Elementary School for the 2013-2014 school year, replacing Mrs. Kay Bear who has retired.

Gretchen Horst

The administration recommends that the Board of School Directors approve the appointment of the above listed full-time Nurse Assistant as presented.

8) Elementary Nurse Assistant

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent, would like to recommend the individual listed as a part-time Nurse Assistant at the Middle School for the 2013-2014 school year, replacing Gretchen Horst who has transferred.

Jean Byers

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time Nurse Assistant as presented.

(ACTION ITEM)

9) Luke Nerone

Sixth Grade Middle School Teacher

Boiling Springs, PA 17007

Education:

Dickinson College – American Studies (Bachelor’s Degree)

Wilson College – Elementary Education (Bachelor’s Degree)

Experience:

Big Spring School District – Long-Term Substitute Teacher

Carlisle School District, West Shore S.D. and Cumberland Valley S.D. - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mr. Nerone to serve as a sixth grade middle school teacher for the 2013-2014 school year, replacing Stephanie Cramer who has resigned. Mr. Nerone’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.

A) PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

10) **Shannon Morrison**
State College, PA 16801

High School Math Teacher

Education:

Pennsylvania State University – Secondary Math Education (Bachelor’s Degree)

Experience:

State College Area School District – Guest Teacher

The administration recommends that the Board of School Directors appoint Ms. Morrison to serve as a high school math teacher for the 2013-2014 school year, replacing Deb Ginter who has retired. Ms. Morrison’s compensation for this position should be established at Bachelor’s Degree, step 1, \$43,648.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

11) **Amy Kyle**
Wilmington, North Carolina 28411

Sixth Grade Middle School Reading Teacher

Education:

Appalachian State University – Middle Grade Language Arts Education (Bachelor’s Degree)
University of North Carolina – Masters Degree in Language and Literacy
University of North Carolina – Gifted Add-On Certificate

Experience:

Holly Shelter Middle School, NC – Language Arts Teacher, Literacy Coach
Emma B. Trask Middle School, NC – Language Arts Teacher, Reading Coach
Mount Airy Middle School, NC - Seventh Grade Language Arts and Social Studies Teacher

The administration recommends that the Board of School Directors appoint Mrs. Kyle to serve as a sixth grade middle school reading teacher for the 2013-2014 school year, replacing Heather Housel who has transferred. Mrs. Kyle’s compensation for this position should be established at Master’s Degree, step 6, \$ 54,048.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

XII. NEW BUSINESS (. . .continued)

B) Credit Pay

(ACTION ITEM)

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.

Amanda Frankford	\$ 1,272.00
SaraBeth Fulton	\$ 150.00
Michael Ginter	\$ 2,544.00
Mary Beth Helbig	\$ 840.00
Michael Statler	\$ 1,272.00
Lauren Swigart	\$ 2,544.00
Heidi Weston	\$ 510.00
Total	\$ 9,132.00

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 and the Big Spring School District.

C) Facilities Utilization Request

(ACTION ITEM)

Big Spring Midget Football is requesting permission to use the stadium, the two adjacent fields, press box, and parking lot for midget football practices and games through the months of August, 2013 through November, 2013. Because some of the utilization dates are on a Sunday, Board action is necessary.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to use the stadium, two adjacent fields, press box, and parking lot as presented.

D) 2013-2014 Oak Flat Elementary PTO Fundraiser Request

(ACTION ITEM)

The Oak Flat Elementary School PTO is requesting permission to conduct the fundraisers listed below during the 2013-2014 school term.

**Joe Corbi's (Fall)
Race for Education (Spring)**

The administration recommends that the Board of School Directors approve Oak Flat PTO's request to conduct the fundraisers listed above during the 2013-2014 school term.

XII. NEW BUSINESS (. . .continued)**(ACTION ITEM)****E) Voting Delegates to the October 2013 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 2013 School Leadership Conference's Legislative Policy Committee meeting.

The administration recommends that the Board of School Directors designate Robert Barrick, Board Secretary, who will serve as Big Spring's voting delegate to the October 2013 School Leadership Conference's Legislative Policy Committee meeting.

F) Approval of 2013-2014 High School Student/Parent Handbook **(ACTION ITEM)**

Mr. Steven Smith, High School Principal, has updated the High School Student/Parent Handbook for the 2013-2014 school year.

The changes made in the High School Student/Parent Handbook have been included with the agenda. The completed High School Student/Parent 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 recommends that the Board of School Directors approve the 2013-2014 changes in the High School Student/Parent Handbook as presented.

G) 2013-2014 School Police and Community Service Officers' Roster **(ACTION ITEM)**

Newville Police Chief Randy Finkey has submitted a list of the names of recommended school police officers and community service officers for the 2013-2014 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 2013-2014 school police and community service officers' roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2013-2014 school police and community service officers' roster is approved by Cumberland County Court.

H) Approval of Change Orders for Window Project **(ACTION ITEM)**

As a result of unforeseen conditions, Wolf Consulting Engineers, McCoy Brothers, Inc and the administration recommend the approval of change orders 5, 8, and 10 through 15 as presented at the Building and Property meeting and included in the agenda.

The administration recommends the Board of School Directors approve change orders 5, 8, 10, 11, 12, 13, 14 and 15 at a combined cost of \$ 12,224.

XII. NEW BUSINESS (. . .continued)**I) Approval of Updated Limits to Procurement Cards (ACTION ITEM)**

To increase revenue, the District is expanding its use of the procurement card to pay recurring utility bills. There are some other smaller increases to better match the principal's use. This only updates the card limits at Enclosure 1; it does not make any other changes to the policy.

The administration recommends the Board of School Directors approve the updated Enclosure 1 (Card Limits) to Policy 625 as shown in the agenda.

J) Approval of Transfer to Capital Project Fund (ACTION ITEM)

In preparing for the audit and year-end closeout it is appropriate to transfer those funds for the 2012-2013 year that were appropriated for the capital project fund. The budget included \$ 653,392.02 budgeted for reserve and Capital Projects plus a \$446,454.65 savings in bond payments due to refinancing for a total of \$ 1,099,846.67.

The administration recommends the Board of School Directors authorize the transfer of \$1,100,000 from the General Fund to the Capital Project Fund.

K) Approval of McCoy Bros. Payment Application #2 and #3 (ACTION ITEM)

Included with the Board packet are two payment applications from McCoy Bros. as approved by WCE. Application two is for \$212,488.00 and is a correction to the last agenda. Application three is for \$140,173.00. Also included is a summary of change orders and total payments to date.

The administration recommends the Board of School Directors approve payment applications two and three to McCoy Brothers, Inc. for a total of \$352,661.

(ACTION ITEM)**L) Approval of Change Order to Domestic Water Heater and UV Light Installation Project**

Lugaila recommended the District consider adding new mixing valves in both locations and provided an estimate. Tim Drawbaugh recommends we install the OF valve to prevent scalding; the HS is (mostly) operational and can be repaired.

The administration recommends the Board of School Directors approve the change order from Lugaila Mechanical, Inc. to install a mixing valve at Oak Flat Elementary at a cost of \$7,619.

XII. NEW BUSINESS (. . .continued)

M) Aspen Contract Approval

(ACTION ITEM)

The administration is recommending X2 Development Corporation for their product, Aspen for the District’s new Student Information System and Learning Management System. The Aspen product will provide a more efficient and cost effective solution for student information and learning management services.

The contract that is included with the agenda has been reviewed by Philip Spare, Solicitor and his recommendations have been included within this iteration of the contract.

The administration recommends that the Board of School Directors approve the Aspen product as the District’s student information and learning management services.

N) Proposed Updated Job Description

(INFORMATION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent has developed and updated the job description listed. A copy of the job description has been included with the agenda.

Special Education Assistant Department Chairperson

After the job description have been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the August 5, 2013 Board meeting.

O) Proposed Textbook Adoption

(INFORMATION ITEM)

Mr. Kevin Roberts, Director of Curriculum and Instruction, is recommending the following textbooks 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 books, prior to the August 5, 2013 Board of School Directors meeting.

Course	Title	Publisher	Copyright
Elementary Mathematics	enVision Math	Scott Foresman/Pearson	2012

XII. NEW BUSINESS (. . .continued)**P) Planned Course Adoption****(INFORMATION ITEM)**

Listed below are completed planned courses for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the August 5, 2013, Board of School Directors meeting.

Elementary

- Language Arts
- Mathematics

High School

- Environmental Science
 - Video Game Design II
-

Q)Resignations of Chartwells Employees**(INFORMATION ITEM)**

The Chartwells employees listed have submitted their letter of resignation as cafeteria employees for Chartwells, effective immediately.

**Amy Frey
Karen Shughart**

R)Tenure Status**(INFORMATION ITEM)**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

**Jill Edwards
Carol Schutt**

**High School Learning Support Teacher
High School Science Teacher**

Additional information regarding the professional employees has been prepared by Mr. Steven Smith, High School Principal.

S) Conodoguinet Creek Watershed Association Grant**(INFORMATION ITEM)**

At the May 20, 2013 Board meeting the Board granted approval for the Administration to pursue grant funding from Conodoguinet Creek Watershed Association in support of cross curricular extensions of the sixth grade outdoor classroom field trips. We are pleased to announce that the District was awarded \$1000 from this grant application. An account will be established to facilitate tracking of these revenues and expenditures.

XII. NEW BUSINESS (. . .continued)**T) Engineering Service Proposal for Oak Flat HVAC Project (INFORMATION ITEM)**

As previously discussed, the Board is considering an HVAC renovation project for Oak Flat in the summer of 2014. This project would likely be funded via a guaranteed energy savings company (ESCO) rather than a bid. The administration recommends that the Board consider hiring an engineer to design the project and represent the District during the project. Barton is involved currently in the Domestic Hot Water UV Light project and recently involved in energy modeling for the MS window project. Assuming a \$2.5M project at Oak Flat, Barton would charge a 6% fee or approximately \$150,000.

U) 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.

XIII. FUTURE BOARD AGENDA ITEMS**XIV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mr. Norris/Mr. McCrea**
- 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**

XV. SUPERINTENDENT'S REPORT

XVI. BUSINESS FROM THE FLOOR

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XVIII. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, August 5, 2013