

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, JULY 23, 2012

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

II. PLEDGE TO THE FLAG (President Wolf)

III. PRAYER

IV. APPROVAL OF THE JUNE 18, 2012 REGULAR BOARD MEETING MINUTES AND THE JUNE 18, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

A) Recognition of Academic Achievement Awards for the Fourth Quarter

Mr. Charles Smith, Assistant High School Principal, will recognize those students who have earned the academic achievement award for the fourth quarter for the 2011-2012 school year.

Grade 12	Kayla Richwine	100.0
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VI. TREASURER'S REPORT (Balances as of June 30, 2012)

General Fund	\$ 8,411,861.89
Cafeteria Fund	\$ 389,309.18
Student Activity Fund	\$ 186,287.74
Capital Projects	\$ 2,982,109.77
Newville Project	\$ 609,368.12

VII. PAYMENT OF BILLS

General Fund	\$ 802,863.81
Cafeteria Fund	\$ 92,098.74
Student Activities Fund	\$ 10,851.55
Capital Projects	\$ 273.55

Total \$ 906,087.65

VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

A) PERSONNEL CONCERNS (...continued)**1) Additional Per Diem Substitute Teacher****(ACTION ITEM)****Laci Becker****Elementary Education/ESL**

The administration recommends that the Board of School Directors approve the addition listed to the 2012-2013 per diem substitute teacher list as presented.

(ACTION ITEM)**2) Mr. John Drawbaugh** has submitted his letter of resignation as a custodial substitute, effective June 27, 2012.

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

The administration recommends that the Board of School Directors accept Mr. Drawbaugh's resignation as a custodial substitute, effective June 27, 2012.

(ACTION ITEM)**3) Mr. Michael McVitty**, has submitted his letter of resignation as the Advisor for High School Charisma, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. McVitty's resignation as the Advisor for High School Charisma.

(ACTION ITEM)**4) Ms. Kristin Holmes**, has submitted her letter of resignation as High School Assistant Cheerleading Coach, effective immediately. Ms. Holmes would like to assist as a volunteer coach.

The administration recommends that the Board of School Directors accept Ms. Holmes resignation as High School Assistant Cheerleading Coach and approve her request to assist as a volunteer coach.

(ACTION ITEM)**5) Mr. Steve Calaman**, has submitted his letter of resignation as Head Girls Softball Coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. Calaman's resignation as Head Girls Softball Coach, effective immediately.

A) PERSONNEL CONCERNS (...continued)**(ACTION ITEM)**

- 6) **Mrs. Louise Nicholson**, Secretary to Payroll and Employee Benefits submitted her letter of resignation for the purpose of retirement effective December 28, 2012. Mrs. Nicholson's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Nicholson is entitled to a severance allowance in the amount of \$8,710.00, under option #2.

Option #1:

18 years of service X \$182.00 = \$3,276.00
(\$9,884.00 maximum)

Option #2:

167.5 unused sick leave days X \$52.00 = \$8,710.00
(\$9,884.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Nicholson's letter of resignation for the purpose of retirement and her severance allowance of \$8,710.00 as presented.

7) Reinstate Mrs. Jean Wadlinger**(ACTION ITEM)**

The administration recommends the Board of School Directors reinstate Mrs. Jean Wadlinger as a professional employee of the District pursuant to Section 11-1125.1(d) (2) of the Public School Code to the middle school gifted position. Mrs. Wadlinger is properly certificated to fulfill this position. Mrs. Wadlinger's compensation for this position should be established at \$56,857.00, Bachelor's Degree, Step 13, based on the current contract between the Big Spring Education Association and the Big Spring School District.

8) Transfers 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 remainder of the 2010-2011 school year.

<u>FROM</u>	<u>TO</u>
Marsha Stellfox - Middle School Emotional Support	High School Learning Support
Emily Kelly – River Rock Academy	Middle School Emotional Support
Beth Crusey – Middle School Reading Teacher	Middle School 6 th Grade Language Arts

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

A) PERSONNEL CONCERNS (...continued)**9) Coaching Appointment****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2012-2013 school year.

David Cox	Head Wrestling Coach
Nate Gutshall	Assistant Wrestling Coach
Justin Morris	Assistant Wrestling Coach
Chad Brough	Junior High Wrestling Coach
Mike Ginter	Head Girls Soccer Coach
Seth Stover	High School Assistant Girls Soccer Coach
Robert Swift	Junior High Football Coach

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

10) Eighth Grade Gold Team Leader**(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as Eighth Grade Gold Team Leader for the 2012-2013 school year.

Mr. Greg Perry

The administration recommends that the Board of School Directors approve the appointment of Mr. Greg Perry as Eighth Grade Gold Team Leader for the 2012-2013 school year.

(ACTION ITEM)**11) Jodi Bistline**
Carlisle, 17013Learning Support Teacher at
Oak Flat Elementary School**Education:**

Shippensburg University (Master's Degree Special Education)

Experience:

NHS Hamilton Elementary School – Special Education Teacher

The administration recommends that the Board of School Directors appoint Ms. Bistline to serve as a Learning Support Teacher at Oak Flat Elementary School for the 2012-2013 school year. Ms. Bistline's compensation for this position should be established at Bachelor's Degree Step 1, \$42,588.00, plus a \$400.00 special education stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

A) PERSONNEL CONCERNS (...continued)**(ACTION ITEM)**

12) Suzanne Brett
Mechanicsburg, PA 17050

Long-Term Substitute Eighth Grade English Teacher
at the Middle School

Education:

East Stroudsburg University (Bachelor's Degree Secondary English 7-12)

Experience:

Bethlehem Catholic High School – English Teacher
Easton Area High School - English

The administration recommends that the Board of School Directors appoint Ms. Brett to serve as a Long-Term Substitute Eighth Grade English Teacher at the Middle School, replacing Mrs. Dellinger who is on leave of absence from August 22, 2012 through approximately December 7, 2012. Ms. Brett's compensation for this position should be established at Bachelor's Degree Step 1, \$42,588.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

13) Amanda Campbell
Carlisle, 17015

Long-Term Substitute Learning Support Teacher at
Newville Elementary School

Education:

Shippensburg University (Master's Degree Special Education)

Experience:

Self-Employed -Tutor and Education Consultant – worked with Middle School aged students with learning disabilities.

The administration recommends that the Board of School Directors appoint Ms. Campbell to serve as a Long-Term Substitute Learning Support Teacher at Newville Elementary School, replacing Mrs. Frantz who is on child-rearing leave of absence from August 22, 2012 through approximately October 8, 2012. Ms. Campbell's compensation for this position should be established at Master's Degree Step 1, \$48,295.00, plus a \$400.00 special education stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

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.

Amanda Brown	\$ 2,472.00
Michael Ginter	\$ 1,236.00
Lindsay Graham	\$ 1,185.00
Katie Magee	\$ 2,472.00
Leslie Lynch	\$ 2,472.00
Katie Sands	\$ 2,472.00
Brandie Shatto	\$ 1,236.00
Justine Sieg	\$ 2,472.00
Michael Spears	\$ 2,472.00
Lauren Swigart	<u>\$ 2,472.00</u>
Total	\$20,961.00

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

The high school administration updated the High School Student Handbook for the 2012-2013 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 2012-2013 High School Student Handbook as presented.

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

Mrs. Linda Slusser is requesting permission to utilize Mt. Rock Elementary School for a building walk-through for students, parents, family and friends on Sunday, August 26, 2012 from 1:00 p.m. to 2:30 p.m. Because the utilization date falls on Sunday, Board action is necessary.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mrs. Slusser's request to utilize Mt. Rock Elementary School for the walk-through on Sunday, August 26, 2012, from 1:00 p.m. to 2:30 p.m.

XIII. NEW BUSINESS (. . .continued)**E) Proposed June, 2014 Trip to Spain****(ACTION ITEM)**

Ms. Ashley Oldham, Mrs. Kathy Shaker and Mrs. Megan Anderson High School Spanish Teacher, are requesting permission for Big Spring High School students to travel to Spain, tentatively scheduled for June, 2014. A detailed itinerary will be submitted to the Board for review in the month of September, 2012.

Information is included with the agenda.

The administration recommends that the Board of School Directors grant Ms. Oldham, Mrs. Shaker, and Mrs. Anderson 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, 2012.

F) Settlement Agreement**(ACTION ITEM)**

The Administration recommends that the Board of School Directors approve the Settlement Agreement and Release in the matter of student #212320 and authorizes the administration, Board Officers and special counsel to take all steps necessary to implement the settlement.

G) 2012-2013 Post-Graduation Party Fundraisers**(ACTION ITEM)**

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the numerous fundraisers during the 2012-2013 school year.

The lists of fundraisers are included with the agenda.

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2012-2013 school year.

H) Internet Safety Instruction Guidelines and Web 2.0 Procedures**(ACTION ITEM)**

The administration submitted the Internet Safety Instruction Guidelines and Web 2.0 Procedures for Board review at the June 18, 2012 Board meeting.

These guidelines and procedures are included with the agenda.

The administration recommends that the Board of School Directors approve the Internet Safety Instruction Guidelines and Web 2.0 Procedures as presented.

XIII. NEW BUSINESS (. . .continued)**I) Oak Flat Geothermal Study****(ACTION ITEM)**

As part of the ongoing investigation into HVAC issues at Oak Flat, a study for the conversion to geothermal was included on the capital projects list. This week Engenuity placed collectors in the building to gather data on separate humidity study; this geothermal project would be an addition to but concurrent with the HVAC review. The project would include an energy analysis, conductivity test and proposed budget.

The administration recommends the Board of School Directors authorize Engenuity to conduct a geothermal conversion study at Oak Flat Elementary at a cost of \$14,500 to be funded by the capital projects fund.

J) Garland Application for Payment (NV Roof Replacement)**(ACTION ITEM)**

Included with the agenda is an application from Garland for the first payment of \$226,800 for the NV roof replacement project. This leaves a balance of \$329,853 to be paid. The contractor is on schedule for August 15th completion.

The administration recommends the Board of School Directors authorize payment of \$226,800 from the Capital Projects fund to Garland / DBS, Inc. for the work accomplished to date.

K) Capital Area Wide Network (WAN)**(ACTION ITEM)**

The administration has submitted an updated Internet and Wide Area Network (WAN) agreements for board approval with the Capital Area Intermediate Unit. These agreements were rebid early to reduce costs associated with the Internet and the Wide Area Network.

Information is included with the agenda.

The administration recommends that the Board of School Directors renew the District's contract to participate in the Capital Area Wide Area Network. The renewal will take effect July 1, 2012 through June 30, 2017 which will encompass a five-year period.

L) Occupancy of Plainfield Elementary School**(ACTION ITEM)**

The administration has been discussing a suitable lease of occupancy for Yellow Breeches Educational Center to occupy the Plainfield Elementary building. An Agreement of Lease has been processed and will take effect for the 2012-2013 school year.

The Agreement of Lease is included with the agenda.

The administration recommends that the Board of School Directors approve the occupancy of the Plainfield Elementary building by Yellow Breeches Educational Center beginning with the 2012-2013 school year and recommend approval of the Agreement of Lease.

XIII. NEW BUSINESS (. . .continued)**M)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 6, 2012, Board of School Directors meeting.

Music

Elementary Band, Chorus and General Music (K-5)
Middle School Band, Chorus and General Music (6-8)
High School Band and Chorus
High School Electives – Music in Film, Music Technology, Pop, Rock, and Hip Hop and Piano Lab

Art

Elementary (K-5), Middle School (6-8)

High School Art

Art Humanities
Ceramics Sequence
Design Sequence
Digital Photography Sequence
Drawing and Painting Sequence
Sculpture Sequence

High School Science

Chemistry
Physics
Optics, Sound, Nuclear Physics
Microbiology
Astronomy and Meteorology

High School Math

Applications of Trigonometry
Honors Algebra II
Honors Geometry
Honors Pre-Calculus
Statistics

Business

Video Game Design
Sports and Entertainment Mgt.

N) Updated Policies**(INFORMATION ITEM)**

The administration has submitted the updated policies listed for Board review.

The updated Policies are included with the agenda. The updated policies will be an action item on the August 6, 2012 School Board Agenda.

109.1 Library Collection Development
200 Enrollment in District
201 Admission of Students
202 Residency Eligibility
202.1 Eligibility of Nonresident Students
251 Homeless Students (New)

XIII. NEW BUSINESS (. . .continued)**O) 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.

Tracey Feldbauer	Reading Teacher at Oak Flat Elementary School
Michael Spears	Fifth Grade Teacher at Newville Elementary School
Leslie Lynch	Special Education Teacher at Newville Elementary School

Additional information regarding the professional employee has been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal and Mr. William August, Newville Elementary School Principal.

P) 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.

Q) Debt Review by RBC/PFM**(INFORMATION ITEM)**

In May the Administration met with RBC/PFM to discuss any possible refinancing opportunities to reduce debt expense. The presentation included is a result of that meeting and reviews the District's current long term debt and shows possible future actions.

R) Revision to Procurement Card Policy 625**(INFORMATION ITEM)**

Last year the Board approved limited use of procurement cards under this policy. Implementation went well and use has increased slowly. Some vendors won't accept purchase orders. Card use also simplifies ordering and vendor negotiations. This revision adds some additional users and requires the use of a purchase order in conjunction with card use. A copy of the proposed revisions is attached for Board review. This item will be for action at the August 6 meeting.

S) Fuel Adjustment for Deitch Busing**(DISCUSSION ITEM)**

As part of year end closeout, Mr. Deitch presented a request for a fuel adjustment for the 2011-12 school year and included his quarterly analysis required under paragraph 3 of the bus contract. Page 1, paragraph 3 of the contract is included for review.

XIV. FUTURE BOARD AGENDA ITEM

XV. 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**

XVI. SUPERINTENDENT’S REPORT

XVII. BUSINESS FROM THE FLOOR

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XIX. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, August 6, 2012