

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, AUGUST 1, 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 JULY 18, 2011 REGULAR BOARD MEETING MINUTES, THE JULY 18, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE BUILDING AND PROPERTY MEETING MINUTES.**

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

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**VI. TREASURER'S REPORT**

### **VII. PAYMENT OF BILLS**

General Fund	\$ 942,265.92
Cafeteria Fund	\$ 4,198.56
Miscellaneous Fund	\$ 403.95
Capital Projects	\$ 27,197.34
Newville Project	\$ 67,417.24

**Total \$ 1,041,483.01**

**VIII. READING OF CORRESPONDENCE**

- A)** The Superintendent has received a letter from **Ms. Connie L. Derr**, Single Audit Coordinator, Bureau of Budget and Fiscal Management, advising that the Commonwealth of Pennsylvania's Office has reviewed the single audit report for the Big Spring School District for the year ended June 30, 2009. Ms. Derr indicates that the audit is approved as being substantially in compliance with Office of Management and Budget Circular A-133 and other relevant federal and Commonwealth policy.

A copy of Ms. Derr's letter is included with the agenda.

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**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**

**A. PERSONNEL CONCERNS** ( . . . continued)**1) Coaching Appointments****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed for the coaching positions listed for the 2011-2012 school year.

<b>Amy Fry</b>	<b>Assistant Varsity Girls Basketball</b>
<b>Jenna Kinsler</b>	<b>Junior Varsity Girls Basketball</b>
<b>Daniel Tigyer</b>	<b>Ninth Grade Girls Basketball</b>
<b>Emily Bower</b>	<b>Seventh Grade Girls Basketball</b>

The administration recommends that the Board of School Directors approve the coaching appointments of the individuals listed for the 2011-2012 school year.

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**2) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

<b>Elizabeth Bakner</b>	<b>Elementary K-6</b>
<b>Heather Bear</b>	<b>Elementary K-6</b>
<b>Tracie Coon-Dellinger</b>	<b>Elementary K-6</b>

The administration recommends that the Board of School Directors approve the additions of Elizabeth Bakner, Heather Bear and Tracie Coon-Dellinger to the 2011-2012 per diem substitute teacher list as presented.

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**(ACTION ITEM)****3) Thomas Kopp**

Camp Hill, PA 17011

Long-Term Substitute Special Education Teacher  
(replacing Bethany Stanton who will be on child-rearing leave)

**Education:**

Millersville University – Elementary Education/Special Education (Bachelor's Degree)

**Experience:**

East Pennsboro School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Mr. Kopp to serve as a Long-Term Substitute Special Education Teacher at Mt. Rock Elementary School, beginning with the 2011-2012 school year, replacing Mrs. Stanton who will be on child-rearing leave of absence from approximately August 24, 2011 through January 3, 2012. Mr. Kopp's compensation for this position should be established at Bachelor's, Step 1, \$41,551.00, plus a \$400.00 special education stipend, prorated, 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)**4) Department Chairperson Recommendation****(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent is recommending the individual listed to serve as the Special Education Department Chairperson for the 2011-2012 and the 2012-2013 school year.

**Kay Keim – Oak Flat Learning Support Teacher**

The administration recommends that the Board of School Directors appoint the above listed individual as the Special Education Department Chairperson during the 2011-2012 and the 2012-2013 school year and establish her stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**5) Transfer of Classified Employees****(ACTION ITEM)**

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

	From	To
Mrs. Wendy Lehman	Secretary to the High School Administration	Mt. Rock Elementary Secretary
Mrs. Lori Witmer	Middle School Learning Support Aide	High School Office Aide

The administration recommends that the Board of School Directors approve the transfer of the classified employees 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>Lois Cox</b>	<b>\$ 1,161.00</b>
<b>Heidi Gilbert</b>	<b>\$ 1,161.00</b>
<b>Lindsay Graham</b>	<b>\$ 2,322.00</b>
<b>Nathaniel Gutshall</b>	<b>\$ 2,322.00</b>
<b>Katie Holtry</b>	<b>\$ 1,161.00</b>
<b>Keith Lavala</b>	<b>\$ 1,161.00</b>
<b>Bethany Pagze</b>	<b>\$ 1,161.00</b>
<b>Andrew Pettit</b>	<b>\$ 1,959.96</b>
<b>Michael Spears</b>	<b>\$ 2,322.00</b>
<b>Sarah VanderHeijden</b>	<b><u>\$ 981.00</u></b>
<b>Total</b>	<b>\$15,711.96</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) Tuition Exemption Student****(ACTION ITEM)**

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 2011-2012 school year.

<b>Ava Heishman</b>	<b>Kindergarten</b>
<b>Ian Heishman</b>	<b>Kindergarten</b>
<b>Jack Spears</b>	<b>Kindergarten</b>
<b>Jonathan Kuhn</b>	<b>Grade 3</b>
<b>Alindon Smith</b>	<b>Grade 11</b>

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**D) Tuition Exemption for Non-Resident Student****(ACTION ITEM)**

Ms. Kathy Smith, parent of Jacob Vannaken, Grade 12, Big Spring High School senior, is requesting for her son to complete his senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

**Jacob Vannaken      Grade 12**

The administration recommends that the Board of School Directors approve Ms. Smith's request for a tuition exemption for the 2011-2012 school year, as per the conditions outlined in Board Policy 202.3.

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

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

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

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

**Kathy Lysher**

Motion to dismiss the Classified Employee 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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**G) Mt. Rock Elementary School PTO Fundraisers****(ACTION ITEM)**

The Mt. Rock Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2011-2012 school term.

**Wolfgang Candy Fundraiser (Fall)  
Jo Corbi's Family Favorites/Sandwich (Spring)**

The administration recommends that the Board of School Directors approve the Mt. Rock Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2011-2012 school term.

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**XIII. NEW BUSINESS** (. . .continued)**H) Oak Flat Elementary School PTO Fundraisers****(ACTION ITEM)**

The Oak Flat Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2011-2012 school term.

**Jo Corbi's (Fall)**  
**Gertrude Hawk (Spring)**

The administration recommends that the Board of School Directors approve the Oak Flat Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2011-2012 school term.

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**I) Athletic Policy Addition****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director and the Athletic Council would like to submit an addition to the Athletic Policy under section I – E Head Coaches #23. The Athletic Committee has reviewed the additions as proposed.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve the addition to the Athletic Policy.

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

Listed below is completed planned course for board approval.

**Elementary**  
**Keyboarding**

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

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**K) Approval of 2011/12 General Liability Insurance****(ACTION ITEM)**

Carlisle Insurance did a competitive quote for general liability insurance this year and presented the findings to the administration during the month of June. Carlisle recommends a continuation with Ohio Casualty Insurance at the premium quoted, a reduction from 2010/11.

The administration recommends that the Board of School Directors award the 2011/12 general liability insurance coverage to Ohio Casualty in the amount of \$74,480.

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**XIII. NEW BUSINESS** (. . .continued)**L) Approve Request to Waive Reiff Rollback Tax****(ACTION ITEM)**

Wilson N. Reiff requested waiver of the roll-back taxes needed to remove 2.18 acres belonging to Aaron and Miriam martin from Clean & Green. This is permitted as the land is a gift to Locust Lane Mennonite Church and will be used to build a church. This has been approved by the township supervisors and the county commissioners. The Solicitor has reviewed the request and provided the resolution included with the board packet.

The administration recommends that the Board of School Directors approve by resolution the Reiff waiver request on rollback taxes for parcel 41-12-0324-006A.

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**M) Approval of PlanCon J for Mt. Rock Elementary****(ACTION ITEM)**

Part J "Project Accounting Based on Final Costs" must be submitted after all construction work has been completed and all final monies due on this project have been paid. The permanent reimbursable percent is established following PDE review of Part J. McKissick Associates prepared and Greenawalt & Co. audited the PLANCON J document included in the board packet.

The administration recommends the Board of School Directors approve for submission to PDE the included PLANCON J document for the Mt. Rock Elementary renovation project.

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**N) Transfer of 2010-11 Funds into Capital Projects Fund****(ACTION ITEM)**

As part of the closeout of the 2010-11 fiscal year, those funds budgeted for transfer to capital reserve must now be transferred from the general fund to the Capital Projects Fund. Any transfer into or out of the Capital Projects Fund requires Board action.

The administration recommends the Board of School Directors approve the transfer of up to \$1,300,000 from 2010-2011 general fund balance into the Capital Projects fund (Fund 32).

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**O) Approve Sale of Three District Vehicles****(ACTION ITEM)**

The District currently has two cars that are unreliable for extended trips and require some extensive repairs. In addition, we have one utility vehicle that is excess to current operations. The vehicles are:

- 1 - 1996 Ford F250XL Pickup w/utility bed and ladder racks
- 2 - 2000 Chrysler Cirrus sedans

The administration recommends the Board of School Directors approve of the sale of the vehicles listed above.

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**XIII. NEW BUSINESS (. . .continued)****P) Approve the Purchase of a New Sedan****(ACTION ITEM)**

Last year, the District included in the approved budget a line to replace one of the Cirrus sedans. This year, a second replacement was not included in the budget and the administration is requesting permission to use budget reserve to replace a second sedan and avoid any further repair expense and to provide a reliable vehicle for travel.

The administration recommends that the Board of School Directors approve the purchase of a replacement sedan via PA COSTARS at a price not to exceed \$16,000.

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**Q) 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 15, 2011, Board of School Directors meeting.

**Keyboarding/Computers (Grades 6 & 7)**  
**Computers (Grades 8)**  
**French Level I**  
**French Level II**  
**French Level III**

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**R) 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.

**Director of Special Services**  
**Administrative Assistant for Special Services**  
**Secretary for School Psychologists and School Social Worker**  
**Clerical Aide for Special Education**

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 15, 2011 Board meeting.

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**S) Update on NV Project****(INFORMATION ITEM)**

These are meeting minutes taken from a meeting on July 21, 2011 between Big Spring, eci and McKissick Associates. Mr. Barrick did attend the first part of the meeting to represent the Board. A subsequent meeting is scheduled for July 28, 2011 to review mortar issues. No action is required at this time.

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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 15, 2011**