

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, August 5, 2013

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

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE JULY 22, 2013 REGULAR BOARD MEETING MINUTES, THE JULY 22, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE JULY 22, 2013 BUILDING AND PROPERTY MEETING MINUTES

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

A. Recognition of Vocational-Technical School Students of the Quarter

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the fourth quarter of the 2012-2013 school year.

Grade 10	Christine Gordon	Nursing/Nursing Assisting
Grade 10	Jaedanne Kutz	American Studies
Grade 10	Tommy Rayhart	Precision Machine Technology
Grade 11	Joshua Bruno	Welding
Grade 11	Natasha Foose	Cosmetology
Grade 11	Taylor Heilman	Computer Information Systems
Grade 11	Keisha Ickes	World Studies
Grade 11	Keisha Ickes	Dental Assisting
Grade 11	Benjamin Myers	World Studies
Grade 11	Noah Rife	World Studies
Grade 11	Noah Rife	Automotive Collision Technology
Grade 11	Cassidy Wallace	World Studies
Grade 12	Brandon Ickes	Automotive Technology

B. Recognition of Academic Achievement Awards for the Fourth Quarter

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the fourth quarter for the 2012-2013 school year.

Grade 9	Kayla Dobyms	99.2
Grade 10	Adam Baldoni	98.3
Grade 11	Victoria Keener	99.6
Grade 12	Meredith Shriner	98.8

V. TREASURER’S REPORT

VI. PAYMENT OF BILLS 2013-2014

General Fund	\$ 1,415,422.69
Capital Projects	\$ 152,977.00
Cafeteria Fund	\$ 20,789.41
Student Activities Fund	\$ 1,843.70
Total	\$ 1,591,032.80

VII. READING OF CORRESPONDENCE

- A. Mr. Richard W. Fry, Superintendent, received correspondence from the Pennsylvania Department of Education regarding the approval the 2013-2016 Big Spring School Districts’ Special Education Plan. The correspondence is included with the agenda.
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VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS****A) PERSONNEL CONCERNS****(ACTION ITEM)**

- 1) **Mrs. Tammy Kiehl**, Elementary Art Teacher is requesting one day leave without pay for February 14, 2014.

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. Kiehl's request for a one day leave without pay as presented.

(ACTION ITEM)

- 2) **Mrs. Lori Shover**, Middle School General and Vocal Music Teacher is requesting one day leave without pay for October 11, 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. Shover's request for a one day leave without pay as presented.

(ACTION ITEM)

- 3) **Mr. Tyler Jumper**, assistant boy's soccer coach has submitted his letter of resignation as assistant boy's soccer coach effective immediately. Mr. Jumper has requested to stay on as a volunteer boy's soccer coach.

The administration recommends that the Board of School Directors accept Mr. Jumper's resignation as assistant boys soccer coach, effective immediately and approve his request as a volunteer boys soccer coach.

A) PERSONNEL CONCERNS (. . .continued)

(ACTION ITEM)

- 4) **Ms. Donna Hranica**, part-time aide at Oak Flat Elementary School has submitted her letter of resignation as a part-time aide, effective immediately.

The administration recommends that the Board of School Directors accept Ms. Hranica's resignation as a part-time aide at Oak Flat Elementary School, effective immediately.

(ACTION ITEM)

- 5) **Mr. Kemal Pegram**, High School Learning Support Teacher has submitted his letter of resignation as a High School Learning Support Teacher, effective August 16, 2013.

The administration recommends that the Board of School Directors accept Mr. Pegram's resignation as a High School Learning Support Teacher, effective August 16, 2013.

6) **Additional Per Diem Substitute Teachers**

(ACTION ITEM)

Zachary Ferguson	Elementary Education
Heather Logan	Elementary Education/Spanish

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

7) **Coaching Appointment**

(ACTION ITEM)

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

Joshua Calaman Boys High School Assistant Soccer Coach

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

8) **Aide Recommendation**

(ACTION ITEM)

Mr. William Gillet, Special Education Supervisor would like to recommend the individual listed as a part-time aide at Oak Flat Elementary in the Multi-Disability Classroom for the 2013-2014 school year.

Kim Kraus

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time aide as presented for the 2013-2014 school year.

A) PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

9) **Anne Starr Whitten**
Carlisle, PA 17013

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

Education:

University of Georgia (Bachelor's Degree History and English)
University of North Carolina (Master's in Education)

Experience:

Big Spring School District – Long-Term Substitute Emotional Support Teacher
Big Spring School District - Long-Term Substitute Eighth Grade English Teacher
71st Classical Middle School, Fayetteville, NC - Middle School Social Studies Teacher
71st Classical Middle School, Fayetteville, NC - Tutor/Remediation Teacher
71st Classical Middle School, Fayetteville, NC - Student Teacher

The administration recommends that the Board of School Directors appoint Ms. Whitten to serve as a Long-Term Substitute Eighth Grade Reading Teacher at the Middle School, replacing Mrs. Swigart who will be on child-rearing leave of absence from approximately October 15, 2013 through approximately December 23, 2013. Ms. Whitten's compensation for this position should be established at Master's Degree Step 3, \$50,545.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

10) **Ashley Bartosch**
Carlisle, PA 17013

High School Learning Support Teacher

Education:

West Chester University – History Education Degree
Shippensburg University – Special Education Degree

Experience:

Christina School District – Social Studies Teacher and Special Education Teacher

The administration recommends that the Board of School Directors appoint Ms. Bartosch to serve as a high school learning support teacher for the 2013-2014 school year, replacing Mr. Strack who has resigned. Ms. Bartosch's compensation for this position should be established at Master's Degree, step 1, \$49,418.00, 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)

11) Transfer of Professional Personnel

(ACTION ITEM)

Based on staffing needs necessitated by enrollment fluctuations, attrition and changes in special education case loads, the administration will transfer the professional employees whose names are listed below for the 2013-2014 school year. These transfers are in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Employee	From	To
Phil Fassl	Middle School Learning Support	Intensive Learning Support at Oak Flat
Kay Gillet	Intermediate Intensive Learning Support at Oak Flat	High School Transition Coordinator
Michelle Bear	High School Transition Coordinator	High School Learning Support

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

(ACTION ITEM)

12) Mrs. Katie Sands, third grade teacher at Mt. Rock Elementary School is requesting an extension of maternity leave via Family Medical Leave from August 20, 2013 through December 3, 2013.

The administration recommends that the Board of School Directors approve Mrs. Sands' request for an extension of maternity leave of absence via Family Medical Leave from August 20, 2013 through December 3, 2013.

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.

Sarah Hammaker	\$1,272.00
Susan Shuey	\$2,544.00
Total	\$3,816.00

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.

XII. NEW BUSINESS (. . .continued)**C) Facilities Utilization Request****(ACTION ITEM)**

Mr. William August, Newville Elementary School's Principal is requesting permission to use the Newville Elementary School grounds and facilities on Sunday, September 22, 2013 from 2:00 p.m. – 4:00 p.m. to hold Newville's Elementary 50th anniversary celebration. Mr. August is also requesting to utilize Sunday, September 29, 2013 as a rain date. Because the utilization dates listed 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 Newville Elementary School grounds and facilities as presented.

D) 2013-2014 Mt. Rock Elementary PTO Fundraiser Request**(ACTION ITEM)**

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

Candy Fundraiser (Fall)
Race for Education Fundraiser (Spring)

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

E) 2013-2014 Newville Elementary PTO Fundraiser Request**(ACTION ITEM)**

The Newville Elementary School PTO is requesting permission to conduct the fundraiser listed below during the 2013-2014 school term.

Candy Fundraiser (Fall)
To be Determined (Spring)

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

F) 2013-2014 Middle School PTO Fundraiser Request**(ACTION ITEM)**

The Middle School PTO is requesting permission to conduct the fundraiser listed below during the 2013-2014 school term.

Candy Fundraiser (Fall)

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

XII. NEW BUSINESS (. . .continued)**G) 2013-2014 Athletic Booster's Fundraisers****(ACTION ITEM)**

The Athletic Boosters are requesting permission to conduct the fundraisers listed below during the 2013-2014 school term.

The sale of french fries by Williams' French Fries at home football events.

The sale of kettle corn by Jack & Joan's Kettle Corn

The sale of Walk Away tacos, Pizza, Meatball Subs, Popcorn, Grilled Cheese Sandwiches, Pulled Pork, Chicken Quesadillas, Chicken sandwiches, Ham & Bean Soup, Chili, Apple Slices w/caramel, Assorted Snacks, Assorted Candy, Pickles, Warm Chocolate Milk, Warm Apple Cider, Bottled Water, Flavored Water, Iced Teas, Lemonade, coffee, and Cappuccino. May also consider any other fun foods not already sold by the Band Boosters for fall sports.

The sale of various Big Spring School District merchandise/clothing items.

The sale of 50/50 raffle tickets at home events.

The sale of raffle tickets at home winter events for a Big Spring blanket.

Food stands/concession stands at winter sporting events.

Food stands/concession stands at spring sporting events.

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

H) Tuition Exemption Students**(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 2013-2014 school year.

**Gwyneth Ryan
Ian Heishman
Ava Heishman
Jaden Best
Jonathan Kuhn
Brandon Sheller
Jack Spears
Liam Spears
Kylee Teter
Quincey Myers
Robert Lee McClure III
Carter Mattern
Grant Mattern**

XII. NEW BUSINESS (. . .continued)

I) **Proposed Updated Job Description**

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job description listed. A copy of the job description has been included with the agenda. The updated job description was an information item on the July 22, 2013 School Board Agenda.

Special Education Assistant Department Chairperson

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

J) **Proposed Textbook Adoption**

(ACTION ITEM)

Listed below are Elementary Mathematics textbooks for the 2013-2014 school year for board approval.

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

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

K) **Planned Course Adoption**

(ACTION ITEM)

Listed below are completed planned courses for board approval.

Elementary

- Language Arts
- Mathematics

High School

- Environmental Science
- Video Game Design

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

XII. NEW BUSINESS (. . .continued)**L) Cornerstone Federal Credit Union License Agreement****(ACTION ITEM)**

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. There have been no changes to the 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.

M) Approval of Lugaila Mechanical Inc.**(ACTION ITEM)**

Included with the Board packet is payment application one from Lugaila for the HW heaters & UV lamp project as approved by Barton Associates, application one is for \$151,356.96.

The administration recommends the Board of School Directors approve payment application one for Lugaila Mechanical, Inc. for a total of \$151,356.96 to be paid from the capital project fund.

N) Engineering Service Proposal for OF HVAC Project**(ACTION ITEM)**

As previously discussed, the Board is considering an HVAC renovation project for Oak Flat in the summer of 2014. The administration recommends that the Board consider hiring an engineer to design the project and represent the District during the project. Assuming a \$2.5M project at Oak Flat, Barton would charge a 6% fee or approximately \$150,000.

The Administration recommends the Board of School Directors approve Barton Associates, Inc. to provide engineering and architectural services for the Oak Flat Elementary School HVAC Renovations at a fee of 6% subject to lock-in after the Design Development phase. Payment will be from the Capital Projects fund.

O) Year- End Financial Statement**(ACTION ITEM)**

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

Athletic Booster Association

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

XII. NEW BUSINESS (. . .continued)**P) 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.

Vocational Training Aide

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 19, 2013 Board meeting.

Q) 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 19, 2013, Board of School Directors meeting.

High School

- Mass Media
 - AP World History
 - AP Environmental Science
 - Personal Fitness
 - Literature Keystone Prep
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R) Updated Policies**(INFORMATION ITEM)**

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

- | | |
|------------|---------------------------------------|
| 701 | Planning Facilities |
| 702 | Gifts, Grants, Donations |
| 703 | Sanitary Management |
| 704 | Maintenance |
| 705 | Safety |
| 706 | Property Records |
| 707 | Use of School Facilities |
| 708 | Lending Of Equipment and Books |
| 709 | Building Security |
| 710 | Use of Facilities by Staff |
| 715 | Use of Fax Machines |
| 716 | Integrated Pest Management |
| 717 | Cellular Telephones |

The updated Policies are included with the agenda. The updated policies will be an action item on the August 19, 2013 School Board Agenda.

XII. NEW BUSINESS (. . .continued)

S) Chromebook Communication Synopsis

(INFORMATION ITEM)

In effort to move forward with the District’s vision for instructional technology, the administration is planning to begin distribution of student devices during the 2013-2014 school year. After conducting a pilot in 12-13, the student device that was selected is a Samsung Chromebook. These devices will be provided to all ninth grade students during the 2013 – 2014 school year.

In preparation for distribution, Mrs. Brandie Shatto, Director of Educational Technology and Public Relations, has prepared a parent letter and Chromebook Guide to be shared with families. These documents were reviewed by the District’s solicitor and are included with this 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 19, 2013