

August Board Meeting – August 19, 2013

Agenda for: Board Meeting Agenda

1. Open Meeting

- A. Call to Order.
- B. Pledge to the Flag
- C. Approval of Minutes - Approval of the August 5, 2013 Board Meeting Minutes, of the Whole Meeting Minutes and the Building and Property Meeting Minutes.

2. Student & Staff Recognition and Board Reports

3. Treasurer Reports

3.1 Treasurer's Fund Report

General Fund	\$ 9,543,376.71
Capital Projects	\$ 5,237,934.20
Cafeteria Fund	\$ 311,243.91
Student Activities Fund	\$ 195,445.78

3.2 Payments of Bills

General Fund	\$ 889,142.60
Capital Projects Fund	\$ 152,656.86
Student Activities Fund	\$ 909.50
Total	\$ 1,042,708.96

4. Board Administration

- a. Reading of Correspondence
- b. Recognition of Visitors
- c. Public Comment Period
- d. Structured Public Comment
- e. Old Business
- f. New Business

5. New Business - Personnel Actions

5.1 Resignations

1. **Tracey Snyder**, high school learning support aide has submitted her resignation, effective immediately.
2. **Seth Stover**, assistant girls soccer coach has submitted his resignation, effective immediately.

The administration recommends that the Board of School Directors accept the resignations listed above as presented.

5.2 Leave Requests

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.

Mrs. Megan Frantz, is requesting one day leave without pay for Friday, September 20, 2013.

Mrs. Becky Coulson, is requesting one day leave without pay for Friday, September 20, 2013.

The administration recommends that the Board of School Directors approve the following request(s) for leave without pay as presented

5.3 High School Assistant Special Education Chairperson

The administration would like to recommend the individual listed as the High School Assistant Special Education Chairperson for the 2013-2014 school year.

Kay Gillet

The administration recommends that the Board of School Directors approve the appointment of Mrs. Gillet as High School Assistant Special Education Chairperson for the 2013-2014 school year.

New Business - Personnel Actions (...continued)

5.4 Long Term Substitute

Dana Sheaffer - Long-Term Substitute -Third Grade Teacher at Mt. Rock Elementary School

Education:

Shippensburg University (Bachelor's Degree Elementary Ed./Reading)
York College (Nursing)

Experience:

Big Spring School District - Aide and Substitute Teacher
West Shore School District - Substitute Third Grade Teacher

The administration recommends that the Board of School Directors appoint Ms. Sheaffer to serve as a long-term Substitute third grade teacher at Mt. Rock Elementary School, replacing Mrs. Sands who will be on extended child-rearing leave of absence from August 20, 2013 through approximately December 3, 2013. Ms. Sheaffer's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

5.5 Junior High Football Coach

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

Shane Cohick

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a Junior High volunteer football coach for the 2013-2014 school year.

5.6 Per Diem Substitute Teachers

Kara German - Early Childhood Education
Callie Salvisburg - Elementary Education
Jennifer Werle - Elementary 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.

New Business - Personnel Actions (...continued)

5.7 Approval to Hire Manpower Employee

Since December 8, 2003 the District has employed the services of Manpower to fill a full-time general labor position in Maintenance section. With the reorganization and downsizing of the maintenance section, this position is required. Currently we pay \$16.45 per hour to Manpower. This would become a full time position in Big Spring at an hourly rate of \$12.10. Al McQuillen has filled the position since 2003 and the administration recommends he be continued as the incumbent.

The administration recommends the Board of Directors approve the transfer of Al McQuillen from Manpower to be hired as a Big Spring employee at a rate of \$12.10 per hour.

5.8 2013-2014 Bus Drivers

Mr. Richard Deitch, bus contractor, has submitted a list of bus drivers for the 2013-2014 school term. A copy of the list of drivers has been included with the agenda. Mr. Deitch would also like to add one additional bus driver to the 2013-2014 list, Ms. Wickard, pending all required paperwork.

The administration recommends that the Board of School Directors acknowledge receipt of the 2013-2014 bus driver list prepared by Mr. Deitch as presented and the additional bus driver listed above.

5.9 Additional 2013-2014 School Police Officers

The administration recommends that the Board of School Directors approve the additional 2013-2014 school police as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2013-2014 additional school police officers' are approved by Cumberland County Court.

5.10 Aide Recommendation

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a part-time learning support aide at Oak Flat Elementary School, replacing Ms. Hranica who has resigned.

Christie Katora

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time learning support aide as presented.

New Business - Personnel Actions (...continued)

5.11 Aide Recommendation

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a part-time one on one aide at Mt. Rock Elementary School.

Patricia Gantz

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time one on one aide at Mt. Rock Elementary School as presented.

6. New Business - Other Actions

6.1 Credit Pay

Meghan Bullock	\$ 2,544.00
Charlene D'Amore	\$ 2,544.00
Anne Fulker	\$ 740.00
Mary Helbig	\$ 840.00
Kimberly Flood	\$ 1,272.00
Abigail Leonard	\$ 1,272.00
Katie Magee	\$ 2,544.00
Michael Statler	\$ 1,272.00
Deborah Whitmoyer	\$ <u>1,272.00</u>
Total	\$14,300.00

6.2 Facilities Utilization

Ms. Tracey Cook is requesting permission to use the Middle School Gym/Commons on Sunday, September 22, 2013 from 1:00 p.m. – 4:00 p.m. to hold a elementary cheer clinic. 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 Middle School Gym/Commons as presented.

6. New Business - Other Actions (....continued)

6.3 Appointment of the School District Dentist

Contracted Services

Dr. Thomas Filip \$4.50 per exam

The administration recommends that the Board of School Directors approve Dr. Filip as school district dentist for the 2013-2014 school year.

6.4 Job Description

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job description listed for Vocational Training Aide. A copy of the job description has been included with the agenda. The updated job description was an information item on the August 5, 2013 School Board Agenda.

The administration recommends that the Board of School Directors approve the job description for Vocational Training Aide as presented.

6.5 Approval of Payment Application 1 for First Capital Insulation

Previously the Board authorized the removal of pipe insulation in the Middle School and reinstallation of "Armaflex" type insulation on hot & cold water domestic lines. At this point, the project is complete. A copy of the first payment application is in the agenda. This payment leaves a balance of \$8,239.00 to be billed yet from First Capital.

The administration recommends the Board of School Directors approve payment application #1 for First Capital Insulation, Inc. for a total of \$74,151 to be paid from the capital project fund.

6.6 Approval of Payment Application #4 for McCoy Brothers, Inc

Enclosed in the agenda is Payment Application # 4 from MBI. The window project is expected to finish on time for the August 16th deadline. There remain several change orders that may continue a few days beyond. MBI worked very close with the custodial staff to ensure we are ready for school start on the 26th. After this payment, there is a balance to be billed of \$183,762.

The administration recommends the Board of School Directors approve payment application #4 for McCoy Brothers, Inc. for a total of \$174,836 to be paid from the capital project fund.

New Business - Other Actions (...continued)

6.7 Approve Request for Qualifications for Energy Services Company (ESCO)

At the last Board meeting, the Board approved Barton Associates as the engineer/architect for the HVAC project at Oak Flat. Now we must select the ESCO to actually perform the work. This process doesn't require selection of the lowest responsible bidder as there is no project or cost at this point -- we are selecting the best ESCO to develop & construct the project in conjunction with Barton. After consultation with the Solicitor, the administration developed a directed RFQ to solicit proposals. A copy of the Request for Qualification (RFQ) is included in the agenda.

The administration recommends the Board of School Directors approve the release of a directed request for qualifications document to be used in the selection of an Energy Services Company to develop a potential Energy Savings Contract with the District.

6.8 Approval of Updated Policies

The administration has submitted the updated policies listed and the copies are included with the agenda.

701 Planning Facilities

702 Gifts, Grants, Donations

703 Sanitary Management

704 Maintenance

705 Safety

706 Property Records

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 administration recommends that the Board of School Directors approve the policies as presented.

New Business - Other Actions (....continued)

6.9 Planned Course Adoption

Listed are completed planned courses for board approval.

High School

- Mass Media
- AP World History
- AP Environmental Science
- Personal Fitness
- Literature Keystone Prep

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

7. New Business - Information Items

7.1 Financial Updates

- A. YTD General Fund Update
- B. Tax Collection Update

7.2 Updated Policies

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

707 - Use of School Facilities

806 - Child/Student Abuse

The updated policies will be an action item on the September 3, 2013 School Board Agenda.

8. Discussion Item

8.1 2014 PSBA Candidates

Pennsylvania School Boards Association (PSBA) has changed the voting process regarding PSBA candidates. The administration would like to discuss the voting process for the 2014 PSBA candidates.

9. Board 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. Cumberland County Tax Collection Bureau -- Mr. Wolf
- I. Superintendent's Report
- J. Future Board Agenda Items

10. Closing Items

- A. Business From the Floor
- B. Public Comment Regarding Future Board Agenda Items
- C. Adjournment

Meeting adjourned at _____ PM, August 19, 2013.
Next scheduled Board meeting is **September 3, 2013**.