



## AUGUST 22, 2016 BOARD MEETING

### 1. Open Meeting

- a. Call to Order
- b. Pledge to the Flag

### 2. Approval of Minutes

Approval of the August 1, 2016 Regular Board Meeting Minutes, the August 1, 2016 Building and Property Meeting Minutes and the August 1, 2016 Committee of the Whole Meeting Minutes.

### 3. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	17,238.79
Checks/ACH/Wires	\$	2,523,075.86
Capital Projects	\$	557,673.22
Stadium & Track Projects	\$	451,473.81
Cafeteria Fund	\$	114,568.32
Student Activities	\$	<u>13,952.86</u>
<b>Total</b>	<b>\$</b>	<b>3,677,982.86</b>

Motion to approve the payment of bills as presented.

#### b. Treasurer's Fund Report

JUNE 2016			JULY 2016		
General Fund	\$	11,657,255.74	General Fund	\$	11,386,172.85
Capital Projects	\$	4,373,374.53	Capital Projects	\$	4,371,170.82
Cafeteria Fund	\$	522,903.71	Cafeteria Fund	\$	570,442.79
Student Activities	\$	194,167.73	Student Activities	\$	195,911.18
Stadium & Track Projects	\$	<u>2,418,322.20</u>	Stadium & Track Projects	\$	<u>1,997,691.73</u>
<b>Total</b>	<b>\$</b>	<b>19,166,023.91</b>	<b>Total</b>	<b>\$</b>	<b>18,521,389.37</b>

Motion to accept the Treasurer's report and budget transfers as presented.

**4. YTD General Fund Report and YTD Taxes**

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year.

The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-To-Date General Fund and Tax Reports as submitted.

**5. Reading of Correspondence**

**6. Recognition of Visitors**

**7. Public Comment Period**

**8. Structured Public Comment Period**

**9. Old Business**

**10. New Business**

**11. Personnel Items - Action Items**

**Personnel Items - Action Items**

**a. Resignation - J. Webber**

Ms. Judy Webber has submitted her resignation as a learning support aide at Newville Elementary School, effective immediately.

The administration recommends that the Board of School Directors accept Ms. Webber's resignation, effective immediately.

**b. Resignation - K. Mell**

Ms. Katie Mell submitted her resignation as an aide at the Middle School, effective immediately.

The administration recommends that the Board of School Directors accept Ms. Mell's resignation, effective immediately.

**Personnel Items - Action Items**

**c. Approval for Leave of Absence**

Mr. Steve Elsier is requesting a leave of absence from August 19, 2016 through approximately October 31, 2016.

The administration recommends the Board of School Directors approve Mr. Elsier's leave of absence from August 19, 2016 through approximately October 31, 2016.

**d. Approval of Pay Rate Change for MDS Aides**

The MDS Instructional Aides listed will be moving from an Instructional Aide II classification to an Instructional Aide III classification according to their current completed years of service.

**Megan Adams**  
**Lisa Bowermaster**  
**Kim Krause**  
**Aurora Lehman**  
**Kathryn Madorsky**

The administration recommends the Board of School Directors approve changing the pay rate for MDS Instructional aides from Instructional Aide II classification to an Instructional Aide III classification, according to their current completed years of service.

**e. School Psychologist Recommendation - Jeannette Cahill**

**Education:**

University of Scranton - Bachelor of Science, Psychology  
University of Albany - Master of Science, Educational Psychology and Methodology  
University of Albany - Doctor of Psychology in School Psychology (APA accredited)

**Experience:**

Cortland Enlarged City School District, New York - School Psychologist  
South Colonie Central School District, New York - School Psychologist

The administration recommends that the Board of School Directors appoint Ms. Jeannette Cahill as a School Psychologist, replacing Mr. Kerry Harbst who has resigned. Ms. Cahill's compensation for this position should be established at a Master's Degree, plus 75, step 3, \$58,612.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**Personnel Items - Action Items**

**f. Recommendation for a Long-Term Substitute – Sean Stevenson**

**Education:**

Messiah College – Bachelors/Secondary Social Studies - History

**Experience:**

Carlisle High School – Long-Term Substitute High School History Teacher

The administration recommends that the Board of School Directors appoint Mr. Sean Stevenson as a Long-Term Substitute High School Social Studies teacher, from August 19, 2016 through approximately October 28, 2016, replacing Ms. Deborah Whitmoyer who has resigned. Mr. Stevenson’s compensation for this position should be established at a Bachelor’s Degree, step 1, \$48,142.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**g. Coaching Recommendations**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the teams listed.

**Timothy Beach** Assistant High School Football Coach

**Matt Eisenberg** Volunteer Football Coach

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

**h. Recommendation for Classified Personnel Transfers**

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

**Jenna Hoffman** will transfer from a Mt. Rock Elementary School aide to a High School Functional Behavior Aide.

**Kristie Katora** will transfer from a Oak Flat Elementary School aide to a Learning Support Floater Aide replacing Brian Drake who has resigned.

The administration recommends that the Board of School Directors approve the transfers of the above listed individuals, as presented.

**Personnel Items - Action Items**

**i. Source4Teachers - Long-Term Substitute**

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers, the District substitute teaching contractor.

**Frank Landis**, Long-Term Substitute Middle School Seventh Grade Social Studies Teacher, replacing Mr. Steve Elsier who will be on leave of absence from Friday, August 19, 2016 through approximately October 31, 2016.

**j. Recommendation for a MDS One-On-Aide - Jen Kinch**

The administration would like to recommend Ms. Jen Kinch as an MDS one-on-one aide for the 2016-2017 school year. Ms. Kinch will work 5.75 hours per day, five days a week with an hourly wage of \$15.07.

The administration recommends that the Board of School Directors approve Ms. Kinch as an MDS one-on-one aide for the 2016-2017 school year as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**k. Recommendation for a Middle School Aide - April Brosius**

The administration would like to recommend Ms. April Brosius as a Middle School aide for the 2016-2017 school year, replacing Ms. Jan Roberts who has transferred. Ms. Brosius will work 5.75 hours per day, five days a week with an hourly wage of \$11.77.

The administration recommends that the Board of School Directors approve Ms. Brosius as a Middle School aide for the 2016-2017 school year as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**l. Recommendation for a Newville Elementary Learning Support Aide - Amanda Mixell**

The administration would like to recommend Ms. Amanda Mixell as a Newville Elementary Learning Support aide for the 2016-2017 school year, replacing Mrs. Judy Webber who has resigned. Ms. Mixell will work 5.75 hours per day, five days a week with an hourly wage of \$10.60.

The administration recommends that the Board of School Directors approve Ms. Mixell as a Newville Elementary Learning Support aide for the 2016-2017 school year as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**m. Recommendation for Title I Coordinator - Tracey Cook**

The administration would like to recommend the individual listed as a Title I Coordinator for the 2016-2017 school year.

**Tracey Cook**

The administration recommends that the Board of School Directors approve the above listed individual as Title Coordinator, as presented.

**Personnel Items - Action Items**

**n. Recommendation for 2016-2017 Mentor Teachers**

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentors are listed below.

<b>INDUCTEE</b>	<b>BUILDING / SUBJECT</b>	<b>MENTOR</b>
Alicia Willis	OF- Third Grade	Sara VanderHeijden
Toni Wimmer	Elementary Library Science	Denise Mancuso
Andrew Koman	7th Grade Social Studies	Scott Penner
Ed Wilson	HS Vocal Music	Adam Nobile
Jeannette Cahill	School Psychologist	Angela Heishman

The administration recommends that the Board of School Directors approve the 2016-2017 mentor teachers as presented.

**12. New Business - Action Items**

**a. Credit Pay**

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.

Travis Barnes	<b>\$2,790.00</b>
Shannon Brose	<b>\$1,395.00</b>
Greg Ellerman	<b>\$1,116.00</b>
Robyn Euker	<b>\$1,800.00</b>
Mallory Farrands	<b>\$1,116.00</b>
Anne Fulker	<b>\$ 369.00</b>
Kelsey Hernjak	<b>\$1,395.00</b>
Catherine Houser	<b>\$1,395.00</b>
Abigail Leonard	<b>\$1,800.00</b>
Dwain Messersmith	<b>\$1,395.00</b>
Laura Shambaugh	<b>\$2,790.00</b>
Dana Sheaffer	<b>\$1,395.00</b>
Lisa Velazquez	<b><u>\$1,395.00</u></b>
<b>Total</b>	<b>\$20,151.00</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, the Act 93 Agreement and the Big Spring School District.

**Business Items - Action Items**

**b. Proposed Updated Job Description - 308 Athletic Trainer**

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

**308 Athletic Trainer**

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

**c. Approval for a 2016-2017 Tuition Exempt Student**

The current Classified Staff Comprehensive Compensation Plan provides non-resident classified employees the opportunity to choose to send their children to the Big Spring School District free of tuition. The administration recommends granting tuition exemption to the following student for the 2016-2017 school year.

**Allyson Shively**

**d. Approval of 2016-2017 New Story Tuition Agreement**

The proposed 2016-2017 New Story Agreement has been reviewed by Mr. William Gillet, Director of Pupil Services and Mr. Richard W. Fry, Superintendent of Schools. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the 2016-2017 New Story Agreement, as presented.

**e. Approval of 2016-2017 Red Tomato Farm Day Program Services Agreement**

The proposed 2016-2017 Red Tomato Farm Day Program Services Agreement has been reviewed by Mr. William Gillet, Director of Pupil Services and Mr. Richard W. Fry, Superintendent of Schools. This program is a pre-vocational program that is operated on a farm on Route 11. The farm is operated through MH/IDD. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the 2016-2017 Red Tomato Farm Day Program Services Agreement, as presented.

**f. Fundraiser Recommendation - Oak Flat Elementary**

The Oak Flat Elementary School PTO would like to conduct the fundraiser listed for the 2016-2017 school year.

**Joe Corbi (Fall)**

**Race for Education (Spring)**

The administration recommends that the Board of School Directors approve the Oak Flat Elementary School PTO fundraiser listed for the 2016-2017 school year.

**Business Items - Action Items**

**g. Fundraiser Recommendation - Middle School**

The Middle School PTO would like to conduct the fundraiser listed for the 2016-2017 school year.

**Kid Stuff Coupon Books (Fall)**

**Spirit Wear**

**R & K Subs (Spring)**

The administration recommends that the Board of School Directors approve the Middle School PTO fundraiser listed for the 2016-2017 school year.

**h. Fundraiser Recommendation – Newville Elementary**

The Newville Elementary School PTO would like to conduct the fundraiser listed for the 2016-2017 School year.

**Wolfgang Candy Sale (Fall)**

The administration recommends that the Board of School Directors approve the Newville Elementary School PTO fundraiser listed for the 2016-2017 school year.

**i. Case A 2016-2017**

The parents of the student of Case A of the 2016-2017 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case A of the 2016-2017 school year for a period of ten (10) days. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

**j. Approve Addendum to the Turf, Track and Court Agreement**

As a result of a meeting with Turf Track and Court, several concerns were raised that require addition services be added to the original proposal for design of the track.

The administration recommends the Board of School Directors approve addendum included in the agenda at an estimated cost of \$4,200 to be paid from the Capital Project Fund.

**k. Approve Proposal for Track Geotechnical Proposal**

As a result of a meeting with Turf Track and Court, several concerns were raised that require geotechnical investigations be done for the proposed track site.

The administration recommends the Board of School Directors approve the proposal for technological services at the proposed track site at an estimated cost of \$3,200.

**Business Items - Action Items**

**I. Approve Stadium Project Payment Apps**

The District purchased a Kaivac scrubber for the stadium buildings.

The administration recommends the Board of School Directors approve the payment of \$2775.08 to Americhem International, Inc. for a Kaivac scrubber to be paid from the Stadium and Track Project fund.

**m. Approve Capital Project Reserve Fund Payments**

The District received the following applications for constructions payments:

<u>Project</u>	<u>Pay to</u>	<u>Amount</u>	<u>Balance to Pay</u>	<u>Account</u>
MS/MR/DAO Roof	Garland/DBS, Inc.	106,158.60	\$151,254.60	Cap. Project

The administration recommends the Board of School Directors approve the payment of \$106,158.60 to Garland/DBS, Inc., from the Capital Project Reserve fund.

**n. Approve Renewal of Siemens Monitoring Contract**

The administration recommends the Board of School Directors approve the renewal of the Siemens monitoring service at an annual cost of \$2,310.

**o. Approval of Oak Flat PTO Financial Report**

The Big Spring School District has received a copy of a letter from Sara Enck, Oak Flat PTO President advising that Oak Flat Elementary School PTO's records were accepted with auditing standards for the 2015-2016 school year. A copy of the letter and report are included with the agenda.

The administration recommends that the Board of School Directors accept the 2015-2016 Oak Flat Elementary School PTO's annual audit report as presented.

**p. Approval of the Big Spring Band Boosters Financial Report**

The Big Spring School District has received a copy of a letter from Bill Harrison, Treasurer of the Band Boosters, advising that the Band Boosters records were accepted with auditing standards for the 2015-2016 school year. A copy of the letter and report are included with the agenda.

The administration recommends that the Board of School Directors accept the 2015-2016 Band Boosters annual audit report as presented.

**13. New Business - Information Item**

**14. Future Board Agenda Items**

**15. Board Reports**

- a. District Improvement Committee - Mr. Bob Kanc
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper
- d. Building and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall
- f. South Central Trust - Mr. Blasco
- g. Capital Area Intermediate Unit - Mr. Wolf
- h. Tax Collection Committee - Mr. Wolf and Mr. Swanson
- i. Future Board Agenda Items
- j. Superintendent's Report

**16. Meeting Closing**

- a. Business from the Floor
- b. Public Comment Regarding Future Board Agenda Items
- c. Adjournment

Meeting adjourned at \_\_\_\_\_ PM, **August 22, 2016**  
Next scheduled meeting is: **Tuesday, September 6, 2016**