



September 2, 2014 Board of Directors Meeting Agenda

1. Open Meeting

- 1.1 Call to Order (President Wolf)
- 1.2 Pledge to the Flag

2. Approval of Minutes

Approval of the August 18, 2014 Regular Board Meeting Minutes and the August 18, 2014 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports -Samuel Tigyer

3.1 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 2013-2014 school year.

Grade 10	Isaac Eshenour	American Studies
Grade 10	Toby Peck	American Studies
Grade 11	Tyler Allen	Logistics & Warehouse Management 2
Grade 11	Lauren Baker	Advertising Art & Design I
Grade 11	Marissa Boldosser	Nursing Assisting I
Grade 11	Jaedanne Kutz	World Studies
Grade 11	Bailey Rebeck	Diesel Technology 2
Grade 12	Tiffany Grimes	Criminal Justice 3

4. Treasurer Reports

4.1 Payments of Bills

General Fund	
Procurement Card	\$ 14,559.38
Checks/ACH/Wires	\$ 1,104,129.54
Capital Projects	\$ 30,754.70
Cafeteria Fund	\$ -
Student Activities	\$ 7,998.66
Total	\$ 1,157,442.28

5. Reading of Correspondence

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. New Personnel Items – Action Items

11.1 Per Diem Substitute Teachers

Emily Cramer - Elementary Education

Emily Lehman-Harbold - Mathematics Education 7-12

Sarah Hodge - Science Education 7-12

Samantha Hyson - Mathematics Education 7-12

Jessica Lowery - Language Arts/Mathematics/Elementary Education

Kimberly Miller - Elementary Education

Susann Palmerchuck - Elementary Education

Nicole Sunderland - Health/Physical Education

The administration recommends that the Board of School Directors approve the additions listed to the 2014-2015 per diem substitute teacher list as presented.

11.2 Part-Time Custodian Recommendation

The administration would like to recommend the individual listed as a part-time evening custodian for the High School, replacing Ms. Deihl who has resigned.

Sharon Fisher

The administration recommends that the Board of School Directors approve the recommendation listed for the 2014-2015 school year.

New Business Personnel – Action Items

11.3 Part-Time Aide Recommendation - Joan Ellis

The administration would like to recommend the individual listed as a part-time life skills aide at Oak Flat Elementary School, replacing Mrs. Janet Walker who has transferred. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. This position is not permanent. Continued employment, hours, location and duties are subject to change based on the needs of the students and District.

Joan Ellis

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

11.4 Part-Time Aide Recommendation - Beth Stewart

The administration would like to recommend the individual listed as a part-time life skills aide at Oak Flat Elementary School, replacing Mrs. Marilyn Zinn who has transferred. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. This position is not permanent. Continued employment, hours, location and duties are subject to change based on the needs of the students and District.

Beth Stewart

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

11.5 Resignation - Courtney Wisner

Mrs. Courtney Wisner is resigning from her position as middle school field hockey coach, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Wisner's resignation as middle school field hockey coach, effective immediately.

11.6 Resignation - Paulette Rosevear

Mrs. Paulette Rosevear is resigning from her position as an aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Rosevear's resignation as an aide at Oak Flat Elementary School, effective immediately.

New Business Personnel – Action Items

11.7 Resignation - Michael Statler

Mr. Michael Statler, Accounting Controller has submitted his letter of resignation as District Accounting Controller, effective September 26, 2014.

The administration recommends that the Board of School Directors accept Mr. Statler's resignation as District Accounting Controller, effective September 26, 2014.

11.8 Transfer of Classified Employee

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employee whose name is listed below:

<u>Employee</u>	<u>From</u>	<u>To</u>
Tanya White	Clerical Aide for the Special Education Department	190 Day Secretary - 5.75 hours per day at Oak Flat Elementary School

The administration recommends that the Board of School Directors approve the transfer of the above listed individual as presented, effective the beginning of the 2014-2015 school year.

11.9 Coaching Appointment

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a middle school football coach for the 2014-2015 school year.

Shane Cohick

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

11.10 Vonda Kelso - Accounting Controller for the Business Office

Education:

Shippensburg University – Bachelor’s Degree/Accounting

Experience:

Upper Frankford Township – Municipal Secretary/Treasurer

Pennsylvania Blue Shield – Payroll Tax & Project Analyst

Pennsylvania Blue Shield – Financial Services Accountant

The administration recommends that the Board of School Directors appoint Mrs. Vonda Kelso as Accounting Controller for the Business Office replacing Mr. Michael Statler who has resigned. Mrs. Kelso will begin as a part-time employee on September 3, 2014, commencing as a full-time employee on September 29, 2014. Mrs. Kelso’s compensation for this position should be established at \$44,000.00. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

New Business Personnel – Action Items

11.11 Recommendation for Eighth Grade Maroon Team Leader

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Eighth Grade Maroon Team Leader for the 2014-2015 school year.

Johnathan Hocker

The administration recommends that the Board of School Directors approve the individual listed as Eighth Grade Maroon Team Leader as presented.

11.12 Recommendation for Seventh Grade Maroon Team Leader

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Seventh Grade Maroon Team Leader for the 2014-2015 school year.

Katie Magee

The administration recommends that the Board of School Directors approve the individual listed as Seventh Grade Maroon Team Leader as presented.

11.13 Approval of Additional 2014-2015 Mentor Teachers

Based upon 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.

Inductee

Danielle Gibb

Christina Hagood

Mentor

Jacqueline Springer

Heath Myers

The administration recommends that the Board of School Directors approve the additional 2014-2015 mentor teachers as presented.

New Business Personnel – Action Items

11.14 Recommendation for Kindergarten Classroom Aides - Discussion/Action Item

Our official kindergarten enrollment via our third day enrollment data is 223 students. The state projected our kindergarten enrollment for this year to be 191. Over the course of the last six years our state projections have consistently been on target. Based on the unanticipated increase in kindergarten enrollment the administration is recommending hiring six (6) kindergarten aides for the 2014-2015 school year.

When full-day kindergarten was implemented at Big Spring we employed six (6) kindergarten aides for support. Those aides were funded via the Accountability Block Grant. When that funding was drastically reduced by our current Governor the aides were cut. As part of Governor Corbett's most recent budget there were some additional funds provided to school districts via the Ready to Learn Block Grant. The administration is proposing to utilize that increase, roughly \$140,000, to fund the six (6) aide positions for this school year. This would be one time funding.

The administration requests permission to advertise for and hire six (6) additional instructional aides to service the increased enrollment in kindergarten.

12. Business Items – Other Actions

12.1 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 and Act 93 Agreement.

Judy Breneman	\$ 1,311.00
Kimberly Flood	\$ 1,311.00
Jennifer Keller	\$ 1,311.00
Stacey Kimble	\$ 5,304.00
Katie Magee	<u>\$ 1,311.00</u>
Total	\$ 10,548.00

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, the Act 93 Agreement and the Big Spring School District.

Business Items – Other Action

12.2 Tuition Exemption Students

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 student for the 2014-2015 school year.

Hannah Fortney

12.3 Student Eligible for Early Graduation

Based on successful completion of semester one course work the student listed will be eligible for early graduation for the 2014-2015 school year.

Naomi Ruth George

The administration recommends that the Board of School Directors approve January 16, 2015 graduation for the student listed based on their successful completing of all graduation requirements.

12.4 Proposed FFA Trips

The High School Administration is requesting permission for Big Spring High School FFA students and FFA staff members travel to the various locations listed below beginning October 28, 2014 through June 18, 2015. All trips are overnight trips and as such the administration is requesting Board approval.

**National FFA Convention
October 28th - November 1st
Louisville, KY**

**State FFA ACES Leadership Conference
February 14th – February 15th
Harrisburg, PA**

**State FFA State Legislative Leadership Conference
March 15th – March 17th
Harrisburg, PA**

**FFA Spring Trip (Details TBD)
April or May 2015
Gatlinburg, TN**

**State FFA Convention
June 16th – June 18th
State College, PA**

The administration recommends that the Board of School Directors approve the proposed FFA trips as presented.

Business Items – Other Action

12.5 Cornerstone Federal Credit Union License Agreement

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.

12.6 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 2014-2015 school year.

12.7 Approval of Proposal to Update District Master Plan

McKissick completed the District's last facilities Master Plan 2008 (attached). Typically these are done as a prelude to a PlanCon project. Although we don't have a project on the immediate horizon, we've seen many changes since then and it is appropriate to update this document for Board use in prioritizing our future major projects along with our summer improvements. In discussions with Tobie Wolf, he has developed a proposal to undertake that process on behalf of the District. This would be an iterative process beginning this month with a target completing date of January 2015 and briefing to the Board in February.

The administration recommends the Board of School Directors approve the Proposal for Engineering Services to prepare the Big Spring School District Master Plan Update at a cost not to exceed \$19,500 with funding to come from the Capital Projects fund.

12.8 Construction Payment Applications

The District received the following payment applications for ongoing projects. Of note, this payment completes the Oak Flat Project Fund and the final payments for the change orders will come from the Capital Project Fund.

Project	Contractor	This Payment	Balance
Oak Flat PC	Honeywell	\$ 0.00	\$ 260,340.00
MS Tunnel	Wayne S. Leshar	\$ 23,800.00	\$ 0.00
MS Tunnel	CV Services, Inc	\$ 2,828.00	\$ 0.00
DAO/MS Pave	Valley Quarries, Inc	\$ 75,129.05	\$ 137,887.55

The administration recommends the Board of School Directors approve payment from the capital project fund of \$23,800.00 to Wayne S. Leshar, Inc.; \$2,828.00 to CV Services, Inc.; and \$75,129.05 to Valley Quarries, Inc.

Business Items – Other Action

12.9 Approval of Phone and Network Services Contract with CAIU

The District is moving toward leveraging shared services with the Capital Area Intermediate Unit. At the end of last school year the service contracts for the phone system and Exchange (mail) server expired with the current vendor. After consultation with the IU and sending out an RFP for phones, the recommendation is to move these services to the CAIU to leverage our existing network with them.

The administration recommends the Board of School Directors approve the contracts with the Capital Area Intermediate Unit for VoIP Solution Services and Managed Network Services as presented in the agenda. Subject to Solicitor review, the administration is authorized to the sign contracts and other documents required to implement the services.

13. New Business - Information Item

13.1 Proposed Planned Course Adoption

Listed below is a completed planned course for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the September 15, 2014, Board of School Directors meeting.

Eighth Grade Family and Consumer Science

14. Future Board Agenda Items

15. Board Reports

15.1 District Improvement Committee - Mr. Norris/Mr. McCrea

15.2 Athletic Committee - Mr. Swanson

15.3 Vocational-Technical School - Mr. Wolf/Mr. Piper

15.4 Buildings and Property Committee - Mr. Barrick

15.5 Finance Committee - Mr. Gutshall, Mr. Piper, Mr. Swanson and Mr. Blasco

15.6 South Central Trust

15.7 Capital Area Intermediate Unit

15.8 Tax Collection Committee

16. Meeting Closing

16.1 Business from the Floor

16.2 Public Comment Regarding Future Board Agenda Items

16.3 Adjournment

Meeting adjourned at _____PM, **September 2, 2014.**

Next scheduled meeting is: **September 15, 2014**