

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**TUESDAY, SEPTEMBER 4, 2012**

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

**II. PLEDGE TO THE FLAG (President Wolf)**

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**III. APPROVAL OF THE AUGUST 20, 2012 REGULAR BOARD MEETING MINUTES AND THE AUGUST 20, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES**

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

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**V. TREASURER'S REPORT**

### **VI. PAYMENT OF BILLS**

General Fund	<b>\$ 6,850.00</b>
Student Activities Fund	<b>\$ 14,160.55</b>
Cafeteria Fund	<b>\$ 19,981.85</b>
Capital Projects	<b><u>\$ 3,259.00</u></b>

**Total \$44,251.40**

**VII. READING OF CORRESPONDENCE**

**VIII. RECOGNITION OF VISITORS**

**IX. PUBLIC COMMENT PERIOD**

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**X. STRUCTURED PUBLIC COMMENT PERIOD**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**A. PERSONNEL CONCERNS**

**A) PERSONNEL CONCERNS (...continued)****1) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

**Dinah Schaszberger  
Danica Dowling**

**English/Reading  
Elementary Education**

The administration recommends that the Board of School Directors approve the additions listed to the 2012-2013 per diem substitute teacher list as presented.

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**(ACTION ITEM)****2) Ms. Jenna Kinsler** has submitted her letter of resignation as a junior varsity girl's basketball coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Kinsler's resignation as a junior varsity girl's basketball coach, effective immediately.

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**(ACTION ITEM)****3) Ms. Tammy Kotzmoyer** has submitted her letter of resignation as an aide at Newville Elementary School, retroactive to August 24, 2012.

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

The administration recommends that the Board of School Directors accept Ms. Kotzmoyer's resignation as an aide at Newville Elementary School, retroactive to August 24, 2012.

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**(ACTION ITEM)****4) Ms. Suzanne Brett** has resigned from the position as Long-Term Substitute Eighth Grade English Teacher, due to receiving another position in a neighboring district. Ms. Brett never officially started her duties as a Long-Term Substitute Eighth Grade English with Big Spring School District.

The administration recommends that the Board of School Directors officially remove Ms. Brett as a Long-Term Substitute Eighth Grade English Teacher, retroactive to August 22, 2012.

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**5) Coaching Appointment****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a coach for the 2012-2013 school year.

**Felicia Meik      Junior Varsity Cheerleading Coach**

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

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**A) PERSONNEL CONCERNS (...continued)****6) Custodial Substitute****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a custodial substitute for the 2012-2013 school year.

**Mr. David Wilson**

The administration recommends that the Board of School Directors approve the appointment of Mr. David Wilson as a custodial substitute for the 2012-2013 school year.

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**7) 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:**71<sup>st</sup> Classical Middle School, Fayetteville, NC – Middle School Social Studies Teacher71<sup>st</sup> Classical Middle School, Fayetteville, NC – Tutor/Remediation Teacher71<sup>st</sup> 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 English Teacher at the Middle School, replacing Ms. Dellinger who is on leave of absence from August 22, 2012 through approximately December 7, 2012. Ms. Whitten's compensation for this position should be established at Master's Degree Step 2, \$48,850.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**(ACTION ITEM)**

- 8) Mrs. Megan Frantz,** fifth grade learning support teacher at Newville Elementary School is requesting an extension of maternity leave via Family Medical Leave from October 8, 2012 through approximately November 27, 2012.

The administration recommends that the Board of School Directors approve Mrs. Frantz's request for an extension of maternity leave of absence via Family Medical Leave from October 8, 2012 through approximately November 27, 2012.

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**A) PERSONNEL CONCERNS (...continued)****9) Approval of Child-Rearing Leave for Katie Sands****(ACTION ITEM)**

Mrs. Katie Sands, grade three teacher at Mt. Rock Elementary School has requested child-rearing leave. Once this leave has expired Family & Medical Leave Act will carry through the remainder of her absence. Mrs. Sands will be on leave from November 27, 2012 through the remainder of the 2012-2013 school year. According to Section 3.08 of the contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

A copy of Mrs. Sands' letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Sands' request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately November 27, 2012 through the remainder of the 2012-2013 school year.

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**10) Reading Therapy Aide Appointment****(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a full-time Reading Therapy Aide at the Middle School for the 2012-2013 school year, replacing Mrs. Lori Todaro who has resigned.

**Katie Mell**

The administration recommends that the Board of School Directors approve the appointment of Ms. Katie Mell as presented.

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**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.

Charlene D'Amore	\$3,708.00
Heidi Fraker	\$1,236.00
Michael Berry	\$2,544.00
Jocelyn Kraus	\$1,236.00
Stephanie Weller	<u>\$1,272.00</u>
<b>TOTAL</b>	<b><u>\$9,996.00</u></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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**XII. NEW BUSINESS (. . .continued)****C) New Student Activity Account****(ACTION ITEM)**

The administration received a request from Mr. Dwain Messersmith, High School Technology Education Teacher to create a new student activity account for Technology Student Association. A completed application includes a proposed budget of \$300.00 to be earned/spent by the account.

The administration recommends the Board of School Directors approve the creation of the Technology Student Association and the associated student activity account under the supervision of Mr. Dwain Messersmith, High School Technology Education Teacher.

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

Listed below are completed planned courses for board approval.

**Music**

Advanced Placement – Music Theory  
Guitar

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

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**E) Additional 2012-2013 School Police Officers****(ACTION ITEM)**

Jay Hockenbroch, Athletic Director has submitted a list of additional names to be recommended as school police officers for the 2012-2013 school term.

A copy of the list has been included with the agenda for Board review.

The administration recommends that the Board of School Directors approve the additional 2012-2013 school police roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2012-2013 additional school police officers' are approved by Cumberland County Court.

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**(ACTION ITEM)****F) Appointment of the School District Dentist for 2012-2013 School Year****Contracted Service****Dr. Thomas Filip****\$4.00 per exam**

The administration recommends that the Board of School Directors approve Dr. Filip's appointment as school district dentist for the 2012-2013 school year as presented.

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**XII. NEW BUSINESS (. . .continued)****G) Newville Elementary School PTO Annual Audit****(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Ms. Karen Heishman advising that Newville Elementary School PTO's records were accepted with auditing standards for the 2011-2012 school year.

A copy of the letter from Ms. Heishman is included with the agenda.

The administration recommends that the Board of School Directors accept the 2011-2012 Newville Elementary School PTO's annual audit report as presented.

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**H) 2012-2013 Oak Flat Elementary PTO Fundraiser Request****(ACTION ITEM)**

The Oak Flat Elementary School PTO is requesting permission to conduct the fundraisers listed below during the 2012-2013 school term.

**Joe Corbi's (Fall)  
Race for Education (Spring)**

The administration recommends that the Board of School Directors approve the Athletic Booster's request to conduct the fundraisers listed above during the 2012-2013 school term.

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**I) Garland Application for Payment (NV Roof Replacement)****(ACTION ITEM)**

Included with the agenda is an application from Garland for the 2nd payment of \$276,131.00 for the Newville roof replacement project. This leaves a balance of \$53,722 to be paid. The contractor has completed a final inspection by the Director of Building & Grounds and the project is essentially complete.

The administration recommends the Board of School Directors authorize payment of \$276,131.00 from the Newville Project fund to Garland / DBS, Inc. for the work accomplished to date.

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**XII. NEW BUSINESS (. . .continued)****J) Updated Policies****(INFORMATION ITEM)**

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

The updated Policies are included with the agenda. The updated policies will be an action item on the September 17, 2012 School Board Agenda.

**204 Attendance**

**206 Assignment in the School District**

**208 Withdrawal**

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**K) Proposed Updated Job Descriptions****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job descriptions listed. Copies of the job descriptions have been included with the agenda.

**Instructional Aide – Level I**

**Instructional Aide – Level II (to include table of Specialized Skills)**

**Clerical Aide**

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the September 17, 2012 Board meeting.

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**XIII. FUTURE BOARD AGENDA ITEM****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**

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**XVI. BUSINESS FROM THE FLOOR**

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**XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

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**XVIII. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, September 17, 2012**