

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 6, 2011

I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. PRAYER

IV. APPROVAL OF THE AUGUST 15, 2011 REGULAR BOARD MEETING MINUTES, THE AUGUST 15, 2011, COMMITTEE OF THE WHOLE MEETING MINUTES AND THE AUGUST 15, 2011, BUILDING AND PROPERTY MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Alyssa Jones

VI. TREASURER'S REPORT

VII. PAYMENT OF BILLS

General Fund	\$ 514,896.38
Miscellaneous Fund	\$ 17,733.08
Newville Project	\$ 25,008.66
Capital Projects	\$ 36,038.75
Total	\$ 593,676.87

VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

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

Kirstin Bishop	Elementary Education
Carrie Gutshall	Elementary Education
Kathryn Kane	Elementary Education/Math 7-9
Lisbeth Kelley	Biology
Chelsey Long-Piper	Elementary Education
Chad Shipp	Social Studies 7-12
Alyssa Webster	Math 7-12

The administration recommends that the Board of School Directors approve the additions listed to the 2011-2012 per diem substitute teacher list as presented.

(ACTION ITEM)

- 2) **Mrs. Susan Lyons**, Middle School Gifted Support Teacher submitted her letter of resignation as Odyssey of the Mind Coach, effective immediately.

A copy of Mrs. Lyons' letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Lyons' resignation as Odyssey of the Mind Coach, effective immediately.

(ACTION ITEM)

- 3) **Mrs. Katie Sands**, Third Grade Teacher at Mt. Rock has submitted her letter of resignation as Quiz Bowl Coach at Newville Elementary, effective immediately.

A copy of Mrs. Sands' letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Sands' resignation as Newville Elementary Quiz Bowl Coach, effective immediately.

(ACTION ITEM)

- 4) **Mrs. Heather Schwartzmiller**, Fifth Grade Teacher at Mt. Rock submitted her letter of resignation as Quiz Bowl Coach, effective immediately.

A copy of Mrs. Schwartzmiller's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Schwartzmiller's resignation as Quiz Bowl Coach, effective immediately.

A. PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)**

- 5) **Mrs. Wendy Young**, First Grade Teacher at Newville Elementary submitted her letter of resignation as Quiz Bowl Coach, effective immediately.

A copy of Mrs. Young's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Young's resignation as Quiz Bowl Coach, effective immediately.

(ACTION ITEM)

- 6) **Ms. Lavona Gutshall**, Oak Flat Elementary Cafeteria Manager has submitted her letter of resignation as Oak Flat Elementary Cafeteria Manager, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Gutshall's resignation as Oak Flat Cafeteria Manager, effective immediately.

(ACTION ITEM)

- 7) **Ms. Krista Lupfer** District Speech and Language Teacher is requesting three days leave without pay for September 14, 15, 16, 2011.

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 Ms. Lupfer's request for three days leave without pay as presented.

A. PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)****8) Karen Cunningham**

Carlisle, PA 17015

Long-Term Substitute Kindergarten Teacher
(replacing Heather Shepard who will be on child-rearing leave)**Education:**

University of Pittsburgh – Elementary Education (Bachelor's Degree)

Experience:

Big Spring School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Cunningham to serve as a Long-Term Substitute Kindergarten Teacher at Oak Flat Elementary School, beginning with the 2011-2012 school year, replacing Mrs. Shepard who will be on child-rearing leave of absence from approximately October 11, 2011 through December 16, 2011. Ms. Cunningham's compensation for this position should be established at Bachelor's, Step 1, year 2, \$41,551.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9) Quiz Bowl Coaches**(ACTION ITEM)**

The individuals whose names are listed below are recommended to serve as Quiz Bowl Coaches for Oak Flat Elementary School for the 2011-2012 school year.

**Michelle Holtry
Amy Lehman
Phil Fassl
Jennifer Heishman**

The administration recommends that the Board of School Directors approve the appointment of the Quiz Bowl Coaches as presented.

10) Special Education Aide**(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a Special Education Aide at the Middle School for the 2011-2012 school year replacing Kathy Lysher who was released from the position due to not meeting the requirements for instructional paraprofessionals under the laws of the Commonwealth of Pennsylvania.

Jill Barrick

The administration recommends that the Board of School Directors approve the appointment of Jill Barrick.

A. PERSONNEL CONCERNS (. . . continued)**11) 2011-2012 Additional Bus Driver for Deitch Busing****(ACTION ITEM)****Ms. Tonya Armolt**

The administration recommends that the Board of School Directors acknowledge the addition of Ms. Armolt as a bus driver for the 2011-2012 school year, pending all required paperwork.

12) Substitute Custodian**(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a substitute custodian for the 2011-2012 school year.

Ms. Reshendalene Deihl

The administration recommends that the Board of School Directors approve the appointment of Ms. Deihl to the substitute custodial list.

13) Approval of Child-Rearing Leave for Julie Friscia**(ACTION ITEM)**

Mrs. Julie Friscia, First Grade Teacher at Oak Flat has requested leave of absence under the Family & Medical Leave Act from approximately November 24, 2011 through approximately March 16, 2012. 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. Friscia's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Friscia's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately November 24, 2011 through approximately March 16, 2012.

14) Coaching Appointments**(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed for the coaching positions and volunteer team physician listed for the 2011-2012 school year.

**Courtney Mayberry
Sarah Hurley
Michael Reifsnyder
Justin Morris
Dr. Joseph Pion**

**Volunteer Field Hockey Coach
Volunteer Field Hockey Coach
Volunteer Cross Country Coach
Assistant Wrestling Coach
Volunteer Team Physician**

The administration recommends that the Board of School Directors approve the coaching appointments and volunteer team physician listed for the 2011-2012 school year, pending all required paperwork.

XIII. NEW BUSINESS (. . .continued)**B) Credit Pay****(ACTION ITEM)**

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Amanda Brown	\$ 1,161.00
Mallory Cohick	\$ 2,400.00
Amy Craig	\$ 350.00
Charlene D'Amore	\$ 425.70
Tracey Feldbauer	\$ 2,322.00
Megan Frantz	\$ 1,161.00
Anne Fulker	\$ 350.00
Michael Ginter	\$ 2,322.00
Kassandra Gordon	\$ 2,400.00
Jennifer Heishman	\$ 3,600.00
Noelle King	\$ 1,161.00
Jocelyn Kraus	\$ 350.01
Nicholas Losiewski	\$ 4,644.00
Leslie Lynch	\$ 1,161.00
Rachel Myers	\$ 1,200.00
Marie Nye	\$ 980.01
Kevin Roberts	\$ 1,200.00
Sarah Roller	\$ 3,483.00
Valerie Sauter	\$ 1,161.00
Jillian Schreffler	\$ 1,200.00
Lauren Swigart	\$ 1,161.00
Susan Shuey	\$ 894.00
Stephanie Weller	\$ 3,600.00
Deborah Whitmoyer	\$ 1,200.00
Total	\$ 39,886.72

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.

(ACTION ITEM)**C) Oak Flat Elementary School PTO Annual Audit**

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta advising that Oak Flat Elementary School PTO's records are in good order and accurately reflect the financial transactions for the 2010-2011 school year.

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

The administration recommends that the Board of School Directors accept the 2010-2011 Oak Flat Elementary School PTO's annual audit report as presented.

XIII. NEW BUSINESS (. . .continued)**D) 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 are in good order and accurately reflect the financial transactions for the 2010-2011 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 2010-2011 Newville Elementary School PTO's annual audit report as presented.

E) Tuition Exemption for Non-Resident Student**(ACTION ITEM)**

Miss Jessica Miller, Big Spring High School senior, is requesting to complete her senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

Jessica Miller Grade 12

The administration recommends that the Board of School Directors approve Miss Miller's request for a tuition exemption for the 2011-2012 school year, as per the conditions outlined in Board Policy 202.3.

F) Job Description**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job description listed below. A copy of the job description has been included with the agenda.

Director of Special Services

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

XIII. NEW BUSINESS (. . .continued)**G) 2011-2012 School Police and Community Service Officers' Roster (ACTION ITEM)**

Newville Police Chief Randy Finkey has submitted a list of the names of recommended school police officers and community service officers for the 2011-2012 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 2011-2012 school police and community service officers' roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2011-2012 school police and community service officers' roster is approved by Cumberland County Court.

H) District Consent Internet Access and Usage Policy Form (ACTION ITEM)

Mr. Kevin Roberts has submitted an updated District Consent Internet Access and Usage Policy Form for board review and approval.

The administration recommends that the Board of School Directors approve the updated District Consent Internet Access and Usage Policy Form as presented.

I) High School Electrical Repairs (ACTION ITEM)

Based on a review conducted by GR Sponaugle, there are several electrical items in the High School that should be repaired to meet current code and address some safety issues. These repairs would begin at 6 pm on Friday, October 7th and conclude prior to start of school on Tuesday, October 11th. These repairs require a complete power down at the High School and require it to be vacated until repairs are complete. The items to be addressed are included with the Board packet and include the quote from Sponaugle plus the cost of the transient voltage suppressor.

The administration recommends the Board of School Directors authorize the electrical repairs at the high school included with the Board packet under a PA COSTARS contract with GR Sponaugle and that Capital Project fund pay for the repairs not to exceed \$48,000.

XIII. NEW BUSINESS (. . .continued)**J) Proposed Job Descriptions****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job descriptions listed below. A copy of the job descriptions has been included with the agenda.

**Administrative Assistant for Transportation and Accounts Payable
Administrative Assistant for the District Office
HVAC Maintenance Technician**

K) Tenure Status**(INFORMATION ITEM)**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

Rachel Myers	Elementary Music Teacher
Lindsay Graham	Kindergarten Teacher
Katie Sands	Grade Three Teacher
Mallory Cohick	High School English Teacher
Lauren Hetrick	High School Social Studies Teacher
Ashley Oldham	High School Spanish Teacher
Justine Sieg	High School Business Teacher

Additional information regarding the professional employees have been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal, Mrs. Linda Slusser, Mt. Rock Elementary School Principal, Mr. William August, Newville Elementary School Principal and Mr. Steven Smith, High School Principal.

L) Updated Homeschooling/Home Education Policy**(INFORMATION ITEM)**

Mr. Kevin Roberts has submitted an updated Home Schooling/Home Education and Curricular/Extracurricular Home Education Students Policies.

The updated Home Schooling/Home Education and Curricular/Extracurricular Home Education Students Policies are included with the agenda. The updated policies will be an Action Item on the September 6, 2011 School Board Agenda.

XIV. FUTURE BOARD AGENDA ITEM

XV. COMMITTEE REPORTS

- A) District Improvement Committee – Mrs. Lopp**
- 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**

XVI. SUPERINTENDENT’S REPORT

XVII. BUSINESS FROM THE FLOOR

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XIX. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, September 19, 2011