

**BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

**BOARD MEETING AGENDA**

**TUESDAY, SEPTEMBER 7, 2010**

**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 16, 2010 REGULAR BOARD MEETING MINUTES AND THE AUGUST 16, 2010 COMMITTEE OF THE WHOLE MEETING MINUTES**

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

**A. FFA Students/Officers will be presenting their 2010-2011 Program of Activities**

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**Student Representatives to the Board Report**

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**VI. TREASURER'S REPORT**

**VII. PAYMENT OF BILLS**

General Fund	<b>\$ 765,056.75</b>
Capital Projects	<b>6,081.00</b>
Student Activity/Misc. Fund	<b>4,769.04</b>
Newville Project fund	<b><u>520,949.66</u></b>
Total	<b>\$ 1,296,856.45</b>

**VIII. READING OF CORRESPONDENCE**

**IX. RECOGNITION OF VISITORS**

**X. PUBLIC COMMENT PERIOD**

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**XI. STRUCTURED PUBLIC COMMENT PERIOD**

**XII. OLD BUSINESS**

**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

- 1) **Mrs. Kathy Palmero**, has communicated per a phone conversation on Saturday, August 28, 2010 that she will be resigning from her position as a Middle School Aide, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Palmero's resignation as a Middle School Aide, effective immediately.

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**(ACTION ITEM)**

- 2) **Ms. Lauren Swigart**, Middle School English, is requesting one day leave without pay for April 8, 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. Swigart's request for one day leave without pay for April 8, 2011.

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## A. PERSONNEL CONCERNS ( . . . continued)

**3) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

**Kyle Hey – Social Studies Education**  
**Beth Snyder – Health/Physical Education**  
**Kimberly Brehm – Elementary Education/Middle School Social Studies**  
**Tiffany Frazier – Elementary Education**  
**Brianna Vandembord – Social Studies Education**  
**Amy Spears – Elementary Education**  
**Christopher Wilcox – Elementary Education**

The administration recommends that the Board of School Directors approve the additions of the individuals listed to the 2010-2011 per diem substitute teacher list as presented.

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**4) Approval of Child-Rearing Leave for Melissa Kiehl****(ACTION ITEM)**

Mrs. Melissa Kiehl, Middle School Music Teacher, has requested leave of absence under the Family & Medical Leave Act from approximately January 3, 2011 through March 14, 2011. 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. Kiehl's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Kiehl's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately January 3, 2011 through approximately March 14, 2011 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

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**5) Learning Support Aide****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as six hour per day aide in the MDS classroom at Oak Flat Elementary School..

**Brianna Vandembord**

The administration recommends that the Board of School Directors approve the appointment of Brianna Vandembord for the 2010-2011 school term.

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XIV. 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 amounts in accordance with the negotiated contract.

<b>Anthony Bavaria</b>	<b>\$ 1,200.00</b>
<b>Kathleen Bravin</b>	<b>1,110.00</b>
<b>Matthew Brinkman</b>	<b>2,220.00</b>
<b>Lois Cox</b>	<b>3,900.00</b>
<b>Jesse Deutsch</b>	<b>981.00</b>
<b>Stephanie Devonald</b>	<b>1,170.00</b>
<b>Nicole Donato</b>	<b>1,200.00</b>
<b>Zachary Eisenhauer</b>	<b>750.00</b>
<b>Tracey Feldbauer</b>	<b>2,220.00</b>
<b>Julie Friscia</b>	<b>1,110.00</b>
<b>Lindsay Graham</b>	<b>2,220.00</b>
<b>Jennifer Heishman</b>	<b>1,170.00</b>
<b>Tyler Henry</b>	<b>2,226.00</b>
<b>Lauren Hetrick</b>	<b>2,340.00</b>
<b>Jennifer Kuhn</b>	<b>1,080.00</b>
<b>Leslie Lynch</b>	<b>1,170.00</b>
<b>Lori Munson</b>	<b>1,170.00</b>
<b>Sherisa Nailor</b>	<b>2,340.00</b>
<b>Bethany Pagze</b>	<b>1,110.00</b>
<b>Kevin Roberts</b>	<b>1,170.00</b>
<b>Aimee Yost</b>	<b><u>1,170.00</u></b>

**Total     \$ 33,027.00**

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 and the Big Spring School District.

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**(ACTION ITEM)**

**C) Approval of the Proposed 2010-2011 Program of Activities for the Big Spring FFA**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2010-2011 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards.

Included in the Program of Activities is a listing of current officers and information regarding the organization's standing committees.

A copy of the proposed 2010-2011 FFA Program of Activities has been included with the agenda.

The administration recommends that the Board of School Directors approve the 2010-2011 Program of Activities for the Big Spring FFA as presented.

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XIV. NEW BUSINESS (. . . continued)

**(ACTION ITEM)**

**D) FFA Requesting Permission to attend 2010 Eastern States Exposition**

Mr. Steven Smith, High School Principal is requesting permission for our Agriculture Marketing Team, Brielle Kutz, Adrienne Line, and Amanda Musselman to participate in the Agriculture Marketing Contest at the 2010 Eastern States Exposition in Springfield, Massachusetts. Ms. Wanbaugh and Mrs. Nailor will also be attending the contest.

The itinerary of events is included with the agenda.

The administration recommends that the Board of School Directors approve the students and staff listed to participate in the 2010 Eastern States Exposition in Springfield, Massachusetts.

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**E) Facilities Utilization Request**

**(ACTION ITEM)**

Mr. Daryl Balseiro, High School Band Director is requesting permission to utilize the High School Commons on Sunday, September 26, 2010 for a Spaghetti Luncheon from 11:30 a.m. – 1:00 p.m. Because the utilization date falls on Sunday, Board action is necessary.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mr. Balseiro’s request to hold the Spaghetti Luncheon on Sunday, September 26, 2010 from 11:30 a.m. – 1:00 p.m.

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**F) Tuition Exemption for Non-Resident Student**

**(ACTION ITEM)**

Jeffrey and Mona Rodgers, are requesting permission for their daughter, Alyssa Rodgers, a Big Spring High School Senior to complete her senior year at Big Spring High School as per 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.

**Alyssa Rodgers      Grade 12**

The administration recommends that the Board of School Directors approve Mr. and Mrs. Rodgers request for a tuition exemption for their daughter Alyssa Rodgers, for the 2010-2011 school year, as per the conditions outlined in Board Policy 202.3.

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XIV. NEW BUSINESS (. . .continued)

**G) Plainfield Elementary School PTO Annual Audit**

**(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Mrs. Linda Heller advising that the Plainfield 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 Mrs. Heller is included with the agenda.

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

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**H) Oak Flat Elementary School PTO Annual Audit**

**(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta advising that the Oak Flat 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.

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**I) 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 the Newville 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.

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**J) Mt. Rock Elementary School PTO Annual Audit**

**(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta advising that the Mt. Rock's 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 Mt. Rock Elementary School PTO's annual audit report as presented.

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XIV. NEW BUSINESS (. . .continued)

**K) Proposed Updated Job Descriptions**

**(ACTION ITEM)**

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

- Senior High School Assistant Principal A**
- Senior High School Assistant Principal B**
- Special Education Assistant/Department Chairperson**
- Middle School Team Leader**
- District Head Nurse/Department Chairperson**

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

**L) Change Order #4 for Newville GC**

**(ACTION ITEM)**

The Newville project required the installation of tile and cove base in room B102. This room required abatement and the plans did not specify new tile and base.

The administration recommends the Board of School Directors approve Change Order #4 in the amount of \$2,480.16 to eciConstruction to install tile and cove base in Newville B102.

**M) Change Order #P-001 for Newville Plumbing**

**(ACTION ITEM)**

These three items are related to unforeseen plumbing conditions and the addition of 2 classrooms. The District did authorize the work to be performed in order to ensure August 25 opening.

Removal of plumbing lines to make way for new bar joists	\$1,003.45
Correct unforeseen plumbing problems in plaster ceilings	\$1,463.32
Return of roof drains not needed with +2 classrooms	(\$1,630.00)

The administration recommends the Board of School Directors approve Change Order # P-001 in the amount of \$836.77 to Mann Plumbing and Heating, LLC.

XIV. NEW BUSINESS (. . .continued)

**N) Contractor Payment #7 for Newville Project – Construction Fund (ACTION ITEM)**

McKissick Associates reviewed the payment applications for work performed on the Newville Addition & Renovation project. These payments will come from the Orrstown Bank loan using a new Construction fund established for this project. A copy of the completed and notarized payment applications is included with the agenda in the following amounts:

<u>Prime</u>	<u>Vendor / App #</u>	<u>Amount</u>	<u>Balance to Pay</u>
General	eciConstruction - Retainage Reduction #7 App	\$67,031.04 \$308,608.52	\$308,608.52
Electrical	MidState Mechanical - App # 4 #5 Retainage Reduction	\$109,365.40 \$11,668.96	\$84,689.72
Plumbing	Mann – App #4	\$8028.00	\$15,408.00

The administration recommends that the Board of School Directors approve payment from the construction fund to eciConstruction, LLC in the amount of \$ 375,639.56, to MidState Mechanical & Electrical, LLC in the amount of \$121,034.36 for electrical, and to Mann Plumbing and Heating, LLC in the amount of \$8028.00 for plumbing.

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**(ACTION ITEM)**

**O) Contractor Payment #9 for MS Boiler Project – Capital Reserve Fund**

McKissick Associates reviewed the payment applications for work performed on the MS Boiler Renovation Project. These payments will come from the Capital Reserve Fund (Capital Projects Fund). This delay was a result of installing a replacement impeller. A copy of the completed and notarized payment applications is included with the agenda in the following amounts:

<u>Prime</u>	<u>Vendor / App #</u>	<u>Amount</u>	<u>Balance to Pay</u>
HVAC	Herre Bros., Inc. – App # 7 for change order	\$6081.00	\$0

The administration recommends that the Board of School Directors approve payment from the Capital Projects Fund to Herre Bros., Inc. for \$6,081.00 for HVAC work.

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**P) Bond Parameters Resolution – Supplemental (ACTION ITEM)**

On August 16, the Board authorized the issuance of general obligation bonds for capital projects and refunding of 2005 bonds. Because the District is retiring debt from the 2010 Orrstown Bank note used to pay the ongoing capital project at Newville, the Solicitor recommended we specifically address the exchange of debt from a note to bonds.

The administration recommends the Board of School Directors approve by supplemental resolution the refunding of the 2010 Note with Orrstown bank as explained in the resolution.

**XIV. NEW BUSINESS (. . .continued)****Q) Case A of 2010-2011****(ACTION ITEM)**

The parents of the student in Case A of 2010-2011 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 2010-2011 school year for a period of forty-five (45) school days, reduced to thirty (30) school days with the Student Assistance Team process. During the period of exclusion, the student is not permitted on school property at any time for any reason.

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**R) Proposed Written Agreement to Purchase Land****(ACTION ITEM)**

The District has been approached about the purchase of the Rook-Deiter property of approximately 63 acres for \$475,000. This property is adjacent to the High School and provides flexibility in addressing future school and community needs. Sale is contingent upon acceptance of a Phase 1 Environmental Assessment.

The administration recommends the Board of School Directors approve the purchase of the Rook-Deiter property and authorize the Board Officers to negotiate and sign an agreement of sale once approved by the District's Solicitor. Additionally, the Board of School Directors authorize a Phase 1 Environmental Assessment to be performed by AES at an estimated cost of \$1,800.

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**S) Permission for a Trip to the United Kingdom****(INFORMATION ITEM)**

Ms. Mallory Cohick and Ms. Lauren Hetrick are requesting permission to lead a trip to the United Kingdom from June 18-28, 2012. The trip will be open to all students, with the only criteria being that students be in good academic and disciplinary standings.

Additional information regarding the proposed trip is included with the agenda.

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**XV. FUTURE BOARD AGENDA ITEMS**

**XVI. 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

**XVII. SUPERINTENDENT’S REPORT**

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**XVIII. BUSINESS FROM THE FLOOR**

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

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**XX. ADJOURNMENT**

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

**NEXT SCHEDULED BOARD MEETING: Monday, September 20, 2010**