

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

TUESDAY, SEPTEMBER 8, 2009

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 17, 2009, REGULAR BOARD MEETING MINUTES, THE AUGUST 17, 2009 COMMITTEE OF THE WHOLE MEETING MINUTES, THE AUGUST 19, 2009 ACT 34 NEWVILLE HEARING MEETING MINUTES AND THE AUGUST 19, 2009 ACT 34 PLAINFIELD HEARING MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report - Douglas Kennedy and Travis Gilbert

VI. TREASURER'S REPORT

VII. PAYMENT OF BILLS	(CANARY)
A) General Fund	<u>\$ 502,261.80</u>
	(PINK)
B) Athletic Fund	<u>\$ 10,453.26</u>
C) Cafeteria Fund	<u>\$ 48,688.17</u>
D) Student Activity/Miscellaneous Fund	<u>\$ 4,856.49</u>
E) Capital Reserve	<u>\$ 158,850.99</u>
Total	\$ 725,110.71

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

1) Additional Per Diem Substitute Teachers (ACTION ITEM)

**Barry Sweger ~ Social Studies/Athletic Coaching
Deborah Tewell ~ Elementary Education/History**

The administration recommends that the Board of School Directors approve the addition of Mr. Sweger and Ms. Tewell to the 2009-2010 per diem substitute teacher list as presented.

(BLUE)

2) Additional Per Diem Substitute Guest Teacher (ACTION ITEM)

In an attempt to provide a sufficient number of substitute teachers for the 2009-2010 school year, the Big Spring School District is working in cooperation with the Capital Area Intermediate Unit to sponsor the "Guest Teacher Program." The individual whose name appears below has participated in an orientation program sponsored by the Capital Area Intermediate Unit and has been issued an emergency certification by the Pennsylvania Department of Education.

Anderson Edey

The administration recommends that the Board of School Directors approve the addition of the above-named guest teacher to the 2009-2010 per diem substitute teacher list effective immediately.

(GREY)

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

3) **Mrs. Megan Pipp**
Newville, PA 17241

Long-Term Substitute Itinerant Emotional Support
Teacher at Mt. Rock Elementary School
(replacing Mrs. Jennifer Tomasov
who will be on child-rearing leave)

Education:

Shippensburg University - Bachelor of Science Degree, Elementary Education/Social Studies

Experience:

Big Spring School District – Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Pipp to serve as a Long-Term Substitute Elementary Learning Support Teacher at Mt. Rock Elementary School from September 2, 2009 through November 23, 2009, replacing Mrs. Tomasov who will be on child-rearing leave of absence. Mrs. Pipp's compensation for this position should be established at Step 1, Bachelor's Degree, \$34,210.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District, but subject to change based on the new contract.

(GREEN)

(ACTION ITEM)

4) **Constance Werner**
Mechanicsburg, PA 1705

Long-Term Substitute High School Counselor
(replacing Lisa Bisignani who is on
child rearing leave of absence)

Education:

Millersville University– Mathematics (Bachelor's Degree)
Shippensburg University – Counseling (Master's Degree)

Experience:

Good Hope Middle School – Counseled students
Mechanicsburg Middle School – Counseled students
Cedar Cliff High School - Counseling

The administration recommends that the Board of School Directors appoint Ms. Werner to serve as High School Counselor beginning approximately September 9, 2009. Ms. Werner's compensation for this position should be established at Master's, Step 1 \$43,137.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(YELLOW)

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

- 5) **Ms. Gina Froment**, Middle School Math Teacher, is requesting three days leave without pay for October 28, 29 and 30, 2009.

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. Froment's request for three days leave without pay for October 28, 29 and 30, 2009.

(TAN)

(ACTION ITEM)

- 6) **Ms. Candice Burns**, Learning Support Teacher at Mt. Rock Elementary School is requesting five days leave without pay for November 9-13, 2009.

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. Burns' request for five days leave without pay for November 9-13, 2009.

(ORCHID)

- 7) **Substitute Custodial Worker**

(ACTION ITEM)

The individual whose name is listed below is recommended to serve as custodial substitute during the 2009-2010 school year.

Mr. James Epley

The administration recommends that the Board of School Directors approve Mr. Epley as a custodial substitute, effective immediately.

(IVORY)

- 8) **2009-2010 Lifeguard**

(ACTION ITEM)

Kendra Bitner

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2009-2010 school year and summer months, pending receipt of all required paperwork.

(GOLD)

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

- 9) **Mr. Matthew Engleman**, High School Physical Education teacher has submitted his letter of resignation as Fitness Center/Strength Coordinator.

A copy of Mr. Engleman's letter of resignation is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Engleman's resignation as Fitness Center/Strength Coordinator, effective immediately.

(TURQUOISE)

(ACTION ITEM)

- 10) **Ms. Lisa Mertz**, has submitted her letter of resignation as long-term substitute High School Guidance Counselor replacing Mrs. Lisa Bisignani who is on child-rearing leave of absence.

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

The administration recommends that the Board of School Directors accept Ms. Mertz's resignation as long-term substitute High School Guidance Counselor, effective immediately.

(ORCHID)

(ACTION ITEM)

- 11) **Mr. Shawn Britcher**, Middle School Social Studies has submitted his letter of resignation as Assistant Social Studies Chairperson.

A copy of Mr. Britcher's letter of resignation is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Britcher's resignation as Assistant Social Studies Chairperson, effective immediately.

(BLUE)

(ACTION ITEM)

- 12) **Mr. James Keast**, part-time custodial worker has submitted his letter of resignation as part-time custodial worker, effective immediately. Mr. Keast is requesting to remain on the substitute custodian list.

A copy of Mr. Keast's letter of resignation is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Keast's resignation as a part-time custodial worker and accept Mr. Keast's request to remain on the substitute custodian list as presented.

(GOLD)

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

- 13) **Ms. Mary Kantz**, part-time cafeteria worker has submitted her letter of resignation as part-time cafeteria worker, effective immediately. Ms. Kantz is requesting to remain on the substitute cafeteria list.

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

The administration recommends that the Board of School Directors accept Ms. Kantz's resignation as a part-time cafeteria worker and accept Ms. Kantz's request to remain on the substitute cafeteria list as presented.

(SALMON)

14) Approval of Child-Rearing Leave for Jennifer Roberts**(ACTION ITEM)**

Mrs. Jennifer Roberts, reading teacher at Plainfield Elementary School, has requested leave of absence under the Family & Medical Leave Act from approximately January 4, 2010 through May 3, 2010. 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. Roberts' letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Jennifer Roberts' request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately January 4, 2010 through May 3, 2010 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

(PINK)

15) Approval of Child-Rearing Leave for Justine Sieg**(ACTION ITEM)**

Mrs. Justine Sieg, high school business education teacher, has requested leave of absence under the Family & Medical Leave Act from approximately November 25, 2009 through approximately February 17, 2010. 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. Sieg's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Justine Sieg's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately November 25, 2009 through approximately February 17, 2010 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

(GREEN)

A. PERSONNEL CONCERNS (. . . continued)

16) Coaching Appointments

(ACTION ITEM)

Mr. Jay Hockenbroch has recommended the individuals listed to serve as coaches during the 2009-2010 school year.

**Tyler Henry
Jason Creek
Mike Grier
Stacci Starner
Carrie Stern
Tim Jumper
Don Belanger**

**Boy's Junior Varsity Basketball Coach
Ninth Grade Boy's Basketball Coach
Volunteer High School Basketball Coach
Volunteer Junior High Cross Country Coach
Volunteer Volleyball Coach
Girl's Junior High Soccer Coach
Girl's Junior High Soccer Coach**

The administration recommends that the Board of School Directors appoint the above listed individuals to coach during the 2009-2010 school year and establish their salaries based on the current contract between the Big Spring Education Association and the Big Spring School District, pending all required paperwork.

(GRAY)

(ACTION ITEM)

17) Mrs. Willa Saylor, High School Mathematics Teacher, submitted her letter of resignation for the purpose of retirement effective the end of the 08-09 school year, and the Board of School Directors accepted Mrs. Saylor's resignation at the April 6, 2009 meeting of the Board of School Directors. Mrs. Saylor's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Saylor is entitled to a severance allowance in the amount of \$3,384.00, under option #2.

Option #1:

0 years of service X \$190.00 = \$0.00
(Maximum of \$12,500.00)

Option #2:

47 unused sick leave days X \$72.00 = \$3,384.00
(\$12,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Saylor's severance allowance of \$3,384.00 as presented.

(PINK)

(ACTION ITEM)

18) Ms. Shirley Truesdell, is recommended to serve as sixth grade team leader at the middle school for the 2009-2010 school year.

The administration recommends that the Board of School Directors approve Ms. Truesdell as sixth grade team leader, effective immediately.

(ORANGE)

A. PERSONNEL CONCERNS (. . . continued)

19) 2009-2010 Additional Bus Driver for Deitch Busing

(ACTION ITEM)

Mr. John Stern

The administration recommends that the Board of School Directors acknowledge the addition of Mr. Stern as a bus driver for the 2009-2010 school year, pending all required paperwork.

(YELLOW)

XIII. 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.

Candice Burns	\$ 2,499.00
Therese Butkewich	\$ 2,142.00
Mallory Cohick	\$ 1,080.00
Barbara Dellinger	\$ 1,071.00
Stephanie Devonald	\$ 2,142.00
Matthew Engleman	\$ 1,880.00
Megan Frantz	\$ 1,071.00
Stacey Gibb	\$ 1,689.00
Lori Harris	\$ 2,100.00
Angela Heishman	\$ 2,175.00
Lauren Hetrick	\$ 1,125.00
Samantha Hinchey	\$ 2,142.00
Abigail Leonard	\$ 4,284.00
Ashley Lloyd	\$ 1,071.00
Rachel Myers	\$ 45.00
Sherisa Nailor	\$ 1,080.00
Bethany Pagze	\$ 1,080.00
Gregory Perry	\$ 1,602.00
Jolene Regetta	\$ 1,320.00
Gregory Schreiber	\$ 1,125.00
Brandie Shatto	\$ 2,142.00
Matthew Tiffany	\$ 711.00

Total \$35,576.00

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.

(IVORY)

XIII. NEW BUSINESS (. . . .continued)

C) Facilities Utilization Request

(ACTION ITEM)

Mr. Chuck Whitten is requesting permission to use the high school soccer practice field from 1:00 p.m. until **3:00 p.m.** on September 13, 20 & 27, 2009, October 4, 18, & 25, November 1, 2009 for U-15 and U-19 girls soccer games. He is also requesting to utilize the soccer practice field on September 27, 2009 and October 4, 2009 from 1:00 – **5:00 p.m.** for U-15 and U-19 girls soccer games. Because the utilization dates are on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Whitten’s request to use the high school soccer practice field as presented.

(YELLOW)

D) Tuition Exemption Students

(ACTION ITEM)

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 students for the 2009-2010 school year.

Robbin McClure	Grade 12
Zachary Stroh	Grade 12
Brian Martin	Kindergarten
Jonathan Kuhn	Grade 1

E) Tuition Exemption for Non-Resident Student

(ACTION ITEM)

Mr. and Mrs. Rogers are requesting permission for their daughter, Coral Rogers, a Big Spring High School senior, 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.

Coral Rogers	Grade 12
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The administration recommends that the Board of School Directors approve Mr. and Mrs. Rogers request for a tuition exemption for their daughter, Coral Rogers, for the 2009-2010 school year, as per the conditions outlined in Board Policy 202.3.

(ORANGE)

XIII. NEW BUSINESS (. . . .continued)**F) Newville Elementary School PTO Annual Audit****(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Mrs. Karen Heishman advising that the Newville PTO's records are in good order and accurately reflect the financial transactions for the 2008-2009 school year.

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

The administration recommends that the Board of School Directors accept the 2008-2009 Newville Elementary School PTO's annual audit report as presented.

(SALMON)

G) Mt. Rock Elementary School PTO Annual Audit**(ACTION ITEM)**

The Big Spring School District has received a copy of a letter from Ms. Risbon advising that the Mt. Rock's PTO's records are in good order and accurately reflect the financial transactions for the 2008-2009 school year.

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

The administration recommends that the Board of School Directors accept the 2008-2009 Mt. Rock Elementary School PTO's annual audit report as presented.

(BLUE)

H) Plainfield PTO Fundraisers**(ACTION ITEM)**

The Plainfield Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2009-2010 school term.

Wolfgang Candy Fundraiser (Fall)

Jo Corbi's Family Favorites/Sandwich (Spring)

The administration recommends that the Board of School Directors approve the Plainfield Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2009-2010 school term.

(ORCHID)

XIII. NEW BUSINESS (. . . .continued)**I) Water Reimbursement Agreement****(ACTION ITEM)**

Motion to approve the Water Reimbursement Agreement with the Newville Borough Water and Sewer Authority for the Oak Flat water line. Board officers, the Administration, and the Solicitor are authorized to take all steps necessary to execute and administer the Agreement.

(WHITE)

(ACTION ITEM)**J) Contractor Payments (#5) for DAO Boiler Replacement - Capital Reserve Fund**

McKissick Associates reviewed payment applications from Herre Bros., Inc. for work performed on the project. These payments will come from the Capital Reserve Fund. Copies of the payment applications in the amount of \$136,503.99 for HVAC contract and \$22,347.00 for plumbing contract are included in the Board packet. After these payments, the balance remaining to be paid is \$77,521.90 for HVAC contract and \$13,002.00 for plumbing.

The administration recommends that the Board of School Directors approve payment from the Capital Reserve Fund to Herre Bros., Inc. in the amount of \$136,503.99 for the HVAC contract and \$22,347.00 for the plumbing contract.

(ORANGE)

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

Listed below is a completed planned course for board approval.

Music – Guitar I

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

L) Federal Programs Consolidated Amendment Application**(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent, has submitted the 2009-2010 Consolidated Federal Programs Application to the Pennsylvania Department of Education and it has been approved for Title II AARA (stimulus) funding in the amount of \$210,164.00

Information is included with the agenda.

(IVORY)

XIII. NEW BUSINESS (. . . .continued)

M) Tenure Status

(INFORMATION ITEM)

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

Mr. Matthew Engleman - High School Physical Education Teacher

Additional information regarding the professional employees have been prepared by Mr. Steven Smith, High School Principal and has been included with the agenda.

(TURQUOISE)

XIV. FUTURE BOARD AGENDA ITEMS

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

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 21, 2009