



October 6, 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 September 15, 2014 Regular Board Meeting Minutes and the September 15, 2014 Committee of the Whole Meeting Minutes.

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

4. Treasurer Reports

4.1 Payment of Bills

General Fund	\$ 2,190,819.76
Capital Projects	\$ 14,839.00
Cafeteria Fund	\$ 5,717.36
Student Activities	<u>\$ 25,491.78</u>
Total	\$ 2,236,867.90

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

New Personnel Items – Action Items

11.1 Resignations - Middle School Student Council Advisors

Mrs. Courtney Rickabaugh and Mrs. Therese Bukousky have submitted their resignations as Middle School Student Council Advisors, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Rickabaugh and Mrs. Bukousky's resignations as Middle School Student Council Advisors, effective immediately.

11.2 Resignation - Christopher Chapman

Mr. Christopher Chapman has submitted his letter of resignation as a High School Math teacher, retroactive to September 26, 2014.

The administration recommends that the Board of School Directors accept Mr. Chapman's resignation as a High School Math teacher, retroactive to September 26, 2014.

11.3 Per Diem Substitute Teachers

Catherine Shover - Communications 7-12

Kayla Young - Music PK-12

Mary Yoke - Mathematics 7-12

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

11.4 Child-Rearing Leave of Absence - Courtney Wisner

Mrs. Courtney Wisner, Newville Kindergarten Teacher is requesting child-rearing leave of absence from approximately Monday, November 3, 2014 through approximately January 5, 2015. According to Section 3.07 of the current 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.

The administration recommends that the Board of School Directors approve Mrs. Wisner's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, November 3, 2014 through approximately January 5, 2015.

New Business Personnel – Action Items

11.5 Long-Term Substitute Reading Teacher - Marlene Adler

Education:

University of Delaware- Elementary Education (Bachelor's Degree)
Towson University, Maryland - Master's in Reading

Experience:

Big Spring School District - Long-Term Substitute Reading Teacher
Big Spring School District - Eighth Grade Reading Teacher
Howard County Public School System, Maryland - Elementary Teacher

The administration recommends that the Board of School Directors appoint Ms. Marlene Adler to serve as a part-time Long-Term Substitute Elementary Reading Teacher in the Big Spring School District from approximately November 10, 2014 through the end of the 2014-2015 school year, replacing Mrs. Jennifer Roberts who will be on child-rearing leave of absence. Ms. Adler's compensation for this position should be established at Master's Degree, Step 9, \$57,550.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

11.6 Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as volunteer coach and coaches for the 2014-2015 school year.

Alexandra Fry	Volunteer Girls Varsity Basketball Coach
Brandi Carpenter	Middle School Girls Basketball Coach
Seth Stover	Assistant Swimming Coach
Wes Madden	Middle School Boys Basketball Coach

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented.

11.7 Transfer of Classified Employees

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

<u>Employee</u>	<u>From</u>	<u>To</u>
Beth Stewart	Oak Flat Life Skills Aide	Oak Flat 3rd Grade L.S. Aide
Kari Dillmon	Mt. Rock L.S. Aide	High School L.S. Aide
Shanna Downs	Middle School L.S. Aide	Mt. Rock Principal Discretion Aide
Janet Walker	Mt. Rock L.S. Aide	Mt. Rock Kindergarten Aide
Marilynn Zinn	Oak Flat L.S. Aide	Oak Flat Kindergarten Aide

The administration recommends that the Board of School Directors approve the transfers of the above listed individuals as presented, effective immediately.

New Business Personnel – Action Items

11.8 Building Technical Support Recommendation

The administration would like to recommend the individual listed as Newville Elementary Technical Support for the 2014-2015 school year.

Michael Spears

The administration recommends the Board of School Directors approve the above listed individual as Newville Technical Support for the 2014-2015 school year.

11.9 Middle School Memory Book Advisor

The administration would like to recommend the individual listed as the Middle School Memory Book Advisor for the 2014-2015 school year.

Millie Gilbert

The administration recommends the Board of School Directors approve the above listed individual as the Middle School Memory Book Advisor for the 2014-2015 school year.

11.10 Approval of Additional Bus Drivers

The administration recommends that the Board of School Directors acknowledge the bus driver's listed for the 2014-2015 school year, pending all required paperwork.

**Logan Caldwell
Germain Stevens**

11.11 Part-Time Special Education Secretary Recommendation

The administration would like to recommend the individual listed as a part-time special education secretary, replacing Tanya White who has transferred.

Trina Kulp

The administration recommends the Board of School Directors approve the above listed individual as the part-time special education secretary, retroactive to October 3, 2014. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.12 Part-Time Middle School Learning Support Aide Recommendation

The administration would like to recommend the individual listed as a part-time middle school learning support aide, replacing Shanna Downs who has transferred.

Shirley Sheaffer

The administration recommends the Board of School Directors approve the above listed individual as a part-time middle school learning support aide, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

New Business Personnel – Action Items

11.13 Part-Time One-On-One Student Aide Recommendation at Mt. Rock Elementary

The administration would like to recommend the individual listed as a part-time one-on-one student aide at Mt. Rock Elementary School.

Mary Henry

The administration recommends the Board of School Directors approve the above listed individual as a part-time one-on-one student aide at Mt. Rock Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.14 Part-Time One-On-One Student Aide Recommendation at Oak Flat Elementary

The administration would like to recommend the individual listed as a part-time one-on-one student aide at Oak Flat Elementary School.

Nicole Calaman

The administration recommends the Board of School Directors approve the above listed individual as a part-time one-on-one student aide at Oak Flat Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.15 Part-Time One-On-One Student Aide Recommendation at Oak Flat Elementary

The administration would like to recommend the individual listed as a part-time one-on-one aide at Oak Flat Elementary School, replacing Beth Stewart who has transferred.

Heather Wolf

The administration recommends the Board of School Directors approve the above listed individual as a part-time one-on-one aide at Oak Flat Elementary School, replacing Beth Stewart who has transferred. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.16 Part-Time Kindergarten Aide Recommendation

The administration would like to recommend the individual listed as a part-time kindergarten aide for one year only at Newville Elementary School for the 2014-2015 school year.

Nicole Finkenbinder

The administration recommends the Board of School Directors approve the above listed individual as a part-time kindergarten aide for one year only at Newville Elementary School for the 2014-2015 school year. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

11.17 Title I Reading Coordinator Recommendation

The administration would like to recommend the individual listed as the Title I Reading Coordinator for the 2014-2015 school year.

Leah Richwine

The administration recommends the Board of School Directors approve the above listed individual as the Title I Reading Coordinator for the 2014-2015 school year, as presented.

12. Business Items – Other Actions

12.1 Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Marsha Stellfox \$600.00

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.

12.2 Facilities Utilization Request

Ms. Caitlin Williams is requesting permission to utilize the Middle School gym for Central Penn Elite field hockey practices, retroactive to September 21, 2014, from 1:00 p.m. - 5:00 p.m. Because some of the utilization dates will be on Sunday's, Board action is necessary.

The administration recommends that the Board of School Directors approve Ms. William's request to utilize the Middle School gym for Sunday field hockey practices retroactive to Sunday, September 21, 2014 from 1:00 p.m. - 5:00 p.m.

12.3 Accept Donation from Band Boosters

In the past the Band used the Maintenance covered trailer to haul their equipment. They purchased another trailer for additional space due to some equipment being damaged in the Maintenance trailer. The Boosters purchased a second covered trailer and are donating it to the District. The District accepts responsibility for the trailer, including insurance, with scheduling priority to the Band. The District reserves the right to determine final end of life disposition of the trailer.

The administration recommends the Board of School Directors accept the donated trailer from the Band Boosters as described in the agenda.

12.4 Approval of Contractor Payment Applications

The District received the following payment applications for ongoing projects.

Project	Contractor	This Payment	Balance
Oak Flat PC	Honeywell	\$ 0.00	\$ 260,340.00
DAO/MS Pave	Valley Quarries, Inc.	\$ 160,391.55	\$ 0.00

The administration recommends the Board of School Directors approve payment from the capital project fund of \$160,391.55 to Valley Quarries, Inc.

Business Items – Other Actions

12.5 Proposed License Agreement - Pre-K Counts

The administration would like to pursue a license agreement with Shippensburg University regarding an educational program known as Pre-K Counts and provide its services within the geographical area of the Big Spring School District. The agreement has been included with the agenda and will serve to provide said services to this population for the second year at Big Spring.

The administration recommends the Board of School Directors approve the license agreement with Shippensburg University to implement the educational program known as Pre-K Counts.

12.6 Consolidated Federal Programs Application - 2014-2015

Mr. Kevin Roberts, Assistant Superintendent has received notification from the Pennsylvania Department of Education that the Big Spring School District's Consolidated Federal Programs Application has been approved in the amounts indicated below:

Program

Title I - \$447,872

Title II - \$124,687

The administration recommends that the Board of School Directors authorize the administration to establish all of the required accounts necessary to administer this funding in accordance with the grant guidelines.

12.7 Case H of 2014-2015

The parents of the student in Case H of the 2014-2015 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 H for the remainder of the 2014-2015 school year. The student will be placed in an Alternative Placement during the remainder of the 2014-2015 school year. The student's progress will be reviewed in late Spring, 2015 to determine the student's return for the start of the 2015-2016 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

12.8 Case I of 2014-2015

The parents of the student in Case I of the 2014-2015 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 I for forty-five school days and be placed in an Alternative Placement during the forty-five days which will be from September 23, 2014 and ending December 2, 2014. During the period of exclusion, the student will be restricted from participating in extracurricular activities for ninety days. During the time of the Alternative Placement the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

Business Items – Other Actions

12.9 Transfer to Capital Projects Fund

Greenawalt, Inc. is well along in the 2013/14 audit and prepared an initial fund balance assessment. Now is the appropriate time to transfer those available funds for the 2013/14 year into the Capital Projects fund so the transfer is reflected in the final audit report.

The administration recommends the Board of School Directors authorize the transfer of \$1,500,000.00 from the 2013/14 General Fund to the Capital Projects Fund.

13. New Business - Information Item

13.1 Proposed Updated Policy

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

217 Graduation

The updated policy will be an action item on October 20, 2014 Board Agenda.

13.2 Proposed Title I Reading Coordinator Job Description Recommendation

The administration has developed and updated the job description listed. A copy of the job description has been included with the agenda.

Title I Reading Coordinator

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the October 20, 2014 Board meeting.

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
Please review this short [PASBO video](#) regarding the index for next budget year.

15.6 South Central Trust

15.7 Capital Area Intermediate Unit

15.8 Tax Collection Committee

15.9 Superintendent's Report

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, **October 6, 2014.**

Next scheduled meeting is: **October 20, 2014**