



October 7, 2013

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 16, 2013 Regular Board Meeting Minutes and the September 16, 2013 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports - Shania Radabaugh and Daulton Hershey

4. Payment of Bills

General Fund	\$581,854.68
Capital Projects	\$201,193.35
Student Activities	<u>\$ 22,748.14</u>
Total	\$805,796.17

5. Reading of Correspondence

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

- 9.1 (Life of Pi) – Discussion of the September 16, 2013 motion to delay by thirty (30) days the decision on the use of *Life of Pi*.

10. New Business

11. New Business - Personnel Actions

11.1 Child-Rearing Leave of Absence

Ms. Andrea Lehman, Life Skills Teacher at Oak Flat Elementary School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately October 7, 2013 through approximately December 9, 2013. 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 Ms. Lehman's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately October 7, 2013 through approximately December 9, 2013.

11.2 Child-Rearing Leave of Absence

Mrs. Erin Zinn, Learning Support Teacher at the Middle School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately December 6, 2013 through approximately March 3, 2014. 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. Zinn's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately December 6, 2013 through approximately March 3, 2014.

11.3 Long-Term Substitute Teacher

Chelsey Piper - Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School

Education:

Shippensburg University (Bachelor's Degree Elementary Education)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Chelsey Piper to serve as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, replacing Ms. Andrea Lehman who will be on child-rearing leave of absence from approximately October 7, 2013 through approximately December 9, 2013. Mrs. Piper's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, plus a \$500.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

New Business - Personnel Actions

11.4 Long-Term Substitute Teacher

Courtney Wisner - Long-Term Substitute Kindergarten Teacher at Newville Elementary School

Education:

Harrisburg Community College - Elementary Education

California University of Pennsylvania - (Bachelor's Early Childhood Education)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Courtney Wisner to serve as a Long-Term Substitute Kindergarten Teacher at Newville Elementary School, replacing Mrs. Aimee Yost who will be on child-rearing leave of absence from approximately January 6, 2014 through approximately March 28, 2014. Mrs. Wisner's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

11.5 Per Diem Substitute Teachers

Alexandra Arnold - Health & Physical Education

Emily Gilmore - Environmental Education/Biology

Heather Salisbury - Social Studies/English

Amy Yohe - Elementary Education

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented.

11.6 Multiple Disability Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a multiple disability support aide at Oak Flat Elementary School, replacing Ms. Kari Dillman who has transferred to a vacancy at Mt. Rock Elementary School.

Tricia Frampton

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

New Business - Personnel Actions

11.7 High School Learning Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a high school learning support aide.

Seth Stover

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a high school learning support aide retroactive to Monday, September 30, 2013.

11.8 Eighth Grade Maroon Team Leader

Ms. Meghan Bullock - Eighth Grade Teacher

The administration recommends that the Board of School Directors approve Ms. Meghan Bullock to serve as the eighth grade maroon team leader as presented.

11.9 Coaching Appointments

Michael Cook Assistant Baseball Coach

Dani Teter Junior High Cheerleader Coach

Lisa Ilaria Junior High Co-Cheerleader Coach

The administration recommends that the Board of School Directors approve the above listed coaches as presented for the 2013-2014 school year.

11.10 Appointment of MS Head Custodian

On April 22, 2013 the Board appointed Wilma Marpoe as a second head custodian at the MS to oversee the window project while the Head Custodian concentrated on normal building operations. Last month the MS Head Custodian requested, and the Board approved, a transfer to the night shift. The Head Custodian position was posted internally. The Director selected Wilma Marpoe for permanent appointment to the position.

The administration recommends that Wilma Marpoe be appointed as the Head Custodian at the MS at her current pay rate.

New Business - Personnel Actions

11.11 Approval of Additional 2013-2014 Mentor Teacher

Mentor

Sandy Crouse
Middle School Learning Support Teacher
Learning Support Teacher

Inductee

Fran Stewart
Sixth Grade Long-Term Substitute
Learning Support Teacher

The administration recommends that the Board of School Directors approve the additional 2013-2014 mentor teacher as presented.

12. New Business – Other Actions

12.1 Students Eligible for Early Graduation

Based on successful completion of semester one course work the students listed will be eligible for early graduation for the 2013-2014 school year.

Brooke Penner

Sierra Wrightstone

The administration recommends that the Board of School Directors approve January 17, 2014 graduation for the students listed based on their successful completion of all graduation requirements.

12.2 2013-2014 Approval of Post Grad Fundraisers

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the numerous fundraisers during the 2013-2014 school year.

The lists of fundraisers are included with the agenda.

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2013-2014 school year.

12.3 Transfer to Capital Projects Fund

Greenawalt, Inc. is well along in the 2012/13 audit and prepared an initial fund balance assessment. Now is the appropriate time to transfer those available funds for the 2012-2013 year into the Capital Project fund so the transfer is reflected in the final audit report.

The administration recommends the Board of School Directors authorize the transfer of \$1,000,000 from the General Fund to the Capital Project Fund.

New Business – Other Actions

12.4 Payment Application #6 for McCoy Bros. Inc.

The administration received payment application #6 from McCoy Bros. and an invoice from Barton Associates. The applications are attached. The payment status of existing projects:

<u>Project</u>	<u>Contractor</u>	<u>Payment</u>	<u>Balance</u>
MS Window Replacement	McCoy	\$34,154.00	\$ 50,813.00
HW Heater & UV Light	Lugaila Mech	none	\$ 13,404.60
OF HVAC/ESCO	Barton	\$27,750.00	\$122,250.00

The administration recommends the Board of School Directors approve payment from the Capital Project fund to McCoy Brothers, Inc., in the amount of \$34,154.00 and to Barton Associates in the amount of \$27,750.00.

12.5 Approval of Honeywell Letter of Intent

Due to the continuing series of failure of the fire alarm system at Oak Flat Elementary, Honeywell is proposing that we renovate the system as part of the project in the summer of 2014. However, the control panel will now need to be replaced to restore the fire alarm system to acceptable operation. The LOI (attached) provides a mechanism for Honeywell to do the work now and include it in the final energy savings contract. If for some reason there is no resulting contract, per the LOI, we would owe Honeywell the cost of engineering services and the immediate fire alarm fix.

The administration recommends the Board of Directors approve the Letter of Intent with Honeywell as included in the agenda.

12.6 Big Spring Open Space and Public Safety Master Plan

Board members were given copies of the proposed plan on September 16, 2013 and the Superintendent of Schools addressed the plan at the Board's public meeting on September 16, 2013. The administration has communicated with the Borough of Newville and West Pennsboro Township, both entities accepted the final version of the plan from Simone Collins and acknowledged receipt of the plan so that West Pennsboro Township may proceed to close out the grant. The administration is not recommending adoption of the plan as an official document. The administration is recommending action that relieves the consultant of any further obligations, and authorizes West Pennsboro Township to move forward with the close-out of the grant with DCED.

The administration recommends the Board of School Directors accept the final version of the Big Spring Open Space and Public Safety Master Plan from Simone Collins and acknowledge receipt of the plan in preparation for final close out of the DCED grant.

New Business – Other Actions

12.7 Agreement of Sale for Plainfield and Frankford Elementary Schools

On May 20, 2013 the Big Spring Board of School Directors authorized the Board President and Secretary to execute an Agreement of Sale for Plainfield and Frankford Elementary Schools. Within the agreement there was a period for due diligence that allowed the prospective buyer to review building infrastructure. Based on this due diligence clause an amended agreement has been developed and reviewed by our solicitor.

The administration requests the Board of School Directors ratify the amended Agreement of Sale for Plainfield and Frankford Elementary Schools and authorize the Board President and Secretary to execute the amended Agreement of Sale.

12.8 Facilities Utilization Request

Newville Wrestling Association is requesting permission to utilize the high school commons and concession area for a 2013-2014 season kick-off dinner on Sunday, November 17, 2013 from 2:00 p.m. – 7:00 p.m.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to utilize the high school commons and concession area as presented.

13. Information Item

13.1 Substitute Custodian Reinstatement

Mr. Lester Keck was hired to be placed on Big Spring School District's substitute custodial list October, 2005. Mr. Keck was unable to assist as a substitute custodian within the last year due to other commitments. Mr. Keck's clearances lapsed because of his unavailability this past year and the District requested updated clearances to continue his placement as a custodial substitute which are now on file.

This is an information item only.

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. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall
There will be a finance committee meeting at **6 pm** on **October 21st** (prior to the Board meeting) to discuss preliminary 12-13 audit & preliminary 2014-15 budget. In addition, Banyan will present an update on SCT & medical insurances.

15.6 South Central Trust - Mr. Blasco

15.7 Capital Area Intermediate Unit - Mr. Wolf

15.8 Cumberland Tax Collection Committee - Mr. Wolf

15.9 Superintendent's Report

15.10 Future Board Agenda Items

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 7, 2013.
Next scheduled meeting is: **October 21, 2013**

