



## November 3, 2014 Board of Directors Meeting Agenda

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### 1. Open Meeting

- 1.1 Call to Order (President Wolf)
- 1.2 Pledge to the Flag

### 2. Approval of Minutes

Approval of the October 20, 2014 Regular Board Meeting Minutes, the October 20, 2014 Committee of the Whole Meeting Minutes and the October 20, 2014 Building and Property Meeting Minutes.

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

**Mr. Justin Bruhn**, Administrative Director, Cumberland Perry Area Vocational Technical School, will introduce and recognize our vocational technical students, Dalton Barr, Auto Technology and Jaedanne Kutz, Culinary Arts.

### 4. Treasurer Reports

#### 4.1 Payment of Bills

General Fund	
Procurement Card	\$ 30,925.71
Checks/ACH/Wires	\$ 791,712.65
Capital Projects	\$ 160,542.37
Cafeteria Fund	\$ 170,127.39
Student Activities	<u>\$ 21,294.12</u>
<b>Total</b>	<b>\$1,174,602.24</b>

### 5. Reading of Correspondence

Mr. Richard W. Fry, Superintendent of Schools received correspondence that the district level plan for Big Spring School District has been accepted by the Pennsylvania Department of Education for implementation during the July 1, 2014 to June 30, 2017 cycle.

Correspondence has been included with the agenda.

### 6. Recognition of Visitors

### 7. Public Comment Period

### 8. Structured Public Comment Period

### 9. Old Business

### 10. New Business

### 11. Personnel Items – Action Items

## **New Personnel Items – Action Items**

### **11.1 Per Diem Substitute Teachers**

**Jenifer Bedford - Early Childhood PreK-4**  
**Alexandra Arnold - Health/Physical Education**

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

### **11.2 Approval of Additional 2014-2015 Mentor Teacher**

Based upon the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

<u>Inductee</u>	<u>Mentor</u>
<b>Alicia Frey</b>	<b>Wendy Hankes</b>

The administration recommends that the Board of School Directors approve the additional 2014-2015 mentor teacher as presented.

### **11.3 Resignation - Amy Kyle**

Ms. Amy Kyle has submitted her resignation as a seventh grade English Language Arts teacher and Instructional Coach, effective January 2, 2015.

The administration recommends that the Board of School Directors accept Ms. Kyle's resignation letter as presented, effective January 2, 2015.

### **11.4 Resignation - Cara Rhone**

Ms. Cara Rhone has submitted her resignation as a Middle School Volleyball Coach, effective immediately. Ms. Rhone is requesting to assist as a volunteer coach.

The administration recommends that the Board of School Directors accept Ms. Rhone's resignation letter as presented, effective immediately and approve Ms. Rhone's request to assist as a volunteer coach.

### **11.5 Resignation - Jacob Geary**

Mr. Jacob Geary has submitted his resignation as Assistant Girls' Soccer Coach, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Geary's resignation letter as presented, effective immediately.

## **New Personnel Items - Action Items**

### **11.6 Substitute Athletic Trainer - Jess Bonner**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a substitute Athletic Trainer in the absence of Mrs. Susan Cappelli.

#### **Ms. Jess Bonner**

The administration recommends that the Board of School Directors approve the individual listed as a substitute Athletic Trainer for the 2014-2015 school year as presented.

### **11.7 Approval of Substitute Aides**

**Tressa Palmateer**

**Gregory Walker**

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

### **11.8 Child-Rearing Leave of Absence - Stephanie Devonald**

Mrs. Stephanie Devonald, grade two teacher at Mt. Rock Elementary School is requesting child-rearing leave of absence from approximately Monday, March 16, 2015 through the end of the 2014-2015 school year. 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. Devonald's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, March 16, 2015 through the end of the 2014-2015 school year.

### **11.9 Karyn Cunningham - Long-Term Substitute Second Grade Teacher**

#### **Education:**

University of Pittsburgh - Elementary Education (Bachelor's Degree)  
Shippensburg University - Master's in Education

#### **Experience:**

Big Spring School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Cunningham to serve as a Long-Term Substitute Second Grade Teacher at Mt. Rock Elementary School, from approximately Monday March 16, 2015 through the end of the 2014-2015 school year, replacing Mrs. Stephanie Devonald who is on child-rearing leave of absence. Mrs. Cunningham's compensation for this position should be established at Master's, Step 1, \$49,418.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## **New Personnel Items - Action Items**

### **11.10 Recommendation for Seventh Grade Maroon Team Leader**

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Seventh Grade Maroon Team Leader for the 2014-2015 school year.

#### **Stephen Elsier**

The administration recommends that the Board of School Directors approve the individual listed as Seventh Grade Maroon Team Leader 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.

#### **Brent Stroh \$394.98**

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 Oak Flat Elementary School PTO Annual Audit**

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta, Accountant advising that Oak Flat Elementary School PTO's records were accepted with auditing standards for the 2013-2014 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 2013-2014 Oak Flat Elementary School PTO's annual audit report as presented.

### **12.3 Facilities Utilization Request**

Mr. Tobey Lay is requesting permission to utilize the High School gym, commons, adaptive gym and concession area for DAWG Duals, on Sunday, February 1, 2015 from 8:30 a.m. - 4:00 p.m. Because the utilization date will be on Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Lay's request to utilize the High School gym, commons, adaptive gym and concession area for DAWG Duals, on Sunday, February 1, 2015 from 8:30 a.m. - 4:00 p.m., as presented.

## **Business Items – Other Actions**

### **12.4 Case J of 2014-2015**

The parents of the student in Case J 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 assign the student in Case J of the 2014-2015 school year for a period of forty-five (45) days, to an alternative educational placement. During the period of exclusion, the student will have prior administrative approval to be on school property, and may not attend or participate in any school related extra-curricular activities.

### **12.5 Adoption of Proposed Planned Course**

Listed is a completed planned course for board approval.

#### **Elementary Library (K-2)**

The administration recommends the Board of School Directors approve the proposed course as presented.

## **13. New Business - Information Item**

### **13.1 Proposed Updated Job Descriptions**

The administration has developed and updated the job descriptions listed. Copies of the job descriptions have been included with the agenda.

- 311 Network Coordinator**
- 312 Computer Systems Technician**
- 315 K-12 Technology Integrator**
- 319 Software Applications Coordinator**
- 414 Educational Technologist**

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the November 17, 2014 Board meeting.

### **13.2 Proposed Adoption of Textbooks**

Mrs. Nicole Donato, Supervisor of Curriculum and Instruction, is recommending the following books to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the book, prior to the November 17, 2014 Board of School Directors meeting.

<u>Course</u>	<u>Title</u>
French I	T'es branche Level 2 - Passport
French II	T'es branche Level 2 - Passport
French III	T'es branche Level 3 - Passport
Spanish (all levels)	Spanish iCulture

#### **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
- 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, **November 3, 2014.**  
  
Next scheduled meeting is: **November 17, 2014**