

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, NOVEMBER 16, 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 NOVEMBER 2, 2009 REGULAR BOARD MEETING MINUTES, THE NOVEMBER 2, 2009 BUILDING AND PROPERTY MEETING MINUTES AND THE OCTOBER 19, 2009 COMMITTEE OF THE WHOLE MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report - Douglas Kennedy/Lauren Swartz

VI. TREASURER'S REPORT

	<u>(GOLD)</u>
General Fund Balance, October 31, 2009	<u>\$ 13,168,929.42</u>
Athletic Fund Balance, October 31, 2009	<u>\$ 6,792.40</u>
Cafeteria Fund Balance, October 31, 2009	<u>\$ 202,749.73</u>
Capital Reserve Fund Balance, October 31, 2009	<u>\$ 164,059.68</u>
Student Activity/Miscellaneous Fund Balance, October 31, 2009	<u>\$ 154,772.26</u>

VII. PAYMENT OF BILLS

	<u>(CANARY)</u>
A) General Fund	<u>\$ 371,145.02</u>
	<u>(PINK)</u>
B) Athletic Fund	<u>\$ 5,338.24</u>
C) Cafeteria Fund	<u>\$ 143,482.22</u>
D) Student Activity/Miscellaneous Fund	<u>\$ 19,104.18</u>
Total	\$ 539,069.66

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 Teacher

(ACTION ITEM)

Carrie Walters Elementary Education

The administration recommends that the Board of School Directors approve the addition of Carrie Walters to the 2009-2010 per diem substitute teacher list as presented.

(BLUE)

(ACTION ITEM)

2) Mr. John Scudder, Administrator on Assignment, submitted his letter of resignation for the purpose of retirement effective February 5, 2010. Mr. Scudder's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mr. Scudder is entitled to a severance allowance in the amount of \$18,000.00, under option #2.

Option #1:

10 years of service X \$175.00 = \$1,750.00

Option #2:

240 unused sick leave days X \$95.00 = \$22,800.00

(\$18,000.00 maximum)

The administration recommends that the Board of School Directors accept Mr. Scudder's letter of resignation for the purpose of retirement and his severance allowance of \$18,000.00 as presented.

(TAN)

3) Substitute Custodial Worker

(ACTION ITEM)

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

Mr. William Rand, Sr.

The administration recommends that the Board of School Directors approve Mr. Rand as a custodial substitute as presented.

(GREEN)

A. PERSONNEL CONCERNS (. . . continued)

4) Substitute Cafeteria Worker's

(ACTION ITEM)

The individual's whose names are listed below are recommended to serve as cafeteria substitute's during the 2009-2010 school year.

Mrs. Tamara Dobson
Mrs. Christine Cohick

The administration recommends that the Board of School Directors approve Mrs. Dobson and Mrs. Cohick as cafeteria substitute's as presented.

(IVORY)

(ACTION ITEM)

5) Mrs. Judith Creps, High School Guidance Counselor/Gifted Support, is requesting four and one half day leave without pay, retroactive to November 2, 3, 4, 5 and 6, 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."

A copy of Mrs. Creps' letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Creps' request for four and one half day leave without pay as presented.

(ORCHID)

6) Winter Fitness Center Strength Coach

(ACTION ITEM)

Mr. Jay Hockenbroch has recommended the individual listed to serve as the Winter Fitness Center Strength Coach for the 2009-2010 school year.

Mr. John Beeman

The administration recommends that the Board of School Directors appoint the above listed individual as the Winter Fitness Center Strength Coach during the 2009-2010 school year and establish Mr. Beeman's salary based on the current contract between the Big Spring Education Association and the Big Spring School District.

(YELLOW)

A. PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

7) **Stephanie Flowers**
Newville, PA 17241

Long-Term Substitute Business Education Teacher
at the High School
(replacing Mrs. Justine Sieg who will be on child-rearing leave)

Education:

Shippensburg University – Management Information Systems (Bachelor’s Degree)

Experience:

Shippensburg Senior High School – Student Teacher
Scotland School for Veterans’ Children – Teacher

The administration recommends that the Board of School Directors appoint Ms. Flowers to serve as a long-term substitute Business Education Teacher at the High School beginning approximately December 1, 2009, replacing Mrs. Sieg who will be on child-rearing leave. Ms. Flowers’ compensation for this position should be established at Bachelor’s, Step 1 \$37,812.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(SALMON)

8) **Classified Personnel Transfers**

(ACTION ITEM)

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>
Mrs. Nancy Baker	Seven Hour Learning Support Aide at Oak Flat	Seven Hour Middle School Learning Support Aide (replacing Deb Carpenter who has resigned)
Mrs. Kim Wickard	Five Hour Middle School Aide	Six Hour Emotional Support Aide (replacing Mrs. Baker who is transferring from Oak Flat)

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

(YELLOW)

A. PERSONNEL CONCERNS (. . . continued)

9)) Learning Support Aide

(ACTION ITEM)

The individual whose name is listed below is recommended to serve as learning support aide at the Middle School, replacing Kim Wickard who transferred to Oak Flat Elementary School.

Theresa Boegel

The administration recommends that the Board of School Directors approve the appointment and assignment of Theresa Boegel for the 2009-2010 school term and establish her hourly wage at step 4, \$10.75 per hour, pending receipt of all required paperwork.

(ORANGE)

10) Additional Substitute Instructional Aide

(ACTION ITEM)

Judith Webber

The administration recommends that the Board of School Directors approve Ms. Webber to be on the 2009-2010 substitute instructional aide list, pending all required paperwork.

(BLUE)

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.

Matthew Engleman	\$ 939.30
David Roberts	\$ 1,119.00
Jillian Schreffler	<u>\$ 1,071.00</u>
Total	\$ 3,129.30

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.

(PINK)

XIII. NEW BUSINESS (. . . .continued)

C) Facilities Utilization Request

(ACTION ITEM)

Mr. Chad Feeser is requesting permission to use the high school auditorium at 2:00 P.M. on Sunday, November 22, 2009 for the Big Spring High School Theater Club. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Feeser’s request to use the high school auditorium at 2:00 P.M. on November 22, 2009, as presented.

(GRAY)

D) Additional Post-Graduation Party Fundraisers

(ACTION ITEM)

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the additional fundraisers listed during the 2009-2010 school year.

- Hershey Bear Night**
- Terry Lynn Fundraising (nuts, fruits, etc.)**
- Zap a Snack**
- Southside Deli Subs**

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2009-2010 school year.

(TURQUOISE)

E) Lot on Pine Road

(ACTION ITEM)

Mr. Richard W. Fry, Superintendent has received correspondence from Mr. Philip Spare, Solicitor regarding Big Spring School District’s potential ownership of a lot on Pine Road. To determine the ownership of the lot on Pine Road a title search would be required to determine the status of this property. The cost of the title search will be approximately three-hundred dollars (\$300.00).

The administration recommends that the Board of School Directors authorize Mr. Spare to proceed with the title search of the property on Pine Road, with the cost of the title search being approximately three-hundred dollars (\$300.00).

(ORANGE)

XIII. NEW BUSINESS (. . . .continued)

F) Big Spring Resolution # 7

(ACTION ITEM)

The Cumberland-Perry Area Vocational Technical School Joint Operating Committee (JOC) has approved Resolution 2009-2 recommending certain amendments to the Articles of Agreement. Resolution 2009-2 directs the Cumberland Perry Area Technical School administration to prepare and distribute a model resolution to the board of school directors for each member school district, consenting to the recommended amendments to the Articles of Agreement. The resolution is included with the agenda.

The administration recommends that the Board of School Directors approve Big Spring Resolution #7 as presented to incorporate the proposed First Addendum to the Articles of Agreement at the Cumberland-Perry Area Vocational Technical School.

(GREEN)

G) First Addendum to the Articles of Agreement

(ACTION ITEM)

The Cumberland-Perry Area Vocational Technical School Joint Operating Committee (JOC) has proposed the First Addendum to the Articles of Agreement. Resolution #2 incorporates by reference the proposed First Addendum to the Articles of Agreement. The First Addendum to the Articles of Agreement are consistent with provision set forth in Resolution #2 approved by the Joint Operating Committee. The First Addendum to the Articles of Agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the First Addendum to the Articles of Agreement from the Cumberland-Perry Area Vocational Technical School as presented.

(GOLD)

(ACTION ITEM)

H) Contractor Payments (#6-7) for DAO Boiler Replacement - Capital Reserve Fund

McKissick Associates reviewed payment applications from Herre Bros., Inc. for work performed on the DAO boiler project. These payments will come from the Capital Reserve Fund. Copies of the payment applications in the amount of \$13,950.00 for the HVAC contract and \$450.00 for the plumbing contract are included in the Board packet. After these payments, the balance remaining to be paid is \$59,071.90 for HVAC contract and \$12,552.00 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 \$13,950.00 for the HVAC contract and \$450.00 for the plumbing contract.

(WHITE)

XIII. NEW BUSINESS (. . . .continued)

I) Tuition Exemption for Non-Resident Student

(ACTION ITEM)

Mrs. Amanda Worrell is requesting permission for her daughter, Jennifer Young, 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.

Jennifer Young Grade 12

The administration recommends that the Board of School Directors approve Mrs. Worrell's request for a tuition exemption for her daughter, Jennifer Young, for the 2009-2010 school year, as per the conditions outlined in Board Policy 202.3.

(TAN)

J) Proposed Updated Job Description for Department Chairperson

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent has made revisions to the job description for the Department Chairperson.

A copy of the job description has been included with the agenda.

The administration recommends that the Board of School Directors approve the updated job description for the Department Chairperson, as presented.

(IVORY)

K) R. Zimmerman

(ACTION ITEM)

Under section 514 of the Pennsylvania School Code Mr. Richard Zimmerman has been removed from his position as high school custodian effective immediately.

XIII. NEW BUSINESS (. . . .continued)

L) ADA Language for Job Descriptions

(INFORMATION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent has submitted a list of the job descriptions that must be updated to include ADA language. The Americans with Disabilities Act requires language in job descriptions that describes the following: Work Environment, Physical Demands, Sensory Abilities, Temperament, Cognitive Ability, Specific Requirements (drivers license, certificates . . .) Holidays, Rate of Compensation and General Comments.

This is a Board information item.

(TURQUOISE)

M) Positive Behavior Support Policy # 113.1

(INFORMATION ITEM)

Mr. Gillet has submitted the Positive Behavior Support Policy for review, and a copy of the policy is included with the agenda.

This is a Board information item.

(SALMON)

N) Food Safety Policy # 808.2

(INFORMATION ITEM)

Mr. Gilliam has submitted the Food Safety Policy for review, and a copy of the policy is included with the agenda.

This is a Board information item.

(BLUE)

O) 2009-2010 Earned Income Tax Report

(INFORMATION ITEM)

Business Office personnel has prepared a 2009-2010 Earned Income Tax Report and a copy of the report has been included with the agenda.

(YELLOW)

P) 2009-2010 General Fund Year to Date Report

(INFORMATION ITEM)

Business Office personnel has prepared a 2009-2010 General Fund Year to Date Report and a copy of the report has been included with the agenda.

(ORCHID)

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, December 7, 2009