

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, NOVEMBER 7, 2011**

**I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.**

**II. PLEDGE TO THE FLAG (President Wolf)**

**III. PRAYER**

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**IV. APPROVAL OF THE OCTOBER 17, 2011 REGULAR BOARD MEETING MINUTES AND THE OCTOBER 17, 2011, COMMITTEE OF THE WHOLE MEETING MINUTES**

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**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Nick Hasse  
Alyssa Jones**

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**VI. TREASURER'S REPORT**

## **VII. PAYMENT OF BILLS**

General Fund	\$ 577,914.16
Cafeteria Fund	\$ 102,161.15
Miscellaneous Fund	\$ 23,643.38
Capital Projects	\$ 13,620.15
Newville Project	\$ 169,560.59

**Total \$ 886,899.43**

**VIII. READING OF CORRESPONDENCE**

**IX. RECOGNITION OF VISITORS**

**X. PUBLIC COMMENT PERIOD**

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**XI. STRUCTURED PUBLIC COMMENT PERIOD**

**XII. OLD BUSINESS**

**XIII. NEW BUSINESS**

**A. PERSONNEL CONCERNS**

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

- 1) **Ms. Margaret Murray** has submitted her letter of resignation as head coach for the Middle School track and field team, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Murray's resignation as Middle School track and field coach, effective immediately.

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**(ACTION ITEM)**

- 2) **Mrs. Stefani Bower** has submitted her letter of resignation as Assistant Girls Soccer Coach, effective immediately.

A copy of Mrs. Bower's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Bower's resignation as Assistant Girls Soccer Coach, effective immediately.

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**(ACTION ITEM)**

- 3) **Ms. Debra Kelley** has submitted her letter of resignation as an Instructional Aide, retroactive to November 4, 2011.

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

The administration recommends that the Board of School Directors accept Ms. Kelley's resignation as an Instructional Aide, retroactive to November 4, 2011.

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**(ACTION ITEM)**

- 4) **Mr. John Beeman** has submitted his letter of resignation as Winter Fitness Center Strength Coordinator, effective immediately.

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

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

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

- 5) **Mr. Brent Stroh** has submitted his letter of resignation as Junior High Wrestling Coach, effective immediately. Mr. Stroh is interested and is being recommended for the position as Winter Fitness Center Strength Coach.

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

The administration recommends that the Board of School Directors accept Mr. Stroh's resignation as Junior High Wrestling Coach, effective immediately and approve the recommendation to appoint Mr. Stroh as Winter Fitness Center Strength Coach.

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**(ACTION ITEM)**

- 6) **Mrs. Kristie Sheriff** has submitted her letter of resignation as an Instructional Aide, effective November 10, 2011.

A copy of Mrs. Sheriff's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Sheriff's resignation as an Instructional Aide, effective November 10, 2011.

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**7) Memory Book Co-Advisor****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as Big Spring Middle School Memory Book Co-Advisor for the 2011-2012 school year.

**Mrs. Tammy Bobb**

The administration recommends that the Board of School Directors approve the appointment of Mrs. Bobb as Big Spring Middle School Memory Book Co-Advisor for the 2011-2012 school year.

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**8) Approval of Child-Rearing Leave for Stephanie Weller****(ACTION ITEM)**

Mrs. Stephanie Weller, Life Skills Teacher at Oak Flat has requested leave of absence under the Family & Medical Leave Act from approximately January 23, 2012 through approximately April 10, 2012. 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. Weller's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Weller's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately January 23, 2012 through approximately April 10, 2012.

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**A. PERSONNEL CONCERNS ( . . . continued)****9) Approval of Child-Rearing Leave for Rebecca Lehman****(ACTION ITEM)**

Mrs. Rebecca Lehman, Eighth Grade Math Teacher at the Middle School has requested leave of absence under the Family & Medical Leave Act from approximately December 22, 2011 through the remainder of the 2011-2012 school year. 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. Lehman's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Lehman's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately December 22, 2011 through the remainder of the 2011-2012 school year.

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**10) Approval of Child-Rearing Leave for Sara VanderHeijden****(ACTION ITEM)**

Mrs. Sara VanderHeijden, Third Grade Teacher at Oak Flat Elementary School requested leave of absence under the Family & Medical Leave Act from approximately February 18, 2012 through approximately April 10, 2012. 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. VanderHeijden's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. VanderHeijden's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 18, 2012 through approximately April 10, 2012.

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**11) Approval of Child-Rearing Leave for Jennifer Tomasov****(ACTION ITEM)**

Mrs. Jennifer Tomasov, District Emotional Support Itinerant Teacher requested leave of absence under the Family & Medical Leave Act from approximately February 14, 2012 through approximately April 10, 2012. 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. Tomasov's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Tomasov's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 14, 2012 through approximately April 10, 2012.

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**A. PERSONNEL CONCERNS ( . . . continued)****12) Coaching Appointments****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed for coaching positions for the 2011-2012 school year.

**Colton Herb  
Robert Swift  
Chad Brough**

**Boys Junior High Basketball  
Boys Junior High Basketball  
Junior High Wrestling**

The administration recommends that the Board of School Directors approve the coaching appointments for the 2011-2012 school year, pending all required paperwork.

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**13) Quiz Bowl Coaches****(ACTION ITEM)**

The individuals whose names are listed below are recommended to serve as Quiz Bowl Coaches for Mt. Rock Elementary School for the 2011-2012 school year.

**Stephanie Devonald  
Kathy Schumacher  
Noelle King  
Sarah Hammaker**

The administration recommends that the Board of School Directors approve the appointment of the Quiz Bowl Coaches as presented.

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**14 )2011-2012 Additional Bus and Van Driver's for Deitch Busing****(ACTION ITEM)**

**Mrs. Margaret Kelley  
Mrs. Betty Eicholz**

The administration recommends that the Board of School Directors acknowledge the additions of Mrs. Kelley as a van driver and Mrs. Eicholz as a bus driver for the 2011-2012 school year, pending all required paperwork.

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

- 15) **Charles Hickes** Long-Term Substitute Emotional Support Teacher  
 Carlisle, PA 17015 (replacing Mrs. Best who will be on child-rearing leave of absence)

**Education:**

Shippensburg University – Elementary Education (Bachelor's Degree)  
 Bowie State – Counselor (Master's Degree)  
 UMUC – Secondary Math

**Experience:**

Big Spring School District – Substitute Teacher  
 Prince Georges County – Math Teacher

The administration recommends that the Board of School Directors appoint Mr. Hickes to serve as a long-term substitute Emotional Support Teacher, from approximately November 11, 2011 through approximately December 22, 2011, replacing Mrs. Best who will be on child-rearing leave of absence. Mr. Hickes' compensation for this position should be established at Master's, plus 30, step 16, \$66,162.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**XIII. NEW BUSINESS** ( . . . continued)**B) Credit Pay****(ACTION ITEM)**

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.

<b>Lois Cox</b>	<b>\$ 1,161.00</b>
<b>Heidi Fraker</b>	<b>\$ 1,161.00</b>
<b>Sara VanderHeijden</b>	<b>\$ 980.01</b>
<b>Erin Zinn</b>	<b><u>\$ 2,322.00</u></b>
<b>Total \$</b>	<b>\$ 5,624.01</b>

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.

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**XIII. NEW BUSINESS** (. . .continued)**C) Student Eligible for Early Graduation****(ACTION ITEM)**

Based on successful completion of semester one course work the student listed will be eligible for early graduation.

**Joshua Randal Hawbaker**

The administration recommends that the Board of School Directors approve January 2012 graduation for the student listed based on his successful completion of all graduation requirements.

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**D) Request for Fundraiser****(ACTION ITEM)**

Mrs. Mary Jo Neidlinger and Mr. Jesse Deutsch, middle school physical education teachers, are requesting Board approval for the "Hoops for Heart" fundraiser, a fundraiser that will be offered to the sixth and seventh grade students.

Additional information regarding the fundraiser is included with the agenda.

The administration recommends that the Board of School Directors approve Mrs. Neidlinger's and Mr. Deutsch's request to conduct the "Hoops for Heart" fundraiser with the understanding that Mrs. Neidlinger and Mr. Deutsch will submit an audit summary of the fundraiser.

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**E) Committee Recommendations****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology is requesting Board approval of the individuals listed who have been recommended for the Coordinated School Health Council and Professional Development Leadership Committee.

Judy Breneman  
Lorraine Ferrell  
Crystal Header  
Heather Detwiler  
Micah Artz  
Kay Bear

Jill Davis  
SaraBeth Fulton  
Heather Schwartzmiller  
Sherisa Nailor  
Jason Shover  
Theresa Boegel

The administration recommends that the Board of School Directors approve the recommended list for the Coordinated School Health Council and Professional Development Leadership Committee as presented.

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**XIII. NEW BUSINESS** (. . .continued)**F) Facilities Utilization Request****(ACTION ITEM)**

The Big Spring Midget Football is requesting permission to use the Middle School auditorium, gym and commons for an end of season banquet on Sunday, November 13, 2011. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Midget Football request to use the Middle School auditorium, gym and commons as presented.

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**G) Facilities Utilization Request****(ACTION ITEM)**

The Big Spring Junior Wrestling Association is requesting permission to use the High School gym and commons for 2012 Dog Duals on Sunday, February 5, 2012. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Junior Wrestling Associations request to use the High School gym and commons as presented.

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**H) Facilities Utilization Request****(ACTION ITEM)**

Mr. Chad Feeser, High School Drama Director is requesting permission to use the High School auditorium and commons for the High School Fall Play on Sunday, November 13, 2011. 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 and commons as presented.

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**(ACTION ITEM)****I) Appointment of EIT Collector for 2011 and Prior Year Delinquent taxes**

Act 32 directs that unless other arrangements are made, the Act 32 collector will become responsible for collecting 2011 and prior tax years. Capital Tax Collection Bureau (CTCB) and West Shore Tax Bureaus are in agreement that it makes sense for the 2011 and prior year collector (CTCB) to remain the delinquent collector for 2011 and prior tax years. Our Solicitor, Mr. Spare, reviewed the attached resolution and agrees this is the most efficient. In order to enact this change, we must inform West Shore Tax Bureau of our intent to remain with CTCB for 2011 and prior tax years.

The administration recommends the Board of School Directors approve by resolution the appointment of Capital Tax Collection Bureau as collector of delinquent local earned income tax for 2011 and prior years.

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**XIII. NEW BUSINESS** (. . .continued)**J) Stuart Foundation Orff Instruments Grant****(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent is pleased to announce that the G.B. Stuart Charitable Foundation has awarded Big Spring School District a grant in the amount of \$13,546.00 to purchase a set of Orff instruments and a set of contra bass bars for the elementary music program.

The information is included with the agenda.

The administration recommends that the Board of School Directors grant permission to Mrs. Jeanne Temple to accept the grant in the amount of \$13,546.00.

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**K )Management Discussion and Analysis****(INFORMATION ITEM)**

As part of the annual financial statements, the District contributes a portion called the Management Discussion and Analysis. Included with the agenda is a draft of that submission to our local auditors for the Directors to review. Mr. Jim Lyons of Greenawalt & Co. is scheduled to brief the Board on November 21 on the Financial Statements and local audit.

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**L) Notice of Finding by State Auditors****(INFORMATION ITEM)**

The performance audit of the District by the Commonwealth Auditor General uncovered a finding regarding the transportation subsidy report submitted in September 2010 and 2011. A copy of the administration's response is included for the Board's review. Official action will be required later upon receipt of the final audit report.

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**M) Investigation of HVA Problems at Oak Flat & Newville****(INFORMATION ITEM)**

The District contracted with Brinjac Engineering to investigate and propose a solution to the humidity and uneven temperatures at both Oak Flat and Newville elementary schools. Brinjac has submitted their reports. These will be discussed at the Building & Property meeting. Mr. Sample is now looking for "second opinions" on the proposals before moving forward.

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**XIV. FUTURE BOARD AGENDA ITEM**

**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**
- H) Tax Collection Committee (TCC) – Mr. Wolf**

**XVI. SUPERINTENDENT’S REPORT**

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**XVII. BUSINESS FROM THE FLOOR**

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**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

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**XIX. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, November 21, 2011**