

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, DECEMBER 3, 2012

I. CALL TO ORDER (Big Spring High School) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE NOVEMBER 19, 2012 REGULAR BOARD MEETING MINUTES AND THE NOVEMBER 19, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES

IV. ELECTION OF THE TEMPORARY PRESIDENT

"...there shall be elected from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Elected _____ (temporary appointment)

V. ELECTION OF OFFICERS

Refer to Sections 402 and 404 of the Public School Code of 1949.

A) ELECTION OF THE PRESIDENT (1-year appointment)

Elected _____

The Board President will begin her/his duties.

B) ELECTION OF THE VICE-PRESIDENT (1-year appointment)

Elected _____

C) ELECTION OF THE TREASURER (1-year appointment)

Elected _____

VI. APPOINTMENTS

A) Capital Area Tax Collection Bureau

(1-year appointment)

Current Representative - Mr. Wilbur Wolf, Jr.
Alternate Representative - Mr. William Swanson

Appointed _____

Appointed _____

B) Pennsylvania School Boards Association Legislative Chairperson

(1-year appointment)

Current Representative - Mr. Robert Barrick

Appointed _____

C) Capital Area Intermediate Unit

(1 year appointment)

Current Representative - Mr. Wilbur Wolf, Jr.

Appointed _____

D) Athletic Council

(1-year appointment)

Current Representatives - Mr. William Swanson
Mr. Richard Roush
Mr. David Gutshall

Appointed _____

Appointed _____

Appointed _____

E) District Improvement Committee

(1-year appointment)

Current Representatives – Mr. Richard Norris
Mr. John McCrea

Appointed _____

VI. APPOINTMENTS (...continued)**F) Meet and Discuss Committee for Classified Employees** (1-year appointment)

Current Representatives – Mr. Kingsley Blasco, Chairperson
Mr. William Piper

Appointed _____

Appointed _____

G) Cumberland Perry Area Vocational Technical School (1-year appointment)

Current Representatives – Mr. William Piper
Mr. Wilbur Wolf, Jr.

Appointed _____

Appointed _____

H) Pennsylvania School Boards Association Liaison

(1-year appointment)

Current Representative – Mr. Robert Roush

Appointed _____

I) Buildings and Property Committee

Current Representatives - Mr. Robert Barrick, Chairperson
Mr. William Piper
Mr. William Swanson
Mr. Richard Roush

Appointed _____

Appointed _____

Appointed _____

Appointed _____

VI. APPOINTMENTS (...continued)

J) Finance Committee

Current Representatives - Mr. Kingsley Blasco, Chairperson
Mr. William Swanson
Mr. David Gutshall
Mr. William Piper

Appointed _____

Appointed _____

K) South Central Trust Board

Current Representative - Mr. Kingsley Blasco

Appointed _____

L) Tax Collection Committee

Current Representative – Mr. Wilbur Wolf, Jr.
Mr. William Swanson

Appointed _____

Appointed _____

**VII. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Wade Reichelderfer
Megan Carr**

A. Recognition of Vocational-Technical School Students of the Quarter

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the first quarter of the 2012-2013 school year.

Grade 10	Dalton Barr	Auto Technology 1
Grade 11	Tera Miller	Auto Technology 2
Grade 10	Jenna Keller	Nursing/Nursing Assisting 1

B. Recognition of Academic Achievement Awards for the First Quarter

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the first quarter for the 2012-2013 school year.

Grade 9	Carly Auchey	99.4
Grade 10	Jenna Keller	98.8
Grade 11	Richard Monahan	99.2
Grade 12	Colby Ott	98.4

VIII. TREASURER'S REPORT**IX. PAYMENT OF BILLS**

General Fund	\$ 296,311.88
Cafeteria Fund	\$ 132,702.96
Student Activities Fund	<u>\$ 6,617.92</u>
Total	\$ 435,632.76

X. READING OF CORRESPONDENCE**XI. RECOGNITION OF VISITORS**

XII. PUBLIC COMMENT PERIOD

XIII. STRUCTURED PUBLIC COMMENT PERIOD

XIV. OLD BUSINESS

XV. NEW BUSINESS

A. PERSONNEL CONCERNS

A) PERSONNEL CONCERNS (...continued)

1) Wellness Coordinator Recommendation

(ACTION ITEM)

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology, would like to recommend the individual listed as the Wellness Coordinator.

Mrs. Crystal Header

The administration recommends that the Board of School Directors approve the appointment of Mrs. Crystal Header as the Wellness Coordinator as presented.

A) PERSONNEL CONCERNS (...continued)**2) Long-Term Custodial Substitute Recommendation****(ACTION ITEM)**

Mr. Rick Gilliam, Director of Building and Grounds, would like to recommend the individual listed as a long-term evening custodial substitute at the high school, retroactive to November 16, 2012, replacing Mrs. Ickes who is on medical leave.

Ms. Amanda Gilbert

The administration recommends that the Board of School Directors approve the appointment of Ms. Amanda Gilbert as a long-term evening custodial substitute at the high school as presented.

3) Approval of Child-Rearing Leave for Amy Craig**(ACTION ITEM)**

Mrs. Amy Craig, Guidance Counselor at the Middle School, has requested leave of absence under the Family & Medical Leave Act from approximately February 14, 2013 through approximately May 16, 2013. 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. Craig's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Amy Craig's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 14, 2013 through approximately May 16, 2013 according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

4) Additional Per Diem Substitute Teachers**(ACTION ITEM)**

Megan Snyder Elementary Education

The administration recommends that the Board of School Directors approve the additions listed to the 2012-2013 per diem substitute teacher list as presented.

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

5) **Isaac Bucher**
McKnightstown, PA 17343

Long-Term Substitute High School
Agriculture Teacher

Education:

Harrisburg Area Community College (Science)
Pennsylvania State University (Agriculture Science/Education)

Experience:

Annville-Cleona School District – Ag. Science Educator/Technology Education Instructor
Pennsylvania Department of Agriculture – Agricultural Ambassador

The administration recommends that the Board of School Directors appoint Mr. Bucher to serve as a Long-Term Substitute High School Agriculture Teacher from approximately February 18, 2013 through approximately April 2, 2013, replacing Mrs. Sherisa Nailor who will be on child-rearing leave of absence. Mr. Bucher's compensation for this position should be established at Bachelor's Degree Step 1, \$42,588.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

6) **Mr. Brent Stroh** has submitted his letter of resignation as a Head Football Coach effective immediately.

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 Head Football Coach, effective immediately.

XV. NEW BUSINESS (. . .continued)**B) Acceptance of Financial Audit for 2011-2012****(ACTION ITEM)**

Mr. James Lyons from Greenawalt & Company presented the District's 2011-2012 financial audit report at the November 19, 2012 Committee of the Whole meeting. Board members received copies of the financial audit report prior to that meeting.

The administration recommends that the Board of School Directors accept the District's 2011-2012 financial audit report as presented by Mr. James Lyons from Greenawalt & Company.

C) Graduation Requirements**(ACTION ITEM)**

The administration has submitted alternative methods of meeting the District's graduation requirements that can be more tailored to the District's areas of interest. In conducting a review of Chapter IV and an analysis of curricula, the courses listed meet the necessary objectives. Information is included with the agenda regarding the courses below.

**Horticulture Science, Honors Animal and Veterinary Science in lieu of one of the
Science Credit Requirement**

Advanced FFA Leadership in lieu of Career Project Seminar

Introduction to Agribusiness in lieu of Personal Finance

The administration recommends that the Board of School Directors approve the graduations requirements as presented.

D) Agriculture Advisory Council Agenda and Minutes**(INFORMATION ITEM)**

Ms. SaraBeth Wanbaugh and Mrs. Sherisa Nailor have submitted a copy of the Agriculture Advisory Council agenda and meeting minutes to the Big Spring Board of School Directors as a requirement by the state to keep the program in approval status.

A copy of the Agriculture Advisory agenda and minutes are included with the agenda.

(INFORMATION ITEM)**E) Approval of Resolution to Keep 2013-14 Tax Increase Within Index**

With the passage of Act 1, School Board budgets above the index require voter approval or PDE approved exception. To exceed the index or exceptions requires the Board to pass a preliminary budget by mid-February for voter approval in the spring election. Districts may opt out of that early budget scenario if they adopt a resolution prior to January 31st stating they will keep any tax increase within the index (2.2% for BSSD in 2013/14). After meeting with the Finance Committee, the administration recommends that Board approve such resolution at the December 17th meeting. Attached is a copy of the resolution and draft budget.

XV. NEW BUSINESS (. . .continued)**F) Updated Policies****(INFORMATION ITEM)**

The administration has submitted the updated policies listed below for Board review.

- 301 Creating a Position
- 302 Employment of Superintendent/Assistant Superintendent
- 304 Employment of District Staff
- 305 Employment of Substitutes
- 306 Employment of Summer School Staff
- 307 Student Teachers/Interns
- 308 Employment Contract/Board Resolution
- 308.1 Supplemental Contracts
- 309 Assignment and Transfer
- 310 Abolishing a Position
- 311 Suspensions and Furloughs
- 312 Evaluation of the Superintendent
- 314 Physical Examination
- 314.1 HIV Infection
- 316 Non-Tenured Employees
- 317 Conduct/Disciplinary Procedures
- 318 Penalties for Tardiness
- 319 Outside Activities
- 320 Freedom of Speech in Non School Settings
- 321 Political Activities
- 322 Gifts
- 323 Tobacco Use
- 324 Personnel Files
- 325 Dress and Grooming
- 326 Complaint Process
- 327 Management Team
- 328 Compensation Plans/Salary Schedule
- 329 Substitute Compensation
- 330 Overtime
- 331 Job Related Expenses
- 332 Working Periods
- 333 Professional Development
- 334 Sick Leave
- 335 Family and Medical Leave
- 336 Personal Necessity Leave
- 337 Vacation
- 338 Sabbatical Leave
- 338.1 Compensated Professional Leave
- 339 Uncompensated Leave
- 340 Responsibility for Student Welfare
- 341 Benefits for Part-Time Employees
- 342 Jury Duty
- 343 Paid Holidays
- 346 Workers' Compensation
- 348 Unlawful Harassment
- 351 Drug and Substance Abuse

The updated Policies are included with the agenda. The updated policies will be an action item on the December 17, 2012 School Board Agenda.

XVI. FUTURE BOARD AGENDA ITEM

XVII. COMMITTEE REPORTS

- A) District Improvement Committee – Mr. Norris/Mr. McCrea
- 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

XVIII. SUPERINTENDENT’S REPORT

XIX. BUSINESS FROM THE FLOOR

XX. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XXI. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, December 17, 2012