

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, DECEMBER 17, 2012

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

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE DECEMBER 3, 2012 REGULAR BOARD MEETING MINUTES, THE DECEMBER 3, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE DECEMBER 3, 2012 BUILDING AND PROPERTY MEETING MINUTES

**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Nickolas Hasse
Shania Radabaugh**

V. TREASURER'S REPORT (November 30, 2012)

General Fund	\$ 20,360,242.25
Cafeteria Fund	\$ 251,480.22
Student Activity Fund	\$ 256,714.40
Capital Projects	\$ 4,318,732.01
Newville Project	\$ 0.00

VI. PAYMENT OF BILLS

General Fund	\$ 83,547.88
Student Activities Fund	\$ 826.40
Total	\$ 84,374.28

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

(DISCUSSION/ACTION ITEM)

- 1) Review of Vice-President election process on December 3, 2012.

(DISCUSSION/ACTION ITEM)

- 2) Initiate procedure to elect a Vice President as part of the Board reorganization process.

XII. NEW BUSINESS

A. PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Shirley Truesdell** has submitted her letter of resignation as head girls volleyball coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Truesdell's resignation as head girls volleyball coach, effective immediately.

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

- 2) **Mrs. Kay Bear** has submitted her letter of resignation as Mt. Rock Elementary School Nurse, effective May 31, 2013

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

The administration recommends that the Board of School Directors accept Mrs. Bear's resignation as Mt. Rock Elementary School Nurse, effective May 31, 2013.

3) **Varsity Head Softball Coach Appointment**

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as Varsity Head Softball Coach for the 2012-2013 school year.

Mr. Mike Gutshall

The administration recommends that the Board of School Directors approve Mr. Mike Gutshall as Varsity Head Softball Coach for the 2012-2013 school year.

4) **Approval of Child-Rearing Leave for Jolene Regetta**

(ACTION ITEM)

Mrs. Jolene Regetta, fourth grade teacher at Mt Rock Elementary School, has requested leave of absence under the Family & Medical Leave Act from approximately February 22, 2013 through the end of the 2012-2013 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. Regetta's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Jolene Regetta's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 22, 2013 through the end of the 2012-2013 school year, according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

A) PERSONNEL CONCERNS (...continued)**5) Approval of Child-Rearing Leave for Emily Thomas****(ACTION ITEM)**

Ms. Emily Thomas, Middle School Emotional Support Teacher, has requested leave of absence under the Family & Medical Leave Act from approximately February 13, 2013 through approximately April 2, 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 Ms. Thomas' letter appears in the agenda.

The administration recommends that the Board of School Directors approve Ms. Emily Thomas' request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 13, 2013 through approximately April 2, 2013, according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 6) **Ms. Stephanie Cramer**, Sixth Grade English Teacher at the Middle School, is requesting to extend her unpaid leave of absence as Sixth Grade English Teacher, Sixth Grade Team Leader and Induction I Coordinator. Originally to conclude on Friday, December 21, 2012, Ms. Cramer is requesting the unpaid leave to continue through the remainder of the 2012-2013 school year.

A copy of Ms. Cramer's letter requesting to extend her unpaid leave of absence is included with the agenda. The administration has defined terms to describe the specific leave requested. Such leave will require Board and Big Spring Education Association concurrence on the criteria set for leave.

The administration recommends that the Board of School Directors approve Ms. Cramer's request for an extended unpaid leave of absence as Sixth Grade English Teacher, Sixth Grade Team Leader and Induction I Coordinator. Originally to conclude on Friday, December 21, 2012, Ms. Cramer is requesting the unpaid leave to continue through the remainder of the 2012-2013 school year.

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

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Stacey Shively	\$1,272.00
Brandie Shatto	\$1,236.00
Richard W. Fry	<u>\$1,000.00</u>
Total	\$3,508.00

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

(ACTION ITEM)**C) Improvement of Deteriorated Property or Area Tax Exemption Act Resolution**

On December 3, 2012 the Board heard a presentation by Fred Potzer, Newville Borough Manager and Chris Gulotta of Gulotta Group. The gentlemen briefed the Board on a proposal by the Borough that would provide incentives in support of residential development and improvements within the Borough.

The administration recommends the Board of School Directors approve Resolution #25 which establishes initial support on behalf of the Board of School Directors for a program focused on the Improvement of Deteriorated Property or Area Tax Exemption Act as detailed in the Resolution.

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

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).

The administration recommends that the Board of School Directors approve the resolution with the intent to keep any tax increase within the index (2.2% for BSSD in 2013/14).

XII. NEW BUSINESS (. . .continued)**E) Updated Policies****(ACTION ITEM)**

The administration has submitted the updated policies listed and the copies are included with the agenda. The updated policies were an information item on the December 3, 2012 School Board Agenda.

- 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 administration recommends that the Board of School Directors approve the policies as presented.

XII. NEW BUSINESS (. . .continued)**(ACTION ITEM)****F) Approval of Window Replacement Project for the Middle School and District Office**

On October 1st, the Board approved Wolf Consulting Engineers, LLC for the design, document preparation, bidding process and construction administration of the Big Spring Middle School and District Administration Office - Window Replacement Project at a cost not to exceed \$46,000. Since that time, WCE has met with the Building & Properties committee every month to finalize the project. WCE is working with our Solicitor to finalize the bid specifications. The estimated cost is \$1.5 Million for the MS windows and \$350,000 for DAO as an optional add alternate to the bid. The advertisement for the documents is included in the packet for review.

The Administration recommends the Board of School Directors approve for release the bid documents and specifications for the *Big Spring Middle School and District Administration Office - Window Replacement Project* not later than January 3, 2013; such release is subject to approval of the District's Solicitor.

G) Target Grant**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology requests permission to include the recently awarded Target Grant for Big Spring School District in the amount of \$700.00 into the 2012-2013 general fund budget and to establish the necessary account.

The administration recommends that the Board of School Directors authorize the inclusion of the Target grant into the 2012-2013 budget and directs the administration to establish an account for the grant listed in the amount of \$700.00

H) Updated Year-to-Date Summaries/Taxes and General Fund**(INFORMATION ITEM)**

The Business Office prepared updated year-to-date summaries for taxes and general fund that are included with the agenda.

XIII. FUTURE BOARD AGENDA ITEM

XIV. 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**

XV. SUPERINTENDENT’S REPORT

XVI. BUSINESS FROM THE FLOOR

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XVIII. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, January 21, 2013