

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, DECEMBER 19, 2011

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 DECEMBER 5, 2011 REGULAR BOARD MEETING MINUTES, THE DECEMBER 5, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE DECEMBER 5, 2011 BUILDING AND PROPERTY MEETING MINUTES

**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Wade Reichelderfer
Nick Hasse**

VI. TREASURER'S REPORT (Balances as of November 30, 2011)

General Fund	\$ 17,434,627.43
Cafeteria Fund	\$ 336,571.16
Student Activity Fund	\$ 237,380.49
Capital Projects	\$ 3,028,661.21
Newville Projects	\$ 675,140.83

VII. PAYMENT OF BILLS

General Fund	\$ 930,826.94
Cafeteria Fund	\$ 110,382.91
Miscellaneous Fund	\$ 26,873.51
Capital Projects	\$ 2,007.49
Newville Projects	\$ 42,617.20

Total \$ 1,112,708.05

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 (. . . continued)**(ACTION ITEM)**

- 1) **Ms. Tonya Armolt** has submitted her letter of resignation as Middle School instructional aide, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Armolt's resignation as Middle School instructional aide, effective immediately.

2) **Additional Per Diem Substitute Teacher**

(ACTION ITEM)

Courtney Lobaugh	Elementary Education
Kristee Sherman	Elementary Education
Dayne Shanon	Elementary Education

The administration recommends that the Board of School Directors approve the additions listed to the 2011-2012 per diem substitute teacher list as presented.

3) **Substitute School Nurse**

(ACTION ITEM)

Carol Steele

The administration recommends that the Board of School Directors approve the individual listed to serve as substitute school nurse for the 2011-2012 school year, pending receipt of all required paperwork.

4) **Cafeteria Worker**

(ACTION ITEM)

The individual whose name is listed below is recommended to serve as a part-time cafeteria worker at the High School for the 2011-2012 school year.

Edward Sawka

The administration recommends that the Board of School Directors approve the appointment of Edward Sawka as a part-time cafeteria worker at the High School for the 2011-2012 school year.

(ACTION ITEM)

- 5) **Mr. Scott Penner** sixth grade Social Studies Teacher is requesting one day leave without pay, for December 20, 2011.

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."

The administration recommends that the Board of School Directors approve Mr. Penner's request for one day leave without pay as presented.

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

- 6) **Brianna Vandenburg** Long-Term Substitute Life Skills Teacher
Shippensburg, PA 17257 (replacing Stephanie Weller who will be on child-rearing leave)

Education:

Clarion University - Secondary Education – Social Studies/English (Bachelor's Degree)
Shippensburg University – Special Education (Master's Degree)

Experience:

Big Spring School District – Teacher's Aide in Multiple Disability Classroom

The administration recommends that the Board of School Directors appoint Ms. Vandenburg to serve as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, from approximately January 23, 2012 through approximately April 10, 2012, replacing Mrs. Weller who will be on child-rearing leave of absence. Ms. Vandenburg's compensation for this position should be established at Master's, Step 1, \$47,199.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

7) Health Room Assistant**(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a Health Room Assistant at Mt. Rock Elementary School one day per week.

Gretchen Horst

The administration recommends that the Board of School Directors approve the appointment of Gretchen Horst as a Health Room Assistant at Mt. Rock Elementary School one day per week as presented.

8) Volunteer Coach**(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as volunteer swimming coach for the 2011-2012 school year.

Seth Stover

The administration recommends that the Board of School Directors approve the recommendation of the individual listed as a volunteer swimming coach for the 2011-2012 school year, pending all required paperwork.

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

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

Lori Shover	\$1,161.00
Richard W. Fry	\$1,000.00
Rachel Myers	\$1,200.00
Brandie Shatto	<u>\$1,236.00</u>
Total	\$4,597.00

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.

C) Proposed Updated Job Descriptions**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has made revisions to the job descriptions listed below. A copy of the job descriptions has been included with the agenda.

**High School Head Custodian
Building Head Custodian
Custodial Personnel
Groundsman**

The administration recommends that the Board of School Directors approve the updated job descriptions as presented

D) Case A of 2011-2012**(ACTION ITEM)**

The parents of the student in Case A of the 2011-2012 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 exclude the student in Case A of the 2011-2012 school year for a period of forty-five (45) days, reduced to thirty (30) school days. The student's return will be predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted on school property at any time for any reason.

XIII. NEW BUSINESS (. . .continued)**E) Additional 2011-2012 School Police Officers****(ACTION ITEM)**

Jay Hockenbroch, Athletic Director has submitted a list of additional names to be recommended as school police officers for the 2011-2012 school term.

A copy of the list has been included with the agenda for Board review.

The administration recommends that the Board of School Directors approve the additional 2011-2012 school police roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2011-2012 additional school police officers' are approved by Cumberland County Court.

F) Golf Course**(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director is requesting that Eagles Crossing Golf Course host the Big Spring Golf Team for the 2012 golf season.

Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mr. Hockenbroch's request to have Eagles Crossing Golf Course host the Big Spring Golf Team for the 2012 golf season.

G) 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 2011-2012 school year.

**Sheetz Coupon Booklets
Warrington Farm Meat Products**

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2011-2012 school year.

XIII. NEW BUSINESS (. . .continued)**(ACTION ITEM)****H) Approval of Intent to Not Raise Real Estate Taxes Above the Adjusted Index**

After review with the finance committee, the preliminary budget is \$41,688,868 with expected revenue of \$41,187,828. This leaves \$501,040 of missing revenue that will come from general fund balance unless appropriate cuts are made in personnel, programs, supplies or services. The district could request estimated exceptions of \$607,899 for special education and PSERS contributions; however, the administration and finance committee recommend staying within the index. In lieu of a preliminary budget process, school districts have the option of adopting a resolution indicating that the rate of any tax will not be raised by more than its index.

The administration recommends the Board of School Directors approve by resolution the intent to not raise real estate taxes by more than the adjusted index of 2.2%, as defined by Act 1 of 2006, for the 2012-2013 year.

I) Approval of Radio Purchase**(ACTION ITEM)**

As previously discussed with the Board, the administration has prepared a proposal to replace cell phones with two-way radio. A summary of the cost is included with the Board packet. The advantages of this plan are: 1) Ensure reliable communication throughout all buildings and bus routes, 2) Cut the use of cell phone use while driving, 3) Future cost avoidance of cell service in support of budget reductions.

The administration recommends the Board of School Directors approve the purchase of two-way radios in an amount not to exceed \$55,000 with payment made from the general fund budget reserve account.

(INFORMATION ITEM)**J) Request for Proposals for Food Service Management Companies**

At the May 16, 2011 Board Meeting the administration was directed to "prepare and release" a request for proposals to contract out Big Spring's food services. After several visits by the Board and administration to existing FSMC operations, the RFP is complete and available for board member review at the district office. At the time of release the documents will be available on the District's website. As a reminder the key dates are: RFP release – 3 Jan, advertise – 4, 11, 18 Jan., walk-thru – Jan 19, proposals due – Feb 15, board discussion on Feb 20, and board decision on 5 March.

XIII. NEW BUSINESS (. . .continued)**K) Planned Course Adoption****(INFORMATION ITEM)**

Listed below is a completed planned course for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the January 16, 2012 Board of School Directors meeting.

**High School – Science
Biotechnology**

L) 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.

M) Objection to Big Spring Market Value Determinations**(INFORMATION ITEM)**

In discussions with our Solicitor and South Middleton School District, the administration believes that we should object to the market value determinations provided by the State Tax Equalization Board. It is our belief the current methodology overstates the District's wealth in formulas used to determine state subsidies. A draft of the objection prepared by the Solicitor and the backup information are included in the packet.

XIV. FUTURE BOARD AGENDA ITEM**XV. 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**

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, January 16, 2012