

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, AUGUST 15, 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 AUGUST 1, 2011 REGULAR BOARD MEETING MINUTES AND THE AUGUST 1, 2011, COMMITTEE OF THE WHOLE MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

VI. TREASURER'S REPORT (Balances as of July 31, 2011)

General Fund	\$ 7,260,635.92
Cafeteria Fund	\$ 70,359.49
Student Activity Fund	\$ 171,674.55
Capital Projects	\$ 1,914,715.15
Newville Projects	\$ 1,132,304.14

VII. PAYMENT OF BILLS

General Fund	\$ 459,592.81
Cafeteria Fund	\$ 23,552.36
Miscellaneous Fund	\$ 353.02
Newville Project	\$ 1,900.00

Total \$ 485,398.19

VIII. READING OF CORRESPONDENCE

- A)** The Superintendent has received a letter from **Ms. Michelle Troutman**, Pennsylvania Department of Agriculture, Bureau of Food Distribution has reviewed the single audit report for the Big Spring School District for the year ended June 30, 2009. The review includes the Schedule of Expenditures of Federal Awards (SEFA) and if applicable, any findings related to the USDA commodity program, recommendations and corrective action plans, and any related comments. The review indicated the District's SEFA was acceptable.

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

IX. RECOGNITION OF VISITORS**X. PUBLIC COMMENT PERIOD**

XI. STRUCTURED PUBLIC COMMENT PERIOD**XII. OLD BUSINESS****XIII. NEW BUSINESS****A. PERSONNEL CONCERNS**

A. PERSONNEL CONCERNS (. . . continued)**1) Additional Per Diem Substitute Teachers****(ACTION ITEM)**

Anna Kinard	Elementary K-6/Spanish/Reading
Courtney Mayberry	Early Childhood N-3

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

(ACTION ITEM)**2) Ms. Janelle Boldosser**, life skills support aide at Oak Flat has submitted her letter of resignation, retroactive to August 12, 2011.

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

The administration recommends that the Board of School Directors accept Ms. Boldosser's resignation as learning support aide at Oak Flat, retroactive to August 12, 2011.

3) Approval of Child-Rearing Leave for Heather Shepard**(ACTION ITEM)**

Mrs. Heather Shepard, Kindergarten Teacher at Oak Flat has requested leave of absence under the Family & Medical Leave Act from approximately October 11, 2011 through approximately December 16, 2011. 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. Shepard's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Shepard's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately October 11, 2011 through approximately December 16, 2011.

(ACTION ITEM)**4) Ms. Megan Frantz** learning support teacher at Newville Elementary School is requesting two days leave without pay for September 30, 2011 and October 3, 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 Ms. Frantz's request for two days leave without pay as presented.

A. PERSONNEL CONCERNS (. . . continued)**5) Student Assistance Coordinator****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as Student Assistance Coordinator for the 2011-2012 school year.

Sherri Webber-Mains/High School Guidance Counselor

The administration recommends that the Board of School Directors approve the appointment of Sherri Webber-Mains as presented.

XIII. 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.

Daryl Balseiro	\$ 1,800.00
Barbara Dellinger	\$ 2,322.00
Keith Lavala	\$ 1,161.00
Tyler Henry	\$ 1,113.00
Keith Lavala	\$ 1,161.00
Nicholas Losiewski	\$ 1,161.00
Ashley Oldham	\$ 2,322.00
Sherisa Nailor	\$ 1,200.00
Kevin Roberts	\$ 2,400.00
Erin Zinn	<u>\$ 1,161.00</u>
Total	\$15,801.00

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) Tuition Exemption Student**(ACTION ITEM)**

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following students for the 2011-2012 school year.

Gwyneth Ryan	Kindergarten
Quincey Myers	Grade 6

XIII. NEW BUSINESS (. . .continued)**D) Tuition Exemption for Non-Resident Student****(ACTION ITEM)**

Miss Molly Elvin, Big Spring High School senior, is requesting 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.

Molly Elvin Grade 12

The administration recommends that the Board of School Directors approve Miss Elvin's request for a tuition exemption for the 2011-2012 school year, as per the conditions outlined in Board Policy 202.3.

E) Planned Course Adoption**(ACTION ITEM)**

Listed below are completed planned courses for board approval.

Elementary

Keyboarding/Computers (Grades 6 & 7)

Computers (Grade 8)

French Level I

French Level II

French Level III

The administration recommends the Board of School Directors approve the planned courses as presented.

F) Job Descriptions**(ACTION ITEM)**

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

**Administrative Assistant for Special Services
Secretary for School Psychologists and School Social Worker
Clerical Aide for Special Education**

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

XIII. NEW BUSINESS (. . .continued)**G) Newville Elementary School PTO Fundraisers****(ACTION ITEM)**

The Newville Elementary School Parent Teacher Organization is requesting permission to conduct the fundraisers listed below during the 2011-2012 school term.

**Wolfgang Candy Fundraiser (Fall)
Gertrude Hawk Chocolates (Spring)**

The administration recommends that the Board of School Directors approve the Newville Elementary Parent Teacher Organization's request to conduct the fundraisers listed above during the 2011-2012 school term.

H) 2011-2012 Band Booster's Fundraisers**(ACTION ITEM)**

The Band Boosters are requesting permission to conduct the fundraisers listed below during the 2011-2012 school term.

**Yankee Candles
USSBA Band Festival
Christmas Wreaths
Little Caesar's Pizza
Sub/Pretzel Sale
Chicken BBQ**

The administration recommends that the Board of School Directors approve the Band Booster's request to conduct the fundraisers listed above during the 2011-2012 school term.

I) 2011-2012 Bus Drivers**(ACTION ITEM)**

Mr. Richard Deitch, bus contractor, has submitted a list of bus drivers for the 2011-2012 school term. A copy of the list of drivers has been included with the agenda.

The administration recommends that the Board of School Directors acknowledge receipt of the 2011-2012 bus driver list prepared by Mr. Deitch as presented

J) Memorandum of Understanding West Pennsboro Township Municipal Authority**(ACTION ITEM)**

West Pennsboro Township has proposed a Memorandum of Understanding (MOU) regarding Plainfield Elementary School sewerage services. A copy of the MOU is included with the agenda.

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

XIII. NEW BUSINESS (. . .continued)**K) Memorandum of Understanding****(ACTION ITEM)**

The Newville Police Department has submitted an updated Memorandum of Understanding (MOU) with the Borough of Newville Police Department. The updated MOU is included with the agenda.

The administration recommends that the Board of School Directors approve the MOU with the Newville Police Department as presented.

L) Year- End Financial Statements**(ACTION ITEM)**

The Big Spring School District has received copies of the year-end financial statements from the organizations listed and copies of the statements are included with the agenda.

**Wrestling Association
Band Booster Association
Athletic Booster Association**

The administration recommends that the Board of School Directors accept the financial statements as presented.

M) Newville Elementary Project PLANCON Parts H & K Approval**(ACTION ITEM)**

As part of the Newville Elementary School Project the District has filed selected portions of the PlanCon process. In order to acknowledge the refunding of the 2005 GO bonds that were included with the 2010A Series bonds, we must file two more PLANCON parts: 1) PLANCON Part H, Project Financing, is required for each financing source used to finance a project and 2) PLANCON **Part K**, Project Refinancing, is used if a reimbursable bond issue is refunded, refinanced or restructured. These documents were prepared by RBC Capital Markets.

The administration recommends that the Board of School Directors approve for submission the included PLANCON Part H for the Newville Elementary Renovation and Addition project and PLANCON Part K for the GO Bonds, Series 2010A used to refund the 2005 bonds.

N) 2011 Bond Refinancing PLANCON K Approval**(ACTION ITEM)**

In August of 2011 the District completed a refinancing of the 2006 Bonds used in a partial refinancing of the original 2001 bonds for the HS project. As with the Newville Project, we must notify PDE of the refinancing using PLANCON K. These forms were prepared by RBC Capital Markets and reflect the Bond Counsel's work in bond settlement.

The administration recommends the Board of School Directors approve for submission the PLANCON Part K for GO Bonds, Series of 2011 as included with the agenda.

XIII. NEW BUSINESS (. . .continued)**(INFORMATION ITEM)****O) Updated Homeschooling/Home Education and Curricular/Extracurricular Home Education Students Policies**

Mr. Kevin Roberts has submitted an updated Home Schooling/Home Education and Curricular/Extracurricular Home Education Students Policies.

The updated Home Schooling/Home Education and Curricular/Extracurricular Home Education Students Policies are included with the agenda. The updated policies will be an Action Item on the September 6, 2011 School Board Agenda.

P) Proposed Job Descriptions**(INFORMATION ITEM)**

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

Director of Special Services

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the job descriptions for Board approval at the September 6, 2011 Board meeting.

Q) Tenure Status**(INFORMATION ITEM)**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

Mrs. Stephanie Weller	Special Education Teacher at Oak Flat Elementary School
Ms. Sarah Roller	Life Skills Teacher at the Middle School
Mr. Matthew Tiffany	Band Director at the Middle School
Mr. Keith Lavala	Seventh Grade Reading/English Teacher at the Middle School
Mrs. Shirley Truesdell	Sixth Grade Math Teacher at the Middle School
Mr. Matthew Brinkman	Technology Education Teacher at the Middle School

Additional information regarding the professional employees have been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal and Dr. Linda Wilson, Middle School Principal has been included with the agenda.

R) 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. NEW BUSINESS (. . .continued)

S) Update on NV Project

(INFORMATION ITEM)

These are meeting minutes taken from a meeting on July 21, 2011 between Big Spring, eci and McKissick Associates. Mr. Barrick did attend the first part of the meeting to represent the Board. A subsequent meeting is scheduled for July 28, 2011 to review mortar issues. No action is required at this time.

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

XVII. BUSINESS FROM THE FLOOR

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XIX. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Tuesday, September 6, 2011