



September 16, 2013

Board of Directors Meeting Agenda

1. Open Meeting

1.1 Call to Order (President Wolf)

1.2 Pledge to the Flag

1.3 Approval of Minutes

Approval of the September 3, 2013 Board Meeting Minutes, the September 3, 2013 Committee of the Whole Meeting Minutes and the September 3, 2013 Building and Property Meeting Minutes.

2. Student and Staff Recognition and Board Reports - Shania Radabaugh

3. Treasurer Reports

3.1 Treasurer's Fund Report

General Fund	\$ 14,520,753.71
Capital Projects	\$ 4,816,914.53
Cafeteria Fund	\$ 331,197.37
Student Activities Fund	\$ 200,599.52

3.2 Payment of Bills

General Fund	\$ 1,735,403.15
Capital Projects Fund	\$ 20,896.20
Cafeteria Fund	\$ 0.00
Student Activities Fund	<u>\$ 12,086.59</u>
Total	\$ 1,768,385.94

4. Board Administration

4.1 Reading of Correspondence

Mr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Education, Rita D. Perez, Acting Deputy Secretary regarding Big Spring School District's compliance with the Individuals with Disabilities Education Act (IDEA). Big Spring School District does meet Pennsylvania Department of Education's requirements of Part B of the IDEA. The correspondence is included with the agenda.

4.2 Recognition of Visitors

4.3 Public Comment Period

4.4 Structured Public Comment Period

4.5 Old Business

4.6 New Business

5. New Business - Personnel Actions

5.1 Resignation

Mr. Jack Putt, eighth grade Social Studies teacher has submitted his letter of resignation as Eighth Grade Maroon Team Leader, effective immediately. The administration recommends that the Board of School Directors accept Mr. Putt's resignation as Eighth Grade Maroon Team Leader, effective immediately.

5.2 Per Diem Substitute Teachers

Marlene Adler - Reading/Elementary Education

Aimee Bleacher - Elementary Education

Dawn Enck - Secondary School Counselor

Matthew Kichline - Secondary School Counselor

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented.

5.3 2013-2014 Lifeguard

Lynn Finkenbinder

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2013-2014 school year, pending receipt of all required paperwork.

New Business - Personnel Actions

5.4 Sixth Grade Maroon Team Leader

Mrs. Christine Tolbert - Sixth Grade Teacher

The administration recommends that the Board of School Directors approve Mrs. Christine Tolbert to serve as the sixth grade maroon team leader as presented.

5.5 Middle School Student Assistance Team Program Coordinators

Jessica Winesickle

Angela Heishman

The administration recommends that the Board of School Directors approve the appointment of Mrs. Winesickle and Mrs. Heishman to share the Middle School Assistance Team Program Coordinators for the 2013-2014 school year.

5.6 Coaching Appointments

Chelsea Whitmoyer Junior High Field Hockey Coach

Russell Davidson Junior High Wrestling Coach

Dr. Joseph Pion Volunteer Assistant Boys Basketball Coach

Adam Hart Volunteer Assistant Weight Room/Wrestling Coach

Nikolas Rosenberry Volunteer Assistant Weight Room/Wrestling Coach

The administration recommends that the Board of School Directors approve the above listed coaches as presented for the 2013-2014 school year.

5.7 Child-Rearing Leave of Absence

Mrs. Aimee Yost, Kindergarten Teacher at Newville Elementary School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately December 23, 2013 through approximately March 28, 2014. According to Section 3.07 of the current 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.

The administration recommends that the Board of School Directors approve Mrs. Yost's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately December 23, 2013 through approximately March 28, 2014.

New Business - Personnel Actions

5.8 Substitute Nurse

The administration would like to recommend the individual listed as a substitute nurse for the 2013-2014 school year.

Julie Eddy

The administration recommends the Board of School Directors approve the above listed individual as a substitute nurse for the 2013-2014 school year.

5.9 Long-Term Substitute Learning Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a long-term substitute learning support aide at Newville Elementary School, replacing Denise Barrick who is on leave.

Kara Hench

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a long-term substitute learning support aide as presented.

5.10 Multiple Disability Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a one-on-one multiple disability support aide at Oak Flat Elementary School.

Jodi Ranck

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

5.11 Multiple Disability Classroom Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a multiple disability support aide at Oak Flat Elementary School, replacing Ms. Dana Sheaffer.

Kari Dillman

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

New Business - Personnel Actions

5.12 Elementary Learning Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as an elementary learning support aide at Newville Elementary School, replacing Ms. Shanna Downs who has transferred.

Kayla Young

The administration recommends that the Board of School Directors appoint the above listed individual to serve as an elementary learning support aide as presented.

5.13 Approval of 2013-2014 Mentor Teachers

Based upon the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend.

A copy of the proposed 2013-2014 mentor teacher list is included with the agenda.

The administration recommends that the Board of School Directors approve the 2013-2014 mentor teachers as presented.

6. New Business - Other Actions

6.1 Credit Pay

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

Mary Beth Helbig	\$2,520.00
Jennifer Kump	<u>\$1,311.00</u>
Total	\$3,831.00

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.

New Business - Other Actions

6.2 Facilities Utilization Request

Big Spring Hurricane Softball Organization is requesting permission to utilize Mt. Rock Elementary softball field on Sunday's in the months of September and October.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to utilize Mt. Rock Elementary softball field as presented.

6.3 Proposed Textbook Adoption

Listed below is an Honors English II book for the 2013-2014 school year for board approval.

Honors English II Life of Pi Yann Martell/Knopf Canada 2001

The administration recommends the Board of School Directors approve the proposed textbook as presented.

6.4 Mt. Rock Elementary School PTO Annual Audit

The Big Spring School District has received a copy of a letter from Ms. Karen Heishman, Accountant advising that Mt. Rock Elementary School PTO's records were accepted with auditing standards for the 2012-2013 school year.

A copy of the letter from Ms. Heishman is included with the agenda.

The administration recommends that the Board of School Directors accept the 2012-2013 Mt. Rock Elementary School PTO's annual audit report as presented.

6.5 Oak Flat Elementary School PTO Annual Audit

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta, Accountant advising that Oak Flat Elementary School PTO's records were accepted with auditing standards for the 2012-2013 school year.

A copy of the letter from Ms. Manetta is included with the agenda.

The administration recommends that the Board of School Directors accept the 2012-2013 Oak Flat Elementary School PTO's annual audit report as presented.

New Business - Other Actions

6.6 Approval of the Proposed 2012-2013 Program of Activities for the Big Spring FFA

The officers of the Big Spring FFA are requesting Board approval of the proposed 2013-2014 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organization's standing committees.

A copy of the proposed 2013-2014 FFA Program of Activities has been included with the agenda.

The administration recommends that the Board of School Directors approve the 2013-2014 Program of Activities for the Big Spring FFA as presented.

6.7 Student Activity Account

The administration received a request from the High School Principal to create a new student activity account for High School Shakespeare Troupe.

Information is included with the agenda.

The administration recommends the Board of School Directors approve the creation of the Shakespeare Troupe organization and the associated student activity account under the supervision of the High School Principal.

6.8 Contractor Payment Applications

The administration has received the following payment applications from vendors working on District projects. The applications are attached and were reviewed by Mr. Wolf of Barton Associates as appropriate.

<u>Project</u>	<u>Contractor</u>	<u>Payment</u>	<u>Balance</u>
MS Window Replacement	McCoy	\$101,448.00	\$81,024.00
MS Pipe Insulation	First Capital	\$8,239.00	\$0
HW Heater & UV Light	Lugaila Mech	\$59,630.44	\$13,404.60

The administration recommends the Board of School Directors approve payment from the Capital Project fund to McCoy Brothers, Inc., in the amount of \$101,448.00; to First Capital Insulation, Inc., in the amount of \$8,239.00 and to Lugaila Mechanical, Inc., in the amount of \$59,630.44.

New Business - Other Actions

6.9 Selection of ESCO – Discussion/Action Item

At the August 19th Board Meeting, the Board voted to release a request for qualifications to four select vendors for the selection of an ESCO. Trane, Johnson Controls and Honeywell responded and had an initial meeting with the Superintendent as they were developing their formal response to the RFQ. In addition, each proposer had a 90 minute interview with a panel consisting of Mr. Barrick, Mr. Fry, Mr. Gilliam, Toby Wolf, Tim Drawbaugh, Mike Statler and Rick Kerr on September 11 or 12. The panel met again on Friday, Sept. 13 to discuss references and issue any questions to the proposers with the intent of getting all questions and references ready for a final recommendation by noon on Monday, Sept. 16th.

7. New Business - Information Item

7.1 Updated Year-to-Date Summaries/Taxes and General Fund

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

8. Discussion Item

8.1 Volunteer Policy and Practice - Discussion/Information Item

Policy Discussion on Volunteers

9. Board Reports

9.1 District Improvement Committee - Mr. Norris/Mr. McCrea

9.2 Athletic Committee - Mr. Swanson

9.3 Vocational -Technical School - Mr. Wolf/Mr. Piper

9.4 Buildings and Property Committee - Mr. Barrick

9.5 Finance Committee - Mr. Blasco

9.6 South Central Trust - Mr. Blasco

9.7 Capital Area Intermediate Unit - Mr. Wolf

9.8 Cumberland County Tax Collection Bureau - Mr. Wolf

9.9 Superintendent's Report

9.10 Future Board Agenda Items

10. Meeting Closing

10.1 Business from the Floor

10.2 Public Comment Regarding Future Board Agenda Items

10.3 Adjournment

Meeting adjourned at _____ PM, September 16, 2013.

Next scheduled meeting is: **October 7, 2013**