

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, FEBRUARY 20, 2012

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I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with President Wilbur Wolf, Jr., presiding. Eight (8) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Kingsley Blasco; John McCrea; Richard Norris; and William Piper

Richard Roush was absent.

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Alyssa Jones and Nick Hasse, Student Representatives to the Board of School Directors; and Brenda Line, Board Minutes.

EXECUTIVE SESSION

The members of the Board of School Directors met in Executive Session to address personnel concerns from 7:45 to 7:58 P.M.

II. PLEDGE TO THE FLAG

President Wolf led all individuals present in the Pledge to the Flag.

III. PRAYER

Director Blasco offered a prayer.

IV. APPROVAL OF THE FEBRUARY 6, 2012 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE FEBRUARY 6, 2012 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES; AND THE FEBRUARY 6, 2012 REGULAR BOARD MEETING MINUTES

Motion by Blasco, seconded by Norris for approval of the February 6, 2012 Buildings and Property Committee Meeting Minutes; the February 6, 2012 Committee of the Whole of the Board Meeting Minutes; and the February 6, 2012 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report – Nick Hasse/Alyssa Jones

- A.** During the first week of February, several Bulldogs competed in a drama event sponsored by the English-Speaking Union, an international organization that promotes the use of English around the world. Junior Megan Culbertson won the competition and participated in the State ESU competition over the weekend.
- B.** The Shakespeare Troupe has numerous performances planned. Over the next two weeks, the troupe will perform at all three elementary schools and at Green Ridge Village. The troupe will also perform at Luhrs Elementary School in Shippensburg and at the Midtown Scholar Bookstore in Harrisburg later in the winter.
- C.** Big Spring High School's National Art Honor Society held its induction of the second class of members on Friday, February 10, 2012. Six seniors and one junior were inducted. Each inductee far exceeded the criteria of an overall GPA of at least 85, an overall art GPA of at least 93, and a concentration of art courses. These inductees will wear NAHS stoles at graduation.
- D.** Student Council Winter Ball was successful on Saturday, February 11, 2012. Student Council members stayed after the event to clean the area.
- E.** Student Council members sponsored a Valentine's Day flower sale. Students ordered several hundred flowers that they sent to other students on Valentine's Day.
- F.** On Saturday, February 11, 2012, the color guard competed in Chambersburg and earned first place in its division. Eleven students participate in Big Spring's indoor guard.
- G.** On Tuesday, February 14, 2012, Big Spring hosted the annual life skills Valentine's Day dance and social. Approximately 50 students from 6 school districts participated in games, activities, and dancing in the gym. Mrs. Dagle and Mrs. Boyd organized the event, and approximately 35 National Honor Society and Club Care students served as volunteers for the event.
- H.** The counseling department hosted College Information Night on Thursday, February 16, 2012, for parents of juniors.
- I.** On Saturday night, February 18, 2012, the Band Boosters, the concert band, and Mr. Balseiro hosted "Dinner and a Night at the Symphony." More than 300 attendees enjoyed dinner in the commons, followed by a fantastic performance by the concert band in the auditorium.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS (Continued)

Student Representatives to the Board Report (Continued)

- J.** The wrestling team finished third in the District Duals and qualified for the PIAA State Dual Meet round of 16 for the second consecutive year. The Bulldogs finished second at last weekend's sectional meet. The District 3 meet is slated for this coming weekend in Hershey, Pennsylvania.
- K.** The boys' swim team finished 18th, and the girls' team finished 8th at the Mid-Penn Meet. District diving competition is later this week, and District swimming competition will be held the first weekend in March.
- L.** The boys' basketball team lost in their first round of District 3 playoff games Friday, February 17, 2012. The boys had an excellent season, finishing 14-9 and second place in the Colonial Division.
- M.** The girls' basketball team begins District 3 playoff competition on Wednesday, February 22, 2012, at Lancaster Catholic. Students, parents, and community members are invited to travel on the Spirit Bus to the game to support the Lady Dogs.
- N.** Parent/teacher conferences are slated for Thursday, February 23, 2012, from 3:30 to 7:00 P.M.

President Wolf thanked the students for the report.

VI. TREASURER'S REPORT (Balances as of January 31, 2012)

General Fund	\$ 15,830,434.11
Cafeteria Fund	\$ 351,483.31
Student Activity Fund	\$ 214,147.23
Capital Projects	\$ 2,989,995.34
Newville Projects	\$ 630,380.64

The Treasurer's Report showed balances as outlined above as of January 31, 2012. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

VII. PAYMENT OF BILLS

General Fund	\$ 1,467,008.56	Checks #65107-65331, 2031211, 2091201, BG011201-BG011203, D0000051, MF011201-MF011203, MS011201-MS011215, SE011201-SE011203
Cafeteria Fund	\$ 99,994.21	Checks #5566-5582 and 35416-35432
Miscellaneous Fund	\$ 19,343.05	Checks #13095-13119 and Voided Checks #2 and 3
Total	\$ 1,586,345.82	

VII. PAYMENT OF BILLS (Continued)

Motion by Gutshall, seconded by Blasco for approval of General Fund, Student Activity/Miscellaneous Fund, and Cafeteria Fund payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

VIII. READING OF CORRESPONDENCE

There was no reading of correspondence.

IX. RECOGNITION OF VISITORS

Fred Baker, Alan Balen, Wendy Balen, Daryl Balseiro, Kathy Bravin, Sheri Burke, Stephanie Cramer, Kim Fealtman, Steve Fealtman, Tracey Feldbauer, SaraBeth Fulton, Tyler Henry, Michael Hippensteel, Lori Houck, Cassie Hoyat, Tina Jones, Bob Kanc, Cindy Kanc, Jennifer Kerr, Staci Lehman, Abby Leonard, Kim Margosian, Sherisa Nailor, Bob Over, Scott Penner, Shani Holleran Shenk, Starr Snyder, Aaron Sweger, Aidan Sweger, and Matt Sweger.

X. PUBLIC COMMENT PERIOD

No public comment was offered.

XI. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

XII. OLD BUSINESS

There was no old business.

(NOTE: The Board addressed
XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-11,
following Item A-11.)

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

1. Additional Per Diem Substitute Teachers

(ACTION ITEM)

Erica White	Mathematics 7-12
Alison Wise	Art K-12
Rachel Hornbaker	English

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

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

(ACTION ITEM)

2. **Ms. Lauren Hetrick**, high school social studies teacher, requested one day of leave without pay for Friday, February 24, 2012.

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 recommended that the Board of School Directors approve Ms. Hetrick's request for one day of leave without pay as presented.

3. **Additional 2011-2012 Lifeguard**

(ACTION ITEM)

Robyn Hoover

The administration recommended that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2011-2012 school year, pending receipt of all required paperwork.

4. **Approval of Child-Rearing Leave for Jessica Shover**

(ACTION ITEM)

Mrs. Jessica Shover, kindergarten teacher at Oak Flat Elementary School, requested leave of absence under the Family & Medical Leave Act from approximately March 19, 2012, through the end of the 2011-2012 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. Shover's letter was included with the agenda.

The administration recommended that the Board of School Directors approve Mrs. Shover's request for leave under the Family & Medical Leave Act for a child-rearing leave of absence from approximately March 19, 2012 through the end of the 2011-2012 school year.

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

(ACTION ITEM)

5. Courtney Mayberry
Newville, PA 17241

Long-Term Substitute Kindergarten Teacher
(replacing Mrs. Shover who will be on
child-rearing leave of absence)

Education:

California University of Pennsylvania – Early Childhood Education (Bachelor's Degree)

Experience:

Big Spring School District – Long-Term Substitute Teacher

The administration recommended that the Board of School Directors appoint Ms. Mayberry to serve as a long-term kindergarten teacher at Oak Flat Elementary School, effective approximately March 19, 2012, through the end of the 2011-2012 school year, replacing Mrs. Shover who will be on child-rearing leave of absence. Ms. Mayberry's compensation for this position should be established at Bachelor's, Step 1, \$41,551.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 6. Mr. Timothy Jumper** submitted his letter of resignation as boys' assistant soccer coach, effective immediately and junior high girls' assistant soccer coach, effective the end of the 2011-2012 spring season. Mr. Jumper also requested to assist with volunteering with both teams for the 2012-2013 school year.

A copy of Mr. Jumper's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mr. Jumper's resignation as boys' assistant soccer coach, effective immediately, and junior high girls' assistant soccer coach, effective the end of the 2011-2012 school year. The administration also recommended that Mr. Jumper assist with volunteering with both teams for the 2012-2013 school year.

7. Coaching Appointments

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individuals listed as track coaches for the 2011-2012 school year.

Bryan Henry

**Assistant Varsity Track
Coach**

Ted Frengel

Junior High Track Coach

The administration recommended that the Board of School Directors approve the coaching appointments of the individuals listed for the 2011-2012 school year.

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

8. Instructional Aide at Oak Flat Elementary School

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as a five-hour instructional aide at Oak Flat Elementary School for the remainder of the 2011-2012 school year, replacing Brianna Vandebord who has resigned.

Dana Sheaffer

The administration recommended that the Board of School Directors approve the appointment of Dana Sheaffer as an instructional aide at Oak Flat Elementary School for the remainder of the 2011-2012 school year.

9. Instructional Aide at the Middle School

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as a five-hour instructional aide at the middle school for the remainder of the 2011-2012 school year, replacing Colleen Seible, who has transferred to Mount Rock Elementary School, replacing Mrs. Schoonover, who has resigned.

Bonnie Saboe

The administration recommended that the Board of School Directors approve the appointment of Bonnie Saboe as an instructional aide at the middle school for the remainder of the 2011-2012 school year.

10. Cafeteria Worker

(ACTION ITEM)

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

Nichole Beichler

The administration recommended that the Board of School Directors approve the appointment of Nichole Beichler as a part-time cafeteria worker at the middle school for the remainder of the 2011-2012 school year.

11. Coaching Appointment

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individual listed as assistant baseball coach for the 2011-2012 school year.

Josh Petty

Assistant Baseball Coach

The administration recommended that the Board of School Directors approve the coaching appointment of the individual listed for the 2011-2012 school year.

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

VOTE ON XIII., NEW BUSINESS, A., PERSONNEL CONCERNS

Motion by Blasco, seconded by Norris to combine and approve XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-11, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

XIII. NEW BUSINESS (Continued)

B. Additional Post-Graduation Party Fundraiser

(ACTION ITEM)

The Post-Graduation Party Committee requested permission from the Board of School Directors to conduct the additional fundraiser listed during the 2011-2012 school year.

Sale of Little Ceasar's Pizza (April)

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

Motion by Blasco, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

C. Tuition Exemption for Non-Resident Student

(ACTION ITEM)

Ms. Jennifer Thrush, parent of Dakota Allen Bigler, Grade 12, Big Spring High School senior, requested for her son to complete his 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.

Dacota Allen Bigler Grade 12

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

Motion by Blasco, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

XIII. NEW BUSINESS (Continued)

(ACTION ITEM)

D. 2012-2013 Capital Area Intermediate Unit General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2012-2013 was included in the agenda. A copy of the proposed budget was provided to the members of the Board of School Directors at the February 6, 2012 Board meeting.

The administration recommended that the Board of School Directors approve the Capital Area Intermediate Unit's 2012-2013 General Operating Budget as presented.

Motion by Blasco, seconded by Norris to approve the recommendation as outlined above.

In response to a question from President Wolf, Mr. Fry indicated that the Big Spring's 2012-2013 contribution to the CAIU General Operating Budget, \$27,130.07 is the same as last year, and he added that this is only the General Fund portion of the CAIU budget.

Roll call vote on the motion by Blasco and second by Norris to approve the recommendation as outlined above: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

(ACTION ITEM)

E. Updated Compensated Professional Leave and Classroom Occupational Exchange Leave Policy #438.1

The administration submitted an updated Compensated Professional Leave and Classroom Occupational Exchange Leave Policy #438.1 and a copy of the policy was included with the agenda. The Updated Compensated Professional Leave and Classroom Occupational Exchange Leave Policy was an information item on the February 6, 2012 board agenda.

The administration recommended that the Board of School Directors approve the policy as presented.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

XIII. NEW BUSINESS (Continued)

F. Facilities Utilization Request

(ACTION ITEM)

The Big Spring Aquatic Club requested permission to use the high school pool for an age group diving meet on Sunday, February 26, 2012 from 1:00 p.m. – 7:00 p.m. Because the utilization dates are on Sunday Board action is necessary.

The administration recommended that the Board of School Directors approve the Big Spring Aquatic Club to use the high school pool for an age group diving meet as presented.

Motion by Blasco, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

G. Proposed Band Trip

(INFORMATION ITEM)

Mr. Daryl Balseiro, high school band director, requested permission for the Big Spring High School Band to travel to Montreal, Canada, tentatively scheduled for Wednesday, April 24, 2013, through Sunday, April 28, 2013. Mr. Balseiro will provide updates with more information when details are established.

Information was included with the agenda.

The administration recommended that the Board of School Directors grant Mr. Balseiro's approval for the Big Spring High School Band to travel to Montreal, Canada, as presented.

In response to a question from Director Barrick, Mr. Balseiro indicated that passports are not required when traveling from the United States to Canada by land; however, birth certificates and photograph identification are required.

In response to a question from Director McCrea, Mr. Balseiro indicated that if the law changes and passports are required for entrance into Canada or re-entry into the United States prior to the April 2013, an alternate trip destination would be considered.

H. Proposed Updated Job Description

(INFORMATION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent, made some revisions to the job description listed. A copy of the job description was included with the agenda.

Media Specialist/Secondary Librarian

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the March 5, 2012 Board meeting.

XIII. NEW BUSINESS (Continued)

I. 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 were included with the agenda.

Mr. Kerr indicated that expenses are tracking well, with some expenditures increasing and others expenses decreasing to balance the overall expenditures. Mr. Kerr noted that the 2012-2013 revenue budget may have to be adjusted because of a concern with the transitional phase related to the new collection procedure for earned income tax.

XIV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XV. COMMITTEE REPORTS

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

No meeting was conducted, and no report was offered.

The District Improvement Committee is slated to meet on March 22, 2012.

B. Athletic Committee – Mr. Swanson

No meeting was conducted, and no report was offered.

C. Vocational-Technical School – Mr. Wolf/Mr. Piper

No meeting was conducted, and no report was offered.

D. Buildings and Property Committee – Mr. Barrick

No meeting was conducted, and no report was offered.

E. Finance Committee – Mr. Blasco

No meeting was conducted, and no report was offered.

Mr. Kerr indicated that he has provided a schedule for proposed Finance Committee dates, and he asked Committee members to report to him any conflicts they may have with the schedule.

In response to a question from President Wolf, Mr. Kerr indicated that South Central Trust (SCT) contracts are finalized in May. Mr. Kerr noted that he would brief the Finance Committee in April regarding the preliminary SCT contribution rate for 2012-2013.

XV. COMMITTEE REPORTS (Continued)

E. Finance Committee – Mr. Blasco

Superintendent Fry noted that the Finance Committee did a good job estimating the tentative 2012-2013 General Fund budget. There is essentially level government funding for education for 2012-2013. Mr. Fry added that as the government decreases the use of formulas to subsidize education, it would be more difficult for districts to predict education subsidy for budgeting purposes.

In response to a question from President Wolf, Mr. Fry indicated that the District's state subsidy equals approximately 38 to 39 percent of the budget. Because of the formulas used, some districts get funding in the single-digit percentages, while other school districts get 85 to 90 percent funding.

F. South Central Trust – Mr. Blasco

No meeting was conducted, and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted, and no report was offered.

President Wolf indicated that he would be unable to attend the CAIU meeting this Thursday because of a scheduling conflict with the Cumberland County Tax Collection Management Committee.

H. Tax Collection Committee (TCC) – Mr. Wolf

No meeting was conducted, and no report was offered.

XVI. SUPERINTENDENT'S REPORT

A. RFPs for Cafeteria Services

Superintendent Fry requested three Board members to volunteer to serve on an ad hoc committee for the purpose of preparing a recommendation for the Board regarding cafeteria services by March 20, 2012.

President Wolf indicated that he believes it would be appropriate for Director Swanson, Director Piper, and Director Wolf to serve on this ad hoc committee in light of the fact that those Board members participated in school visits to observe contracted cafeteria services in action.

XVI. SUPERINTENDENT'S REPORT (Continued)

B. Keystone Opportunity Grant

Superintendent Fry indicated that Big Spring is one of 148 school districts (1 of 6 CAIU districts) selected from 378 districts statewide to compete for the 50 to 75 literacy grants that are available. The 50 to 75 grant finalists will be announced in approximately six weeks.

If Big Spring is chosen for a grant, the monetary amount would be between \$250,000 and \$1 million per year for 5 years. Grant monies must be spent in support of literacy and in support of the District's strategic plan related to literacy. Mr. Fry noted that approximately 30 percent of Big Spring's students are classified in the poverty level.

XVII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Norris, seconded by Blasco to adjourn. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 8:18 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, March 5, 2012