

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, JUNE 20, 2011**

*The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.*

### **I. CALL TO ORDER**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Auditorium 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; Terry Lopp, Treasurer; Kingsley Blasco; David Gutshall; 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; Steve Smith, High School Principal; and Brenda Line, Board Minutes.

### **EXECUTIVE SESSION**

*The members of the Board of School Directors met in Executive Session from 7:40 to 7:55 p.m. to address legal and personnel issues.*

### **II. PLEDGE TO THE FLAG**

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

### **III. PRAYER**

Director Lopp offered a prayer.

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**IV. APPROVAL OF THE JUNE 6, 2011 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE JUNE 6, 2011 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES; AND THE JUNE 6, 2011 REGULAR BOARD MEETING MINUTES.**

Motion by Blasco, seconded by Lopp for approval of the June 6, 2011 Buildings and Property Committee Meeting Minutes; the June 6, 2011 Committee of the Whole of the Board Meeting Minutes; and the June 6, 2011 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

**A. Recognition of Vocational-Technical School Students of the Quarter**

Mr. Steven Smith, high school principal, recognized those Vocational-Technical School students who earned "Student of the Quarter" awards for the fourth quarter of the 2010-2011 school year.

Grade 10	*Amber Beidel	American Studies
Grade 10	Dalton Harry	Electrical Construction And Maintenance
Grade 10	*Kevin Risbon	Electronics Technology
Grade 11	Donald Jumper	World Studies
Grade 11	Benjamin Mitchell	Logistics and Warehouse Management
Grade 12	*Jacob Griffie	Automotive Technology
Grade 12	Erik Schall	Computer Information

\*Indicates those students who were present this evening.

Mr. Smith congratulated the students and presented them with certificates of achievement.

President Wolf and Vice President Swanson congratulated the students and presented them with Big Spring School District Excellence in Education award pens.

**B. Recognition of Academic Achievement Awards for the Fourth Quarter**

Mr. Steven Smith recognized those students who have earned the academic achievement award for the fourth quarter for the 2010-2011 school year.

Grade 9	*Megan Carr	99.2
Grade 10	*Tyler Black	98.2
Grade 11	*Kayla Richwine	98.7
Grade 12	Carmen Witmer	98.6

\*Indicates those students who were present this evening.

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

**B. Recognition of Academic Achievement Awards for the Fourth Quarter (Continued)**

Mr. Smith congratulated the students and presented them with certificates of achievement

President Wolf and Vice President Swanson congratulated the students and presented them with Big Spring School District Excellence in Education award pens.

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

General Fund	\$6,823,874.26
Cafeteria Fund	\$ 181,468.77
Student Activity Fund	\$ 219,070.08
Capital Projects	\$ 2,063,434.60
Newville Projects	\$ 1,201,504.46

Motion by Lopp, seconded by Lopp for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

**VII. PAYMENT OF BILLS**

General Fund	\$ 228,163.34	Checks #62646-62765
Cafeteria Fund	\$ 106,233.02	Checks #5452-5467
Capital Projects	\$ 80.83	Check #573
Student Activity/Miscellaneous Fund	\$ 60,861.77	Checks #12732-12763
<b>Total</b>	<b>\$ 395,338.96</b>	

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

**VIII. READING OF CORRESPONDENCE**

There was no reading of correspondence.

**IX. RECOGNITION OF VISITORS**

Amber Beidel, Mary Beidel, Bret Black, Colby Black, Connie Black, Gary Black, Jennifer A. Black, Ty Black, Linda Bowles, Donna Carr, Megan Carr, Gary Cribbs, April Messenger, Marian Payton, Elizabeth Richwine, Kayla Richwine, Tim Richwine, Bernie Risbon, Kevin Risbon, Michelle Risbon, Laurie Turner, and Peggy Wolf.

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**X. PUBLIC COMMENT PERIOD**

**Ms. Laurie Turner**, 290 Kerrsville Road, Carlisle, PA 17015, addressed the members of Board of School Directors and inquired about the newly adopted special education department chairperson position and questioned whether a decision had been made with regard to the individual who would fill that position.

Mr. Fry responded that the position had been reopened and reposted and that the administration hopes to fill the position soon. Mr. Fry added that minutes from a Board meeting are posted after approval by the Board at the subsequent Board meeting.

Mr. Fry noted that the two administrative assistant (secretaries) positions on the agenda this evening are existing positions for which job descriptions have been rewritten to better reflect the District's needs. The District has been making an effort to cut administrative positions when possible.

Ms. Turner thanked the Board for allowing her to speak and for answering her questions.

**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-6,  
following Item A-6.)**

**XIII. NEW BUSINESS**

**A. PERSONNEL CONCERNS**

**1. 2011-2012 Lifeguards**

**(ACTION ITEM)**

**Laura Ryan  
Gregory Walker**

The administration recommended that the Board of School Directors approve the individuals listed to serve as lifeguards during the 2011-2012 school year and the 2011 summer months, pending receipt of all required paperwork.

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**XIII. NEW BUSINESS (Continued)**

**A. PERSONNEL CONCERNS (Continued)**

**(ACTION ITEM)**

2. **Mrs. Paulette Bansemer** submitted her letter of resignation as a cafeteria worker at Newville Elementary School, retroactive to June 3, 2011.

A copy of Mrs. Bansemer's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Bansemer's resignation as a cafeteria worker at Newville Elementary School, retroactive to June 3, 2011, and also approve Ms. Bansemer to be placed on the cafeteria substitute list.

**(ACTION ITEM)**

3. **Ms. Valerie Chandler** submitted her letter of resignation as a learning support aide at Oak Flat Elementary School, retroactive to the end of the 2010-2011 school year.

A copy of Ms. Chandler's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Ms. Chandler's resignation as a learning support aide, retroactive to the end of the 2010-2011 school year.

**(ACTION ITEM)**

4. **Mrs. Shirley Truesdell** submitted her letter of resignation as sixth grade team leader, retroactive to the end of the 2010-2011 school year.

A copy of Mrs. Truesdell's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Truesdell's resignation as sixth grade team leader, retroactive to the end of the 2010-2011 school year.

**(ACTION ITEM)**

5. **Mr. Jason Creek** submitted his letter of resignation as ninth grade boys' basketball coach, effective immediately.

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

The administration recommended that the Board of School Directors accept Mr. Creek's resignation as ninth grade boys' basketball coach, effective immediately.

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**XIII. NEW BUSINESS (Continued)**

**A. PERSONNEL CONCERNS (Continued)**

**6. Transfer of Professional Personnel**

**(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employees whose names are listed below for the 2011-2012 school year.

<b>Employee</b>	<b>From</b>	<b>To</b>
Lori Harris	Elementary General Music	Middle School General Music
Melissa Kiehl	Middle School General Music	Elementary General Music

The administration recommended that the Board of School Directors approve the professional employee transfers as presented.

**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-6, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

**XIII. NEW BUSINESS (Continued)**

**B. Credit Pay**

**(ACTION ITEM)**

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

**Therese Bukousky                      \$1,170.00**

The administration recommended 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.

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

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**XIII. NEW BUSINESS (Continued)**

**C. 2011-2012 Extracurricular Activity Fee**

**(ACTION ITEM)**

Mr. Richard W. Fry, Superintendent of Schools, prepared a recommendation for the increase in the Extracurricular Activity Fee to support the 2011-2012 Athletic Budget. The administration recommended that the student extracurricular fee be collected and increased from \$10.00 to \$25.00 per student per sport.

The administration recommended that the Board of School Directors authorize the increase in the extracurricular activity fee from \$10.00 to \$25.00 per student per sport.

In response to a question from Director Blasco, Mr. Fry indicated that there is no mandated cap on the extracurricular activity fee. Increasing the fee from \$10.00 to \$25.00 would boost revenue by approximately \$11,000.00 if athletic participation remains the same.

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

In response to a question from President Wolf, Mr. Fry indicated that the wording "extracurricular activity fee" instead of "athletic fee" was chosen so that it could apply to all extracurricular activities in the future if the Board so chooses. Mr. Fry noted that the administration is not asking the Board to approve such a change at this time. Mr. Fry added that students are required to pay the fee unless they qualify for free or reduced lunches. The fee is waived for those students.

Mr. Blasco questioned the point of this change and asked how much of a difference in the budget \$11,000.00 would make.

President Wolf responded that, in his opinion, this change is symbolic as well as financial.

Roll call vote on the motion by Blasco and second by Lopp to approve the recommendation as outlined above: Voting Yes: Gutshall, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Voting No: Blasco. Total Yes votes: Seven (7). Total No votes: One (1). Motion carried by a majority vote.

**D. Behind the Wheel Driving Fee**

**(ACTION ITEM)**

Driver's Education training is not mandated by Chapter 4 in Pennsylvania School Code. Big Spring currently offers the classroom portion of the program to all students. Students then have the opportunity to take the "Behind the Wheel" portion of the training for a fee of \$20.00.

The net cost for this service in 2009-2010 was \$76,982. The administration recommended an increase in the "Behind the Wheel" fee from \$20.00 to \$100.00. The final cost for the program for 2011-2012 will now be \$56,625.00. The administration will continue to engage the Board in future news regarding the need for driver's education.

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### XIII. NEW BUSINESS (Continued)

#### D. Behind the Wheel Driving Fee (Continued)

**(ACTION ITEM)**

The administration recommended that the Board of School Directors authorize the increase in the Behind the Wheel Driving fee from \$20.00 to \$100.00 per student.

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

Mr. Fry indicated that increasing the fee from \$20.00 to \$100.00 would produce approximately \$20,000.00 in revenue if the participation rate remains the same. When the fee was \$20.00, as many as 200 students per year took the training. Mr. Fry noted that the District would now forfeit \$5,000.00 in State subsidy that is provided to schools that offer this training to students for \$20.00 or less. Mr. Fry indicated that the District's \$20.00 fee for the training was significantly lower than neighboring school districts.

In response to a question from President Wolf, Mr. Fry indicated that for this fee, students receive six hours of behind the wheel driving training. This training is not mandatory for students.

Mr. Fry indicated that up to this point, the District had contracted with Capital Area Intermediate Unit to help meet the demand for this driver training; however, that contract will now be severed and the training will be conducted entirely in-house.

In response to a question from Director Blasco, Mr. Fry indicated that he anticipates that the participation would decrease if the fee increase were implemented; however, the administration plans to ensure that students are aware of the significant savings in insurance for those individuals who complete the training successfully. Mr. Fry indicated that students do have the option of completing the training privately; however, the closest Cumberland County location is the on the West Shore and the training is expensive.

In response to a question from Director Blasco, Mr. Fry indicated that the District would continue to offer the training as a public service for the time being. Even with the \$100.00 fee, the training is not a break-even venture for the District. Mr. Fry explained that the driver training could be a break-even program if it is included as part of the physical education curriculum.

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

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**XIII. NEW BUSINESS (Continued)**

**E. Classified Compensation Plan**

**(ACTION ITEM)**

After discussions between the Classified Staff representatives and the Board Finance Committee, the recommendation is a one-year agreement that incorporates some changes agreed to since the original 2007 agreement and an average 2% pay raise for 2011-12 school year.

The administration recommended that the Board of School Directors approve the included Comprehensive Compensation Plan for the Classified Staff of the Big Spring School District, for July 1, 2011, through June 30, 2012.

Motion by Blasco, seconded by Lopp to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Lopp, Barrick, Swanson, and Wolf. Voting No: Piper. Total Yes votes: Seven (7). Total No votes: One (1). Motion carried by a majority vote.

**(ACTION ITEM)**

**F. Approval of Reassessment Tax Rate From 2010 Cumberland County Reassessment**

Act 91 of 2004 requires taxing authorities to set a tax rate for real estate tax in the year following reassessment at a rate that would maintain revenue comparable to the prior fiscal year. After establishing the first tax rate, the taxing authority may set the final millage rate for the 2011-2012 fiscal year to increase revenues. Act 1 of Special Session of 2006 provides that the rate may not be more than the prior year's index established by the Pennsylvania Department of Education which is 3.8% for the 2011-2012 budget.

The administration recommended the Board of School Directors adopt by resolution the adjusted tax rate of 11.6556 mills that shall be subject to the Act 1 index of no more than a 3.8% increase for 2011-2012.

Motion by Blasco, seconded by Lopp to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Lopp, Barrick, Swanson, and Wolf. Voting No: Piper. Total Yes votes: Seven (7). Total No votes: One (1). Motion carried by a majority vote.

**G. Final Adoption of the 2011-2012 General Fund Budget**

**(ACTION ITEM)**

The District's current 2010-2011 expenditure budget was \$40,946,291. The Board of School Directors adopted the proposed final General Fund Budget for 2011-2012 in the amount of \$40,207,391 at the May 16, 2011 meeting following a budget presentation and discussion. This budget includes the 12 professional positions not filled through attrition and the loss of 7 classified positions through furlough actions. Several changes were made to realize these actions and to calculate the final tax rate conversion from reassessment. A copy of the PDE 2028 was included and reflects the actual budget. The budget and resolutions were reviewed by Philip Spare, Esquire.

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**XIII. NEW BUSINESS** (Continued)

**G. Final Adoption of the 2011-2012 General Fund Budget (ACTION ITEM)**

(Continued)

The administration recommended that the Board of School Directors approve the 2011-2012 General Fund Budget in the amount of **\$40,288,703**.

Motion by Blasco, seconded by Lopp to approve the recommendation as outlined above. Secretary Barrick called the roll: Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Lopp, Barrick, Swanson, and Wolf. Voting No: Piper. Total Yes votes: Seven (7). Total No votes: One (1). Motion carried by a majority vote.

**(ACTION ITEM)**

**H. Approval of Taxes and Tax Rates to Support the 2011-2012 General Fund Budget**

The taxes specified below represent the current 2010-2011 taxes and the proposed 2011-2012 taxes that are required to support the proposed 2011-2012 General Fund Budget. Changes appear in boldface:

<u>Current</u>	<u>Proposed</u>	<u>Tax</u>	<u>Approved</u>
16.072	<b>12.098</b>	Mills Real Estate	Yes
1.15%	1.15%	Wage and Other Earned Income Tax	Yes
½ of 1%	½ of 1%	Realty Transfer Tax	Yes
\$5.00	\$5.00	Per Capita Tax	Yes
\$5.00	\$5.00	Residence Tax	Yes
\$10.00	\$10.00	Occupational Privilege Tax	Yes

The administration recommended the Board of School Directors adopt, by roll call vote, the **2011-2012 Budget Resolution** and the **2011-2012 Section 679 Resolution** to authorize the taxes summarized above.

Motion by Blasco, seconded by Lopp to approve the recommendation as outlined above. Secretary Barrick called the roll: Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Lopp, Barrick, Swanson, and Wolf. Voting No: Piper. Total Yes votes: Seven (7). Total No votes: One (1). Motion carried by a majority vote.

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**XIII. NEW BUSINESS (Continued)**

**I. Homestead Farmstead Resolution for 2011-2012 Fiscal Year (ACTION ITEM)**

The Secretary of Education notified the District on May 1, 2011, that its share of the State gaming funds for 2011-2012 will be \$770,065.38. The County notified us that we have 5745 approved homesteads and 198 approved farmsteads within the District boundaries to share in that allocation. Using the Pennsylvania Association of School Business Officials worksheet, the administration calculated the exclusion for both homesteads and farmsteads in equal amounts equal to \$10,836.00 of assessed value or \$131.09 in tax value. A copy of the proposed resolution and worksheet were included with the agenda and were reviewed by District Solicitor Phillip Spare.

The administration recommended that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion for the 2011-2012 fiscal year in accordance with the Act 1 of Special Session of 2006.

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

**J. Appointment of the School Physician and School Physician for Student Examinations for 2011-2012 School Year (ACTION ITEM)**

<u>Contracted Service</u>	<u>2010-2011 Rate</u>	<u>Proposed 2011-2012</u>
Dr. Darryl K. Guistwite	\$13.90 per student exam Contracted Services for 2010-2011 school year \$6,750.00	\$14.00 per student exam Contracted Services for 2011-2012 school year \$6,800.00

The administration recommended that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for student examinations for the 2011-2012 school year at a per student physical examination rate of \$14.00. The administration also recommended that the Board of School Directors appoint Dr. Guistwite as School Physician for the contracted annual rate of \$6,800.00.

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

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**XIII. NEW BUSINESS (Continued)**

**K. Approval of the Proposed 2011-2012 Medical Standing Orders (ACTION ITEM)**

The District's medical standing orders have been reviewed by the administration and Mrs. Carol Madden, head nurse; and Dr. Darryl Guistwite, school physician, has approved the 2011-2012 school term's medical standing orders.

A copy of the signed 2011-2012 medical standing orders was included with the agenda.

The administration recommended that the Board of School Directors approve the medical standing orders for the 2011-2012 school term as presented.

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

In response to a question from Director Blasco, Mr. Fry indicated that these standing orders require prescriptions to be written by doctors and made available for the school nurses to administer those medications that would be necessary when students visit the health suite presenting with various medical conditions. For example, if a student is allergic to bee stings and is stung by a bee while at school, a prescription is necessary for nursing personnel to use an EpiPen to counteract the effects of the bee sting in that life-threatening health situation.

Mr. Fry added that these orders have nothing to do with athletics per se. Health issues related to athletics would be referred to the trainer or a student's private physician.

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

**L. Planned Course Adoption (ACTION ITEM)**

Listed below are completed planned courses for board approval.

**High School**

- Civil Engineering
- Spanish Level I
- Spanish Level II
- Spanish Level III
- Spanish Level IV
- Spanish Level V

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

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

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**XIII. NEW BUSINESS (Continued)**

**M. Facilities Utilization Request**

**(ACTION ITEM)**

Big Spring Midget Football requested permission to use the high school fields and stadium for midget football practices and games through the months of August to October, 2011. Because some of the utilization dates are on a Sunday, Board action is necessary.

The contract was included with the agenda.

The administration recommended that the Board of School Directors approve the request to use the high school fields and stadium as presented.

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

**N. Planned Course Adoption**

**(INFORMATION ITEM)**

Listed below are completed planned courses for board approval. The completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the July 18, 2011 Board of School Directors meeting.

**High School - Science**  
Anatomy and Physiology  
Foundations of Science  
Forensic Science  
Research Seminar

In response to a question from President Wolf, Mr. Fry indicated that these courses exist now; however, this item includes the rewriting of some courses and renaming of some courses.

Mr. Fry noted that these are one-credit courses. Mr. Fry added that the demand for science electives has increased in recent years, and the administration's goal is to meet that demand.

**O. Proposed Job Descriptions**

**(INFORMATION ITEM)**

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

**Administrative Assistant for Payroll and Employee Benefits**  
**Administrative Assistant to the Business Department for Census & Tax Collection**

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 July 18, 2011 Board meeting.

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### XIII. NEW BUSINESS (Continued)

#### P. 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 reported that, compared with last year, earned income tax (EIT) revenues for the most recent collection period show an increase when compared with last year.

Mr. Kerr cautioned that there would be an expected lag in EIT collections in January 2012 when the District transitions from Capital Tax Collection Bureau to the new tax collection entity. Mr. Kerr noted that EIT projections were increased for the 2011-2012 general fund budget.

President Wolf added that the Tax Collection Committee warned smaller municipalities to prepare a financial cushion in anticipation of the lag in EIT collections in January and February 2012.

### XIV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

### XV. COMMITTEE REPORTS

#### A. District Improvement Committee – Mrs. Lopp

No meeting was conducted, and no report was offered.

#### 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.

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**XV. COMMITTEE REPORTS (Continued)**

**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.

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

President Wolf indicated that the TCC would meet on Tuesday evening, June 21, 2011.

In response to a question from President Wolf, Mr. Fry indicated that he would investigate and report to the Board with regard to the amount the District pays the Capital Tax Collection Bureau to have EIT and “smaller taxes” collected.

Mr. Wolf noted that the proposed new collection agency, West Shore Tax Bureau, is asking for 2 percent for collection of EIT plus 3 percent for the local services taxes. These funds would pay the startup costs and collection fees. For 2012, Big Spring’s cost is estimated to be \$98,000 for the collection of the EIT and more than \$1,100.00 for the collection of the smaller taxes. Mr. Wolf added that as the West Shore Tax Bureau’s financial situation improves, the District’s contribution rate could be adjusted accordingly.

In response to a question from Director Piper, President Wolf responded that the tax collection entity could charge whatever is deemed necessary to make ends meet.

Director Piper questioned how much the District pays the local tax collectors for collecting \$17 million in property and personal taxes, and he noted that he believes it is less than what the West Shore Tax Bureau would be charging.

Mr. Wolf noted that the West Shore Tax Bureau would review operating costs at the end of 2012 and determine if a refund is due to districts and municipalities or if extra monies would be placed in the capital fund. Any additional monies, if refunded, would be returned to entities in the same proportion it was taken.

Mr. Wolf noted that an effort is being made to determine if the District could recover any “equity we have in that organization.” West Shore Tax Bureau is refunding monies for entities that are severing their contracts with West Shore Tax Bureau.

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### XV. COMMITTEE REPORTS (Continued)

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

In response to question from Director Blasco, Mr. Wolf responded that he believes Perry, Juniata, Huntingdon, Fulton, and Somerset Counties would continue to use the services of Capital Tax Collection Bureau.

As of January 1, 2012, Big Spring School District would no longer be a member of Capital Tax Collection Bureau.

In response to a question from Director Blasco, Mr. Wolf indicated that the way the Capital Tax Collection Bureau bylaws are written, members have no right to equity, whether the break is forced or voluntary.

In response to a question from Director Blasco, Mr. Fry confirmed that, if the Capital Tax Collection Bureau chooses to refund monies to Big Spring, it would be an act of goodwill on their part.

Mr. Wolf indicated that the next meeting would be in August when the TCC would make the final decision regarding the tax collection bureau.

In response to a question from Director Piper, President Wolf indicated that the Cumberland County Tax Collection Committee now has the responsibility for working together with the current West Shore Tax Bureau. They are now a two-entity group. As of January 1, 2012, the two entities would be combined into one group.

### XVI. SUPERINTENDENT'S REPORT

#### A. Staff Vacancies

Superintendent Fry indicated that there is one high school lifeskills teaching position vacant. The administration anticipates preparing a recommendation to fill this position at the July 18, 2011 Board meeting.

A maintenance/HVAC classified position is open and will be advertised in the future.

Mr. Fry indicated that for the over the last two school terms, 21 professional staff members and 42 classified staff positions have been eliminated via attrition and/or furloughs.

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**XVI. SUPERINTENDENT'S REPORT (Continued)**

**B. Plainfield Elementary School**

Superintendent Fry reported that the only things left of value in the Plainfield Elementary School building are student desks and a few teacher desks. All other items of value have been relocated to the three remaining elementary school buildings, including wiring, technology items, furniture, and teacher materials.

**C. July 18, 2011 Board Meeting**

Mr. Fry reminded that Board that there would be just one Board meeting in July. That meeting is slated for Monday, July 18, 2011.

**XVII. BUSINESS FROM THE FLOOR**

**A. Summer, Independence Day, and Paul Bunyan Day**

Director Barrick noted that Tuesday, June 21, 2011, is the first day of summer; Independence Day is Monday, July 4, 2011; and Paul Bunyan Day falls between those two holidays, June 28, 2011.

**B. Happy Summer!**

Director Lopp wished all in attendance an enjoyable summer.

**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

**XIX. ADJOURNMENT**

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

The meeting was adjourned at 8:42 P.M.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, July 18, 2011**