

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, AUGUST 4, 2014**

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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 8:01 P.M. with President Wilbur Wolf, Jr, presiding. Five (5) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; William Piper, Richard Roush, and Richard Norris.

Absent – Robert Barrick, David Gutshall, Kingsley Blasco, and John McCrea.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Nicole Donato, Supervisor of Curriculum & Instruction; Richard Kerr Jr, Business Manager; Brandie Shatto, Director of Educational Technology; and Carol Kuntz, Board Minutes. Curtis Garland, The Valley Times-Star;

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

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

### **III. APPROVAL OF THE JULY 21, 2014 REGULAR BOARD MEETING MINUTES, AND THE JULY 21, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE JULY 21, 2014 BUILDING AND PROPERTY COMMITTEE MEETING MINUTES.**

Motion by Norris, seconded by Roush for approval of the July 21, 2014 Building and Property Committee Meeting Minutes; the July 21, 2014 Committee of the Whole Meeting Minutes; and the July 21, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, and Roush. Motion carried unanimously. 5 – 0

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

**V. PAYMENT OF BILLS**

General Fund		-
Procurement Card	\$	41,922.00
Checks/ACH/Wires	\$	1,493,651.49
Capital Projects	\$	-
Cafeteria Fund	\$	-
Student Activities	\$	3,272.56
<b>Total</b>	<b>\$</b>	<b>1,538,846.05</b>

Motion by Swanson, seconded by Norris for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2014-2015 as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

**VI. READING OF CORRESPONDENCE**

**VII. RECOGNITION OF VISITORS**

Marc Harder, Ken Myers, Curtis Garland, and April Messenger.

**VIII. PUBLIC COMMENT PERIOD**

**IX. STRUCTURED PUBLIC COMMENT PERIOD**

**X. OLD BUSINESS**

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**XI. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Michael Berry**

Mr. Michael Berry has submitted his resignation as Middle School Boys Basketball coach, effective immediately. Mr. Berry has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors approve Mr. Berry's resignation as Middle School Boys Basketball Coach and also approve Mr. Berry's request to assist as a volunteer coach, effective immediately.

**(ACTION ITEM)**

**2) Resignation – Meghan Bullock**

Ms. Meghan Bullock has submitted her resignation as Eighth Grade Maroon Team Leader, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Bullock's resignation as Eighth Grade Maroon Team Leader, effective immediately.

**(ACTION ITEM)**

**3) Resignation – Emily Bower**

Ms. Emily Bower has submitted her resignation as a Multiple Disability Aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Bower's resignation as a Multiple Disability Aide at Oak Flat Elementary School, effective immediately.

**(ACTION ITEM)**

**4) Kristin Wiley – Long-Term Substitute Sixth Grade Science Teacher at the Middle School**

**Education:**

Shippensburg University (Bachelor's Degree Elementary Education K-6)

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**XI. NEW BUSINESS (. . .continued)**

**Experience:**

Big Spring School District - Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Kristin Wiley to serve as a Long-Term Substitute Sixth Grade Science Teacher at the Middle School, replacing Mrs. Heidi Gilbert who will be on child-rearing leave of absence from August 19, 2014 through approximately September 29, 2014. Ms. Wiley's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**(ACTION ITEM)**

**5) Dana Sheaffer – Long-Term Substitute Teacher Grade Two Teacher at Newville Elem.**

**Education:**

Shippensburg University (Bachelor's Degree Elementary Education K-6)

**Experience:**

Big Spring School District - Long-Term Substitute Teacher

West Shore School District - Long-Term Substitute Grade Three Teacher

The administration recommends that the Board of School Directors appoint Mrs. Dana Sheaffer to serve as a Long-Term Substitute Grade Two Teacher at Newville Elementary, replacing Mrs. Amber Rhinehart who will be on child-rearing leave of absence from August 19, 2014 through approximately November 25, 2014. Mrs. Sheaffer's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**(ACTION ITEM)**

**6) Per Diem Substitute Teachers**

**Marisa Elliot - Health & Physical Education**

**Corinna Fultz - Elementary Education**

The administration recommends that the Board of School Directors approve the additions listed to the 2014-2015 per diem substitute teacher list as presented.

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**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**7) Speech and Language Clinician – Amanda Webber**

**Education:** East Stroudsburg University - Masters of Science in Speech/Language Pathology

**Experience:** Capital Area Intermediate Unit - Speech/Language Graduate Extern  
Health South Rehabilitation Hospital - Speech/Language Graduate Extern  
Genesis Rehab Services - Speech/Language Pathologist

The administration recommends that the Board of School Directors appoint Ms. Amanda Webber to serve as a District Speech and Language Clinician in the Big Spring School District for the 2014-2015 school year, replacing Ms. Krista Boynton who has resigned. Ms. Webber's compensation for this position should be established at Master's Degree Step 1, \$49,418.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**(ACTION ITEM)**

**8) French Teacher – Angelique Flory**

**Education:** Slippery Rock University - Bachelors in French Education  
Frostburg University - Masters in Curriculum Education

**Experience:** Chambersburg School District - French/ESL Teacher  
Big Spring School District - French Teacher

The administration recommends that the Board of School Directors appoint Ms. Angelique Flory to serve as a French Teacher in the Big Spring School District for the 2014-2015 school year, replacing Mrs. Zina Jensen who has resigned. Mrs. Flory's compensation for this position should be established at Master's Degree, plus fifteen, Step 15, \$65,484.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**(ACTION ITEM)**

**9) Coaching Appointments**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2014-2015 school year.

<b>Laura Shambaugh</b>	<b>Junior High Field Hockey Coach</b>
<b>Morgan Soprano</b>	<b>Junior High Field Hockey Coach</b>
<b>Tracey Black</b>	<b>Junior High Football Coach</b>
<b>Doug Lowery</b>	<b>Junior High Basketball Coach</b>

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**XI. NEW BUSINESS (. . .continued)**

The administration recommends that the Board of School Directors approve the appointment of the above listed coaches as presented.

**(ACTION ITEM)**

**10) 2014-2015 Lifeguard**

**Jarod Anderson**

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2014-2015 school year, pending receipt of all required paperwork.

**(ACTION ITEM)**

**11) Severance – Stacey Goodyear**

Mrs. Stacey Goodyear, District Athletic Secretary submitted her letter of resignation for the purpose of retirement effective August 31, 2014 and the Board of School Directors accepted Mrs. Goodyear's resignation at the March 3, 2014 Board meeting. Mrs. Goodyear's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Goodyear is entitled to a severance allowance in the amount of \$9,724.00, under option #2.

Option #1: 20 years of service X \$182.00 = \$3,640.00

Option #2: 187 unused sick leave days X \$52.00 = \$9,724.00

The administration recommends that the Board of School Directors accept Mrs. Goodyear's severance allowance of \$9,724.00 as presented.

**(ACTION ITEM)**

**12) Transfer of Classified Employees**

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

<b><u>Employee</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
Patty Gantz	Mt. Rock One on One Aide	Oak Flat Learning Support Aide
Michelle Paris	Middle School E.S. Aide	Full-Time One on One Aide
Pam Luszik	Life Skills Aide	Mt. Rock One on One Aide
Kristi Witmer	Mt. Rock L.S. Aide	One on One Aide
Teresa Stevens	Full-Time Middle School L.S. Aide	One on One Aide

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**XI. NEW BUSINESS (. . .continued)**

Janet Walker	Oak Flat Life Skills Aide	Mt. Rock L.S. Aide
Carol Wiser	One on One Aide	Newville L.S. Aide
Renee Shively	Full Time One on One Aide	Full-Time Middle School L.S. Aide
Jodi Rank	High School Floater Aide	Middle School One on One Aide

The administration recommends that the Board of School Directors approve the transfers of the above listed individuals as presented, effective the beginning of the 2014-2015 school year.

**VOTE ON XIII., NEW BUSINESS, A-1 – A-12, PERSONNEL CONCERNS**

Motion by Norris, seconded by Roush to combine and approve Items A-1 through A-12 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**B) 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.

<b>Meghan Bullock</b>	<b>\$ 2,622.00</b>
<b>Kimberly Flood</b>	<b>\$ 3,933.00</b>
<b>Ryan Kelley</b>	<b>\$ 2,622.00</b>
<b>Rebekah Loy</b>	<b><u>\$ 3,933.00</u></b>
<b>Total</b>	<b>\$ 13,110.00</b>

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.

Motion by Norris, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Norris, McCrea, Roush, and Blasco. Motion carried unanimously. 5 – 0

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**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**C) Fundraiser Approval**

The Big Spring Middle School PTO would like to conduct the fundraisers listed for the 2014-2015 school year.

**Fall-Kid Stuff Coupon Book  
Restaurant Nights at Sweet Frog  
Restaurant Nights Panera Bread**

The administration recommends that the Board of School Directors approve the Middle School PTO fundraisers listed for the 2014-2015 school year.

Motion by Norris, seconded by Roush to approve the recommended as amended above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

**(ACTION ITEM)**

**D) Proposed Updated Job Descriptions**

The Administration has developed and updated the job descriptions listed. Copies of the job descriptions have been included with the agenda.

**318 Middle School Instructional Coach  
203 Middle School Team Leader  
208 Dean of Students**

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

Motion by Norris, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

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**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**E) Adoption of Proposed Planned Course**

Listed below are completed planned courses for board approval.

- High School Biology
- K-8 English Language Arts
- Middle School Math
- High School Algebra I

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

Motion by Norris, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Roush, and Piper. Motion carried unanimously. 5 - 0

**(ACTION ITEM)**

**F) Proposed Adoption of Textbooks**

Listed below are textbooks for board approval.

Course -- AP High School Chemistry	Title -- Chemistry
Course -- Middle School Language Arts	Title -- Ready Core Reading Instructions
Course -- Middle School Math	Title -- Big Ideas
Course -- Kindergarten	Title -- Foundations
Course -- Grades 3, & 5 - Language Arts/Technology	Title -- Lexia CORE5

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

Motion by Norris, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, and Roush. Motion carried unanimously. 5 - 0

**(ACTION ITEM)**

**G) Approval of the 2014-2015 Athletic Handbook**

The administration has updated the 2014-2015 Athletic Handbook for the 2014-2015 school year. The changes are highlighted in the Athletic Handbook and the Handbook has been included with the agenda.

The administration recommends that the Board of School Directors approve the 2014-2015 changes in the Athletic Handbook as presented.

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**XI. NEW BUSINESS (. . . continued)**

Motion by Norris, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, and Roush. Motion carried unanimously. 5 – 0

**(ACTION ITEM)**

**H) Tuition Exemption Students**

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 2014-2015 school year.

- Logan Martin
- Clara Ryan
- Gwyneth Ryan
- Evan Tomasov
- Jaden Best
- Brandon Sheller
- Liam Spears
- Kylee Teter
- Jack Spears
- Grant Hall
- Carter Hall
- Cassandra Epstein
- Robert McClure, III
- Quincey Myers
- Faith Chapman

Motion by Norris, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, and Roush. Motion carried unanimously. 5 – 0

Mr. Fry informed the Board to delete the Moore Family. The Moore Family lives in the Big Spring School District.

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**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**I) Facilities Utilization Request**

Mr. Shea Hurley is requesting permission to use Oak Flat and Mt. Rock softball fields for fall season practices and Sunday games beginning Sunday, September 7 - October 26, 2014 from 1:00 p.m. - 5:00 p.m. Because the utilization dates are on Sunday's, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Hurley's request to use the Oak Flat and Mt. Rock softball fields for Sunday games beginning Sunday, September 7 - October 26, 2014 from 1:00 p.m. - 5:00 p.m.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

**(ACTION ITEM)**

**J) Renewal of Contract for the Transportation of School Pupils**

The administration and Deitch Incorporated has made revisions to the existing transportation contract to replace the contract that expired on June 30, 2014. A copy of the proposed contract is included with the agenda.

The administration recommends that the Board of School Directors approve the "Contract for the Transportation of School Pupils" with Deitch Incorporated as presented, retroactive to July 1, 2014 through June 30, 2017.

Motion by Norris, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Norris, and Roush. Motion carried unanimously. 5 – 0

**(INFORMATION ITEM)**

**K) Proposed Planned Courses**

Listed below are completed planned courses for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the August 18, 2014, Board of School Directors meeting.

**High School English I  
K-5 Math  
Elementary Keyboarding**

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**XI. NEW BUSINESS (. . .continued)**

**(INFORMATION ITEM)**

**L) Proposed Textbook Adoption**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending the following book to the Superintendent of Schools. The book is available for review in the curriculum office by any member of the Board of School Directors who wishes to review the book, prior to the August 18, 2014 Board of School Directors meeting.

<u>Course</u>	<u>Title</u>
<b>Seventh Grade Language Arts</b>	<b>Knots in My Yo-Yo String</b>

**(INFORMATION ITEM)**

**M) Proposed Updated Policy**

The administration has submitted the updated policy listed for Board review.

**815 Responsible Use**

The updated policy will be an action item on August 18, 2014, Board Agenda.

**(INFORMATION ITEM)**

**N) Proposed Updated Job Description**

The administration has developed and updated the job description listed. A copy of the job description has been included with the agenda.

**317 Elementary Instructional Coach**

After the job description has been reviewed by the Board of School Directors, the administration will present the updated job description for Board approval at the August 18, 2014 Board meeting.

**XII. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XIII. COMMITTEE REPORTS**

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

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, Mr. Piper, Mr. Swanson and Mr. Gutshall**

No meeting was conducted and no report was offered.

**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**

No meeting was conducted and no report was offered.

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### **IX. SUPERINTENDENT'S REPORT**

1. Adam Baldoni was selected for the All-National Concert Band. He was one of 17 students selected from Pennsylvania. All fifty states will be represented. This is the first time we have had anyone chosen to the All-National Band.
2. **Personnel** – Chemistry/Biology and Dean of Students at the High School will be filled at the next Board meeting.
3. **Opening Day** – August 19<sup>th</sup>. Board members are encouraged to attend. It starts at 8:00 am at the High School. Brunch will be served at 10:30 am. We will offer a tour of Oak Flat that day as well.
4. **National School Lunch Program** – We started the process of reviewing the School Lunch Program. We realized this is something we want to collect data on this year. We will share with the Board more information in August. It would be a leap of faith because we will have to replace revenue for the al la carte.
5. **Chartwells** – Chartwells was selected as the Mid-Atlantic account of the year. Michelle was selected to represent this region in Orlando, Florida in November. This is a really big honor.

### **X. BUSINESS FROM THE FLOOR**

There was no business from the floor.

### **XI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

### **XII. ADJOURNMENT**

Motion by Norris, seconded by Roush to adjourn the meeting to executive session to discuss negotiations. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, and Roush. Motion carried unanimously. 5 – 0

## **Big Spring School Board Meeting Minutes ~ Monday, August 4, 2014**

The meeting was adjourned at 8:13 PM.

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Wilbur Wolf, Jr, President

**NEXT SCHEDULED BOARD MEETING: Monday, August 18, 2014**