

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, SEPTEMBER 17, 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 8:06 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; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Rick Gilliam, Director of Food Services and Student Transportation; Trish Grace, The Valley Times-Star; Wade Reichelderfer and Megan Carr, 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 from 7:51 to 8:05 to address personnel concerns.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE SEPTEMBER 4, 2012 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE SEPTEMBER 4, 2012 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES; AND THE SEPTEMBER 4, 2012 REGULAR BOARD MEETING MINUTES

Motion by Blasco, seconded by Swanson for approval of the September 4, 2012 Buildings and Property Committee Meeting Minutes; the September 4, 2012 Committee of the Whole of the Board Meeting Minutes; and the September 4, 2012 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Wade Reichelderfer
Megan Carr**

The students offered the following report:

- A. Back-to-school night was held September 5, 2012, at 7:00 P.M., where parents met the teachers and experienced the students' class rotations. The teachers and Principal Smith are investigating ways to improve parental participation next year.
- B. Counselors are now conducting senior conferences. Parents are invited to attend their child's counseling conference. To date, approximately 20 percent of parents have attended the conferences.
- C. Keystone Exams are replacing the PSSAs. Keystone Exams are offered in English literature (Grades 10 and 11), Algebra I (Grades 9, 10, and 11), and biology (Grades 10 and 11). Each module requires approximately 90 minutes to complete.
- D. Once a student passes the Keystone Exam, the student does not have to retake the test. For example, if the student passes the Algebra I Keystone Exam in Grade 9, that student does not have to take that test again. Keystone Exam testing windows are January 9-23, 2013, and May 13-24, 2013. A Grade 11 student's best Keystone Exam scores would be used to calculate the District's Adequate Yearly Progress (AYP). A percentage of a student's Keystone score would be averaged into the student's final exam grade. First-semester course grades affected by Keystone results would likely be delayed. Final exam dates must be adjusted, but the last day for exams and the last day of the first semester is still January 18, 2013.
- E. Curriculum Diagnostic Tools (CDTs) are State-developed assessments designed to provide a similar testing experience as the Keystone Exam. The tentative schedule for the CDTs is math, September 17-20, 2012; English, September 21-26, 2012; and science, September 27 to October 2, 2012.
- F. In fall sports news, there are 216 junior varsity and varsity student athletes participating in football, field hockey, boys' and girls' soccer, boys' and girls' cross country, volleyball, golf, and cheerleading, compared with 176 athletes in 2011.
- G. Mr. Feaster is working with a cast of 22 students for the fall play You Can't Take It With You. The play performances are set for November 2, 2012, at 7:00 P.M. and November 3, 2012, at 2:00 P.M. and 7:00 P.M.

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

- H. Both the boys' and girls' cross country teams performed well at the 17th Annual Ben Bloser Bulldog Invitational, renamed this year in memory of 2009 Big Spring Graduate Ben Bloser, who was an outstanding citizen at Big Spring, as well as an excellent cross country and track student-athlete. At Saturday's meet, 1,180 runners from 45 area high schools competed. Big Spring's boys finished second in the AA Division. Vinny Todaro was the individual AA champion and also set a new course record of 16.09. The Lady Bulldogs finished first in the AA Division, led by Emily Joyce, who finished second individually.
- I. The following high school teachers are planning to be a part of the Awaken Haiti mission trip for the summer of 2013: Mr. Berry, Ms. Hetrick, Ms. Whitmoyer, and Mrs. Madden. To raise money for the trip, these teachers have organized the "Gold Rush," a tailgate party at the middle school prior to this Friday's football game with Northern from 4:45 to 6:30 P.M. The Gold Rush is designed to build school and community pride while also demonstrating the impact we can all have through volunteering. All participants, wearing their Gold Rush T-shirts, will walk together to the stadium at 6:30 P.M. led by the Marching Bulldogs. While in Haiti next summer, these faculty members and others hope to build sturdy houses and provide medical services to residents of Canaan, Haiti.
- J. First-quarter parent-teacher conferences are slated for Thursday, September 27, 2012, from 3:30 to 7:00 P.M.
- K. On Friday, September 7, 2012, WGAL/Channel 8 broadcasted their football Friday telecast live from the high school gymnasium from 11:30 to 12:00 midnight. For the third consecutive year, WGAL asked if they could broadcast a show from Big Spring because of the students' school spirit and because it is a friendly, inviting school. The students offered a video clip of the broadcast. The students noted that Big Spring has hosted Channel 8 more than any other school.

President Wolf thanked the students for the report.

V. TREASURER'S REPORT (Balances as of August 31, 2012)

General Fund	\$ 12,648,085.45
Cafeteria Fund	\$ 291,094.28
Student Activity Fund	\$ 194,130.13
Capital Projects	\$ 4,415,857.57
Newville Project	\$ 382,610.19

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

VI. PAYMENT OF BILLS

General Fund	\$ 542,029.53	Check #67067-67295, BG081201-BG081205, D0000001-D0000008, KR081201-KR081204, MF081202-MF081203, MF091204-MFF091205, MS081201-MS081213, MS081215-MS081231, MS091214, AND RF081201
Student Activity Fund	\$ 12,964.20	Checks #13406-13433 and Voided Check #13428
Capital Projects	\$ 42,000.00	Check #632
Newville Project	\$ 348,656.80	Checks #204-206
Total	\$ 945,650.53	

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

VII. READING OF CORRESPONDENCE

There was no reading of correspondence.

VIII. RECOGNITION OF VISITORS

Linda Bowles, Carol Graham, Galen Hoover, April Messenger, Courtney Rensinger, and Shane Tomlinson,

IX. PUBLIC COMMENT PERIOD

Ms. Linda Bowles, 202 Nealy Road, Newville, Pennsylvania, addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

President Wolf thanked Ms. Bowles for attending this evening's meeting and offering a prayer.

X. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

XI. OLD BUSINESS

There was no old business.

(NOTE: The Board addressed
XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-6,
following Item A-6.)

XII. NEW BUSINESS

A. PERSONNEL CONCERNS

1. Additional Per Diem Substitute Teachers

(ACTION ITEM)

Robert Malick	History
Shane Paulus	Elementary
Anna Sobieski	Elementary

The administration recommended that the Board of School Directors approve the additions listed to the 2012-2013 per diem substitute teacher list as presented.

2. Volunteer Coaching Appointment

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individual listed as a volunteer coach for the 2012-2013 school year.

Sadie Hockenberry	Volunteer Cheerleading Coach
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The administration recommended that the Board of School Directors approve the appointment of the above listed volunteer coach as presented.

3. Coaching Appointment

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individual listed as a coach for the 2012-2013 school year.

Sally Kammerer	Girls' Junior Varsity Basketball Coach
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The administration recommended that the Board of School Directors approve the appointment of the above listed coach as presented.

4. Approval of Child-Rearing Leave for Sherisa Nailor

(ACTION ITEM)

Mrs. Sherisa Nailor, High School Agriculture Teacher, requested a leave of absence under the Family & Medical Leave Act from approximately February 8, 2013, through approximately April 2, 2013. 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.

XII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

4. Approval of Child-Rearing Leave for Sherisa Nailor

(ACTION ITEM)

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

The administration recommended that the Board of School Directors approve Mrs. Nailor's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately February 8, 2013, through approximately April 2, 2013.

(ACTION ITEM)

5. Ms. Stephanie Cramer, Sixth Grade English Teacher at the Middle School, requested a unpaid leave of absence as Sixth Grade English Teacher, Sixth Grade Team Leader and Induction I Coordinator, beginning Monday, October 1, 2012 and ending Friday, December 21, 2012.

A copy of Ms. Cramer's letter requesting unpaid leave of absence was included with the agenda. The administration has defined terms to describe the specific leave requested. Such leave will require Board and Big Spring Education Association concurrence on the criteria set for leave.

The administration recommended that the Board of School Directors approve Ms. Cramer's request for a unpaid leave of absence as Sixth Grade English Teacher, Sixth Grade Team Leader and Induction I Coordinator beginning Monday, October 1, 2012 and ending Friday, December 21, 2012.

6. Replacement for Ms. Nicholson (Assistant for Payroll and Benefits)

(ACTION ITEM)

Ms. Nicholson submitted her retirement letter in July with a retirement date of December 28, 2012. The administration interviewed seven exceptional candidates from the 17 applications to fill her position. To effect a smooth transition of payroll processing, the administration requested a replacement by October 9, 2012, in order to permit attendance and formal training with PASBO and CSIU.

The administration recommended that the Board of School Directors hire Mrs. Phyllis Martin as the Assistant for Payroll and Benefits at an hourly rate of \$18.36 with a start date of October 9, 2012.

VOTE ON XII., NEW BUSINESS, A., PERSONNEL CONCERNS, 1 through 6

Motion by Blasco, seconded by Norris to combine and approve XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-6, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, McCreary, Norris, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

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XII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

7. **Mr. Brent Stroh**, High School Physical Education Teacher, requested a leave of absence beginning Monday, September 17, 2012, through approximately Friday, November 2, 2012.

The administration recommends that the Board of School Directors approve Mr. Stroh's request for a leave of absence beginning September 17, 2012, through approximately Friday, November 2, 2012.

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.

8. Coaching Appointments (ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individuals listed as Head Co-Football Coaches beginning Monday, September 17, 2012, through approximately November 2, 2012.

**Robert Baker, Jr.
Michael Berry**

The administration recommended that the Board of School Directors approve the appointment of the above listed coaches 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.

XII. NEW BUSINESS (Continued)

B. Credit Pay (ACTION ITEM)

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.

Amy Craig	\$ 354.99
Bethany Pagze	\$1,272.00
Jennifer Tritapoe	\$1,236.00
Denise Ginter	<u>\$1,236.00</u>
TOTAL	\$4,098.99

XII. NEW BUSINESS (Continued)

B. Credit Pay (Continued)

(ACTION ITEM)

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 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.

(ACTION ITEM)

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

The officers of the Big Spring FFA requested Board approval of the proposed 2012-2013 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 2012-2013 FFA Program of Activities has been included with the agenda.

The administration recommended that the Board of School Directors approve the 2012-2013 Program of Activities for the Big Spring FFA 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.

D. Mini Grant Approval

(ACTION ITEM)

Mr. Kevin Roberts, Director of Curriculum/Instruction and Technology Education requested permission to pursue a mini-grant through Carlisle Area Health and Wellness Foundation to support an initiative within Mr. Shover's class. The grant funds would be utilized to replace stability balls.

Information was included with the agenda.

The administration recommended the Board of School Directors approve the mini-grant through Carlisle Area Health and Wellness Foundation as presented.

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

XII. NEW BUSINESS (Continued)

E. Updated Policies

(ACTION ITEM)

The administration has submitted the updated policies listed and the copies were included with the agenda. The updated Policies were included with the agenda. The updated policies were information items on the September 4, 2012 School Board Agenda.

204 Attendance

206 Assignment in the District

208 Withdrawal from School

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

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

F. Proposed Updated Job Descriptions

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent, has made some revisions to the job descriptions listed. A copy of the job descriptions has been included with the agenda. The updated job descriptions were information items on the September 4, 2012 School Board Agenda.

408 Instructional Aide – Level I

409 Instructional Aide – Level II

411 Non-Instructional Aide

The administration recommended that the Board of School Directors approve the job descriptions listed above as presented.

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

Superintendent Fry indicated that both Policy 408, Instructional Aide – Level I, and Policy 409, Instructional Aide – Level I, now include a definition of the 20 hours of required training annually as detailed in the classified staff handbook.

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

XII. NEW BUSINESS (Continued)

G. Additional 2012-2013 School Police Officers

(ACTION ITEM)

Jay Hockenbroch, Athletic Director, submitted a list of additional names to be recommended as school police officers for the 2012-2013 school term.

A copy of the list was included with the agenda for Board review.

The administration recommended that the Board of School Directors approve the additional 2012-2013 school police roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2012-2013 additional school police officers are approved by Cumberland County Court.

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

H. Tuition Exemption for Non-Resident Student

(ACTION ITEM)

Ms. Tawna Beichler, parent of Nichole Beichler, Grade 12, Big Spring High School senior, requested for her daughter to complete her senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year."

Nichole Beichler Grade 12

The administration recommended that the Board of School Directors approve Ms. Beichler's request for a tuition exemption for the remainder of the 2012-2013 school year, as per the conditions outlined in Board Policy 202.3.

Motion by Swanson, 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.

I. Band Booster Year- End Financial Statement

(ACTION ITEM)

The Big Spring School District received a copy of the year-end financial statement from the organization listed and a copy of the statement was included with the agenda.

Band Booster Association

The administration recommended that the Board of School Directors accept the financial statement as presented.

Motion by Swanson, 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.

XII. NEW BUSINESS (Continued)

J. Updated Policy

(INFORMATION ITEM)

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

The updated Policy was included with the agenda. The updated policy will be an action item on the October 1, 2012 School Board meeting agenda.

226 School District Searches

Mr. Fry encouraged Board members to review the policy and present any questions or suggestions to him. Mr. Fry added that this item is included in the high school handbook; however, to date there has not been a specified Board policy for this.

K. Unsolicited Bid

(INFORMATION ITEM)

The District received the included unsolicited bid for four light poles and unused playground equipment under the stadium bleachers. After discussion with the maintenance and grounds staff, these items are not usable by the district. If there are no objections, the administration will place an agenda item to approve the sale at the October 1, 2012 board meeting.

Mr. Fry noted that the administration plans to determine the fair market value of the items before preparing a recommendation for the Board. The solicitor has confirmed that this sale does not have to be bid.

L. 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.

Superintendent Fry reported that the District is awaiting reports from two townships; however, he noted that real estate collections seem comparable with last year.

XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIV. COMMITTEE REPORTS

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

No meeting was conducted, and no report was offered.

The District Improvement Committee has planned a meeting for October 22, 2012.

XIV. COMMITTEE REPORTS (Continued)

B. Athletic Committee – Mr. Swanson

No meeting was conducted, and no report was offered.

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

President Wolf reported that the vo-tech school's administrative staff transition seems to be going reasonably well.

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.

F. South Central Trust – Mr. Blasco

No meeting was conducted, and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

President Wolf indicated that Shawn Farr, Director of Business and Operations and Board Treasurer at the CAIU, has submitted his resignation effective September 30, 2012. Mr. Farr has accepted a position with Carlisle Area School District.

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

The TCC met last Thursday to work on the budget. Recent budget changes have been minor.

XV. SUPERINTENDENT'S REPORT

A. Food Service Comparison

Superintendent Fry reported the following food service participation comparisons:

2011-2012 student participation at the middle school and high school: 80 percent.
2011-2012 student participation at the elementary schools: 60 percent.
2011-2012 overall student participation: approximately 70 percent.

2012-2013 student participation at the middle school and high school: 83 percent.
2012-2013 student participation at the elementary schools: 51 percent.
2012-2013 overall student participation: approximately 70 percent.

XV. SUPERINTENDENT'S REPORT (Continued)

B. Day 10 Student Enrollment

Superintendent Fry indicated that the Day 10 enrollment is more reflective than Day 3 enrollment with regard to how many students would be enrolled in the District the entire year. This year's Day 10 student enrollment is 2,728. 95 students are enrolled in cyber schools, and 111 students are being homeschooled. Mr. Fry indicated that these numbers are consistent with recent years, with homeschool numbers decreased slightly probably because those students enrolled in cyber school.

C. Assessment Appeal

Mr. Fry announced that the District's assessment appeal hearing date and times are October 2, 2012, at 9:20, 9:40, and 9:50 A.M. at One Courthouse Square, Carlisle, Pennsylvania.

Director McCrea indicated that the rules provide for one-half hour per parcel, and he noted that the administration should budget that amount of time for the appeal hearings.

XVI. BUSINESS FROM THE FLOOR

Congratulations, Field Hockey Team!

Director McCrea congratulated the field hockey team for its undefeated record this season. The girls will compete against Boiling Springs' undefeated team on Thursday, September 20, 2012. Mr. McCrea noted that the junior varsity game would be played first, followed by the varsity game to afford more individuals the opportunity to attend the game and cheer for the athletes as they make their way to district playoffs, hopefully.

Mr. Fry congratulated the field hockey team and the undefeated girls' cross country team as well.

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVIII. ADJOURNMENT

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

The meeting was adjourned at 8:35 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 1, 2012