

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, SEPTEMBER 19, 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 Mount 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 Large Group Room, Room 140, at 8:06 P.M. with President Wilbur Wolf, Jr., presiding. Seven (7) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; Kingsley Blasco; David Gutshall; Richard Norris; and William Piper.

Terry Lopp, Treasurer, and Richard Roush were absent.

Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Sammi Burke and Wade Reichelderfer, Student Representatives to the Board of School Directors; and Brenda Line, Board Minutes.

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 SEPTEMBER 6, 2011 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE SEPTEMBER 6, 2011 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES; AND THE SEPTEMBER 6, 2011 REGULAR BOARD MEETING MINUTES.

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

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V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Wade Reichelderfer Sammi Burke

The students offered the following report:

- A. Andrew Kurnath (Grade 9), Joseph Weber (Grade 10), and Cody Bear (Grade 11), placed fifth for their landscape display last weekend at the Eastern States Exposition in Springfield, Massachusetts. FFA members from 18 states from Virginia to Maine participated in the competition. Their design, themed “Xeriscaping,” featured a house porch, stone walkway, and a stone garden. The landscape will remain on display through October 2, 2011. The team has begun their work on the State Farm Show design: “Conservation Garden.”
- B. Back-to-School Night was rescheduled for September 14, 2011.
- C. In an effort to promote Bulldog spirit and pride, all staff members will have displayed on their desks or room entrance Bulldog signs outlining the employee’s educational background.
- D. Two geometry classes are piloting digital content this year. Students use the online textbook stored on Moodle as their resource. While there are still some glitches to resolve, the teachers are pleased with the results and students are enjoying the program.
- E. Approximately 1,300 runners from 38 schools, including schools from Baltimore, MD, and Winchester, VA, participated in the cross country Bulldog Invitational recently. A Big Spring runner placed first overall for the varsity boys.
- F. The “Little Brown Jug” game between Big Spring and Shippensburg is slated for Friday, September 23, 2011. A bonfire and parade are planned for Thursday, September 22, 2011, at 7:30 P.M. LBJ shirts are on sale at all district schools for \$5.00.
- G. MAPs (measurement of academic progress) and CDTs (curriculum diagnostic tools) are slated for September 20 through October 14, 2011.
- H. Staff members used the planned two-hour delay day on September 13, 2011, to work on strategies for improving instruction. Learning support teachers focused on team teaching and resource classroom settings to help with PSSA preparation. The remaining teachers focused on Chapter 3, “Creating School Conditions to Increase Student Success and Decrease Failure,” in the book *Skills for a Lifetime: Teaching Students the Habits of Success*.
- I. Two students from the *PawPrint* newspaper staff, Dalida Camdzic and Nick Hasse, have had their *PawPrint* articles published in the online national edition of *My High School’s Journalism*. Dalida’s article features a student’s pet alligator, and Nick’s article highlights Big Spring’s cell phone pilot program.
- J. Three Big Spring concert band students, Senior Clayton McKee, Junior Jesse Valencia, and Sophomore Maria Baldoni, have been selected to the Harrisburg Youth Symphony Orchestra.
- K. Two weeks ago the high school held a pep rally recognizing the fall athletes, high school band, and cheerleaders.
- L. Students have voted for representatives to the homecoming court. The homecoming game is slated for October 14, 2011, with the homecoming dance the following day.
- M. Students are voting online for class officers using eChalk this week.
- N. PSAT signups are underway. The cost is \$16. The number of students taking the PSATs has increased in recent years.
- O. First-quarter parent-teacher conferences will be conducted soon.

President Wolf thanked the students for the report.

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

General Fund	\$ 13,039,926.08
Cafeteria Fund	\$ 83,914.52
Student Activity Fund	\$ 163,797.34
Capital Projects	\$ 1,878,757.42
Newville Projects	\$ 1,107,465.34

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

VII. PAYMENT OF BILLS

General Fund	\$ 713,954.28	Checks #63293-63543 and Check #908111
Cafeteria Fund	\$ 44,524.11	Checks #5482-5497
Miscellaneous Fund	\$ 19,617.86	Checks #12802-12842 and Voided Checks #12808, 12822, 12824, 12828
Capital Projects	<u>\$ 14,556.36</u>	Checks #587-590
Total	\$ 792,652.61	

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

VIII. READING OF CORRESPONDENCE

There was no reading of correspondence.

IX. RECOGNITION OF VISITORS

Mary Hair, Alexa Line, April Messenger, Kathleen Reichelderfer, and Aubrey Reichelderfer.

X. PUBLIC COMMENT PERIOD

No public comment was offered.

XI. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

XII. OLD BUSINESS

No public comment was offered.

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(NOTE: The Board addressed
XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-8,
following Item A-8.)

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

1. Additional Per Diem Substitute Teacher

(ACTION ITEM)

Emily Fisher

Art Education K-12

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

2. National Junior Honor Society Advisor

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as National Junior Honor Society Advisor for the 2011-2012 school year.

Sarah Roller

The administration recommended that the Board of School Directors approve the appointment of Sarah Roller as the National Junior Honor Society Advisor as presented.

3. Middle School Student Counsel Advisor

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as Middle School Student Council Advisor for the 2011-2012 school year.

Therese Bukousky

The administration recommended that the Board of School Directors approve the appointment of Therese Bukousky as Middle School Student Counsel Advisor as presented.

4. Cafeteria Manager

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as Cafeteria Manager at Oak Flat Elementary School for the 2011-2012 school year, replacing Ms. Lavona Gutshall, who has resigned.

Ms. Michelle Northrup

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XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

4. Cafeteria Manager

(ACTION ITEM)

The administration recommended that the Board of School Directors approve the appointment of Ms. Northrup as Cafeteria Manager at Oak Flat Elementary School for the 2011-2012 school year as presented.

5. Middle School TV Studio Co-Advisors

(ACTION ITEM)

The individuals whose names are listed below are recommended to serve as Middle School TV Studio Co-Advisors for the 2011-2012 school year.

**Katie Magee
Kathleen Bravin**

The administration recommended that the Board of School Directors approve the appointment of the Middle School TV Studio Co-Advisors as presented.

6. Part-Time Custodian

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as a part-time evening custodian at the high school fitness center for the 2011-2012 school year.

Mr. John Weller

The administration recommended that the Board of School Directors approve the appointment of Mr. John Weller as a part-time evening custodian at the high school fitness center for the 2011-2012 school year.

7. Part-Time Custodian

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as a part-time evening custodian at the high school for the 2011-2012 school year.

Ms. Reshendalene Deihl

The administration recommended that the Board of School Directors approve the appointment of Ms. Reshendalene Deihl as a part-time evening custodian at the high school for the 2011-2012 school year.

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XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

8. Approval of Child-Rearing Leave for Heather Best

(ACTION ITEM)

Mrs. Heather Best, High School Emotional Support teacher has requested leave of absence under the Family & Medical Leave Act from approximately November 11, 2011 through approximately December 22, 2011. 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. Best's letter was included with the agenda.

The administration recommended that the Board of School Directors approve Mrs. Best's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately November 11, 2011 through approximately December 22, 2011.

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-8, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Barrick, Swanson, and Wolf. Motion carried unanimously.

XIII. 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.

Michael Fronk	\$ 660.00
Christina Gruver	\$ 2,400.00
Keith Lavala	\$ 1,161.00
Marie Nye	\$ 980.01
Andrew Pettit	\$ 979.98
Lauren Swigart	<u>\$ 1,161.00</u>
Total	\$ 7,341.99

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XIII. NEW BUSINESS (Continued)

B. Credit Pay

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

C. Job Descriptions

(ACTION ITEM)

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

**Administrative Assistant for Transportation and Accounts Payable
Administrative Assistant to the District Office
HVAC Maintenance Technician**

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

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

D. Updated Homeschooling/Home Education Policy #137

(ACTION ITEM)

Mr. Kevin Roberts prepared an updated Homeschooling/Home Education Policy, and a copy of the policy was included with the agenda.

The administration recommended that the Board of School Directors approve the updated Homeschooling/Home Education Policy as presented.

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

**(NOTE: The Board addressed
XIII., NEW BUSINESS, Items E, F, and G, following Item G.**

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XIII. NEW BUSINESS (Continued)

E. Facilities Utilization Request

(ACTION ITEM)

Big Spring Youth Soccer Association requested permission to use the high school soccer field for games on Sunday, September 11, 18, October 23, 30, and November 6, 2011. Because the utilization dates are on Sundays, Board action is necessary.

The administration recommended that the Board of School Directors approve the Youth Soccer Association request to use the high school soccer field as presented.

F. Facilities Utilization Request

(ACTION ITEM)

The Big Spring Hurricane Softball Association is requesting permission to use Oak Flat Elementary School softball field for softball games on September 11, 18, 25, October 2, 9, 16, 23, 2011. Because the utilization dates are on Sundays, Board action is necessary.

The administration recommended that the Board of School Directors approve the Big Spring Softball Association request to use Oak Flat Elementary School softball field as presented.

G. Facilities Utilization Request

(ACTION ITEM)

The Newville Elementary School PTO is requesting permission to use Newville Elementary School grounds for the Fall Harvest Festival on Sunday, October 2, 2011. Because the utilization date is on Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve the Newville Elementary School PTO's request to use Newville Elementary School grounds as presented.

VOTE ON XIII., NEW BUSINESS, ITEMS E, F, and G

Motion by Blasco, seconded by Norris to combine and approve XIII., NEW BUSINESS, Items E, F, and G, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Barrick, Swanson, and Wolf. Motion carried unanimously.

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XIII. NEW BUSINESS (Continued)

H. High School Electrical Repairs

(ACTION ITEM)

Based on a review conducted by GR Sponaugle, there are several electrical items in the high school that should be repaired to meet current code and help maintain the HVAC system. The first repair would be scheduled for Saturday, October 8, 2011. This repair will require a complete power down at the high school and require it to be vacated until repairs are complete. The items to be addressed were included with the Board packet and include the quote from Sponaugle plus the cost of the transient voltage suppressor. All items will be addressed by GR Sponaugle by June 1, 2012.

The administration recommended the Board of School Directors authorize the electrical repairs at the high school included with the Board packet under a PA COSTARS contract with GR Sponaugle and that Capital Project fund pay for the repairs not to exceed \$48,000.

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

I. Tenure Status

(INFORMATION ITEM)

The following professional employee has completed the required years of service as temporary professional employee and has earned tenure based on their satisfactory performance.

Jolene Regetta

Fourth Grade Teacher

Additional information regarding the professional employee has been prepared by Mrs. Linda Slusser, Mount Rock Elementary School Principal.

J. 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.

(ACTION ITEM)

K. Local Economic Revitalization Assistance Act (LERTA) Support Resolution

On September 15th, 2011, Board representatives met with the parties involved in construction of a second warehouse at the Key Logistics site in Penn Township. Unilever is considering a warehouse to cover the two remaining sites and discussed a LERTA. The Board representatives agreed, in general, to a LERTA as described in the accompanying resolution with the understanding the both Penn Township and the full Board of School Directors would be required to act formally on the LERTA.

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XIII. NEW BUSINESS (Continued)

(ACTION ITEM)

K. Local Economic Revitalization Assistance Act (LERTA) Support Resolution (Continued)

The administration recommended that the Board of School Directors approve the included resolution in support of a Penn Township LERTA designation for the proposed warehouse project.

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

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

President Wolf reported that a draft of the 2012-2013 vo-tech budget should be prepared for review by the end of October. The JOC Finance Committee will review the draft prior to that time.

D. Buildings and Property Committee – Mr. Barrick

Director Barrick reported that information would be presented to the Board soon regarding the asbestos abatement at Plainfield Elementary School. This issue is on the agenda for the October 3, 2011 Buildings and Property Committee meeting.

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.

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XV. COMMITTEE REPORTS (Continued)

G. Capital Area Intermediate Unit – Mr. Wolf

The CAIU Board will meet on Thursday, September 22, 2011.

On Wednesday afternoon, Mr. Wolf is slated to meet with the new CAIU executive director at the Big Spring campus.

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

No meeting was conducted, and no report was offered.

XVI. SUPERINTENDENT'S REPORT

A. Oak Flat Elementary School Roof

Work has begun on the Oak Flat Elementary School roof, and the project is moving forward in a timely fashion.

B. Food Services Request for Proposal (RFP)

On May 16, 2011, the Board of School Directors directed the administration to proceed with the preparation of the RFP for food services. At this time Mr. Gilliam and Mr. Kerr are finalizing the RFP that would be advertised on January 9, 2012. Bids would be opened on February 1, 2012. The Board is slated to discuss the bids at the February 6, 2012 Board meeting, with a final decision on this issue to be made on February 20, 2012.

Mr. Fry offered the opportunity for Board members, along with Mr. Kerr and Mr. Gilliam, to visit school districts in the region that have implemented contracted food services programs. Mr. Fry intends to schedule two school visits, one visit to a Chartwell-contracted school and one visit to a school that has contracted with a different provider.

C. Mid Penn

Mr. Fry is one of the superintendent's in charge of the "Mid Penn update" that includes the new scheduling cycle and division alignment that would be in effect next year. Mr. Fry indicated that superintendents involved are becoming more active to find a common ground in this process. A committee of superintendents has been meeting in an effort to prepare information regarding the financial ramifications of the new cycle. The Committee intends to offer a recommendation to Mid Penn before the new cycle is effective.

In response to a question from Vice President Swanson, Mr. Fry indicated that Big Spring's proposal from a few years ago is "looking better."

Mr. Fry indicated that cost containment is a key factor in the superintendents' recommendation. The superintendents will meet at Big Spring on Friday, September 23, 2011, to address this issue.

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XVII. BUSINESS FROM THE FLOOR

A. National Butterscotch Pudding Day and Ask A Stupid Question Day

Mr. Barrick reported that today is National Butterscotch Pudding Day, and he added that September 28, 2011, is Ask A Stupid Question Day.

B. Big Spring School District Calendar

Mr. Fry congratulated Ms. Brandie Shatto for her leadership efforts and work associated with the Big Spring School District calendar. The calendar was selected as one of the top 3 in the state of Pennsylvania. The other two calendars in the top 3 were published by school districts that are significantly larger and funded to a greater degree than Big Spring.

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, Barrick, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 8:29 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 3, 2011