

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 5, 2009**

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

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with President Wilbur Wolf, Jr., presiding. Seven (7) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; Terry Lopp, Treasurer; Sandra Rosenberry Deaver; Richard Norris; and William Piper.

Kingsley Blasco and Richard Roush were absent.

Others in attendance: Richard Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; 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 Lopp offered a prayer.

### **IV. APPROVAL OF THE SEPTEMBER 21, 2009 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES AND THE SEPTEMBER 21, 2009 REGULAR BOARD MEETING MINUTES.**

Motion by Barrick, seconded by Lopp for approval of the September 21, 2009 Committee of the Whole of the Board Meeting Minutes and the September 21, 2009 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Deaver, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

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

**Student Representatives to the Board Report - Douglas Kennedy**

No report was offered.

**VI. TREASURER'S REPORT**

The Treasurer's Report is presented at the second Board meeting each month.

**VII. PAYMENT OF BILLS**

**General Fund Account Payment of Bills; Central Treasury Athletic, and Student Activity/Miscellaneous Account Payment of Bills; and the Capital Reserve Account Payment of Bills**

Motion by Lopp, seconded by Barrick for approval of General Fund Account checks #55529-55705 totaling \$312,654.98; Central Treasury Athletic Account checks #13265-13322 and voided checks #13302-13307 totaling \$5,389.67 and Central Treasury Student Activity/Miscellaneous Account checks #10391-10418 totaling \$24,187.93; and Capital Reserve Account check #544 totaling \$3,607.91. Grand total General Fund, Athletic, Student Activity/Miscellaneous, and Capital Reserve Fund: \$345,840.49. Roll call vote: Voting Yes: Deaver, Norris, Piper, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

**VIII. READING OF CORRESPONDENCE**

There was no reading of correspondence.

**IX. RECOGNITION OF VISITORS**

Erica Dolson, Jeri Mashall, and April Messenger.

**X. PUBLIC COMMENT PERIOD**

No public comment was offered.

**XI. STRUCTURED PUBLIC COMMENT PERIOD**

No structured public comment was offered.

**XII. OLD BUSINESS**

There was no old business.

(NOTE: The Board addressed  
XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-12,  
following Item A-12.)

**XIII. NEW BUSINESS**

**A. PERSONNEL CONCERNS**

**1. Additional Per Diem Substitute Teachers (ACTION ITEM)**

**Hans Schroeder Music Education (K-12)**  
**Keith Fahnestock Physics –Secondary Education**

The administration recommended that the Board of School Directors approve the additions of Hans Schroeder and Keith Fahnestock to the 2009-2010 per diem substitute teacher list as presented.

**(ACTION ITEM)**

**2. Mr. Kemal Pegram, high school learning support teacher, requested one day of leave without pay for December 2, 2009.**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave."

The administration recommended that the Board of School Directors approve Mr. Pegram's request for one day leave without pay for December 2, 2009

**3. Additional Per Diem Substitute Guest Teachers (ACTION ITEM)**

In an attempt to provide a sufficient number of substitute teachers for the 2009-2010 school year, the Big Spring School District is working in cooperation with the Capital Area Intermediate Unit to sponsor the "Guest Teacher Program." The individuals whose names appear below have participated in an orientation program sponsored by the Capital Area Intermediate Unit and has been issued an emergency certification by the Pennsylvania Department of Education.

**Kimberly Binkley**  
**Kristi Davis**  
**Lorrie Kawich**  
**Jennifer Sampsell**  
**Brieann Taylor**

The administration recommended that the Board of School Directors approve the additions of the above-named guest teachers to the 2009-2010 per diem substitute teacher list, effective immediately.

**4. Substitute Fitness Center Strength Coach (ACTION ITEM)**

Mr. Jay Hockenbroch recommended the individual listed to serve as a substitute Fitness Center Strength Coach for the 2009-2010 school year.

**Ms. Lindsey Bradshaw**

The administration recommended that the Board of School Directors appoint the above listed individual as a substitute Fitness Center Strength Coach during the 2009-2010 school year.

**XIII. NEW BUSINESS** (Continued)

**A. PERSONNEL CONCERNS** (Continued)

**5. Approval of Additional 2009-2010 Mentor Teacher** (ACTION ITEM)

<u>Mentor</u>	<u>Inductee</u>
Kay Keim (Elementary Learning Support Teacher)	Jill Barrick (Elementary Learning Support Teacher)

The administration recommended that the Board of School Directors approve the above listed individual to the 2009-2010 mentor teacher list as presented.

**6. Mrs. Sally Morton** was recommended to serve as full-time high school custodian replacing Mrs. Karen Johnson who has been out on injury. (ACTION ITEM)

The administration recommended that the Board of School Directors appoint Mrs. Morton to serve as full-time high school custodian, retroactive to July 1, 2009.

**7. Part-Time Groundsman** (ACTION ITEM)

The individual whose name is listed below was recommended to serve as a part-time groundsman during the 2009-2010 school year.

**Timothy Sheeler**

The administration recommended that the Board of School Directors approve Mr. Timothy Sheeler as a part-time groundsman, effective immediately.

**8. Reading Department Chairperson** (ACTION ITEM)

Mr. Kevin Roberts, Director of Curriculum, Instruction, and Educational Technology recommended the individuals listed to split the Reading Department Chairperson as an Elementary Reading Department Chairperson and a Middle School Reading Department Chairperson for the 2009-2010 school year.

<b>Mrs. Niki Donato</b>	<b>Elementary Reading Department Chairperson</b>
<b>Mrs. Leah Richwine</b>	<b>Middle School Reading Department Chairperson</b>

The administration recommended that the Board of School Directors appoint Mrs. Donato as the Elementary Reading Department Chairperson and Mrs. Richwine as the Middle School Reading Department Chairperson during the 2009-2010 school year and establish their compensation for this position based on the established contract between the Big Spring Education Association and the Big Spring School District.

**9. Professional Education Plan Committee Members Recommendation** (ACTION ITEM)

Mr. Kevin Roberts, Director of Curriculum, Instruction and Educational Technology recommended the individuals listed to be placed on the Professional Education Plan Committee.

**XIII. NEW BUSINESS** (Continued)

**A. PERSONNEL CONCERNS** (Continued)

**9. Professional Education Plan Committee Members Recommendation** (Continued) **(ACTION ITEM)**

**Mrs. Beth Herb**  
**Mrs. Jennifer Kuhn**

The administration recommended that the Board of School Directors appoint Mrs. Herb and Mrs. Kuhn to be placed on the Professional Education Plan Committee for the 2009-2010 school year and establish their compensation for this position based on the contract between the Big Spring Education Association and the Big Spring School District.

**10. Ms. Debra Carpenter** submitted her letter of resignation as a learning support aide at the middle school. **(ACTION ITEM)**

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

The administration recommended that the Board of School Directors accept Ms. Carpenter's resignation as a learning support aide at the Middle School, effective October 9, 2009.

**11. Mrs. Ann Behnke** submitted her letter of resignation as an elementary health room nurse. **(ACTION ITEM)**

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

The administration recommended that the Board of School Directors accept Mrs. Behnke's resignation as an elementary health room aide, effective October 16, 2009.

**12. Ms. Amy Henry**, middle school guidance counselor, was recommended to serve as Middle School Student Council Advisor for the 2009-2010 school year. **(ACTION ITEM)**

The administration recommended that the Board of School Directors appoint Ms. Henry to serve as Middle School Student Council Advisor for the 2009-2010 school year.

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

Motion by Barrick, seconded by Lopp to combine and approve XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-12, as outlined and recommended above. Roll call vote: Voting Yes: Deaver, Norris, Piper, Lopp, 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 amounts in accordance with the negotiated contract.

Jessica Carr	\$ 1,071.00
Jennifer Heishman	\$ 2,160.00
Matthew Engleman	\$ 939.30
Stephanie Webber	\$ 1,080.00

**Total     \$ 5,250.30**

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

**C. Planned Course Adoption**

**(ACTION ITEM)**

Listed below is a completed planned course for board approval. The plan course listed was an information item included on the September 21, 2009 board agenda.

**High School Honors Calculus**

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

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

**D. Facilities Utilization Request**

**(ACTION ITEM)**

Mr. Leroy Sheriff, Jr., requested permission to use the high school gym, commons area, and swimming pool from 1:30 P.M. until 6:30 P.M. on Sunday, March 14, 2010, for a Junior Olympic Wrestling Banquet. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Mr. Sheriff's request to use the high school gym, commons area, and swimming pool from 1:30 P.M. until 6:30 P.M. on March 14, 2010, as presented.

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

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**XIII. NEW BUSINESS (Continued)**

**E. Oak Flat Elementary School PTO Annual Audit**

**(ACTION ITEM)**

The Big Spring School District received a copy of a letter from Ms. Trina Manetta advising that Oak Flat Elementary School PTO's records are in good order and accurately reflect the financial transactions for the 2008-2009 school year.

A copy of the letter from Ms. Manetta was included with the agenda.

The administration recommended that the Board of School Directors accept the 2008-2009 Oak Flat Elementary School PTO's annual audit report as presented.

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

**F. Updated Athletic Policy**

**(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director, submitted the updated athletic policy as an information item at the September 21, 2009 Board meeting for review.

The administration recommended that the Board of School Directors approve the Athletic Policy as presented at the September 21, 2009 Board meeting.

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

**G. Transfer of Sewer Lines**

**(ACTION ITEM)**

District Solicitor Mr. Phil Spare has been working with the West Pennsboro Township Municipal Authority throughout the last three years to finalize details to transfer sewer lines associated with the Oak Flat Elementary and Big Spring High School sewer systems to the West Pennsboro Township Municipal Authority. At the July 20, 2009 Board meeting the board approved the recommendation of the Bills of Sale and Deeds of Easement for the transfer of the Oak Flat and High School sewer systems to West Pennsboro Township Municipal Authority.

The administration recommended that the Board of School Directors approve to execute the Reimbursement Agreement for the Oak Flat and High School sewer lines as presented.

Mr. Fry confirmed that the District is now "out of the water and sewer business." This motion involves the reimbursement part of the project.

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above.  
Roll call vote: Voting Yes: Deaver, Norris, Piper, Lopp, Barrick, Swanson, and Wolf.  
Abstaining: Piper. Total Yes votes: Six (6). Total abstentions: (1). Motion carried by a majority vote.

**XIII. NEW BUSINESS (Continued)**

**(ACTION ITEM)**

**H. Approval of EasyProcure Procurement Card Program with PNC Bank**

The Pennsylvania Association of School Business Officials, along with PA School District Liquid Asset Fund (PSDLAF), sponsor a procurement card program with PNC bank. While this program is designed for multiple cards to be distributed throughout the District, we will only activate a single card to be used as an alternate form of payment to take advantage of online purchasing and registration that requires a credit card to do so. This single card will reside in the Business Office and be under the control of the Business Manager. This program will not be expanded without board approval and the additional policy required.

The administration recommended the Board of School Directors authorize by the resolution District participation in the PNC Bank EasyProcure Program.

Mr. Fry added that only the business office would have authority to use this credit card, and he noted that this provides the District better opportunity to secure better deals on certain items purchased.

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

**(ACTION ITEM)**

**I. Facilities Utilization Request**

Mr. Kemal Pegram requested permission to use the high school gym, commons area, and locker rooms from 6:00 A.M. until 6:00 P.M. on Sunday, November 8, 2009, for a wrestling tournament. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Mr. Pegram's request to use the high school gym, commons area, and locker rooms from 6:00 A.M. until 6:00 P.M. on November 8, 2009, as presented.

Motion by Lopp, seconded by Deaver to approve the recommendation as outlined above.  
Roll call vote: Voting Yes: Deaver, Norris, Lopp, Barrick, Swanson, and Wolf. Voting No: Piper. Total Yes votes: Six (6). Total No votes: One (1). Motion carried by a majority vote.

**XIV. FUTURE BOARD AGENDA ITEMS**

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.

The District Improvement Committee will meet on November 12, 2009.



**XV. 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 some JOC schools are not filling their quotas for the vo-tech school.

Mr. Fry indicated that a committee would address future scheduling conflicts with regard to the vo-tech school and the social studies programming at some member schools.

Mr. Wolf indicated that East Pennsboro School District has partnered with the vo-tech school to teach East Pennsboro physics students a six-week technology course at the vo-tech school at a cost of \$250.00 per student. Mr. Wolf indicated that this appears to be a successful arrangement for both the students and the school.

**D. Buildings and Property Committee – Mr. Barrick**

Please refer to this evening's Buildings and Property Committee meeting minutes.

A Building Advisory Team meeting is scheduled for Wednesday, October 14, 2009.

**E. Finance Committee – Mr. Blasco**

Mr. Kerr provided the members of the Board of School Directors with copies of financial information related to the proposed renovation and construction projects.

Director Barrick noted that the District must get back to the preventive maintenance projects that have been put on hold.

Mr. Fry agreed and noted that a plan to build up the District's Capital Reserve is an essential part of completing future preventive maintenance.

**F. South Central Trust – Mr. Blasco**

Mr. Kerr is investigating some South Central Trust issues and will report to Mr. Fry and the Finance Committee on these issues.

**G. Capital Area Intermediate Unit – Mr. Wolf**

President Wolf reported that, because the State of Pennsylvania has no approved operating budget, the CAIU has authorized a \$12 million borrowing to support the cost of doing business because the organization is largely dependent upon State monies to function.

Director Barrick noted that it does not appear that there would be an approved Pennsylvania State budget anytime soon.

Mr. Barrick noted that the lack of a State budget is also affecting the appliance-rebate program, and he added that everyone in the state of Pennsylvania should be upset with the Governor and the State legislators.

**XVI. SUPERINTENDENT'S REPORT**

**A. Building Advisory Team**

A BAT meeting is slated for Wednesday, October 14, 2009, beginning at 5:00 P.M.

**B. Response to the State Audit**

Superintendent Fry indicated that the next Board agenda would include an item regarding the District's response to the two State audit citations regarding the ethics form and a technology issue. The District is not permitted to respond to the certification citation.

**C. H1N1 – Swine Flu**

Mr. Fry reported that he has attended many meetings in an effort to understand the course of action to take with regard to H1N1, also known as the swine flu. Mr. Fry indicated that Big Spring has volunteered to be a vaccination site. The District is reviewing procedures so that staff members are ready to proceed if the vaccination is sent to this District.

Mr. Fry indicated that the first target group for the vaccine is children between the ages of 5 and 9 years.

High School Nurse Madden is moving forward with plans to offer the vaccine. Mr. Fry indicated that there are specific guidelines related to the nasal-spray immunization, including the fact that a person must not have had another immunization 28 days prior to the date of immunization. The nasal-spray immunization requires a second dose 28 days after the first dose.

Mr. Fry noted that this program would be completely different from the POD program discussed earlier this year.

President Wolf noted that there have been five confirmed cases of swine flu recently at Lemoyne Elementary School.

**XVII. BUSINESS FROM THE FLOOR**

**A. Homecoming 2009**

Director Barrick commended students for organizing a successful homecoming dance at Big Spring High School on Saturday, October 3, 2009. Mr. Barrick indicated that the event was well attended and that the students were well behaved.

**B. State Budget**

Motion by Barrick to approve this item as an action item and authorize the Big Spring School District to close until a State budget is passed.

Motion died for lack of a second.

Mr. Barrick encouraged the administration to send a letter to legislators voicing the District's displeasure with the lack of a budget.

Vice President Swanson indicated that he believes the administration is busy enough, and he encouraged Board members to call the area legislators and voice concerns with regard to the State budget.

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**XVII. BUSINESS FROM THE FLOOR (Continued)**

**B. State Budget (Continued)**

Director Deaver encouraged the administration to place a notice on the District's website alerting parents and the community to the ill effects that the lack of a State budget has on school districts. Mrs. Deaver suggested that the administration include on the District's website a list of phone numbers "from the Governor on down" so that members of the community could contact the appropriate individuals regarding this issue. Mrs. Deaver added that the District has a "great website, and we might as well use it."

Mr. Fry indicated that he would ensure that the community is apprised of this information via the District's website, including data related to the fact that the Big Spring School would be forced to borrow money for daily operations if a State budget is not passed soon. In addition, Mr. Fry indicated that he would share information relative to the CAIU's \$12 million forced borrowing because there is no State budget.

**C. FFA Fruit and Pies**

Director Barrick indicated that FFA members are selling fruit and pies, and he encouraged everyone to purchase these items from the students.


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

There was no public comment regarding future Board agenda items.

**XIX. ADJOURNMENT**

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

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



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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, October 19, 2009**