

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, FEBRUARY 4, 2013

I. CALL TO ORDER (Big Spring High School) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE JANUARY 21, 2013 REGULAR BOARD MEETING MINUTES AND THE JANUARY 21, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES

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

V. TREASURER'S REPORT

VI. PAYMENT OF BILLS

General Fund	\$ 200,279.33
Student Activities Fund	\$ 9,390.51
Capital Projects	<u>\$ 27,312.50</u>

Total \$ 236,982.34

VII. READING OF CORRESPONDENCE

- A) The Superintendent received correspondence from John Kaschak, CPA, regarding the single audit report of the Big Spring School District for the year ended June 30, 2012.

VIII. RECOGNITION OF VISITORS**IX. PUBLIC COMMENT PERIOD**

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS****A) PERSONNEL CONCERNS****(ACTION ITEM)**

- 1) **Ms. Patty Chastain**, Seventh Grade English Teacher is requesting a one day leave without pay, for Tuesday, February 12, 2013.

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 recommends that the Board of School Directors approve Ms. Chastain's request for a one day leave without pay as presented.

A) PERSONNEL CONCERNS (...continued)**(ACTION ITEM)**

- 2) **Mr. Michael Sullivan** has resigned from his position as custodial substitute, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Sullivan's resignation as a custodial substitute, effective immediately.

3) **Custodial Substitute Recommendation**

(ACTION ITEM)

Mr. Rick Gilliam, Director of Building and Grounds and Transportation would like to recommend the individual listed as a custodial substitute.

David Thumma

The administration recommends that the Board of School Directors approve the custodial substitute as presented.

4) **Additional Per Diem Substitute Teacher**

(ACTION ITEM)

Lindsay Bingaman History Secondary Education

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

5) **Approval of Child-Rearing Leave for Katie Magee**

(ACTION ITEM)

Mrs. Katie Magee, Seventh Grade Reading Teacher at the Middle School, has requested leave of absence under the Family & Medical Leave Act from approximately April 29, 2013 through the remainder of the 2012-2013 school year. 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. Magee's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Katie Magee's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately April 29, 2013 through the remainder of the 2012-2013 school year according to the terms of the current contract between the Big Spring Education Association and the Big Spring School District.

A) PERSONNEL CONCERNS (...continued)**(ACTION ITEM)****6) Beth Ann D'Agostino**

Dillsburg, PA 17019

Long-Term Substitute Learning Support Teacher
at the High School**Education:**

University of Colorado (Master's Degree Special Education)

Experience:Big Spring School District – Long-Term Substitute High School Multiple Disability Teacher
Timberview Middle School – Learning Support Teacher

The administration recommends that the Board of School Directors appoint Ms. D'Agostino to serve as a Learning Support Teacher at the High School for the remainder of the 2012-2013 school year, replacing Mr. Strack who has resigned. Ms. D'Agostino's compensation for this position should be established at Master's Degree Step 4, \$51,159.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)**7) Johnathan Hocker**

New Cumberland, PA 17070

Eighth Grade Math Teacher
at the Middle School**Education:**

Shippensburg University (Bachelor's Degree)

Experience:

Big Spring School District – Long-Term Substitute Eighth Grade Math Teacher

The administration recommends that the Board of School Directors appoint Mr. Hocker to fill the vacancy created by the resignation of Mrs. Truesdell from her seventh grade math position. Mr. Hocker is currently serving as a long-term substitute in eighth grade math thus his compensation should remain at his current level which is Bachelor's Degree Step 1, \$42,588.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

A) PERSONNEL CONCERNS (...continued)**(ACTION ITEM)**

- 8) Kimberly Vensel**
Carlisle, PA 17015

Long-Term Substitute
Middle School Guidance Counselor

Education:

Grove City College (Bachelor's Degree/Social Work/Psychology)
Smith College School of Social Work (Master's of Social Work)
Messiah College (K-12 Certification in School Counseling)

Experience:

Chambersburg School District – Long-Term Substitute School Counselor
Cognitive Health Solutions – Therapist

The administration recommends that the Board of School Directors appoint Mrs. Vensel as a Long-Term Substitute Middle School Counselor, replacing Mrs. Amy Craig who will be on child-rearing leave of absence from approximately February 14, 2013 through approximately May 16, 2013. Mrs. Vensel's compensation for this position should be established at Master's Degree Step 1, \$48,295.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 9) Anne Starr Whitten**
Carlisle, PA 17013

Long-Term Substitute Emotional Support Teacher
at the Middle School

Education:

University of Georgia (Bachelor's Degree History and English)
University of North Carolina (Master's in Education)

Experience:

Big Spring School District – Long-Term Substitute Eighth Grade English Teacher
71st Classical Middle School, Fayetteville, NC – Middle School Social Studies Teacher
71st Classical Middle School, Fayetteville, NC – Tutor/Remediation Teacher
71st Classical Middle School, Fayetteville, NC – Student Teacher

The administration recommends that the Board of School Directors appoint Ms. Whitten to serve as a Long-Term Substitute Emotional Support Teacher at the Middle School, replacing Ms. Emily Thomas who is on child-rearing leave of absence from January 28, 2013 through approximately April 2, 2013. Ms. Whitten's compensation for this position should be established at Master's Degree Step 2, \$48,850.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

- 10) 2012-2013 Additional Bus Driver for Deitch Busing**

(ACTION ITEM)

Mr. David Thumma

The administration recommends that the Board of School Directors acknowledge the addition of Mr. Thumma as a bus driver for the 2012-2013 school year, pending all required paperwork.

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.

Denise Ginter	\$1,272.00
Jolene Regetta	\$ 489.00
Holly Tiffany	\$1,640.00
Jennifer Tritapoe	\$1,248.00
Karen Ward	<u>\$ 354.99</u>
Total	<u>\$5,003.99</u>

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.

C) Facilities Utilization Request**(ACTION ITEM)**

Mr. Chad Feeser is requesting permission to use the High School Commons for a dinner for the cast of the Spring Musical on Sunday, February 17, 2013 from 2:00 p.m. – 9:00 p.m. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Feeser's request to use the High School Commons as presented.

D) Updated Job Descriptions**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed and updated the job descriptions listed. Copies of the job descriptions have been included with the agenda.

Evening Cyber Advisor
Secretary to the Middle School Principal
Secretary to the Middle School Assistant Principal

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

XII. NEW BUSINESS (. . .continued)**E) Additional Post-Graduation Party Fundraiser****(ACTION ITEM)**

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the additional fundraiser listed during the 2012-2013 school year.

Cow Patty Bingo

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraiser listed during the 2012-2013 school year.

F) Permission to Attend Girls Volleyball Camp**(ACTION ITEM)**

Ms. Cara Penner, Head Girls Volleyball Coach is requesting Board approval for the girls volleyball team to attend team camp at Juniata College Women's Team Camp from July 26 – July 28, 2013.

All expenses are paid for by the respective teams and/or individual student athletes.

The administration recommends that the Board of School Directors approve Ms. Penner's request for the girls volleyball team and coaches to attend the summer team camp as presented.

G) General Fund Designations & Transfers**(ACTION ITEM)**

In December the Finance Committee recommended a reallocation of the District's Unassigned Fund Balance to comply the Commonwealth's 8% limit on unassigned fund balance. The recommendations were:

- \$200,000 from Unassigned Fund Balance to Assigned Fund balance for replacement of District's Student Information System and Financial software.
- \$300,000 from Unassigned Fund Balance to Assigned Fund Balance for Technology (Servers, client devices and educational software)
- \$4,440,000 from Unassigned Fund Balance to Capital Projects Fund

The administration recommends the Board of School Directors approve the transfers as stated above.

XII. NEW BUSINESS (. . .continued)**H) Approval of Tax Collector Compensation****(ACTION ITEM)**

Every four years taxing authorities have the right to adjust tax collector compensation as part of the municipal election cycle. It must be done by February 15th of 2013 so that anyone who decides to run for election knows the compensation prior to filing for the May 2013 election. After meeting with the current tax collectors and consulting with the Solicitor we developed the resolution included. This raises the total amount paid for a bill from \$3 to \$3.05 and adds payment for the reminders required for unpaid real estate taxes.

The administration recommends the Board of School Directors approve by resolution the Tax Collector Compensation to be effective as of July 1, 2014.

I) Approval of Winning Bid for MS Window Project**(ACTION ITEM)**

On January 31, 2013 the District received 7 bids for the MS window replacement project. After review by Wolf Consulting Engineers (WCE) and the District's Solicitor, the lowest bidder was McCoy Brothers, Inc. at a price of \$ 561,600 for the base bid plus an additional \$118,200 for the Alternate No. 1 (DAO replacement). These are lower than expected and WCE recommends the District accept both the base and alternate bids.

The administration recommends the Board of School Directors accept and award the base bid and the Alternate No. 1 bid for the *Window Replacement at the Middle School and District Administrative Offices* to McCoy Brothers, Inc., for the combined amount of \$679,800.00 to be paid from the Capital Project Fund. The administration is directed to execute such contracts and documents necessary to complete the project.

J) Debt Restructuring – Part 2**(INFORMATION ITEM)**

In August of 2012 the Board approved a multi-step process to refinance two bonds and payoff the municipal lease for the geothermal equipment installed under the ESCO contract. In September the first bond was refinanced along with raising money to pay off the higher interest lease, which was completed on December 31, 2012. The February sale of bonds to refinance the 2003 series completes the project. This saves the District about \$1.2 million dollars over the life of the debt. All debt is now at lower rates and the District's bonds will be paid off in 2023. Attached is a note from our financial advisors and most current bond rating

XII. NEW BUSINESS (. . .continued)**K) Updated Policies****(INFORMATION ITEM)**

The administration has submitted the updated policies listed below for Board review.

- 000 Board Policy Administrative Regulations
- 001 Name and Clarification
- 002 Authority and Powers
- 003 Functions
- 004 Membership
- 004.1 Student Representation to the Board
- 005 Organization
- 006 Meetings
- 007 Policy Manual Access
- 008 Organizational Chart
- 009 School Board Chart
- 011 Board Governance Standard Code of Conduct

The updated Policies are included with the agenda. The updated policies will be an action item on the February 18, 2013 School Board Agenda.

L) 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 his satisfactory performance.

Jocelyn Kraus High School Counselor

Additional information regarding the professional employee has been prepared by Mr. Steven Smith, High School Principal.

XIII. FUTURE BOARD AGENDA ITEM**XIV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mr. Norris/Mr. McCrea**
- B) Athletic Committee – Mr. Swanson**
- C) Vocational-Technical School – Mr. Wolf/Mr. Piper**
- D) Buildings and Property Committee – Mr. Barrick**
- E) Finance Committee – Mr. Blasco**
- F) South Central Trust – Mr. Blasco**
- G) Capital Area Intermediate Unit – Mr. Wolf**
- H) Tax Collection Committee (TCC) – Mr. Wolf**

XV. SUPERINTENDENT’S REPORT

XVI. BUSINESS FROM THE FLOOR

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XVIII. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, February 18, 2013