

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, APRIL 2, 2012

I. CALL TO ORDER (BIG SPRING HIGH SCHOOL) 8:00 P.M.

II. PLEDGE TO THE FLAG (President Wolf)

III. PRAYER

IV. APPROVAL OF THE MARCH 20, 2012 REGULAR BOARD MEETING MINUTES, AND THE MARCH 20, 2012 COMMITTEE OF THE WHOLE MEETING MINUTES.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report – Alyssa Jones/Sammi Burke

VI. TREASURER'S REPORT

VII. PAYMENT OF BILLS

General Fund	\$ 369,009.76
Miscellaneous Fund	<u>\$ 18,420.57</u>
Total	\$ 387,430.33

VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

X. PUBLIC COMMENT PERIOD

XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

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

- 1) **Mrs. Mary Stonebraker**, Middle School Cafeteria Manager, submitted her letter of resignation for the purpose of retirement effective June 30, 2012. Mrs. Stonebraker's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Stonebraker is entitled to a severance allowance in the amount of \$4,003.50, under option #2.

Option #1:

20 years of service X \$178.00 = \$3,560.00
((\$9,690.00 maximum))

Option #2:

78.5 unused sick leave days X \$51.00 = \$4,003.50
((\$9,690.00 maximum))

The administration recommends that the Board of School Directors accept Mrs. Stonebraker's letter of resignation for the purpose of retirement and her severance allowance of \$4,003.50 as presented.

(ACTION ITEM)

- 2) **Ms. Virginia Cairns**, part-time Elementary Instrumental Music Teacher submitted her letter of resignation for the purpose of retirement effective the end of the 2011-2012 school year, and the Board of School Directors accepted Ms. Cairns' resignation at the March 5, 2012 meeting of the Board of School Directors. Ms. Cairns' severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Ms. Cairns is entitled to a severance allowance in the amount of \$4,148.00, under option #2.

Option #1:

0 years of service X \$217.00 = \$0.00
(Maximum of \$14,950.00)

Option #2:

61 unused sick leave days X \$68.00 = \$4,148.00
((\$14,950.00 maximum))

The administration recommends that the Board of School Directors accept Ms. Cairns' severance allowance of \$4,148.00 as presented.

A) PERSONNEL CONCERNS (...continued)**3) Volunteer Coaching Appointment****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a volunteer coach for the 2011-2012 school year.

Adrienne Fedor Volunteer Girl's Soccer Coach

The administration recommends that the Board of School Directors approve the volunteer coaching appointments of the individuals listed for the 2011-2012, 2012-2013 school year.

(ACTION ITEM)

4) Mrs. Heather Shepard, Kindergarten Teacher at Oak Flat Elementary School is requesting a half day leave without pay for April 12, 2012.

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 Mrs. Shepard's request for a half day leave without pay as presented.

(ACTION ITEM)

5) Mrs. Lauren Swigart, Middle School English Teacher is requesting one day leave without pay for April 27, 2012.

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 Mrs. Swigart's request for a one day leave without pay as presented.

(ACTION ITEM)

6) Mrs. Judy Creps, High School Counselor/Gifted Teacher is requesting one day leave without pay, retroactive to March 29, 2012.

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 Mrs. Creps' request for one day leave without pay as presented.

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

- 7) Ms. Courtney Moore**, High School English Teacher is requesting a half-day leave without pay, retroactive to March 29, 2012.

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. Moore's request for a half-day leave without pay as presented.

(ACTION ITEM)

- 8) Elise Carl** Long-Term Substitute Half-Time Reading Teacher
Mechanicsburg, PA 17050 at Mt. Rock Elementary School
(replacing Jennifer Roberts who will be on maternity leave)

Education:

Shippensburg University (Bachelor's of Science/Elementary Education)

Experience:

Big Spring School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Carl to serve as a Long-Term Substitute half-time Reading Teacher at Mt. Rock Elementary School, replacing Mrs. Jennifer Roberts who will be on maternity leave from the estimated time of April 16, 2012 through the end of the 2011-2012 school year. Ms. Carl's compensation for this position should be established at Bachelor's, Step 1 \$41,551.00, prorated, based half time work hours and based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

- 9) **Mrs. Linda Gingrich** has submitted her letter of resignation as a second grade teacher at Oak Flat Elementary School for the purpose of retirement, effective the end of the 2011-2012 school year. Mrs. Gingrich's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Gingrich is entitled to a severance allowance in the amount of \$9,622.00, under option #2.

Option #1:

39 years of service X \$217.00 = \$8,463.00
(\$14,950.00 maximum)

Option #2:

141.5 unused sick leave days X \$68.00 = \$9,622.00
(\$14,950.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Gingrich's letter of resignation for the purpose of retirement and her severance allowance of \$9,622.00 as presented.

XIII. NEW BUSINESS (. . .continued)**B) Credit Pay****(ACTION ITEM)**

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Denise Ginter \$1,236.00

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. Scott Anderson is requesting permission to use the high school soccer practice field for U-19 Boys Soccer on Sunday, April 15, 2012, April 29, 2012, May 13, 2012 and June 3, 2012 from 1:00 p.m. – 4:30 p.m. Because the utilization dates are on Sunday's Board action is necessary.

The administration recommends that the Board of School Directors approve the U-19 Boys Soccer to use the high school soccer practice field as presented.

XIII. NEW BUSINESS (. . .continued)**D) Case E of 2011-2012****(ACTION ITEM)**

The parents of the student in Case E of the 2011-2012 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case E of the 2011-2012 school year for a period of forty-five (45) days. The student will be placed in an Alternative Placement during these forty-five (45) days. During the period of exclusion, the student is not permitted on school property at any time for any reason.

E) Proposed 2012-2013 Police Service Agreement**(ACTION ITEM)**

The contract for 2012-2013 police service agreement between the Big Spring School District and the Borough of Newville/Newville Police Department is presented for Board action. The difference in the 2012-2013 contract result in a \$828.00 increase.

<u>Year of Contract</u>	<u>Cost</u>
2011-2012	\$41,430.00
2012-2013	\$42,258.00

The administration recommends that the Board of School Directors approve the 2012-2013 contract for police services between the Big Spring School District and the Borough of Newville as presented at a cost not to exceed \$42,258.00.

(ACTION ITEM)**F) Approval of a Resolution Requesting an End to the Shift in Responsibility for Providing Public Education Revenue**

The administration requests approval for the Resolution requesting an end to the shift in responsibility for providing public education revenue, from the state to local taxpayers, and a call for eradicating the plan to bundle certain appropriations in the proposed 2012-2013 state budget.

The administration recommends the Board of School Directors adopt the included resolution regarding ending the shift in responsibility for providing public education revenue.

XIII. NEW BUSINESS (. . .continued)**G) Substitute Teacher Rate****(ACTION ITEM)**

The administration requests approval to adjust substitute teacher's pay rate to assist Big Spring School District to expect a 100% fill rate. At the July 18, 2011 meeting the Board of School Directors based on the administrations recommendation reduced substitutes per diem pay from \$90.00 to \$85.00. We have a robust number of substitutes on our call list but a limited number are accepting work at Big Spring. Many of our substitutes come from neighboring communities so we need to stay competitive with these communities substitute rates.

Information is included with the agenda.

The administration recommends the Board of School Directors approve the increase in the substitute teacher's pay rate for the remainder of the 2011-2012 school year and the sliding scale for 2012-2013 school year.

H) iPad Pilot Grant**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology, is requesting permission to pursue a grant opportunity to apply for an iPad Pilot Grant with the Capital Area Intermediate Unit. Successfully receiving this grant would provide one of our second grade classrooms with six student iPads and on teacher iPad.

The administration recommends that the Board of School Directors approve Mr. Roberts' request to pursue the grant opportunity as presented.

I) Tax Installment Resolution**(ACTION ITEM)**

Act 25 of 2011 broadened the mandatory real estate tax installment payment options. Prior law mandated installment payments for homestead/farmstead owners, and made it optional for all others. The new law mandates installment payments by the owner of any business that has no more than 50 employees and that is located in Pennsylvania. The prevailing advice is to make installment universal to avoid defining the few who may not qualify. Mechanicsburg has already passed this universal installment resolution and most other district are expected to follow. Our Solicitor approved this resolution and confirmed it does not require any public notice prior to adoption.

The administration recommends the Board of School Directors adopt the included Real Estate Universal Installment Payment Plan Resolution authorizing any taxpayer to participate in the installment payment plan as described in the resolution.

XIII. NEW BUSINESS (. . .continued)**J) Sale of District Vehicles****(ACTION ITEM)**

In the fall of 2011 the Board authorized the sale of three vehicles were replaced or become too expensive to maintain. On February 29th the District advertised the vehicles internally and requested sealed bids be submitted by March 15th. Vehicles sold as is and must be removed from the property within 7 days of receipt of payment. A list of the bids received is included with the agenda.

The administration recommends the Board of School Directors award the bid of \$500 for the 1996 Ford pickup to Matthew Lehman and the bid of \$1,500 to Nathan Gutshall for the 2000 Chrysler sedan.

(ACTION ITEM)**K) Approval of Resolution for Suspensions Due to Declining Enrollment, Curtailment and Alteration of Programs**

The Board of School Directors authorized the Superintendent to review pupil enrollment figures, teacher requirements, and to prepare a plan to address staffing. This resolution defines a staffing plan based on the challenges identified during the Superintendent's review process.

The administration recommends the Board of School Directors adopt the included resolution regarding suspensions due to declining enrollment, curtailment and alteration of programs.

L) Elimination of Administrative Position**(ACTION ITEM)**

Due to food service operations being handled by an outside contractor, the need for efficient operations and reasons of economy, the administration recommends that the Board of School Directors approve the following effective September 28, 2012:

1. elimination of the position of Director of Buildings and Grounds;
 2. termination of the employment of Richard Sample for reasons of economy; and,
 3. combination of the job functions of the Director of Buildings and Grounds with the Director of Food Service and Transportation into the single position of Director of Buildings, Grounds and Transportation.
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XIV. FUTURE BOARD AGENDA ITEM

XV. 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**

XVI. SUPERINTENDENT’S REPORT

XVII. BUSINESS FROM THE FLOOR

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XIX. ADJOURNMENT

Meeting adjourned _____ P.M.

NEXT SCHEDULED BOARD MEETING: Monday, April 16, 2012