

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, MAY 20, 2013

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

II. PLEDGE TO THE FLAG (President Wolf)

III. APPROVAL OF THE MAY 6, 2013 REGULAR BOARD MEETING MINUTES, THE MAY 6, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE MAY 6, 2013 BUILDING AND PROPERTY MINUTES.

**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Megan Carr
Shania Radabaugh**

V. TREASURER'S REPORT

General Fund	\$ 12,557,128.64
Cafeteria Fund	\$ 261,494.75
Student Activity Fund	\$ 228,303.78
Capital Projects	\$ 4,649,683.71

VI. PAYMENT OF BILLS

General Fund	\$ 633,283.45
Student Activities Fund	\$ 25,711.02
Capital Projects	\$ <u>90,828.28</u>
TOTAL	\$ 749,822.75

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

IX. PUBLIC COMMENT PERIOD

X. STRUCTURED PUBLIC COMMENT PERIOD**XI. OLD BUSINESS****XII. NEW BUSINESS****A) PERSONNEL CONCERNS****1) Summer School 2013 Personnel****(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum and Instruction and Educational Technology, is recommending the summer school 2013 personnel at the elementary, middle and high school levels that are listed below.

Elementary

<u>Name</u>	<u>Position</u>
Linda Slusser – Principal	Summer School Program Coordinator
Andrew Pettit	Pre-Kindergarten Teacher
Erin Malick	Pre-Kindergarten Teacher
Kathy Schumacher	Pre-First Grade Teacher
Courtney Wiser	Pre-First Grade Teacher
Kristi Witmer	Pre-Kindergarten Aide
Michelle Dunkelberger	Pre-Kindergarten Aide
Marilyn Zinn	Pre-First Grade Aide

Middle/High School

<u>Name</u>	<u>Position</u>
Karen Ward	Summer School Program Coordinator – Middle School
Charles Smith	Summer School Program Coordinator – High School
Tyler Henry	Online Learning Teacher

The administration recommends that the Board of School Directors approve the proposed summer school personnel as presented.

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

- 2) **Mrs. Rita Beck**, Elementary Title I Reading Teacher, submitted her letter of resignation for the purpose of retirement effective the end of the 2012-2013 school year, and the Board of School Directors accepted Mrs. Beck's resignation at the April 8, 2013 meeting of the Board of School Directors. Mrs. Beck's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Beck is entitled to a severance allowance in the amount of \$4,500.00, under option #2.

Option #1:

14 years of service X \$223.00 = \$3,122.00
(Maximum of \$15,400.00)

Option #2:

62.5 unused sick leave days X \$72.00 = \$4,500.00
(\$15,400.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Beck's severance allowance of \$4,500.00 as presented.

(ACTION ITEM)

- 3) **Mr. Sam Barnouski**, head baseball coach has submitted his letter of resignation as head baseball coach, retroactive to May 17, 2013.

A copy of Mr. Barnouski's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mr. Barnouski's resignation as head baseball coach, retroactive to May 17, 2013.

(ACTION ITEM)

- 4) **Mrs. Kristi Wickard**, Elementary Instructional Coach has submitted her letter of resignation as Elementary Instructional Coach, effective June 30, 2013.

A copy of Mrs. Wickard's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Mrs. Wickard's resignation as Elementary Instructional Coach, effective June 30, 2013.

5) 2012-2013 Lifeguard**(ACTION ITEM)**

Nicholas Boyd

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard for the remainder of the 2012-2013 school year and the 2013 summer months, pending receipt of all required paperwork.

A) PERSONNEL CONCERNS (. . . continued)**6) Coaching Appointment****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a coach for the 2012-2013 school year.

Joe Washington High School Assistant Football Coach

The administration recommends that the Board of School Directors approve the appointment of the above listed coach as presented.

7) Approval of Child-Rearing Leave for Stephanie Weller**(ACTION ITEM)**

Mrs. Stephanie Weller, Life Skills Teacher at Oak Flat Elementary School has requested a leave of absence under the Family & Medical Leave Act from approximately September 3, 2013 through approximately November 4, 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.

A copy of Mrs. Weller's letter appears in the agenda.

The administration recommends that the Board of School Directors approve Mrs. Weller's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately September 3, 2013 through approximately November 4, 2013.

8) Additional Per Diem Substitute Teachers**(ACTION ITEM)**

Nicole Calaman Elementary Education
Elaine Leiter Elementary Education

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

A) PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)****9) Laura Fritz**

Mountain Top, PA 18707

Spanish Teacher
(replacing Mrs. Shaker who will be retiring)**Education:**

Kutztown University – Spanish Education K-12 (Bachelor's Degree)

Experience:

Tutor Students in Spanish I through IV, and also in advanced conversation

The administration recommends that the Board of School Directors appoint Ms. Fritz to serve as a Spanish Teacher for the 2013-2014 school year, replacing Mrs. Shaker who will be retiring. Ms. Fritz's compensation for this position should be established at Bachelor's, step 1, \$43,648.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)**10) Megan VanDenHengel**

Mechanicsburg, PA 17050

Vacant Special Education Position

Education:

Elizabethtown College – Elementary/Special Education (Bachelor's Degree)

Experience:

Shippensburg Area School District – Multiple Disabilities Support Teacher

Elizabethtown Area School District – Student Teaching Grade 3/Learning Support Teacher

The administration recommends that the Board of School Directors appoint Ms. VanDenHengel to serve as a Special Education Teacher for the 2013-2014 school year. Ms. VanDenHengel's compensation for this position should be established at Bachelor's, step 3, \$44,650.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

11) **Kristin Holmes**
Shippensburg, PA 17257

Grade Four Long-Term Substitute Teacher
at Newville Elementary School
(replacing Mrs. Vicki Brickner who is on leave)

Education:

Shippensburg University – Elementary Education (Bachelor's Degree)

Experience:

Big Spring School District – Student Teacher and Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Holmes to serve as a Long-Term Substitute grade four teacher at Newville Elementary School, retroactive to May 1, 2013 through the end of the 2012-2013 school year, replacing Mrs. Vicki Brickner who is on leave. Ms. Holmes' compensation for this position should be established at Bachelor's step 1, \$42,588.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)**12) Approval of Director of Educational Technology and Public Relations**

The administration would like to recommend Mrs. Brandie Shatto as Director of Educational Technology and Public Relations for the 2013-2014 school year. Mrs. Shatto's compensation should be established at 71,500.00, based on the current Act 93 agreement.

The administration recommends that the Board of School Directors appoint Mrs. Brandie Shatto as Director of Educational Technology and Public Relations for the 2013-2014 school year.

13) Transfer of Professional Personnel**(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employee whose name is listed below for the 2013-2014 school year.

<u>FROM</u>	<u>TO</u>
Nicole Donato - Instructional Coach	District Literacy Coordinator

The administration recommends that the Board of School Directors approve the professional employee transfer as presented

A) PERSONNEL CONCERNS (. . . continued)**14) Transfer of Employee****(ACTION ITEM)**

At the April 22, 2013 Board meeting a new job description was approved for the Administrative Assistant for Technology and Accounts Payable. Mrs. Tara Mainhart will be transferred from her current position of Administrative Assistant for Transportation and Accounts Payable to Administrative Assistant for Technology and Accounts Payable, effective July 1, 2013

The administration recommends the Board of School Directors approve the transfer of Mrs. Tara Mainhart from her position of Administrative Assistant for Transportation and Accounts Payable to the position of Administrative Assistant for Technology and Accounts Payable at her current pay and hours, effective July 1, 2013.

(ACTION ITEM)**15) Approval of Administrative Assistant for Transportation and Food Service**

The administration would like to recommend Mrs. Shelly Kent as Administrative Assistant for Transportation and Food Service with a recommended hourly rate of \$16.79, effective July 1, 2013.

The administration recommends that the Board of School Directors appoint Mrs. Shelly Kent as Administrative Assistant for Transportation and Food Service at a hourly rate of \$16.79, effective July 1, 2013.

16) Extended School Year (ESY) Classroom Aide Appointments**(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education would like to recommend the classroom aide appointments listed to assist with the 2012-2013 ESY Summer Program.

Karen Hamilton
Theresa Boegel

ESY Classroom Aide
ESY Classroom Aide

The administration recommends that the Board of School Directors approve the above listed ESY classroom aide appointments as presented.

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.

Krista Boynton	\$ 848.00
Richard W. Fry	\$ 550.00
Brandie Shatto	<u>\$1,272.00</u>
Total	<u>\$2,670.00</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) Permission to Offer a Junior Volleyball League**(ACTION ITEM)**

Ms. Cara Penner, head volleyball coach, is requesting permission to offer a new Junior Volleyball League for girls entering grades 3-6 for the 2013-2014 school year. Ms. Penner is requesting a waiver of the building utilization fee. There will be no cost to the school district for the proposed program.

Additional information regarding the proposed Junior Volleyball League is included with the agenda.

The administration recommends that the Board of School Directors approve Ms. Penner's request to offer a Junior Volleyball League which will begin June 10th and end August 9, 2013 as presented, and waive the building utilization fee.

D) Conodoguinet Creek Watershed Association Grant**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Educational Technology would like to request permission to pursue grant funding through the Conodoguinet Creek Watershed Association in the amount of \$1,000.00. The grant announcement stipulated that funds would be awarded to school districts "within the Conodoguinet Creek Watershed for the enhancement or institution of environmental education programs during the 2013-2014 school year".

Information is included with the agenda.

The administration recommends that the Board of School Directors approve the Conodoguinet Creek Watershed Association Grant as presented.

XII. NEW BUSINESS (. . .continued)**E) Appointment of the School District Solicitor****(ACTION ITEM)**

	<u>2012-2013</u>	<u>2013-2014</u>
Stock and Leader	\$160.00	\$165.00
Philip Spare, Esquire, Principal Counsel	(hourly rate for partners)	(hourly rate for partners)
	\$145.00	\$150.00
	(hourly rate for associates)	(hourly rate for associates)

The administration recommends that the Board of School Directors appoint Stock and Leader, and Philip Spare, Esquire, principal counsel, as the school district solicitor for the period from May 21, 2013, through May 21, 2014.

F) Case G of 2012-2013**(ACTION ITEM)**

The parents of the student in Case G of the 2012-2013 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 G with a placement in an Alternative Education setting for the remainder of the 2012-2013 school year. The student's status will be reviewed by administration June of 2013 to determine a possible return to Big Spring High School fall, 2013. During the period of exclusion, the student is not permitted on school property at any time for any reason.

G) Permission to Attend Boy's Wrestling Team Camp**(ACTION ITEM)**

Mr. Chad Brough, Assistant Wrestling Coach, is requesting Board approval for the boys wrestling team and coaches to attend team camp at Kutztown University from July 22, 2013 through July 25, 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 Mr. Brough's request for the boys wrestling team and coaches to attend the summer team camp as presented.

XII. NEW BUSINESS (. . .continued)**H) Facilities Utilization Request****(ACTION ITEM)**

Newville Legion Baseball is requesting permission to use the high school baseball field on June 9, 2013 for a Legion baseball game. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the request of Newville Legion Baseball to use the high school baseball field as presented.

I) Proposed 2013-2014 Police Service Agreement**(ACTION ITEM)**

The contract for 2013-2014 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 2013-2014 contract results in a 1.9% increase of \$845.00.

<u>Year of Contract</u>	<u>Cost</u>
2012-2013	\$42,258.00
2013-2014	\$43,103.00

The administration recommends that the Board of School Directors approve the 2013-2014 contract for police services between the Big Spring School District and the Borough of Newville as presented at a cost not to exceed \$43,103.00.

J) Special Education Plan Report**(ACTION ITEM)**

Mr. William Gillet, Supervisor of Special Education, has prepared the 2013-2016 Special Education Plan Report for approval by the Board of School Directors. Included in the plan are the staff profile, support staff and services, and the required special education assurance form.

The Special Education Plan Report is included with the agenda.

The administration recommends that the Board of School Directors approve the proposed 2013-2016 Special Education Plan Report as presented.

XII. NEW BUSINESS (. . .continued)**K) Award of Bid for HW Heater Replacements & UV Light Installation** **(ACTION ITEM)**

Previously the Board directed the release of a bid request to replace one HW Heater at Oak Flat and 2 HW Heaters at the High School and installed a UV light into the High School pool water system. On May 8, 2013 we received 10 bids at an average proposed cost of \$ 265,877.00. The winning proposal was from Lugaila Mechanical of 1 Rutgers Road, Pittsburgh, PA 15201 at a cost of \$224,392.00 for the entire project. After Solicitor review and reference checking, the administration recommends awarding of the bid.

The administration recommends the Board of School Directors award the Domestic Water Heater and UV Light Installation project to Lugaila Mechanical, Inc. at a cost of \$224,392.00 paid from the capital project fund.

L) Approval of Recycling, Trash and Refuse Removal Proposal **(ACTION ITEM)**

The Maintenance Department sent out RFP packets to eight different companies seeking proposals for Recycling, Trash and Refuse Removal Services for the 2013-2014 school year with a two year optional extension. Two companies submitted proposals: Advance Disposal \$18,136.95 (current vendor) and IESI at \$20,367.52; the board tabled the proposal on May 6, 2013 because Plainfield was inadvertently included on the proposal as noted by Mr. Piper. The revised Advanced proposal without Plainfield is attached.

The administration recommends the Board of School Directors accept the proposal from Advanced Disposal for Recycling, Trash and Refuse Removal Services for 2013-2014 school year at an annual cost of \$16,533.15.

M) Approval of Change Order for Window Project **(ACTION ITEM)**

As part of the Window Replacement project, the contractor demolished the old windows. As part of that process they found the expected cast sills ordered did not have adequate depth to seal the top of the block. The District engineer directed a change in the sill depth and McCoy recently provided Change Order detailing the extra cost involved.

The administration recommends the Board of School Directors approve Change Order to increase sill stone depth at a cost of \$8,796.00 to be paid from the Capital Project fund.

XII. NEW BUSINESS (. . .continued)**N) Updated Policies****(ACTION ITEM)**

The administration has submitted the updated policies listed and the copies are included with the agenda.

- 601 Fiscal Objectives
- 602 Budget Planning
- 603 Budget Preparation
- 604 Budget Adoption
- 605 Tax Levy
- 606 Tax Collection
- 607 Tuition Income
- 608 Bank Accounts
- 609 Investment of District Funds
- 610 Purchases Subject to Bid Quotation
- 611 Purchases Budgeted
- 612 Purchases Not Budgeted
- 613 Cooperative Purchasing
- 614 Payroll Authorization
- 615 Payroll Deductions
- 616 Payment of Bills
- 617 Petty Cash
- 618 Student Activity Funds
- 619 District Audit
- 621 Local Taxpayers Bill of Rights
- 622 GASB Statement 34
- 624 Taxable Fringe Benefits
- 625 Procurement Cards

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

O) 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 are included with the agenda.

XIII. FUTURE BOARD AGENDA ITEMS

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, June 3, 2013