

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING AGENDA

MONDAY, JUNE 3, 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 20, 2013 REGULAR BOARD MEETING MINUTES, AND THE MAY 20, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

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

V. TREASURER'S REPORT

VI. PAYMENT OF BILLS

General Fund	\$	278,861.38
Student Activities Fund	\$	<u>6,766.45</u>
TOTAL	\$	285,627.83

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****(ACTION ITEM)**

- 1) **Ms. Stephanie Cramer**, Sixth Grade Middle School Teacher, submitted her letter of resignation for the purpose of retirement effective immediately, and the Board of School Directors accepted Ms. Cramer's resignation at the May 6, 2013 meeting of the Board of School Directors. Ms. Cramer's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Ms. Cramer is entitled to a severance allowance in the amount of \$10,620.00, under option #2.

Option #1:

17 years of service X \$223.00 = \$3,791.00
(Maximum of \$15,400.00)

Option #2:

147.5 unused sick leave days X \$72.00 = \$10,620.00
(\$15,400.00 maximum)

The administration recommends that the Board of School Directors accept Ms. Cramer's severance allowance of \$10,620.00 as presented.

A) PERSONNEL CONCERNS (. . . continued)**2) Coaching Appointments****(ACTION ITEM)**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as a coach for the 2013-2014 school year.

Mike Grier
Jacob Geary

Junior High Basketball Coach
Assistant Girls Soccer Coach

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

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

Based on staffing needs necessitated by enrollment fluctuations, attrition and changes in special education case loads, the administration will transfer the professional employees whose names are listed below for the 2013-2014 school year. These transfers are in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Employee	From	To
Bonnie Hockley	Newville Fifth Grade	Elementary Reading
Randy Crawford	Newville First Grade	Oak Flat First Grade
Mary Beth Helbig	Oak Flat Third Grade	Oak Flat Second Grade
Shannon Brose	Oak Flat LTS Second Grade	Oak Flat LTS Fourth Grade
Phil Fassl	Oak Flat Learning Support	Middle School Sixth Grade Learning Support
Jessica Dagle	High School Multiple Disabilities Support	Middle School Seventh Grade Learning Support
Megan Frantz	Newville Learning Support	Oak Flat Learning Support
Kim Shinham	Oak Flat Learning Support	Mt. Rock Learning Support
Jodie Bistline	Oak Flat Learning Support	High School Learning Support
Sue Traylor	Middle School Learning Support	High School Gifted/COALA/Inclusion
Stacey Shively	Oak Flat Learning Support	Newville Learning Support

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

A) PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)****4) Lauren Cooter**

Seventh Grade Math Teacher

Middletown, PA 17057

Education:

Bloomsburg University – Math Education (Bachelor's Degree)

Experience:

Lampeter-Strasburg School District - Seventh Grade Long-Term Substitute Teacher

Palisades School District - Seventh and Eighth Grade Long-Term Substitute Teacher

Council Rock School District – Seventh and Eighth Grade Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Cooter to serve as a Seventh Grade Math Teacher for the 2013-2014 school year, replacing Mrs. Truesdell who has resigned. Ms. Cooter's compensation for this position should be established at Bachelor's, step 2, \$44,075.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)**5) Chelsea Jackson**

First Grade Teacher at

Newville, PA 17241

Newville Elementary School

Education:

Shippensburg University – Elementary Education (Bachelor's Degree)

Experience:

Central Dauphin School District – Kindergarten and Third Grade Teacher

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Jackson to serve as a First Grade Teacher for the 2013-2014 school year, replacing Mrs. Julie Friscia who has resigned. Mrs. Jackson's compensation for this position should be established at Bachelor's, step 3, \$44,507.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

A) PERSONNEL CONCERNS (. . . continued)**(ACTION ITEM)****6) Heidi Badda**

Newville, PA 17241

Fifth Grade Teacher at
Newville Elementary School**Education:**

Shippensburg University – Elementary Education (Bachelor's Degree)

Kutztown University – English (Bachelor's Degree)

Experience:

Big Spring School District – Long-Term Substitute Teacher

Saint Olaf Catholic School, Vermont – Third Grade Teacher

West Memorial Elementary, Texas – Fifth Grade Teacher

The administration recommends that the Board of School Directors appoint Ms. Badda to serve as a Fifth Grade Teacher for the 2013-2014 school year, replacing Mrs. Bonnie Hockley who has transferred. Ms. Badda's compensation for this position should be established at Bachelor's, step 2, \$44,075.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)**7) Beth Ann D'Agostino**

Dillsburg, PA 17019

Position Reallocation from High School
Multiple Disabilities to Elementary Multiple Disabilities**Education:**

University of Colorado (Master's Degree Special Education)

Experience:

Big Spring School District – Long-Term Substitute High School Learning Support Teacher

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 Elementary Multiple Disabilities Teacher for the 2013-2014 school year. Ms. D'Agostino's compensation for this position should be established at Master's Degree Step 4, \$51,712.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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.

Meghan Bullock	\$ 1 272.00
Charlene D'Amore	\$ 2,544.00
Heidi Fraker	\$ 1,272.00
Amanda Frankford	\$ 1,272.00
Denise Ginter	\$ 1,272.00
Michael Ginter	\$ 2,544.00
Sarah Hammaker	\$ 1,272.00
Keith Lavala	\$ 1,272.00
Kimberly Margosian	\$ 2,544.00
Brandie Shatto	\$ 1,272.00
Michael Spears	\$ 2,544.00
Lauren Swigart	\$ 2,544.00
Jennifer Tritapoe	\$ 3,744.00
Aimee Yost	<u>\$ 1,272.00</u>
Total	\$26,640.00

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) Approval of 2013-2014 Middle School Planner**(ACTION ITEM)**

Mrs. Karen Ward, Assistant Middle School Principal, has updated the Middle School Planner for the 2013-2014 school year.

The changes made in the Middle School Planner have been included with the agenda. The completed Middle School Planner is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the completed planner.

The administration recommends that the Board of School Directors approve the 2013-2014 changes in the Big Spring Middle School Planner as presented.

XII. NEW BUSINESS (. . .continued)**D) Students Eligible for Early Graduation****(ACTION ITEM)**

Based on successful completion of semester one course work the students listed will be eligible for early graduation for the 2013-2014 school year.

**Megan Carr
Andrew Bowermaster**

The administration recommends that the Board of School Directors approve January 17, 2014 graduation for the students listed based on their successful completion of all graduation requirements.

E) Request Proposals for Middle School Pipe Insulation Replacement**(ACTION ITEM)**

CMI has done extensive air quality testing in the Middle School at the request of the administration and all the results meet acceptable guidelines. However, there is some compromised pipe insulation in selected areas of the utility tunnels, which are physically separate from building classrooms and HVAC system. To prevent any infiltration and additional damage, the administration recommends the Board approve a request for proposals for professional services of a certified contractor to remove existing pipe insulation and reinstall new in the identified areas. This is best done when the building is unoccupied and under construction for the window project. The project would be done using Wolf Consulting Engineers and the estimated costs are included with the Board packet.

The administration recommends the Board of School Directors request proposals for professional services from certified companies to remove the existing pipe insulation in the Middle School utility tunnels and reinstall new insulation on domestic water supply lines at the estimated cost provided by Wolf Consulting Engineers and to be paid from the Capital Projects Fund. Further, the administration is authorized to issue a notice to proceed and award the contract to the lowest responsible proposal provided it is within the engineering estimate and subject to satisfactory review by the Solicitor.

XII. NEW BUSINESS (. . .continued)**(ACTION ITEM)****F) Approval of Taxes and Tax Rates to Support the 2013-2014 General Fund Budget**

The taxes specified below represent the current 2012-2013 taxes and the proposed 2013-2014 taxes that are required to support the proposed 2013-2014 General Fund Budget. This reflects a 2.2 increase in real estate taxes or an increase of \$27 per \$100,000 in assessment.

<u>Current</u>	<u>Proposed</u>	<u>Tax</u>	<u>Approved</u>
12.3640	12.6360	Mills Real Estate	_____
1.15%	1.15%	Wage and Other Earned Income Tax	_____
½ of 1%	½ of 1%	Realty Transfer Tax	_____
\$5.00	\$5.00	Per Capita Tax (Section 679)	_____
\$5.00	\$5.00	Per Capita Tax (Act 511)	_____
\$10.00	\$10.00	Occupational Privilege Tax	_____

The administration recommends the Board of School Directors adopt, by individual roll call vote, the taxes shown above including the 2013-2014 Section 679 Resolution.

G) Final Adoption of the 2013-2014 General Fund Budget**(ACTION ITEM)**

The District's current 2013-14 expenditure budget was \$41,238,893. The Board of School Directors adopted the proposed final General Fund Budget for 2013-2014 in the amount of \$44,075,473.00 at the April 22, 2013 meeting following a budget presentation and discussion. Since that time several changes occurred; the details of the final budget and the changes are included with the agenda. This expenditure budget requires \$408,716 from fund balance reserves in order to balance.

The administration recommends that the Board of School Directors approve the 2013-2014 General Fund Budget in the amount of \$43,563,440.00.

H) Homestead/Farmstead Resolution for 2013-2014 Fiscal year**(ACTION ITEM)**

The Secretary of Education notified the District on May 2, 2013 that its share of the state gaming funds for 2013-2014 will be \$770,160.89 dollars. The County notified us that we have 5766 approved homesteads and 202 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$176,100 (down from \$184,915). Using the Pennsylvania Association of School Business Officials worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$10,333.00 of assessed value or \$130.57 in tax value. A copy of the proposed resolution and worksheet appear in the agenda and were reviewed by District Solicitor Philip Spare.

The administration recommends that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion of \$10,333.00 for the 2013-2014 fiscal year in accordance with the Act 1 of Special Session of 2006.

XII. NEW BUSINESS (. . .continued)**I) Proposed Updated Job Description****(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed and updated the job description listed. A copy of the job description has been included with the agenda.

Elementary School Counselor

After the job description have been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the June 17, 2013 Board meeting.

J) Updated Policies**(INFORMATION ITEM)**

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

801	Public Records
802	School Organization
803	School Calendar
804	School Day
805	Emergency Preparedness
806	Child/Student Abuse
807	Opening Exercises/Flag Displays
808	Food Services
808.1	Lunch Tickets
810	Transportation
811	Bonding
812	Property Insurance
813	Other Insurance
814	Copyright Materials
818	Contracted Services
822	Automated Defibrillators (AED)
825	State Mandate Waivers
828	Fraud
830	Breach of Personalized Computer Information

The updated Policies are included with the agenda. The updated policies will be an action item on the June 17, 2013 School Board 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 17, 2013