

# BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

## BOARD MEETING AGENDA

MONDAY, JUNE 20, 2011

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

II. PLEDGE TO THE FLAG (President Wolf)

III. PRAYER

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IV. APPROVAL OF THE MAY 16, 2011 REGULAR BOARD MEETING MINUTES, THE JUNE 6, 2011 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE JUNE 6, 2011 BUILDING AND PROPERTY MEETING MINUTES.

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V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

**A. Recognition of Vocational-Technical School Students of the Quarter**

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the fourth quarter of the 2010-2011 school year.

Grade 10	Amber Beidel	American Studies
Grade 10	Dalton Harry	Electrical Construction And Maintenance
Grade 10	Kevin Risbon	Electronics Technology
Grade 11	Donald Jumper	World Studies
Grade 11	Benjamin Mitchell	Logistics and Warehouse Management
Grade 12	Jacob Griffie	Automotive Technology
Grade 12	Erik Schall	Computer Information

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**B. Recognition of Academic Achievement Awards for the Fourth Quarter**

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the fourth quarter for the 2010-2011 school year.

Grade 9	Megan Carr	99.2
Grade 10	Tyler Black	98.2
Grade 11	Kayla Richwine	98.7
Grade 12	Carmen Witmer	98.6

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**VI. TREASURER'S REPORT      (Balances as of May 31, 2011)**

General Fund	<b>\$6,823,874.26</b>
Cafeteria Fund	<b>\$ 181,468.77</b>
Student Activity Fund	<b>\$ 219,070.08</b>
Capital Projects	<b>\$ 2,063,434.60</b>
Newville Projects	<b>\$ 1,201,504.46</b>

**VII. PAYMENT OF BILLS**

General Fund	<b>\$ 228,163.34</b>
Cafeteria Fund	<b>\$ 106,233.02</b>
Capital Projects	<b>\$ 80.83</b>
Student Activity/Miscellaneous Fund	<b>\$ 60,861.77</b>
<b>Total</b>	<b>\$ 395,338.96</b>

**VIII. READING OF CORRESPONDENCE**

**IX. RECOGNITION OF VISITORS**

**X. PUBLIC COMMENT PERIOD**

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## **XI. STRUCTURED PUBLIC COMMENT PERIOD**

## **XII. OLD BUSINESS**

## **XIII. NEW BUSINESS**

### **A. PERSONNEL CONCERNS**

#### **A. PERSONNEL CONCERNS ( . . . continued)**

##### **1) 2011-2012 Lifeguards**

**(ACTION ITEM)**

**Laura Ryan  
Gregory Walker**

The administration recommends that the Board of School Directors approve the individuals listed to serve as lifeguards during the 2011-2012 school year and the 2011 summer months, pending receipt of all required paperwork.

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**(ACTION ITEM)**

##### **2) Mrs. Paulette Bansemer has submitted her letter of resignation as a cafeteria worker at Newville Elementary School, retroactive to June 3, 2011.**

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

The administration recommends that the Board of School Directors accept Mrs. Bansemer's resignation as a cafeteria worker at Newville Elementary School, retroactive to June 3, 2011 and also approve Ms. Bansemer to be placed on the cafeteria substitute list.

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**(ACTION ITEM)**

##### **3) Ms. Valerie Chandler has submitted her letter of resignation as a learning support aide at Oak Flat Elementary School, retroactive to the end of the 2010-2011 school year.**

A copy of Ms. Chandler's letter is included with the agenda.

The administration recommends that the Board of School Directors accept Ms. Chandler's resignation as a learning support aide, retroactive to the end of the 2010-2011 school year.

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

**(ACTION ITEM)**

- 4) **Mrs. Shirley Truesdell** has submitted her letter of resignation as sixth grade team leader, retroactive to the end of the 2010-2011 school year.

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

The administration recommends that the Board of School Directors accept Mrs. Truesdell's resignation as sixth grade team leader, retroactive to the end of the 2010-2011 school year.

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**(ACTION ITEM)**

- 5 ) **Mr. Jason Creek** has submitted his letter of resignation as ninth grade boy's basketball coach, effective immediately.

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

The administration recommends that the Board of School Directors accept Mr. Creek's resignation as ninth grade boy's basketball coach, effective immediately.

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**6) Transfer of Professional Personnel**

**(ACTION ITEM)**

As per Board Policies 3850.0-3850.4, the administration will transfer the professional employees whose names are listed below for the 2011-2012 school year.

<b>Employee</b>	<b>From</b>	<b>To</b>
Lori Harris	Elementary General Music	Middle School General Music
Melissa Kiehl	Middle School General Music	Elementary General Music

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

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### **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.

<b>Therese Bukousky</b>	<b>\$1,170.00</b>
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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.

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#### **C) 2011-2012 Extracurricular Activity Fee**

**(ACTION ITEM)**

Mr. Richard W. Fry, Superintendent of Schools has prepared a recommendation for the increase in the Extracurricular Activity Fee to support the 2011-2012 Athletic Budget. The administration recommends that the student extracurricular fee be collected and increased from \$10.00 to \$25.00 per student per sport.

The administration recommends that the Board of School Directors authorize the increase in the extracurricular activity fee from \$10.00 to \$25.00 per student per sport.

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#### **D) Behind the Wheel Driving Fee**

**(ACTION ITEM)**

Driver's Education training is not mandated by Chapter 4 in Pennsylvania School Code. Big Spring currently offers the classroom portion of the program to all students, students then have the opportunity to take the "Behind the Wheel" portion of the training for a fee of \$20.00.

The net cost for this service in 2009-2010 was \$76,982. The administration is recommending an increase in the "Behind the Wheel" fee from \$20.00 to \$100.00. The final cost for the program for 2011-2012 will now be \$56,625.00. The administration will continue to engage the Board in future news regarding the need for Driver's Education.

The administration recommends that the Board of School Directors authorize the increase in the Behind the Wheel Driving fee from \$20.00 to \$100.00 per student.

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### **XIII. NEW BUSINESS (. . .continued)**

#### **E) Classified Compensation Plan**

**(ACTION ITEM)**

After discussions between the Classified Staff representatives and the Board Finance Committee, the recommendation is a one year agreement that incorporates some changes agreed to since the original 2007 agreement and an average 2% pay raise for 2011-12 school year.

The administration recommends that the Board of School Directors approve the included Comprehensive Compensation Plan for the Classified Staff of the Big Spring School District, for July 1, 2011 through June 30, 2012.

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**(ACTION ITEM)**

#### **F) Approval of Reassessment Tax Rate From 2010 Cumberland County Reassessment**

Act 91 of 2004 requires taxing authorities to set a tax rate for real estate tax in the year following reassessment at a rate that would maintain revenue comparable to the prior fiscal year. After establishing the first tax rate, the taxing authority may set the final millage rate for the 2011-2012 fiscal year to increase revenues. Act 1 of Special Session of 2006 provides that the rate may not be more than the prior year's index established by the Pennsylvania Department of Education which is 3.8% for the 2011-2012 budget.

The administration recommends the Board of School Directors adopt by resolution the adjusted tax rate of 11.6556 mills that shall be subject to the Act 1 index of no more than a 3.8% increase for 2011-2012.

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#### **G) Final Adoption of the 2011-2012 General Fund Budget**

**(ACTION ITEM)**

The District's current 2010-11 expenditure budget was \$40,946,291. The Board of School Directors adopted the proposed final General Fund Budget for 2011-2012 in the amount of \$40,207,391 at the May 16, 2011 meeting following a budget presentation and discussion. This budget includes the 12 professional position not filled through attrition and the loss of 7 classified positions through furlough actions. Several changes were made to realize these actions and to calculate the final tax rate conversion from reassessment. A copy of the PDE 2028 is included and reflects the actual budget. The budget and resolutions were reviewed by Philip Spare, Esquire.

The administration recommends that the Board of School Directors approve the 2011-2012 General Fund Budget in the amount of **\$40,288,703**.

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### XIII. NEW BUSINESS (. . .continued)

#### **(ACTION ITEM)**

#### **H) Approval of Taxes and Tax Rates to Support the 2011-2012 General Fund Budget**

The taxes specified below represent the current 2010-2011 taxes and the proposed 2011-2012 taxes that are required to support the proposed 2011-2012 General Fund Budget. Changes appear in boldface:

<u>Current</u>	<u>Proposed</u>	<u>Tax</u>	<u>Approved</u>
16.072	<b>12.098</b>	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	_____
\$5.00	\$5.00	Residence Tax	_____
\$10.00	\$10.00	Occupational Privilege Tax	_____

The administration recommends the Board of School Directors adopt, by roll call vote, the **2011-2012 Budget Resolution** and the **2011-2012 Section 679 Resolution** to authorize the taxes summarized above.

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#### **I) Homestead Farmstead Resolution for 2011-2012 Fiscal Year**

#### **(ACTION ITEM)**

The Secretary of Education notified the District on May 1, 2011 that its share of the state gaming funds for 2011-2012 will be \$770,065.38 dollars. The County notified us that we have 5745 approved homesteads and 198 approved farmsteads within the District boundaries to share in that allocation. Using the Pennsylvania Association of School Business Officials worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$10,836.00 of assessed value or \$131.09 in tax value. A copy of the proposed resolution and worksheet appear in the agenda and were reviewed by District Solicitor Phillip Spare.

The administration recommends that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion for the 2011-2012 fiscal year in accordance with the Act 1 of Special Session of 2006.

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### **XIII. NEW BUSINESS (. . .continued)**

#### **(ACTION ITEM)**

#### **J) Appointment of the School Physician and School Physician for Student Examinations for 2011-2012 School Year**

<b><u>Contracted Service</u></b>	<b><u>2010-2011 Rate</u></b>	<b><u>Proposed 2011-2012</u></b>
Dr. Darryl K. Guistwite	\$13.90 per student exam Contracted Services for 2010-2011 school year \$6,750.00	\$14.00 per student exam Contracted Services for 2011-2012 school year \$6,800.00

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for student examinations for the 2011-2012 school year at a per student physical examination rate of \$14.00. The administration also recommends that the Board of School Directors appoint Dr. Guistwite as School Physician for the contracted annual rate of \$6,800.00.

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#### **K) Approval of the Proposed 2011-2012 Medical Standing Orders**

#### **(ACTION ITEM)**

The District's medical standing orders have been reviewed by the administration and Mrs. Carol Madden, head nurse, and Dr. Darryl Guistwite, school physician, has approved the 2011-2012 school term's medical standing orders.

A copy of the signed 2011-2012 medical standing orders is included with the agenda.

The administration recommends that the Board of School Directors approve the medical standing orders for the 2011-2012 school term as presented.

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#### **L) Planned Course Adoption**

#### **(ACTION ITEM)**

Listed below are completed planned courses for board approval.

##### **High School**

Civil Engineering  
Spanish Level I  
Spanish Level II  
Spanish Level III  
Spanish Level IV  
Spanish Level V

The administration recommends the Board of School Directors approve the planned courses as presented.

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### **XIII. NEW BUSINESS (. . .continued)**

#### **M) Facilities Utilization Request**

**(ACTION ITEM)**

Big Spring Midget Football is requesting permission to use the high school fields and stadium for midget football practices and games through the months of August to October, 2011. Because some of the utilization dates are on a Sunday, Board action is necessary.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to use the high school fields and stadium as presented.

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#### **N) Planned Course Adoption**

**(INFORMATION ITEM)**

Listed below are completed planned courses for board approval. The completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the July 18, 2011, Board of School Directors meeting.

**High School - Science**

Anatomy and Physiology

Foundations of Science

Forensic Science

Research Seminar

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#### **O) Proposed Job Descriptions**

**(INFORMATION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent has developed the job descriptions listed below. A copy of the job descriptions has been included with the agenda.

**Administrative Assistant for Payroll and Employee Benefits**

**Administrative Assistant to the Business Department for Census & Tax Collection**

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the job descriptions for Board approval at the July 18, 2011 Board meeting.

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#### **P) 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.

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**XIV. FUTURE BOARD AGENDA ITEM**

**XV. COMMITTEE REPORTS**

- A) District Improvement Committee – Mrs. Lopp
- 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**

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**XVII. BUSINESS FROM THE FLOOR**

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

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**XIX. ADJOURNMENT**

Meeting adjourned \_\_\_\_\_ P.M.

**NEXT SCHEDULED BOARD MEETING: Monday, July 18, 2011**