

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING AGENDA**

**MONDAY, OCTOBER 18, 2010**

**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 OCTOBER 4, 2010 REGULAR BOARD MEETING MINUTES, THE OCTOBER 4, 2010 BUILDING AND PROPERTY COMMITTEE MINUTES AND THE COMMITTEE WHOLE MEETING MINUTES**

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**V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

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**Student Representatives to the Board Report - Sara Weingarten/Joseph Brown**

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**VI. TREASURER'S REPORT (Balances as of September 30, 2010)**

General Fund	<b>\$ 16,253,498.32</b>
Cafeteria Fund	<b>152,685.42</b>
Student Activity Fund	<b>171,756.68</b>
Capital Projects	<b>60,631.79</b>

**VII. PAYMENT OF BILLS**

General Fund	<b>\$ 1,524,598.19</b>
Cafeteria Fund	<b>122,080.52</b>
Student Activity/Miscellaneous Fund	<b>23,012.00</b>
Capital Projects	<b>32,700.00</b>
Newville Project	<b>150,044.76</b>

**Total \$ 1,852,435.47**

**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**

**(ACTION ITEM)**

- 1) ) **Mrs. Patricia Norris** has submitted her letter of resignation as an instructional aide, effective immediately.

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

The administration recommends that the Board of School Directors accept Mrs. Norris' resignation as an instructional aide, effective immediately.

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

- 2) **Ms. Glenda Planken** has submitted her letter of resignation as a cafeteria worker in the Middle School, effective immediately.

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

The administration recommends that the Board of School Directors accept Ms. Planken's resignation as a cafeteria worker, effective immediately.

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**(ACTION ITEM)**

- 3) **Mrs. Elizabeth Swanson** has submitted her letter of resignation as Special Project Secretary for the purpose of retirement, effective December 31, 2010. Mrs. Swanson has requested to be placed on the substitute cafeteria list. Mrs. Swanson's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Swanson is entitled to a severance allowance in the amount of \$9,175.00, under option #2.

Option #1:

19 years of service X \$175.00 = \$3,325.00  
(Maximum of \$9,500.00)

Option #2:

183.5 unused sick leave days X \$50.00 = \$9,175.00  
(\$9,500.00 maximum)

The administration recommends that the Board of School Directors accept Mrs. Swanson's resignation for the purpose of retirement and severance allowance of \$9,175.00 as presented. The administration also recommends that the Board of School Directors approve Mrs. Swanson's request to be placed on the substitute cafeteria list.

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**(ACTION ITEM)**

- 4) **Mrs. Lorie Stum** has submitted her letter of resignation as a part-time secretary at Plainfield Elementary School, effective October 29, 2010.

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

The administration recommends that the Board of School Directors accept Mrs. Stum's resignation as a part-time secretary at Plainfield Elementary School, effective October 29, 2010.

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**A. PERSONNEL CONCERNS** ( . . . continued)**5) Substitute Cashier/Cafeteria Worker****(ACTION ITEM)**

The individual whose name is listed below is recommended to serve as a cashier/cafeteria substitute during the 2010-2011 school year.

**Ms. Angela Chumbley**

The administration recommends that the Board of School Directors approve Ms. Chumbley as a cashier/cafeteria substitute as presented.

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**6) Additional Per Diem Substitute Guest Teachers****(ACTION ITEM)**

In an attempt to provide a sufficient number of substitute teachers for the 2010-2011 school year, the Big Spring School District is working in cooperation with the Capital Area Intermediate Unit to sponsor the "Guest Teacher Program." The individuals whose names appear below have participated in an orientation program sponsored by the Capital Area Intermediate Unit and have been issued an emergency certification by the Pennsylvania Department of Education.

**Terre Bonshock  
Suzanne Coy**

The administration recommends that the Board of School Directors approve the additions of the above-named guest teachers to the 2010-2011 per diem substitute teacher list, effective immediately.

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**7) Transfers 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 remainder of the 2010-2011 school year.

<b>Employee</b>	<b>From</b>	<b>To</b>
Niki Donato	Grade 3 Teacher at Mt. Rock Elementary	Long-Term Substitute Instructional Coach
Kimberly Margosian	Middle School Learning Support Teacher	Elementary Learning Support Teacher

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

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**A. PERSONNEL CONCERNS** ( . . . continued)**8) Mentor Teacher Approval****(ACTION ITEM)****Mentor**

Lori Harris  
(Elementary Music Teacher)

**Inductee**

Sarah Hammaker  
(Elementary Band Teacher)

The administration recommends that the Board of School Directors approve the 2010-2011 mentor teacher as presented.

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**(ACTION ITEM)****9) Alisha Riccione**  
Shippensburg, PA 17257

Long-Term Substitute Grade Three Teacher  
at Mt. Rock Elementary School  
(replacing Niki Donato who has transferred into a  
long-term substitute Instructional Coach position)

**Education:**

Shippensburg University (Bachelor's of Education)

**Experience:**

PA Cyber Charter School – Instructional Supervisor  
Big Spring School District - Substitute Teacher  
Chambersburg School District – Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Riccione to serve as a grade three teacher at Mt. Rock Elementary School replacing Niki Donato who has transferred into a Long-Term Substitute Instructional Coach position. Ms. Riccione's compensation for this position should be established at Bachelor's, Step 1 \$40,092.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

<b>Mark Potter</b>	<b>\$ 816.00</b>
<b>Gregory Schreiber</b>	<b><u>2,250.00</u></b>
<b>Total</b>	<b>\$3,066.00</b>

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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**XIV. NEW BUSINESS (. . .continued)****C) Big Spring Master Plan****(ACTION ITEM)**

The administration has been meeting informally with leaders from West Pennsboro Township and the Borough of Newville to discuss and collaborate on a wide range of public improvement projects that are intended to enhance the economic, recreational, cultural and historic integrity of the Big Spring Community. These discussions have resulted in a rough draft document entitled "Big Spring Master Plan". The master plan will identify a comprehensive strategy for the design and implementation of public improvements. The participants will retain the services of a professional land use planner to aid in the preparation of the plan.

The administration recommends that the Board of School Directors approve the participation of the Big Spring School District as one of several partners involved in development and implementation of the Big Spring Master Plan. Said participation will result in a cost not to exceed \$3,125.00.

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**D) Scoreboard Procedures****(ACTION ITEM)**

Mr. Jay Hockenbroch, Director of Athletics and Student Activities is requesting the purchase of three (3) scoreboards for various Varsity fields on the high school campus. The scoreboards would service the baseball field, softball field and field hockey/soccer field. Mr. Hockenbroch has solicited donations for the three scoreboards and the beams to support each scoreboard. Local businesses and the Mifflin Athletic Association have donated or agreed to donate funds to cover the purchase of the scoreboards. The administration will manage donation letters on behalf of the Board of School Directors for all local entities that donate for this project.

The administration recommends the Board of School Directors approve the purchase of three scoreboards for the three varsity game fields on the high school campus.

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**E) Permission for a Trip to Spain****(ACTION ITEM)**

Mrs. Megan Anderson, Mrs. Kathy Shaker, Ms. Ashley Oldham and Mrs. Carol Madden are requesting permission to lead a trip to southern Spain for June, 2012. The trip is open to students who will have completed Spanish III by the Summer, 2012.

Additional information is included with the agenda.

The administration recommends that the Board of School Directors approve the proposed trip to Spain, pending final approval of the detailed itinerary by the high school administration.

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**XIV. NEW BUSINESS (. . .continued)****F) Facilities Utilization Request****(ACTION ITEM)**

Mr. Kemal Pegram is requesting permission to use the high school commons area from 3:00 P.M. to 8:00 p.m. on Sunday, November 7, 2010 for the 2010-2011 wrestling season kick-off dinner. Because the utilization dates are on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Kemal's request to use the high school commons area from 3:00 P.M. to 8:00 p.m. on Sunday, November 7, 2010 for the 2010-2011 wrestling season kick-off dinner.

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**G) Approval of Cornerstone Federal Credit Union****(ACTION ITEM)**

Over the last year the District has been working to establish a partnership with a local bank to support financial literacy at Big Spring High School. Through the RFP process, Cornerstone Federal Credit Union of Carlisle, PA submitted the most favorable response. The included license agreement was drafted by the District Solicitor and approved by Cornerstone.

The administration recommends that the Board of School Directors approve the included one year agreement for banking services between Big Spring School District and Cornerstone Federal Credit Union.

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**H) Approval of Property Disposal****(ACTION ITEM)**

The District has three excess nonoperational vehicles that were advertised for bid in both the local paper and the Harrisburg Patriot. Per the included memo, only one vehicle received a bid.

The administration recommends the Board of School Directors authorize the disposal of three vehicles by selling the Chevy HiCube Van to Jack Putt at his \$300 bid offer and the remaining two vehicles sold as salvage to Al Short of Shippensburg, PA for \$200 per vehicle.

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**I) Transfer of Fund Balance to Capital Reserve****(ACTION ITEM)**

As part of the annual financial statement preparation, the District received unexpected revenues for the warehouse and recalculation of PLANCON project reimbursement. Given the established list of repair and renovation projects the recommendation is to dedicate these funds to those projects.

The administration recommends the transfer of \$1,050,000.00 from 2009-10 fund balance into the Capital Projects reserve fund.

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**XIV. NEW BUSINESS (. . .continued)****J) Payment from Capital Projects Fund****(ACTION ITEM)**

Caretti, Inc. conducted an inspection and repair of 146 feet of roof flashing to find and repair leaks in Oak Flat per attached invoice. Additionally, the AES company performed a Phase 1 Environmental Assessment on the Rook-Deiter property.

The administration recommends the payment of \$30,900 from the Capital Projects fund to Caretti, Inc. for Oak Flat repairs and \$1800 from the Capital Projects fund to AES for Environmental Assessment of Rook-Deiter property.

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**K) 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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**XV. FUTURE BOARD AGENDA ITEMS****XVI. 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



**XVII. SUPERINTENDENT’S REPORT**

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**XVIII. BUSINESS FROM THE FLOOR**

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

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**XX. ADJOURNMENT**

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

**NEXT SCHEDULED BOARD MEETING: Monday, November 1, 2010**