

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, DECEMBER 20, 2010

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:05 P.M. with President Wilbur Wolf, Jr., presiding. Eight (8) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; Terry Lopp, Treasurer; Kingsley Blasco; David Gutshall; Richard Norris; William Piper; and Richard Roush.

David Gutshall was absent.

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Rick Gilliam, Food Service and Transportation Director; Denny Clopper, The Valley Times-Star; Alyssa Jones, Student Representative to the Board of School Directors; and Brenda Line, Board Minutes.

Cantabile performed selections from the winter choral concert and concluded with "The Star-Spangled Banner."

II. PLEDGE TO THE FLAG

President Wolf led all individuals present in the Pledge to the Flag.

III. PRAYER

Director Piper offered a prayer.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

IV. APPROVAL OF THE DECEMBER 6, 2010 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE DECEMBER 6, 2010 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES; AND THE DECEMBER 6, 2010 REGULAR BOARD MEETING MINUTES

Motion by Blasco, seconded by Lopp for approval of the December 6, 2010 Buildings and Property Committee Meeting Minutes; the December 6, 2010 Committee of the Whole of the Board Meeting Minutes; and the December 6, 2010 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Student Representatives to the Board Report - Alyssa Jones

Ms. Jones reported the following:

- A. The high school winter concert on December 13, 2010, was a success.
- B. The Quiz Bowl team has won four meets this season, with one meet remaining.
- C. Five members will be inducted into the Art National Honor Society on Monday, January 24, 2011. To be considered for the Art NHS, a student must maintain a GPA of 85 or above.
- D. Student Council members held a senior citizen luncheon on December 15, 2010, including musical entertainment.
- E. Students are preparing for a world languages festival on December 22, 2010. An instructor from Shippensburg University will offer a presentation.
- F. This past weekend the basketball team won two of its four games against Shippensburg. The pep band and dance team performed at the games, and Mr. Hockenbroch served dinner to the students afterwards.
- G. The competitive cheerleading team performed well at a District meet recently; however, they did not win the competition.
- H. Big Spring placed first of 16 schools in a wrestling tournament this past weekend. Sophomore Dustin Rook placed first overall.
- I. PSAT scores are in. The number of students who took the test exceeded the number in the prior five years.
- J. The MAPS tests for English and math are complete. After the holiday break, students will take the science MAPS tests.
- K. FBLA students are hosting a nonperishable food drive for needy families in the area.
- L. The National Honor Society star tree at Saylor's Market was a success. Students picked up the gifts and delivered them to the elementary schools.

President Wolf thanked Ms. Jones for the report.

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

General Fund	\$ 15,557,533.75
Student Activity/Miscellaneous Fund	197,369.49
Cafeteria Fund	107,233.55
Newville Project	2,411,829.47
Capital Projects	1,221,625.65
Total Cash	\$ 19,495,591.91

Motion by Lopp, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

VII. PAYMENT OF BILLS

General Fund	\$1,303,382.56	Checks #60393-60602
Student Activity/Miscellaneous Fund	18,606.67	Checks #12385-12416
Newville Project Fund	74,580.43	Checks #161-162
Cafeteria Fund	114,403.56	Checks #5345-5362
Total	1,510,973.22	

Motion by Lopp, seconded by Blasco for approval of General Fund, Student Activity/Miscellaneous Fund, Newville Project Fund, and Cafeteria Fund payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

VIII. READING OF CORRESPONDENCE

President Wolf indicated that he received a communication from **Ms. Mary Rodman**, Administrative Director, Cumberland Perry Area Vocational Technical School, in which Ms. Rodman thanked the members of the Board of School Directors for allowing her to attend a recent Board meeting and for permitting her to be a part of the educational process at Big Spring.

IX. RECOGNITION OF VISITORS

Michael Adler, Charlene D'Amore, Richard Deitch, Tina Jones, Alec Moul, Todd Moul, and Stephanie Nericcio.

X. PUBLIC COMMENT PERIOD

No public comment was offered.

XI. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

XII. OLD BUSINESS

There was no old business.

(NOTE: The Board addressed
XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-11,
following Item A-11.)

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS

(ACTION ITEM)

1. **Mrs. Debra Daniels** submitted her letter of resignation as a library aide at the middle school, effective December 20, 2010.

A copy of Mrs. Daniels' letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Daniels' resignation as a library aide at the middle school, effective December 20, 2010.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

(ACTION ITEM)

2. **Mrs. Karen Showaker** submitted her letter of resignation as Middle School Odyssey of the Mind Coach, effective immediately.

A copy of Mrs. Showaker's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Showaker's resignation as Middle School Odyssey of the Mind Coach, effective immediately.

(ACTION ITEM)

3. **Ms. Carly Fry** submitted her letter of resignation as assistant girls' softball coach, effectively immediately.

A copy of Ms. Fry's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Ms. Fry's resignation as assistant girls' softball coach, effectively immediately.

4. **Additional Per Diem Substitute Teachers**

(ACTION ITEM)

The administration recommended that the Board of School Directors approve the additions of the individuals listed to the 2010-2011 per diem substitute teacher list as presented, pending all required paperwork.

**Bethany Dearborn - English 7-12
Erin Knoll - Elementary Education
Geoffrey Von Burg - Agriculture**

5. **Plainfield Elementary School Quiz Bowl Coach**

(ACTION ITEM)

Mrs. Stacey Gibb was recommended to serve as the Quiz Bowl Coach for the 2010-2011 school year for Plainfield Elementary School Quiz Bowl Team.

The administration recommended that the Board of School Directors appoint Mrs. Stacey Gibb as Quiz Bowl Coach for the 2010-2011 school year at Plainfield Elementary School and establish her compensation for this position based on the current contract between the Big Spring Education Association and the Big Spring School District.

6. **Substitute Health Assistant**

(ACTION ITEM)

The individual whose name is listed below was recommended to serve as a substitute Health Assistant during the 2010-2011 school year.

Laura Byers

The administration recommended that the Board of School Directors approve Ms. Byers' as a substitute Health Assistant as presented.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XIII. NEW BUSINESS (Continued)

A. PERSONNEL CONCERNS (Continued)

(ACTION ITEM)

7. **Mr. George Hing** Long-Term Substitute High School English
Boiling Springs, PA 17007 (replacing Mr. Robert Hanks who is on medical leave)

Education:

University of Michigan - A.B. Education
Case Western Reserve University – MSLS Archival Administration
Case Western Reserve University – M. A. American Studies

Experience:

Big Spring School District - Long-Term Substitute Teacher, Day-to-Day Substitute
Dickinson College – Archivist/Librarian
Kent State University - Archivist

The administration recommended that the Board of School Directors appoint Mr. Hing to serve as a long-term substitute English teacher at the high school, replacing Mr. Hanks, who is on medical leave, retroactive to December 8, 2010, through approximately January 14, 2011. Mr. Hing's compensation should be established at Step 3, Master's Degree plus 15, \$48,708.00, prorated, based on the current contract between the Big Spring School District.

(ACTION ITEM)

8. **Ms. Meghan Bullock** Middle School Learning Support Teacher
Shippensburg, PA 17257 (replacing Ms. Kim Margosian who transferred)

Education:

Bloomsburg University – Elementary Education/Special Education (Bachelor's Degree)

Experience:

Bloomsburg Memorial - Tutored students in after-school program
Shippensburg School District – Classroom Aide
Elementary/High School Inclusion/Life Skills Classes

The administration recommended that the Board of School Directors appoint Ms. Bullock to serve as a middle school learning support teacher, replacing Ms. Margosian, who transferred. Ms. Bullock's compensation should be established at Step 1, Bachelor's Degree, \$40,092.00, plus a \$400 special education stipend, prorated, based on the current contract between the Big Spring School District.

9. Substitute Custodial Worker

(ACTION ITEM)

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

Mr. Nathan Miller

The administration recommended that the Board of School Directors approve Mr. Miller as a custodial substitute, pending all required paperwork.

XIII. NEW BUSINESS

A. PERSONNEL CONCERNS (Continued)

10. Volunteer Coach

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director, recommended the individual listed as a volunteer ninth grade boys' basketball coach for the 2010-2011 school year.

Timothy Scott

The administration recommended that the Board of School Directors approve the recommendation of Timothy Scott as a ninth grade boys' basketball coach.

(ACTION ITEM)

11. The administration recommended that the Board of School Directors place Scott Meldrum on administrative leave of absence without pay for the remainder of the 2010-2011 school year, accept his resignation with an effective date of August 31, 2011, and approve the Settlement Agreement and Release.

VOTE ON XIII., NEW BUSINESS, A., PERSONNEL CONCERNS

Motion by Lopp, seconded by Norris to combine and approve XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-11, as outlined and recommended above.
Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf.
Motion carried unanimously.

XIII. 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.

Jason Artz	\$1,170.00
Justine Sieg	1,161.00
Lauren Hetrick	2,400.00
Mallory Cohick	1,200.00
Total	\$5,931.00

The administration recommended 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.

Motion by Lopp, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XIII. NEW BUSINESS (Continued)

C. Contractor Payment 7-8 for Newville Project – Construction Fund **(ACTION ITEM)**

McKissick Associates reviewed the payment applications for work performed on the Newville Addition & Renovation project. These payments will come from the Newville Construction Fund. A copy of the completed and notarized payment applications was included with the agenda in the following amounts:

<u>Prime</u>	<u>Vendor / App #</u>	<u>Amount</u>	<u>Balance to Pay</u>
General	eciConstruction, LLC	--	\$ 153,520.58
HVAC	MidState Mechanical & Electrical, LLC	\$25,693.04	\$ 27,693.04
Electrical	MidState Mechanical & Electrical, LLC	\$15,140.70	\$22,939.00
Plumbing	Mann Plumbing and Heating, LLC	--	\$6,473.60

The administration recommended that the Board of School Directors approve payment from the Newville Project Fund to MidState Mechanical & Electrical, LLC, in the amount of \$40,833.74; \$25,693.04 for HVAC and \$15,140.70 for electrical.

Motion by Barrick, seconded by Lopp to approve the recommendation as outlined above.

In response to a question from Director Piper, Mr. Fry indicated that the punch list is approximately 40 percent complete. Mr. Fry added that the site work would be completed in the spring, with a deadline of April 15, 2011.

Mr. Kerr indicated that the interior punch list items should be completed during the break and before students resume classes on January 3, 2011.

Roll call vote on the motion by Barrick and second by Lopp to approve the recommendation as outlined above: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

D. Designation of a 2010-2011 Depository of School Funds **(ACTION ITEM)**

In compliance with Sections 621 and 106 respectively of the Public School Code of 1949 and current School Board Policies, in July 2010 the Big Spring Board of School Directors designated Adams County National Bank as a depository for Student Activity Funds. Over the past year the District implemented an agreement with Cornerstone Bank to operate a branch in the high school. Transitioning the Student Activity Fund to Cornerstone will provide more convenience and provide another learning opportunity for our students.

The administration recommended that Cornerstone Federal Credit Union be designated as an additional depository for the Student Activities Fund for the remainder 2010-2011 school year.

Motion by Lopp, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XIII. NEW BUSINESS (Continued)

E. Proposed 2011-2012 School District Calendar (INFORMATION/DISCUSSION ITEM)

The administration drafted a proposed school district calendar for the 2011-2012 school year.

A copy of the proposed 2011-2012 school district calendar was included with the agenda.

This was a Board Information/Discussion item that will be included on the January 17, 2011 Board meeting agenda as an action item.

F. 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 were included with the agenda.

Mr. Kerr indicated that the high cash balance at the moment is the result of nearing the end of the real estate tax collection season. Those monies will support the District's operations for the remainder of the year.

Mr. Kerr added that the earned income tax collection is not where it should be; however, it is better than last year at this time as far as the percent of the budget.

XIV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XV. COMMITTEE REPORTS

A. District Improvement Committee – Mrs. Lopp

The District Improvement Committee met on November 18, 2010, and addressed items in the strategic plan. The strategic plan has been reviewed and accepted by the Pennsylvania Department of Education. For the next three years, the District will work toward accomplishing the goals in the strategic plan. Each spring the strategic plan is reviewed.

The District Improvement Committee discussed the District newsletter and brainstormed cost-effective options for distributing the newsletter.

The District's website is being reviewed in an effort to improve the site, including teacher pages.

District surveys were discussed.

The District Improvement Committee will meet on January 20, 2011.

B. Athletic Committee – Mr. Swanson

No meeting was conducted, and no report was offered.

C. Vocational-Technical School – Mr. Wolf/Mr. Piper

No meeting was conducted, and no report was offered.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XV. COMMITTEE REPORTS (Continued)

D. Buildings and Property Committee – Mr. Barrick

No meeting was conducted, and no report was offered.

E. Finance Committee – Mr. Blasco

The Finance Committee met recently to address the preliminary numbers for the 2011-2012 budget. More detailed information will be presented to the Board in January 2011.

F. South Central Trust – Mr. Blasco

No meeting was conducted, and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

President Wolf indicated that CAIU Executive Director Morton will return to her position full time on or about February 1, 2011, following a stint as the acting assistant executive director of the Pennsylvania Department of Education.

CAIU budget approval is slated for January 2011.

H. Tax Collection Committee (TCC) – Mr. Wolf

President Wolf indicated that the Capital Tax Collection Bureau has closed its Central Dauphin office and will continue to pay \$4,000.00 each month for the facility until the lease expires in 2014. CapTax is permitted to sublet the building but only to a nonprofit organization, according to the Township guidelines. CapTax estimates a budget deficit of \$100,000.00 next year.

CapTax will maintain the Carlisle office for six months after Cumberland County no longer uses the services of CapTax.

CapTax is investigating the possibility of opening an office to serve Somerset/Fulton/Juniata County areas.

XVI. SUPERINTENDENT'S REPORT

A. Proposed Elementary School Reconfiguration

Superintendent Fry indicated that the proposed elementary school reconfiguration information presented at tonight's Committee of the Whole of the Board meeting would be posted on the District's website. Mr. Fry indicated that the reconfiguration issue would be an item for discussion at the January 17, 2011 Board meeting.

B. Holiday Concerts

Mr. Fry commended the students and teachers for an outstanding job preparing for and presenting the recent holiday concerts.

Big Spring School Board Meeting Minutes ~ Monday, December 20, 2010

XVI. SUPERINTENDENT'S REPORT (Continued)

C. Winter Athletics

Mr. Fry indicated that 186 high school students are involved in winter athletics, and he added that the winter sports are off to a great start.

D. Happy Holidays!

Superintendent Fry wished the Board a happy holiday and thanked Board members for their service to the Big Spring School District.

XVII. BUSINESS FROM THE FLOOR

A. Lunar Eclipse

Director Barrick announced that a lunar eclipse would begin on December 21, 2010 at 1:33 A.M. with the full eclipse at 2:17 A.M.

B. Happy Holidays!

Director Barrick, Director Lopp, and Director Blasco wished everyone a Merry Christmas and a happy new year.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Lopp, seconded by Blasco to adjourn to Executive Session to address personnel items and not to return to Open Session. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 8:29 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, January 17, 2011