



## MAY 21, 2018 BOARD MEETING

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### 1. Opening Meeting

- a. Call to Order (President Wolf)
- b. Pledge to the Flag

### 2. Approval of Minutes

Approval of the April 16, 2018 Regular Board Meeting Minutes, the April 16, 2018 Committee of the Whole Meeting Minutes and the April 16, 2018 Building and Property Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports - Zoe Marinacci/Emily Webber

### 4. Financial Reports

#### a. Payment of Bills

General Fund	\$	628,886.60
Capital Reserves	\$	91,361.00
Newville Projects Fund	\$	223,282.80
Cafeteria Fund	\$	10,506.87
Student Activities	\$	<u>24,057.85</u>
<b>Total</b>	<b>\$</b>	<b>978,095.12</b>

Motion to approve the payment of bills as presented.

#### b. Treasurer's Fund Report

General Fund	\$	14,839,340.86
Capital Reserves Fund	\$	7,859,827.20
Cafeteria Fund	\$	468,215.32
Student Activities	\$	210,627.37
Newville Projects Fund	\$	9,362,978.86
Mount Rock Projects-2018 Fund	\$	<u>9,829,264.57</u>
<b>Total</b>	<b>\$</b>	<b>42,570,254.18</b>

Motion to approve the treasurer's fund report and budget transfers, as presented

#### c. YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-To-Date General Fund and Tax Reports, as submitted.

**5. Reading of Correspondence**

**6. Recognition of Visitors**

**7. Public Comment Period**

**8. Structured Public Comment Period**

**9. Old Business**

**10. New Business**

**11. Personnel Items - Action Items**

**a. Resignation - Part-Time Custodian**

Ms. Cheri Frank has submitted her resignation as a part-time custodian at Mt. Rock Elementary School, effective May 31, 2018.

The administration recommends the Board of School Directors approve Ms. Frank's resignation as a part-time custodian at Mt. Rock Elementary School, effective May 31, 2018.

**b. Approval for Science Department Chairperson**

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend Mr. Aaron Knapp as a Secondary Science Department Chair for the 2018-2019 and 2019-2020 school years.

The administration recommends the Board of School Directors approve Mr. Knapp as a Secondary Science Department Chair, as presented.

**c. Approval for Middle School Team Leaders**

Dr. Linda Wilson, Middle School Principal would like to recommend the individuals listed as Middle School Team Leaders for the 2018-2019 school year.

**Mr. Luke Nerone --- Sixth Grade Maroon Team Leader**

**Mrs. Courtney Rickabaugh -- Seventh Grade Maroon Team Leader**

**Mr. Keith Lavala --- Eighth Grade Maroon Team Leader**

The administration recommends the Board of School Directors approve the Middle School Team Leaders, as presented.

**d. Approval of Transfer of Professional Personnel**

The administration will transfer the professional staff whose name is listed below for the 2018-2019 school year. This transfer is in accordance with Board Policy 309, Assignment and Transfer.

**Ms. Jennifer Gregoris from Sixth Grade Mathematics to Eighth Grade Mathematics**

The administration recommends the Board of School Directors approve Ms. Gregoris' transfer, as presented.

## **Personnel Items - Action Items**

### **e. Approval of Elementary Special Education Teacher Recommendation - Allison Reinhardt**

#### **Education:**

Messiah College - Bachelor's Degree, Elementary Education PreK-4/Special Education PreK-8

#### **Experience:**

Student Teacher - Learning Support Classroom, Big Spring School District

Student Teacher - Autistic Support Classroom, Dillsburg Elementary School

Student Teacher - Emotional Support Classroom, Hilltop Academy, Mechanicsburg

The administration recommends the Board of School Directors appoint Ms. Allison Reinhardt to serve as an Elementary Special Education Teacher for the 2018-2019 school year. Ms. Reinhardt's compensation for this position should be established at Bachelor's Degree, Step 1, at \$51,169.00, plus a \$400.00 special education stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **f. Approval of Newville Elementary School Counselor Recommendation - Kristen Boles**

#### **Education:**

Shippensburg University - Master's Degree, Counseling

#### **Experience:**

School Counselor - Chambersburg Area School District

The administration recommends the Board of School Directors appoint Ms. Kristen Boles to serve as an Elementary School Counselor at Newville Elementary School for the 2018-2019 school year. Ms. Boles' compensation for this position should be established at Master's Degree, Step 2, at \$56,539.00, plus a \$500.00 stipend based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **g. Approval of High School Nurse Recommendation - Judy Metcalf**

#### **Education:**

York College - Bachelor's, Nursing

Harrisburg Community College - Associates, Nursing

#### **Experience:**

Nurse - Boiling Spring High School

Nurse - Carlisle Regional Pain Clinic

Nurse - Carlisle Hospital

The administration recommends the Board of School Directors appoint Ms. Judy Metcalf to serve as the High School Nurse for the 2018-2019 school year. Ms. Metcalf will be emergency certified as the High School Nurse while working on her school nurse certification. Ms. Metcalf's compensation for this position should be established at Bachelor's Degree, Step 4, at \$52,369.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## **Personnel Items - Action Items**

### **h. Approval of 2018 Bulldog Summer Success Program Staffing Recommendations**

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the individuals listed for the 2018 Bulldog Summer Success Program.

#### **Teachers**

Kathy Schumacher  
Kimberly Shinham  
Denise Ginter

#### **Aides**

Kristi Witmer  
Marilyn Zinn  
Jenna Hoffman

The administration recommends the Board of School Directors approve the above listed staff for the 2018 Bulldog Summer Success Program, as presented.

### **i. Approval of Newville Elementary School Principal - Mr. William Wonders**

#### **Education:**

Shippensburg University - Educational Leadership  
Shippensburg University - Master's, Public School Administration  
Shippensburg University - Bachelor's, Education

#### **Experience:**

Oak Flat Elementary School - Instructional Coach  
East Pennsboro School District - Fourth Grade Teacher  
Big Spring School District - Fifth and Fourth Grade Teacher

The administration recommends the Board of School Directors appoint Mr. William Wonders to serve as Newville Elementary School Principal, replacing Mrs. Clarissa Nace who has transferred. Mr. Wonders' compensation for this position should be established at \$85,000.00 and incorporated into a successor Act 93 Agreement.

## 12. New Business - Action Items

### a. Credit Pay

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.

Megan Anderson	\$ 1,410.00
Charlene D'Amore	\$ 245.00
Robyn Euker	\$ 3,600.00
Jenna McIntire	\$ 705.00
Luke Nerone	\$ 2,820.00
Sherisa Nailor	\$ 700.50
Jessica Sprecher	\$ 1,470.00
Lisa Velazquez	\$ 1,410.00
Cecilia Warthin	\$ 1,470.00
Emily Young	<u>\$ 1,470.00</u>
Total	\$ 15,300.50

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, the Act 93 Agreement and the Big Spring School District.

### b. Approval for Tuition Exemption for a Non-Resident Student

Mrs. Brigid Keen Big Spring High School parent, is requesting her son Sam Keen to complete his senior year at Big Spring High School as per conditions outlined in Board Policy 202.3: "Non-Resident Students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools." The parents are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Mrs. Keen's request for a tuition exemption for the 2018-2019 school year, as per the conditions outlined in Board Policy 202.3.

### c. Approval of FFA Agricultural Advisory Board Agenda, Committee Minutes and Scope and Sequence of the Program

The Big Spring FFA is requesting Board approval of the Agricultural Advisory Committee Agenda, Committee Minutes and the Scope and Sequence of the Program for the Pennsylvania state approved program status. All information is included with the agenda.

The administration recommends the Board of School Directors approve the FFA Agricultural Advisory Committee Agenda, Committee Minutes and the Scope and Sequence of the Program, as presented.

## **New Business - Action Items**

### **d. Approval to Create a Student Account for Quill and Scroll, International Honorary Society for High School Journalist**

The administration received a request from the High School Principal to create a new student activity account for Quill and Scroll, International Honorary Society for High School Journalist. Information regarding the request for the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for Quill and Scroll, International Honorary Society for High School Journalist under the supervision of the High School Principal.

### **e. Approval of School Dentist**

The administration recommends Dr. Thomas Filip as the school dentist for the 2018-2019 school year with an annual fee of \$7.00 per each state mandated exam.

The administration recommends the Board of School Directors approve Dr. Thomas Filip as the school dentist for the 2018-2019 school year, as presented.

### **f. Approval of Guidelines for Medical Standing Orders and Standing Orders for Opioid**

The District's guidelines for medical standing orders and standing orders for opioid have been reviewed and approved by the Administration, District School Nurses and Dr. Darryl Guistwite, School Physician. A copy of the documents have been included with the agenda.

The administration recommends the Board of School Directors approve the guidelines for the medical standing orders and the standing orders for opioid for the 2018-2019 school year, as presented.

### **g. Approval of Agreements**

The proposed agreements listed have been reviewed by Mr. William Gillet, Director of Pupil Services and Dr. Richard W. Fry, Superintendent of Schools. The agreements are included with the agenda.

#### **HIRE ME Program Agreement between Big Spring School District and Shippensburg University Agreement to Provide Physician Coverage through UPMC Pinnacle Health System**

The administration recommends the Board of School Directors approve the agreements listed, as presented.

### **h. Approval for Proposed Updated Policy**

The administration has submitted the updated policy and a copy is included with the agenda.

#### **Policy 218.2 Terroristic Threats/Acts**

The administration recommends the Board of School Directors approve the policy, as presented.

## New Business - Action Items

### i. Accept American Abatement Group Bid for Middle School Abatement Project

After the last meeting, the Solicitor reviewed the additional information provided by both Natalie and American Abatement. As part of that process, Natalie withdrew their bid leaving American Abatement Group as the next lowest bid.

#### MS Abatement Bid Results

<u>Company</u>	<u>MS Base Bid</u>	<u>Wall Insul /SF</u>	<u>Tile-Mastic/SF</u>	<u>Remove Aud Seats</u>
Natalie Excavation	\$39,120.00	\$25.50	\$4.50	\$4,500.00 in review
American Abatement	\$52,200.00	\$6.00	\$4.00	\$9,000.00 ✓
RL Abatement	\$69,000.00	\$7.00	\$4.00	\$4,800.00
Prism	\$189,927.00	\$20.00	\$3.60	\$11,000.00
Environmental Assurance	\$256,500.00	\$11.30	\$4.39	\$5,500.00

The administration recommends the Board of School Directors accept the proposal from American Abatement Group, Inc. in the amount of \$52,200 to abate the Middle School Auditorium.

### j. Accept Proposal From Morrison Geothermal to Investigate Newville ES Geothermal Leak

As part of the design phase of the Newville project, we received a recommendation to repair the leak in the geothermal loop. While the building operates well now, there is no backup capacity without the repair. The Director of Building & Grounds issued an RFP for the investigation and specification of the repair. Three companies responded and after meeting with Mr. Gilliam, one withdrew. Both Mr. Gilliam and Mr. Drawbaugh recommend we use Morrison. Note the Solicitor directed the actual repair be a separate action under the school & construction code(s).

The administration recommends the Board of School Directors accept the proposal from Morrison to investigate and identify the geothermal leak at Newville.

### k. Approve Payments From Newville Projects Fund

The administration received the invoices listed for payment.

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Lobar, Inc. (GC)	Pay App	\$237,285.67	\$3,283,165.45
CES	Remove windows	\$3,318.75	-
WCCOG	NV Permit Appeal	\$788.93	
CRA	Project Services (inv 19)	\$6,912.58	\$45,476.45

The administration recommends the Board of School Directors approve the payments of \$237,285.67 to Lobar, Inc., \$3,318.75 to Conservative Environmental Services, Inc., \$788.93 to Western Cumberland COG and \$6,912.58 to Crabtree Rohrbaugh.

## **New Business - Action Items**

### **I. Approve Payments from the Mt. Rock Projects Fund**

The administration received the invoices listed below.

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
W.Pennsboro Twnshp	MR Permit Fees	\$5,565.90	
CRA	Project Services	\$48,409.10	\$5,627.00

The administration recommends the Board of School Directors approve the payments of \$5,565.90 to West Pennsboro Township and \$48,409.10 to Crabtree Rohrbaugh from the Mt. Rock Projects Fund.

### **m. Approve Payments from the Capital Projects Reserve Fund**

The administration received the invoices listed below.

<u>From</u>	<u>Description</u>	<u>Amount</u>
RL Snyder Electric Inc	Athletic Field Wiring	\$7,461.24
Whitlock	30 Smartboards for NV (inv 1007174)	\$220,516.30
CRA	Interior Designer (3174 pay1)	\$437.40
CRA	Interior Designer (3177 pay1)	\$428.94

The administration recommends the Board of School Directors approve the payments of \$7,461.24 to RL Snyder Electric, Inc., \$220,516.30 to Whitlock and \$866.34 to Crabtree Rohrbaugh from the Capital Projects Reserve Fund.

### **n. Approve Greenawalt Audit Engagement Letter for 2018**

Attached is the engagement letter from Greenawalt, spelling out the services they will perform in connection with preparing the District's financial statements and subsequent audit.

The administration recommends the Board of School Directors approve the engagement letter as present and changing the audit completion date to October 19th and final report to November 16.

### **o. Approval of Resolution #48**

The Superintendent of Schools puts forth the following Board Resolution to authorize the issuance of the Statement of Charges for employee, Johnathan Hocker.

The administration recommends the Board of School Directors approve Resolution #48, as presented.



## **New Business - Action Items**

### **p. Case G**

The parents of Case G of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case G of the 2017-2018 school year for the period of twenty-five days, reduced to ten days with participation in the Student Assistance Program. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **q. Case H**

The parents of Case H of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case H of the 2017-2018 school year for the period of twenty-five days, reduced to ten days with participation in the Student Assistance Program. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

## **13. New Business - Information Item**

### **a. Tenure Status**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

**Mrs. Bayley Leonard - Newville Elementary Grade Three Teacher**

**Ms. Sarah O'Donnell - Newville Elementary Music Teacher**

**Mrs. Dana Sheaffer - Newville Elementary Grade Four Teacher**

**Ms. Cecilia Warthin - High School Special Education Teacher**

**Ms. Emily Young - High School Science Teacher**

Additional information regarding the professional employees have been prepared by Mrs. Clarissa Nace, Newville Elementary School Principal and Mr. William August, High School Principal.

## **14. New Business – Discussion/Action Items**

### **a. Flexible Furniture**

Pilot Classrooms and High School

#### **14. Future Board Agenda Items**

#### **15. Board Reports**

**a. District Improvement Committee - Mr. Bob Kanc, Mr. Robert Over**

**b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**

**c. Vocational-Technical School - Mr. Wolf and Mr. Piper**

**d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**

**e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

**f. South Central Trust - Mr. Blasco**

The Trust is in the process of updating all of its organizational documents. The final drafts are attached.

**g. Capital Area Intermediate Unit - Mr. Wolf**

**h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**

**i. Future Board Agenda Items**

**j. Superintendent's Report**

#### **16. Meeting Closing**

**a. Business from the Floor**

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **May 21, 2018.**

Next scheduled meeting is: **June 4, 2018.**