



**JANUARY 14, 2019
BOARD MEETING**

1. Opening Meeting

- a. Call to Order
- b. Pledge to the Flag

2. Authorization for the Vice-President to act with the authority of the President in all respects until a new Board President is selected.

3. Authorization for the Administration to advertise the vacant seat on the Board.

4. Approval of Minutes

Approval of the December 10, 2018 Regular Board Meeting Minutes, the December 10, 2018 Committee of the Whole Meeting Minutes, the December 10, 2018 Building and Property Meeting Minutes and the December 6, 2018 Finance Meeting Minutes.

5. Student/Staff Recognition and Board Reports - Gabi Reifsnnyder & Seth Franklin

6. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	17,584.89
Checks/ACH/Wires	\$	4,198,492.57
Capital Projects Reserve Fund	\$	800.00
Mount Rock Projects-2018 Fund	\$	34,565.10
Newville Projects Fund	\$	202,146.47
Cafeteria Fund	\$	97,699.43
Student Activities Fund	\$	<u>53,889.40</u>
Total	\$	4,605,177.86

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	24,392,758.34
Capital Projects Fund	\$	7,392,038.67
Cafeteria Fund	\$	457,709.52
Student Activities Fund	\$	271,177.55
Newville Projects Fund	\$	2,356,192.96
Mount Rock Projects-2018 Fund	\$	<u>6,563,738.77</u>
Total	\$	41,433,615.81

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.

7. Reading of Correspondence

a. Correspondence from the Pennsylvania Department of Education and Pennsylvania Office of the Budget

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education regarding the Single Audit Report of Big Spring School District for the year ended June 30, 2018. The Pennsylvania Department of Education has approved the Single Audit for fiscal year ended June 30, 2018 as being substantially in compliance with all audit requirements and federal and Commonwealth policy. The correspondence is included with the agenda. Correspondence was also received by Dr. Richard W. Fry, Superintendent of Schools from Pennsylvania Office of the Budget regarding the single audit year ended June 30, 2018, stating that the audit reporting package was complete and met all requirements required by federal and state rules and regulations.

8. Recognition of Visitors

9. Public Comment Period

10. Structured Public Comment Period

11. Old Business

12. New Business

13. Personnel Items - Action Items

a. Resignation - Head Football Coach

Mr. Cory Hoffman submitted his letter of resignation as the Head Football Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Hoffman's letter of resignation as Head Football Coach, effective immediately.

b. Resignation - Assistant Volleyball Coach

Ms. Carol March submitted her resignation as a Middle School Assistant Volleyball Coach, effective immediately. Ms. March has requested to assist as a volunteer volleyball coach.

The administration recommends the Board of School Directors approve Ms. March's resignation as a Middle School Assistant Volleyball Coach as well as her request to assist as a volunteer volleyball coach.

c. Coaching Recommendations

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coaches listed below.

Sabea Eisenburg - Middle School Volleyball Coach

Melissa Carlson - Middle School Volleyball Coach

Clay Novak - Jr. High Girls' Soccer Coach

Sean Scott - Volunteer Boys' Basketball Coach

Mark Vallie - Volunteer Swimming Coach

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

d. Recommendation for Source4Teachers/ESS Long-Term Substitute - Ms. Cara Bard

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers/ESS, the District substitute teaching contractor.

Ms. Cara Bard Long-Term Substitute Middle School Learning Support Teacher to begin January 14, 2019 through approximately March 22, 2019. Ms. Bard is replacing Mrs. Megan Barrick who is on child-rearing leave of absence.

Personnel Items - Action Items

e. Recommended Approval for Traffic/Security Personnel

Mr. Rick Gilliam, Director of Buildings & Grounds/Transportation would like to recommend Ms. CoLyn Statler for a traffic/security personnel position for the 2018-2019 school year.

The administration recommends the Board of School Directors approve Ms. Statler for the position of traffic/security personnel for the 2018-2019 school year.

f. Recommended Approval for Aides

Mr. William Gillet, Director of Pupil Personnel Services would like to recommend the individuals below for the positions listed.

Ms. Alexandra Piazza - full-time contracted aide to fill the vacancy in the MDS classroom at Oak Flat Elementary School.

Ms. Marguerite Trahey - full-time aide who has been assigned to the High School ESS Class to replace Lisa Bowermaster who has resigned.

The administration recommends the Board of School Directors approve the individuals above for the positions listed.

g. Approval for a Clinical Specialist

Mr. William Gillet, Director of Pupil Personnel Services would like to recommend Ms. Nicole Roman as Merakey's Clinical Specialist who is filling a current vacancy at the Middle School and High School.

The administration recommends Ms. Nicole Roman as Merakey's Clincial Specialist at the Middle School and High School, as presented.

h. Recommended Approval for an Additional Bus Driver

The administration recommends that the Board of School Directors approve the additional bus driver listed, pending all required paperwork.

John M. Fisher

14. 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.

Charlene D'Amore	\$ 250.00
Robyn Euker	\$ 2,025.00
Andrew Koman	\$ 750.00
Molly Kordes	\$ 1,500.00
Jocelyn Kraus	\$ 2,250.00
Abigail Leonard	\$ 4,050.00
Tessa Lindsey	\$ 1,500.00
Erin Malick	\$ 1,500.00
Michael McVitty	\$ 1,500.00
Judy Metcalf	\$ 1,500.00
Emily Moyer	\$ 1,500.00
Sherisa Nailor	\$ 750.00
Caitlin Steinly	\$ 1,500.00
Sean Stevenson	\$ 1,500.00
Amelia Tearnan	\$ 1,440.00
Edward Wilson	\$ 1,500.00
Emily Young	<u>\$ 1,500.00</u>
Total	\$26,515.00

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

b. Facilities Utilization Request

Mr. Matthew Kump, Aquatics Director is requesting to utilize the High School pool and locker rooms for a Diving Meet on Sunday, January 27, 2019, from 1:00 p.m. – 5:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Kump's request to utilize the High School pool and locker rooms for a Diving Meet on Sunday, January 27, 2019, from 1:00 p.m. – 5:00 p.m.

New Business - Action Items

c. Recommended Approval for Substitute Teacher Rate Addendum

The Big Spring School District contracts directly with ESS / Source4Teachers for substitute teacher needs. This partnership started in the 2015-2016 school year and substitute teacher compensation rates were set at that time. This addendum reflects an adjustment to the existing agreement to provide for a pay increase for substitute teachers within the District. This is the first pay rate adjustment for the substitute teachers since the commencement of the agreement. The increase positions the District's rate of pay as more competitive with other local districts.

The administration recommends that the Board of School Directors approve the addendum as presented.

d. Recommended Approval to Set Up a Grant Account

Dr. Kevin Roberts, Jr., Assistant Superintendent is requesting to set up an account for a grant received from Dollar General for three of the District's buildings (Mount Rock Elementary, Big Spring Middle School, and Big Spring High School). Each building was awarded \$5000 to support their literacy initiatives for a total award amount of \$15,000 to the District. Dollar General provides support such as this to the communities that it serves and this year, Big Spring was chosen to receive this award.

The administration recommends the Board of School Directors approve Dr. Roberts to move forward with setting up the account for the grants received from Dollar General to support literacy initiatives.

e. Recommended Approval to Establish Accounts for the PCCD Grant Project

Dr. Kevin Roberts, Jr., Assistant Superintendent received an award notice from the Pennsylvania Commission on Crime and Delinquency regarding Big Spring School District's PCCD grant project titled "School Safety and Security Grant." Big Spring School District has been awarded \$25,000 for the School Safety and Security Grant. Dr. Roberts is requesting permission to establish accounts to administer the funds.

The administration recommends the Board of School Directors approve Dr. Roberts' request to establish accounts to administer the funds for the School Safety Grant.

f. Approval of the Cumberland Perry Area Vocational Technical School General Fund Budget Proposal

The Cumberland Perry Area Vocational Technical School has developed a General Fund Budget Proposal for the 2019-2020 school year. The General Fund Budget Proposal for the 2019-2020 school year was presented at the December 10, 2018 board meeting as an information item.

The administration recommends that the Board of School Directors approve the proposed 2019-2020 CPAVTS budget as presented with the understanding that the actual cost for Big Spring's participation in the Vo-Tech school will be determined based on final enrollment calculations.

New Business - Action Items

g. Approval for the Proposed 2019 Agreement for School Crossing Guards

Dr. Richard W. Fry, Superintendent of Schools received and reviewed the agreement from the Borough of Newville for school crossing guard services. The term of the agreement for school crossing guard services between the Newville Borough and the Big Spring School District is for a period of one year beginning on January 1, 2019 and ending December 31, 2019. The Big Spring School District shall pay a sum of \$2,625.00 for the school crossing guard services for one year.

The administration recommends that the Board of School Directors approve the 2019 school crossing guard services agreement between the Big Spring School District and the Borough of Newville as presented, at a cost not to exceed \$2,625.00.

h. Approval of the Youth Truth Student Survey Agreement

Dr. Richard W. Fry, Superintendent of Schools received and reviewed a three year agreement with Youth Truth. The three year agreement will solidify the Big Spring School District's communication and engagement plan, provide actionable feedback on the non-academic indicators, support Big Spring's leadership team with baseline feedback, deliver robust interactive reports and engage in capacity-building professional development for school and district leaders to get the most out of the survey efforts.

The administration recommends the Board of School Directors approve the three year agreement with Youth Truth, as presented.

i. Recommended Approval for the Pyramid Healthcare, Inc. Educational Services Agreement

Dr. Richard W. Fry, Superintendent of Schools has received and reviewed the Pyramid Healthcare, Inc. Educational Services Agreement, which will assist with the placements of students according to their educational needs.

The administration recommends the Board of School Directors approve the Pyramid Healthcare, Inc. Educational Services Agreement, as presented.

j. Approval of an Additional 2018-2019 Tuition Exemption Student

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following student for the remainder of the 2018-2019 school year.

Jamie Shankle

New Business - Action Items

k. Approval for a Trip to Orlando, Florida

Mr. Joseph Sinkovich, Athletic Director/Assistant High School Principal is requesting permission for the Big Spring Varsity Cheerleaders and coach's to travel to Orlando, Florida for a National High School Cheerleading Competition on February 7, 2019 through February 11, 2019. The Big Spring Varsity Cheerleaders received the invitation due to a bid in obtaining a score set by UCA at a regional competition. Details are included with the agenda.

The administration recommends the Board of School Directors grant the Big Spring Varsity Cheerleaders and coach's to attend the competition in Orlando, Florida, as presented.

l. Approval to Create a Student Account for a Junior Lions Club International Leo Chapter

The administration received a request from Mr. Scott Anderson, High School Social Studies Teacher and Tempus Club Advisor, to create a new student activity account for a Junior Lions Club International Leo Chapter under the sponsorship of the Newville, Plainfield and Jacksonville Lions' Clubs. 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 the Junior Lions Club International Leo Chapter under the supervision of Mr. Scott Anderson, High School Social Studies Teacher.

m. Cap Tax Legal Case

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Michael Cassidy of the Law Offices of Johnson and Duffie on an update regarding Big Spring School District's claim for an equity distribution as a result of withdrawing from Capital Area Tax Collection Bureau (CapTax).

The administration recommends the Board of School Directors authorize Special Counsel to proceed with the Capital Tax Collection Bureau case, as presented.

n. Approve 2019 Construction Project Bid Specification Release

Chris Barnett, of CRA, reviewed the 2019 project specifications during the Building & Property Committee meeting. The Board previously approved advertising of the bids on 19 December. [Link to advertisement](#). The latest [cost estimate for the 20-19 project](#) is posted on the construction page.

The administration recommends the Board of School Directors approve the release of the 2019 project specification as presented.

New Business - Action Items

o. Approve Payment from the Capital Projects Reserve Fund

The administration received the following application for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Baker Intl	Professional Service (PennDOT grant)	\$10,521.00	n/a

The administration recommends the Board of School Directors approve payment of \$10,521 to Michael Baker International.

p. Approve Payments from the Newville Projects Fund

The administration received the following applications for payment:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV	CRA	2941 Inv 26 Reimbursable	\$98.83	n/a
MS	CRA	3106 Inv 11 Prof Svc	\$3,631.93	n/a
NV	Honeywell	Addl Equip	\$1,386.98	n/a
NV	Honeywell	Addl Equip	\$12,582.41	n/a
NV	Honeywell	Addl Equip	\$2,919.49	n/a
HS/MS/MR	Lobar, Inc	EC pay app 6	\$23,233.47	\$2,000.00
NV	Lobar, Inc	EC Payapp 10	\$13,424.60	\$2,395.00
NV	Mann Plumbing	Payapp 8 - closeout	\$21,681.15	\$0.00
MS	eci Construction	GC PayApp 6	\$3,593.47	\$133,673.31
MS	eci Construction	GC PayApp 7	\$108,673.31	\$25,000.00
HS	eci Construction	GC PayApp 8 closeout	\$2,000.00	\$0.00
MR	eci Construction	GC PayApp 9 closeout	\$11,110.00	\$0.00

The administration recommends the Board of School Directors approve the payment of \$ 3,730.76 to Crabtree, Rohrbaugh & Associates; \$16,888.88 to Honeywell; \$36,658.07 to Lobar, Inc.; \$21,681.15 to Mann Plumbing & Heating; and \$125,376.78 to eciConstruction.

q. Approve Payment from the Mt Rock 2018 Projects Fund

The administration received the following application for payment:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
2019	CRA	3196 Inv 4	\$28,709.99	n/a

The administration recommends the Board of School Directors approve the payment of \$ 28,709.99 to Crabtree, Rohrbaugh & Associates.

New Business - Action Items

r. Approve Change Construction Change Order

The District received this credit letter for the Newville project through CRA.

Proj.	CO#	From	Description	Amount
NV	7	Frey Lutz	Credit allowance	\$19,645.00

The administration recommends the Board of School Directors approve this credit change order as submitted.

15. New Business - Information Items

a. Reimbursement for Bookends Trip Cancellation

As a result of the snow storm in November, the Bookends trip to NYC had to be cancelled. As the students made payments for several events that were non-refundable, the Superintendent directed the general fund would reimburse the Student Activity Fund in the amount of \$1,947.20 to make the students whole.

b. RFP for Tech Equipment

As part of the 2019-20 budget process, the administration is releasing a request for proposals for new technology equipment next year, including the replacement lease for teacher laptops (attached). Once the proposals come in and are evaluated, the administration will present recommendations to the Board.

c. 2019-2020 School Calendar

The administration drafted a proposed school district calendar for the 2019-2020 school year. A copy of the proposed 2019-2020 school district calendar has been included with the agenda. This is a Board information item that will be included on the February 4, 2019 Board meeting agenda as an action item.

16. Future Board Agenda Items

17. Board Reports

a. District Improvement Committee - Mr. Kanc, Mr. Over

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

c. Vocational-Technical School - Mr. Piper

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

Updated [2019 Project Cost Summary](#)

Estimate from Musco for Stadium Light replacement below

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

f. South Central Trust - Mr. Blasco

g. Capital Area Intermediate Unit – Vacant

h. Tax Collection Committee - Mr. Swanson

i. Future Board Agenda Items

j. Superintendent's Report - December Enrollment Report

18. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **January 14, 2019.**

Next scheduled meeting is: **February 4, 2019.**