



## JANUARY 15, 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 December 11, 2017, 2017 Regular Board Meeting Minutes, the December 11, 2017 Committee of the Whole Minutes and the December 11, 2017 Building and Property Meeting Minutes.

### 3. Recognition of Middle School Students

Dr. Linda Wilson, Middle School Principal will recognize the students listed for their artwork for the "first" District Christmas Card which was distributed to the surrounding school districts.

**Lily Weaver - Grade 7**

**Nickson Gatch - Grade 7**

### 4. Student/Staff Recognition and Board Reports - Emily Webber and Seth Franklin

### 5. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	37,334.67
Checks/ACH/Wires	\$	3,675,640.70
Capital Reserve Fund	\$	402.30
Newville Projects Fund	\$	0.00
Cafeteria Fund	\$	190,789.54
Student Activities	\$	<u>47,882.51</u>
<b>Total</b>	<b>\$</b>	<b>3,952,049.72</b>

Motion to approve payment of bills, as presented.

**b. Treasurer's Fund Report**

General Fund	\$	23,425,012.02
Capital Reserves Fund	\$	7,648,742.91
Cafeteria Fund	\$	340,138.43
Student Activities	\$	236,833.46
Newville Projects Fund	\$	<u>9,848,532.49</u>
<b>Total</b>	<b>\$</b>	<b>41,499,259.31</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.

**6. Reading of Correspondence**

**7. Recognition of Visitors**

**8. Public Comment Period**

**9. Structured Public Comment Period**

**10. Old Business**

**11. New Business**

**12. Personnel Items - Action Items**

## **Personnel Items - Action Items**

### **a. Resignation - Assistant Baseball Coach**

Mr. Wes Reall submitted his letter of resignation as an Assistant Baseball Coach, effective immediately. Mr. Reall has requested to assist as a volunteer baseball coach.

The administration recommends the Board of School Directors approve Mr. Reall's resignation as an Assistant Baseball Coach as well to assist as a volunteer baseball coach.

### **b. Resignation - Assistant Track Coach**

Ms. Julie Walter has submitted her resignation as Assistant Track Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Walter's resignation as Assistant Track Coach, effective immediately.

### **c. Resignation - Traffic Security Personnel**

Per an email communication from Mr. Rick Gilliam, Mr. Kenny Adams has resigned from his position as Traffic Security. The resignation was communicated through a phone conversation with Mr. Gilliam.

The administration recommends the Board of School Directors approve Mr. Adams' resignation, effective immediately.

### **d. Resignation - Administrative Assistant for PIMS and Child Accounting**

Mrs. Carol Frace has submitted her resignation as Administrative Assistant for PIMS and Child Accounting, effective June 30, 2018.

The administration recommends the Board of School Directors approve Mrs. Frace's resignation, effective June 30, 2018.

### **e. Leave Without Pay - Jesse Deutsch**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mr. Jesse Deutsch is requesting a half day leave without pay, retroactive to December 21, 2017.

The administration recommends that the Board of School Directors approve the following request for leave without pay, as presented.

### **f. Leave Without Pay - Barbara Dellinger**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Ms. Barbara Dellinger is requesting a half-day leave without pay, retroactive to January 11, 2018.

The administration recommends that the Board of School Directors approve the following request for leave without pay, as presented.

## **Personnel Items - Action Items**

### **g. Recommendation for Technology Education/Agriculture Chairperson**

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend Mr. Joseph Barnouski as the Technology Education/Agriculture Department Chairperson, replacing Mr. Dwain Messersmith who has resigned.

The administration recommends the Board of School Directors approve Mr. Joseph Barnouski as the Technology Education/Agriculture Department Chairperson, effective immediately.

### **h. Recommendation for Classified Personnel Transfer**

The administration would like to recommend the transfer of Mrs. Laurie Miller, Administrative Assistant at Newville Elementary School to the position of Administrative Assistant to High School Administration for Attendance. Mrs. Miller will continue with her same salary rate, within the Classified Agreement.

The administration recommends the Board of School Directors approve the transfer of Mrs. Laurie Miller, as presented.

### **i. Source4Teachers (Mission One) Aide Recommendation**

The administration requests permission to move forward with the recommendation of the aide listed below with Source4Teachers (Mission One), the District substitute teaching/aide contractor, retroactive to December 18, 2017.

**Angela Ritter**

### **j. Recommendation for Technology Student Adviser - Mr. Anthony Casella**

Mr. William August, High School Principal would like to recommend Mr. Anthony Casella as the Technology Student Association Adviser for the remainder of the 17-18 school year, replacing Mr. Dwain Messersmith who has resigned.

The administration recommends the Board of School Directors approve Mr. Casella as the Technology Student Association Adviser for the remainder of the 17-18 school year, as presented

### **k. Recommendation for Source4Teachers Long-Term Substitute**

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

**Mrs. Megan (Jana) Barrick**, Long-Term Substitute for Middle Teachers - Ms. Fran Stewart and Mrs. Emily Creek

## Personnel Items - Action Items

### I. Middle School Sixth Grade Learning Support Teacher - Miss Alexa Moran

#### Education:

Shippensburg University - Early Childhood/Elementary Education/Special Education PreK-8

#### Experience:

Scotland Elementary School - Teacher Assistant

Greencastle-Antrim Elementary School - Teacher Assistant

The administration recommends that the Board of School Directors appoint Miss Alexa Moran to serve as a Middle School Sixth Grade Learning Support Teacher, replacing Mr. Philip Fassl who has resigned. Miss Moran's compensation for this position should be established at Bachelor's, step 1, \$49,600.00, plus a \$400.00 special Education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## 13. New Business - Action Items

### a. Credit Pay

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.

Megan Anderson	\$ 1,410.00
Shannon Arnold	\$ 1,410.00
Charlene D'Amore	\$ 245.00
Greg Ellerman	\$ 735.00
Robyn Euker	\$ 3,600.00
Stacey Gibb	\$ 900.00
Nathaniel Gutshall	\$ 1,470.00
Kelsey Hernjak	\$ 1,380.00
Timothy Kireta	\$ 708.00
Jocelyn Kraus	\$ 1,470.00
Abigail Leonard	\$ 3,600.00
Catherine Leonard	\$ 1,410.00
Crystal Martin	\$ 900.00
Jenna McIntire	\$ 705.00
Clarissa Nace	\$ 2,000.00
Luke Nerone	\$ 1,470.00
Sarah O'Donnell	\$ 5,880.00
Chelsey Piper	\$ 1,470.00
Dana Sheaffer	\$ 1,410.00
Amelia Tearnan	\$ 1,440.00
Cecilia Warthin	\$ 1,470.00
Edward Wilson	\$ 1,470.00
<b>Total</b>	<b>\$36,553.00</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, the Act 93 Agreement and the Big Spring School District.

## **New Business - Action Items**

### **b. Approval of Proposed Job Descriptions**

The administration has updated the job descriptions listed and copies of the job descriptions have been included with the agenda.

**000 Title IX Coordinator**

**209 Gifted Integration Specialist**

**301 Home and School Visitor**

**303 Elementary Counselor**

**304 Middle School Counselor**

**304B High School Counselor**

**305 Certified School Nurse**

**307 School Psychologist**

**309 Speech and Language Clinician**

**508 Administrative Assistant to the High School Administration/Attendance**

**709 Coordinator of Custodial Services**

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

### **c. 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 2018-2019 school year. The General Fund Budget Proposal for the 2018-2019 school year was presented at the December 11, 2017 board meeting as an information item.

The administration recommends that the Board of School Directors approve the proposed 2018-2019 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.

### **d. Approval for the Proposed 2018 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, 2018 and ending December 31, 2018. 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 2018 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.

## New Business - Action Items

### e. Approve of Payment from Newville Projects Fund

The administration received the following invoice:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV Reno	Crabtree Rohrbaugh	Design Svc	\$23,240.31	\$80,563.70

The administration recommends the Board of School Directors approve the payment of \$23,240.31 to Crabtree, Rohrbaugh & Associates from the Newville Projects Fund.

### f. Approve Payment from the Capital Project (Reserve) Fund

The administration received invoices from:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
MS Roof Replacement	Professional Roof Services, Inc	Inspection Svc	\$6,800.00
Erate Cat2	RL Snyder	Progress Bill#3	\$6,200.00

The administration recommends the Board of School Directors approve the payment of \$6,800 to Professional Roof Services, Inc. and \$6,200 to R L Snyder Electric, Inc from the Capital Project Reserve Fund.

### g. Approve Release of Bid Specification for Partial Roof Replacement at MR Elementary

As part of the MR Elem renovation and reconfiguration, the Building & Property Committee agreed to split the project list to avoid interruptions to the school year calendar. PRSI was contracted to manage the project and developed the specification ([link to spec](#)).

The administration recommends the Board of School Directors approve the advertisement and release of the bid specification prepared by PRSI for Partial Roof Replacement of the Mt Rock Elementary, pending Solicitor review.

### h. Approve Proposal to Lease-Purchase Three Vehicles

Two of the lease vehicles will replace existing cars. One was totaled and the other is the former drivers ed car and is approaching end of life. The third will be an admin vehicle for the Dir of Buildings & Grounds to use. Fulton Bank provided a 3-year Municipal Lease for the order.

The administration recommends the Board of School Directors approve the lease/purchase of the vehicles as proposed.

## **New Business - Action Items**

### **i. Facilities Utilization Request**

Mr. Matthew Kump, Aquatics Director is requesting to utilize the High School pool, locker room and balcony for a Diving Invitational on Sunday, January 28, 2018 from 1:00 p.m. – 5:30 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, locker room and balcony for a Diving Invitational on Sunday, January 28, 2018 from 1:00 p.m. – 5:30 p.m..

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

### **a. Tenure Status**

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

#### **Amanda Webber**

Additional information regarding the professional employee has been prepared by Ms. Abigail Leonard, Assistant Supervisor of Special Education.

### **b. Proposed Textbook Adoption**

Mrs. Robyn Euker, Director of Curriculum and Instruction, is recommending the following book to the Superintendent of Schools. The book is available for review in the curriculum office by any member of the Board of School Directors who wishes to review the books prior to the February 5, 2018, Board of School Directors meeting.

#### **Biology (Stephen Nowicki, 2017) Houghton Mifflin Harcourt**

### **c. 2018-2019 School Calendar**

The administration drafted a proposed school district calendar for the 2018-2019 school year. A copy of the proposed 2018-2019 school district calendar has been included with the agenda. This is a Board information item that will be included on the February 5, 2018 Board meeting agenda as an action item.

### **d. Meal Charge Policy**

With the recent Act 55 of 2017, the District had to change its procedures to meet the new School Code. Note: this does allow students to get a program meal if they cannot pay for it; however, the charge does accrue to their account.



**15. Future Board Agenda Items**

**16. Board Reports**

- a. District Improvement Committee - Mr. Bob Kanc
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper
- d. Building and Property Committee - Mr. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall
  - 1. Submission to PDE re: Resolution to Stay Within the Adjusted Index (below).
- f. South Central Trust - Mr. Blasco
- 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
  - December 21, 2017 Enrollment

**17. Meeting Closing**

- a. Business from the Floor
- b. Public Comment Regarding Future Board Agenda Items
- c. Adjournment
  - Meeting adjourned at \_\_\_\_\_ PM, **January 15, 2018.**
  - Next scheduled meeting is: **February 5, 2018.**