



FEBRUARY 3, 2020 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the January 13, 2020 Regular Board Meeting Minutes, the January 13, 2020 Committee of the Whole Meeting Minutes and the January 13, 2020 Building and Property Meeting Minutes.

3. Board Appointment and Oath of Office of Newly Appointed Board Member

4. Student/Staff Recognition and Board Reports

- a. Student Board Report - Regan Donato & Darren Neidigh**
- b. Ms. Ashley Gleeson and Ms. Kathy Schumacher - Recipients of Shippensburg University Superintendent Study Council (SUSSC) Outstanding Teacher Awards**

5. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	26,445.52
Checks/ACH/Wires	\$	2,173,377.03
Capital Projects Reserve Fund	\$	-
Mount Rock Projects Fund	\$	168,990.86
Newville Projects Fund	\$	-
Cafeteria Fund	\$	100,618.08
Student Activities	\$	<u>28,709.24</u>
Total	\$	2,498,140.73

Motion to approve the payment of bills as presented.

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

a. Resignation - Junior High Track and Field Coach

Ms. Meghan Bullock has submitted her resignation as a Junior High Track and Field Coach, effectively immediately. Ms. Bullock has requested to volunteer as needed.

The administration recommends the Board of School Directors approve the resignation of Ms. Bullock for the position of a Junior High Track and Field Coach, effective immediately and approve her request to volunteer as needed.

b. Resignation - High School Girls Junior Varsity Soccer Coach

Ms. Jessica Sprecher has submitted her resignation as a High School Girl's Junior Varsity Soccer Coach, effective immediately.

The administration recommends the Board of School Directors approve the resignation of Ms. Sprecher for the position of High School Girl's Junior Varsity Soccer Coach, effective immediately.

c. Recommended Approval for Child-Rearing Leave - Mrs. Kristen Boles

Mrs. Kristen Boles, Guidance Counselor at Newville Elementary School, is requesting child-rearing leave of absence to begin approximately May 26, 2020 through the end of the 2019-2020 school year. According to Section 3.07 of the current contract between the Big Spring Education Association and the Big Spring School District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Mrs. Boles' requested child-rearing leave of absence to begin approximately May 26, 2020 through the end of the 2019-2020 school year.

d. Recommended Approval for Child-Rearing Leave - Mrs. Leslie Locy

Mrs. Leslie Locy, second grade teacher at Newville Elementary School, is requesting child-rearing leave of absence to begin approximately May 18, 2020 through the end of the 2019-2020 school year. According to Section 3.07 of the current contract between the Big Spring Education Association and the Big Spring School District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Mrs. Locy's requested child-rearing leave of absence to begin approximately May 18, 2020 through the end of the 2019-2020 school year.

e. Recommended Approval for Child-Rearing Leave - Mrs. Meagan Brackbill

Mrs. Meagan Brackbill, Oak Flat Elementary School secretary, is requesting child-rearing leave of absence to begin approximately May 4, 2020 through the end of the 2019-2020 school year.

The administration recommends the Board of School Directors approve Mrs. Brackbill's request for child-rearing leave to begin approximately May 4, 2020 through the end of the 2019-2020 school year.

Personnel Items - Action Items

f. Recommended Approval for 2019-2020 Middle School After School Club Adviser

Mrs. Clarissa Nace, Middle School Principal would like to recommend Mr. Michael Spears as a Middle School After School Club Adviser for the 2019-2020 school year.

The administration recommends the Board of School Directors approve Mr. Spears as a Middle School After School Club Adviser for the 2019-2020 school year, as presented.

g. Recommended Approval for Junior Varsity Girls Softball Coach's

Mr. Joseph Sinkovich, HS Assistant Principal/Director of Athletics/Student Activities, would like to recommend the coach's listed for the Junior Varsity Girls Softball Team.

Mrs. Kami Kump - Junior Varsity Girls Softball Co-Coach

Mr. Steven Parrish - Junior Varsity Girls Softball Co-Coach

The administration recommends the Board of School Directors approve Mrs. Kump and Mr. Parrish as Co-Coach's for the Junior Varsity Girls Softball Team, as presented.

h. Recommended Approval for a Long-Term Substitute Teacher and Aides through ESS the District's Substitute Agency

The administration request approval for the long-term substitute teacher and aides listed below.

Lindsay Zeis- Long-term substitute learning support teacher at Oak Flat Elementary School for Mrs. Megan Larsen who will be on child-rearing leave from approximately May 11, 2020 through the end of the 2019-2020 school year.

Katelyn Lawyer - New full-time kindergarten aide at Oak Flat Elementary School replacing, Krystal Feeser who has resigned.

Estefania Vera Lua - New full-time Middle School MDS aide replacing, Jessica Wagner who has resigned.

Katherine Miller- New full-time Life Skills aide at Oak Flat Elementary School, replacing Haley Colbertson who has resigned.

Alyssa Fahnestock - New part-time kindergarten aide at Newville Elementary School.

The administration recommends the Board of School Directors approve the long-term substitute teacher and aides, as presented.

i. Recommended Approval for a Part-Time Assistant Groundskeeper - Mr. Timothy Sheeler

The administration would like to recommend Mr. Timothy Sheeler for the position of a part-time Assistant Groundskeeper, not to exceed twenty-nine hours per week, replacing Mr. Zachary Reed who has resigned. Due to Mr. Sheeler's years of service with the Big Spring School District as a Seasonal Laborer his recommended compensation for this position is \$18.10 per hour.

The administration recommends the Board of School Directors approve Mr. Timothy Sheeler as a part-time Assistant Groundskeeper, not to exceed twenty-nine hours per week at an hourly wage of \$18.10, as presented.

13. 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.

Laura Parks \$1,560.00
Melissa Sheffer \$1,548.00
Total = \$3,108.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Educational Association and the Big Spring School District.

b. Recommended Approval of the Proposed 2020-2021 School Calendar

The administration drafted a proposed school district calendar for the 2020-2021 school year, and copies of the proposed calendar were provided to the Board of School Directors at the January 13, 2020 Board meeting as an information item.

The administration recommends that the Board of School Directors approve the proposed 2020-2021 school district calendar, as presented.

c. Recommended Approval for an Independent Contractor Agreement

Dr. Richard W. Fry, Superintendent of Schools received and reviewed an agreement for an Independent Contractor to assist with an educational evaluation.

The administration recommends the Board of School Directors approve the Independent Contractor Agreement, as presented.

d. Recommended Approval for an Addendum with ESS Northeast, LLC

Dr. Kevin Roberts, Assistant Superintendent is requesting approval of an addendum to include Event Staff and Traffic Detail employees as contractors through ESS Northeast, LLC (formerly Source 4 Teachers), the District's substitute teacher and paraprofessional provider.

The administration recommends that the Board of School Directors approve the ESS Northeast, LLC addendum, as presented.

e. Recommended Approval for a Supplemental Equipment Grant

Dr. Robyn Euker, Director of Curriculum and Instruction is requesting approval for a Supplemental Equipment Grant through the Pennsylvania Department of Education to purchase a CNC Plasma Cutter for the High School Welding Program.

The administration recommends the Board of School Directors approve the application process for the Supplemental Equipment Grant through the Pennsylvania Department of Education to purchase a CNC Plasma Cutter for the High School Welding Program, as presented.

New Business - Action Items

f. Recommended Approval for Updated Policies

The administration has submitted the updated policies listed and copies are included with the agenda.

Policy 222 - Tobacco Use

Policy 824 - Maintaining Professional Adult/Student Boundaries

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

g. Recommended Approval for Updated Job Descriptions

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

504 - Accounting Controller

520 - Administrative Assistant for Custodial and Maintenance Services

705 - Head Custodian

706 - Custodial Personnel

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

h. Approve Payments from Capital Projects Reserve Fund

The administration received the following furniture invoices ([link to documents](#)):

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Tanner	Inv 20055 Closeout 10%	19,971.38	closeout
Tanner	Inv 20123 Closeout 10%	68,604.02	closeout
Tanner	Inv 20124 Closeout 10%	5,507.81	closeout
	Total	94,083.21	-

The administration recommends the Board of School Directors approve payment of \$94,083.21 to Tanner of PA.

New Business - Action Items

i. Approve Payments from Mt Rock Projects 2018 Fund

The administration received the following payment applications from CRA ([link to documents](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	EastCoast	PayApp 6	\$ 77,297.24	\$ 20,000.10
MS	Honeywell	Inv 5250617091 Cameras	\$ 8,224.05	closeout
HS	Oyler Elect	PayApp 4	\$ 20,703.99	\$ 3,216.58
HS	Oyler Elect	PayApp 5 - FINAL	\$ 3,216.58	closeout
OF	Oyler Elect	PayApp 4	\$ 4,613.45	\$ 7,582.50
OF	Oyler Elect	PayApp 5 - FINAL	\$ 7,582.50	closeout
Ph2	CRA	Inv 3196-17 (closeout + reimbursables)	\$ 3,461.74	-
		Total	\$ 125,099.55	\$ -

The administration recommends the Board of School Directors approve the payment of \$77,297.24 to East Coast Contracting; \$ 8,224.05 to Honeywell; \$36,116.52 to Oyler Electric and \$3,461.74 to Crabtree, Rohrbaugh & Associates.

j. Approval to Close Capital Projects

Several open projects have closed with remaining balances (in yellow):

<u>Capital Project:</u>	<u>Unused Funds:</u>
MS Roof Design Phase I, II, & III	11,200
HS Gym Floor Refinish	2,646
HS Auditorium AV Repair	1,921
Server Room UPS Replacement	5,000
HS Network Replacement (Erate Cat 2)	139,279
HS Roof Design/Mgmt/Inspections	10,600
MR Roof Design & Management	550
HS Gym Audio Replace	19
NV/MR/MS/HS FF&E Design & Purchase	14,315
NV/OF/HS/DAO NV & Assoc Technology Projects	15,260
HS Collaboration Lab	933
NV Asbestos Abatement CO 3	3,834
Ext Wifi/Backup Server & Storage/Erate/Fiber Study	78,069
MS/HS Library Furniture Replacement	70,000
HS/MS/MR Gym Light LED Replacement	3,384
MS - 86" Interactive Panel TV's (50)	500,000
HS - 86" Interactive Panel TV's (73)	660,000
Fitness Center Equipment	149
NV Playground Equipmen Replace	5,236

The administration recommends closing the projects highlighted above in yellow.

New Business - Action Items

k. Approve Request for Audit Services Proposals

The administration recommends putting out an RFP for audit services. It's been many years since this was done and given that the old Greenawalt was sold, now is the time. [Link to RFP](#) Included below is a recent survey of local districts and who they use for audits. Responses are due by April 10 allowing selection in late April in order to start in July 2020.

The administration recommends the Board of School Directors approve the request for proposals for audit services included with the agenda.

l. Approve Capital Projects for Summer 2020

As discussed in the Building & Property Committee Meeting, the recommended summer projects are listed below along with project estimates. Once approved, these will be added to the Capital Projects Reserve Fund list. The Board will still be required to approve all payments

KPN/Gordian/Lobar Proposal

Classrooms with installation	107
Classrooms with mobile cart	9
Installation cost per classroom	1,761.02

Total KPN/Gordian Proposal \$204,278.32

KPN/Gordian/Lobar Proposal

DAO Modifications Estimate \$150,000.00

HS Commons LED Light Retrofit \$50,000

Tech Warehouse Renovation \$16,000

Total From Capital Projects Reserve = \$420,278.32

The administration recommends the Board of School Directors approve the 2020 Capital Projects as listed above.

m. Approve KPN Proposal For Interactive TV Install

The administration and Wolf Consulting Engineers worked with the KPN vendor Gordian, Inc. to develop a proposal for the interactive TV install. This proposal is based on a per room cost and can be expanded or reduced as needed. [Link to Proposal](#)

The administration recommends the Board of School Directors approve the KPN Proposal and authorize the administration to sign the appropriate documents required for the project.

14. New Business - Information Item

a. Proposed Adoption of Novels for English I Curriculum

Listed below are recommended novels for proposed adoption for English I Curriculum. All novels are available in the Curriculum Center for review by the Board of School Directors. These novels will be recommended for board approval at the Tuesday, February 18, 2020 board meeting.

Unwind (Shusterman, 2007)

Matched (Condie, 2010)

Hunger Games (Collins, 2008)

Scythe (Shusterman, 2016)

Maze Runner (Dashner, 2009)

Delerium (Oliver, 2011)

15. Discussion Item

16. Future Board Agenda Items

17. Board Reports

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

b. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers

c. Vocational-Technical School - Mr. Piper, Mr. Wardle

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

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

f. South Central Trust - Mr. Deihl

g. Capital Area Intermediate Unit - Mr. Swanson

h. Tax Collection Committee - Mr. Swanson

i. Future Board Agenda Items

j. Superintendent's Report - Enrollment Report, January, 2020

18. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **February 3, 2020.**

Next scheduled meeting is: **TUESDAY, February 18, 2020.**