



## FEBRUARY 18, 2020 BOARD MEETING

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### 1. Opening Meeting

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

### 2. Approval of Minutes

Approval of the February 3, 2020 Regular Board Meeting Minutes, the February 3, 2020 Committee of the Whole Meeting Minutes and the February 3, 2020 Building and Property Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports - Regan Donato

### 4. Financial Reports

#### a. Payment of Bills

General Fund	\$	850,293.52
Capital Project Reserve Fund	\$	94,083.21
Mount Rock Projects-2018 Fund	\$	125,099.65
Newville Projects Fund	\$	-
Cafeteria Fund	\$	-
Student Activities	\$	<u>9,557.16</u>
<b>Total</b>	<b>\$</b>	<b>1,079,033.54</b>

Motion to approve the payment of bills as presented.

#### b. Treasurer's Fund Report

General Fund	\$	24,034,611.61
Capital Project Reserve Fund	\$	6,761,882.99
Cafeteria Fund	\$	585,559.52
Student Activities	\$	270,065.97
Newville Projects Fund	\$	279.41
Mount Rock Projects- 2018 Fund	\$	<u>270,136.78</u>
<b>Total</b>	<b>\$</b>	<b>31,922,536.28</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**

**a. Correspondence from the Pennsylvania Department of Education**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Clayton P Carroll, II, Audit Coordinator, Pennsylvania Department of Education regarding Big Spring School District's Single Audit Report year ended, June 30, 2019. PDE approved Big Spring School District's Single Audit Report for fiscal year ended, June 30, 2019 and is substantially in compliance with federal and Commonwealth policy.

**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 - Mr. Robert Hanks**

Mr. Robert Hanks, High School English Teacher submitted his letter of resignation for the purpose of retirement, effective June 15, 2020.

The administration recommends the Board of School Directors approve Mr. Hanks' letter of resignation for the purpose of retirement, as presented.

**b. Resignation - Mrs. Tara Mainhart**

Mrs. Tara Mainhart, Administrative Assistant to the Business Office/Taxes, submitted her resignation for the purpose of retirement, effective March 1, 2020.

The administration recommends the Board of School Directors approve Mrs. Mainhart's resignation for the purpose of retirement, as presented.

## **Personnel Items - Action Items**

### **c. Resignation - Ms. Megan Adams**

Ms. Megan Adams submitted her resignation as a full-time MDS aide at Oak Flat Elementary School, effective February 21, 2020.

The administration recommends the Board of School Directors approve Ms. Adams' resignation, as presented.

### **d. Resignation - Ms. Kayla Durf**

Ms. Kayla Durf submitted her resignation as Assistant Varsity Softball Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Durf's resignation, as presented.

### **e. Resignation - Mr. Paul Shoap**

Mr. Paul Shoap has submitted his resignation as a full-time high school custodian, retroactive to February 14, 2020.

The administration recommends the Board of School Directors approve Mr. Shoap's resignation, as presented.

### **f. Recommended Approval for Coach's**

Mr. Joseph Sinkovich, HS Assistant Principal/Director of Athletics/Student Activities, would like to recommend the coach's listed.

**Jenna McIntire - Head Middle School Track Coach**

**Ryan Long - Middle School Boys Assistant Soccer Coach**

**Scott Koser - High School Assistant Baseball Coach**

The administration recommends the Board of School Directors approve the above listed coach's and their positions, as presented.

### **g. Recommended Approval for ESS Aides**

The administration recommends approval for the ESS aides listed.

**Selina Melero** - full-time Middle School MDS aide, replacing Megan Adams who has resigned.

**Amanda Rambler** - full-time autistic support aide at Oak Flat Elementary School, replacing Melissa Hall-Spriggs who is changing her assignment to a one-on-one aide for a newly identified student.

The administration recommends the Board of School Directors approve the aides and their positions, as presented.

## Personnel Items - Action Items

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

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

**Brooke Brownawell** - Long-term substitute second grade teacher at Newville Elementary School for Mrs. Leslie Locy who will be on child-rearing leave of absence. Brooke will tentatively begin in this position May 18, 2020 through the end of the 2019-2020 school year.

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

### i. Recommended Approval for a AV Multimedia Coordinator - Mr. Darin Baughman

Mr. Robert Krepps, Director of Technology would like to recommend Mr. Darin Baughman as the AV Multimedia Coordinator, replacing Mr. Brandon Shoop who has resigned.

The administration recommends the Board of School Directors approve Mr. Baughman as the AV Multimedia Coordinator, as presented.

### j. Recommendation for Custodial Promotions

The head custodians and the Director of Custodial Services recommended the following promotions in pay to the administration.

<u>Name</u>	<u>Hrs/Day</u>	<u>Bldg</u>	<u>New Rate</u>
Michelle Adams	5	HS	\$15.84
Dave Anderson	5.5	OF	\$13.92
William Clayton	8	HS	\$16.80
Dennis Fahnestock	8	HS	\$14.88
Sherri Irvine	4	HS	\$14.88
Amber Lehman	5.5	MR	\$13.92
Laura Melendez	4	HS	\$13.92

The administration recommends the Board of School Directors approve the promotions as shown above effective, March 1, 2020.

## Personnel Items - Action Items

### k. Recommended Approval to Change Custodial Staffing

The Director of Custodial Services and HR Coordinator recommend the following changes in custodial staffing to the administration. Due to the pending FT vacancy at the HS, a PT vacancy that has remained unfilled at the MS, and no success at finding and sustaining part-time employees, we recommend:

- Current full-time High School custodian vacancy move to 3rd shift. This provides a backup to the other 3rd shift worker for cross training of the pool care duties and provides 2 people in the building at the same time. This additionally relieves HS Head Custodian to cover pool duties when 3rd shift is absent.
- Add another full time position (2nd shift) at the Middle School. Current open position is part-time, 5.5 hours per day. The increased usage in that building for evening activities and office staff additional labor hours are needed.

The administration recommends the Board of School Directors approve the staffing changes above and authorize the administration to fill the positions.

## 12. New Business - Action Items

### a. Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

**Amelia Blanton \$3,000.00**

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 Act 93 Agreement and the Big Spring School District.

### b. Recommended Approval for Novels for High School English I Curriculum

Listed below are High School English Novels for board approval for the English I Curriculum.

***Unwind*** (Shusterman, 2007)

***Matched*** (Condie, 2010)

***Hunger Games*** (Collins, 2008)

***Scythe*** (Shusterman, 2016)

***Maze Runner*** (Dashner, 2009)

***Delerium*** (Oliver, 2011)

The administration recommends the Board of School Directors approve the High School English novels, as presented.

## New Business - Action Items

### c. Recommended Approval for Facilities Utilization Request

The Big Spring Hurricane Softball Organization is requesting to utilize the softball fields at Oak Flat Elementary School and Mt. Rock Elementary School for practices and games which will begin March 1, 2020 through October 31, 2020. There will be Sunday games from 1:00 p.m. - 6:00 p.m. Because the utilization requests are on Sunday's, Board action is necessary.

The administration request the Board of School Directors approve the Big Spring Hurricane Softball Organization request, as presented.

### d. Recommended Approval for the Cogmed Working Memory Training Agreement

The administration has reviewed the proposed Cogmed Working Memory Training Agreement which is included with the agenda. This resource will be piloted at Newville Elementary School. The Cogmed Working Memory Training resource provides an evidence based program for helping children and adolescents sustainable improve attention by training their working memory. Working memory involves the ability to focus on a task, keep information in mind and to do mental processing of that information.

The administration recommends the Board of School Directors approve the Cogmed Working Memory Training Agreement, as presented.

### e. Recommended Approval for the 2020-2021 Proposed Therabilities Contracts

The administration has reviewed the 2020-2021 Therabilities agreements listed.

**Occupational Therapy Agreement**

**Physical Therapy Agreement**

**Speech Therapy Agreement**

**Board Certified Behavior Analyst (BCBA) Agreement**

**Registered Behavior Technician (RBT)**

The administration recommends the Board of School Directors approve the 2020-2021 agreements, as presented.

### f. Approve Payment from Mt. Rock Projects - 2018 Fund

The administration received the following invoice:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
Ph2	CRA	<a href="#">Invoice 3196-18</a>	\$ 1,029.90

The administration recommends the Board of School Directors approve the payment of \$1,029.90 to Crabtree, Rohrbaugh & Associates.

## **New Business - Action Items**

### **g. Approve Payment from The Capital Project Reserve Fund**

The administration received the following invoice:

<u>From</u>	<u>Description</u>	<u>Amount</u>
RL Snyder	<a href="#"><u>Invoice 01292003 Tech Svcs</u></a>	13,650.38

The administration recommends the Board of School Directors approve the payment of \$13,650.38 to R.L. Snyder Electric Inc.

### **h. Recommended Approval for the Demand Response Contract**

The administration received and reviewed the renewal contract from Direct Energy for the Demand Response Program.

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

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

### **a. Recommended Approval for Proposed Updated Job Descriptions**

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for board approval at the March 2, 2020 Board meeting.

#### **414 Traffic and Event Staff**

#### **501 Administrative Assistant to the Superintendent**

#### **502 Administrative Assistant for Business Affairs**

#### **503 Administrative Assistant to Employee Payroll and Benefits**

#### **506 PIMS Coordinator**

#### **518 Administrative Assistant to Curriculum and Educational Technology**

#### **519 Human Resources Coordinator**

#### **522 District Receptionist**

#### **604 Technology Applications Manager**

### **b. Recommended Approval for a Proposed Updated Policy**

The administration has provided a copy of the proposed updated policy listed, which is included with the agenda. After the policy has been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the March 2, 2020 Board meeting.

#### **Policy 707.1 Small Unmanned Aircraft Systems - Drones**

**14. Discussion Item**

**15. Future Board Agenda Items**

**16. 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

**17. Meeting Closing**

- a. Business from the Floor
- b. Public Comment Regarding Future Board Agenda Items
- c. Adjournment

Meeting adjourned at \_\_\_\_\_ PM, **February 18, 2020.**  
Next scheduled meeting is: **March 2, 2020.**