



APRIL 15, 2019 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the April 1, 2019 Regular Board Meeting Minutes, the April 1, 2019 Committee of the Whole Meeting Minutes and the April 1, 2019 Building and Property Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | \$ | 2,618,304.29 |
| Capital Projects Reserve Fund | \$ | 0.00 |
| Mount Rock Projects-2018 Fund | \$ | 0.00 |
| Newville Projects Fund | \$ | 0.00 |
| Cafeteria Fund | \$ | 0.00 |
| Student Activities | \$ | <u>18,402.73</u> |
| Total | \$ | 2,636,707.02 |

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

| | | |
|-------------------------------|-----------|----------------------|
| General Fund | \$ | 17,309,857.43 |
| Capital Project Reserve Fund | \$ | 7,200,407.44 |
| Cafeteria Fund | \$ | 495,783.71 |
| Student Activities | \$ | 291,685.29 |
| Newville Projects Fund | \$ | 1,790,944.00 |
| Mount Rock Projects-2018 Fund | \$ | <u>6,571,323.64</u> |
| Total | \$ | 33,660,001.51 |

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. Commonwealth of Pennsylvania, Department of Education

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Pedro A. Rivera, Secretary of Education, congratulating Big Spring School District for being recognized as a "Best Community for Music Education" by the national Association of Music Merchants (NAMM) Foundation. The correspondence is included with the agenda.

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 - Middle School Activities Program Facilitator

Ms. Emma Leuschen has submitted her resignation for the position of Middle School Activities Program Facilitator, retroactive to April 10, 2019.

The administration recommends the Board of School Directors approve Ms. Leuschen's resignation for the position of Middle School Activities Program Facilitator, retroactive to April 10, 2019.

b. Resignation - Vocal Director of the Musical

Ms. Elise Manning is resigning from the position of Vocal Director of the Musical, retroactive to October 21, 2018.

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

c. Approval of 2019-2020 Mentor Teacher

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

Inductee

Miss Susan Travis

Mentor

Mr. Adam Nobile

The administration recommends that the Board of School Directors approve the 2019-2020 mentor teacher, as presented.

Personnel Items - Action Items

d. Leave Without Pay - Mary Beth Helbig

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. Mary Beth Helbig is requesting one day leave without pay for April 18, 2019.

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

e. Transfer of Professional Personnel

The administration will transfer the professional employee whose name is listed below for the 2019-2020 school year. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Matthew Engleman from High School Health & Physical Education to Middle School Health & Physical Education

The administration recommends the Board of School Directors approve the professional employee transfer, as presented.

f. Approval for Extended School Year (ESY) Staff Appointments

Ms. Abigail Leonard, Assistant Supervisor of Special Education would like to recommend the staff listed for the 2019 ESY Summer Program.

Professional Staff

Maria Boyd - LSS Teacher
Megan Hall - MDS Teacher
Amanda Webber - Speech Clinician

Paraprofessional Staff

Joan Ellis – Aide
Shantay Gantz- Aide
Jen Kinch- Aide
Theresa Stum – Aide
Johnna Kirwan– Aide (ESS)

The administration recommends the Board of School Directors approve the appointments of the above listed ESY staff, as presented.

g. Recommendation for Source4Teachers/ESS Long-Term Substitute - Ms. Shelley Raker

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. Shelley Raker, Long-Term Substitute High School English Teacher, retroactive to March 7, 2019 through the conclusion of the 2018-2019 school year. Ms. Raker is replacing Mr. Dean Smith who is on leave.

Personnel Items - Action Items

h. Recommendation for Elementary Art Teacher - Ms. Jesse Marpoe

Education:

Penn State University - Master's Degree, Art Education (PK-12)
Kutztown University of PA - Bachelor of Science, Art Education (PK-12)

Experience:

Carlisle Area School District - Middle School Building Substitute Teacher
Carlisle Area School District - Wilson Middle School Long-Term Substitute Art Teacher
Big Spring School District - Oak Flat Elementary School Day to Day Building Substitute
Dickinson College Children's Center
Carlisle Art Learning Center

The administration recommends the Board of School Directors appoint Ms. Jesse Marpoe as an Elementary Art Teacher replacing Mrs. Jane Kingsborough who is retiring. Ms. Marpoe's compensation for this position should be established at a Master's Degree, step 1, \$57,283.00 for the 2019-2020 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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.

| | |
|-------------------------|--------------------------|
| Allison Fry | \$ 849.00 |
| Erin Malick | \$1,500.00 |
| Jessica Sprecher | <u>\$1,500.00</u> |
| Total | \$3,849.00 |

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 and the Big Spring School District.

b. Approval of Summer 2019 Team Camps

The coach's listed are requesting Board approval for the teams and coach's to attend the team camps that are listed below.

- **Randy Jones, Head Girls Basketball Coach - Messiah College, July 14-17, 2019**
- **Jason Creek, Head Boys Basketball Coach**
 - **West Virginia University, June 14-16, 2019**
 - **Marshall University, June 19 -21, 2019**
- **Nathaniel Gutshall, Head Wrestling Coach - Lock Haven University, July 14-17, 2019**
- **Angie Noreika, Head Field Hockey Coach - Franklin and Marshall College, July 18-21, 2019**

The administration recommends the Board of School Directors approve the coach's requests for the teams and coach's to attend summer team camps, as presented.

New Business - Action Items

c. Approval of Proposed Updated Job Descriptions

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

Supervisor of Transportation and Food Services

Director of Custodial Services

Director of Maintenance Services

Administrative Assistant for Public Information & Transportation

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

d. Recommended Approval of the Resolution for School Districts Regarding Cyber Charter Programs

Dr. Richard W. Fry, Superintendent of Schools is proposing the Resolution in support of School Districts providing their own Cyber Learning Programs. Districts that operate high-performing cyber programs can do so at significantly reduced costs, enabling them to retain critical funding in the district for the benefit of all students.

The administration recommends the Board of School Directors approve the Resolution for Big Spring in support of Cyber Charter fiscal reform and accountability.

e. Recommended Approval for Renewal of the ThoughtExchange Service Agreement

Dr. Richard W. Fry, Superintendent of Schools has reviewed the ThoughtExchange Service Agreement and is requesting approval of the renewal agreement. ThoughtExchange is a community engagement and data collection tool that the District has successfully utilized over the last two years to inform district initiatives, planning, and goal setting. The tool will now be available to all administrators for usage.

The administration recommends the Board of School Directors approve the agreement renewal with ThoughtExchange, as presented.

f. Recommended Approval for the 2019-2024 Microsoft EES Renewal

The District participates in the Lancaster/Lebanon IU Collaborative Purchasing service for the Microsoft EES Agreement. This agreement is for May 10, 2019 through May 9, 2024. The district relies on Microsoft products to operate all essential technology infrastructure and to provide a suite of client software tools for administration, staff and high school students. The office suite includes Outlook, Word, Excel, Powerpoint, Skype, OneDrive, OneNote, and SharePoint. The agreement also provides unlimited windows server licensing as well as Advanced Threat Protection.

The administration recommends the Board of School Directors approve the Microsoft EES agreement. A copy of the renewal terms is included with the agenda.

g. Facilities Utilization Request

Mr. Steve Gayman, representative of Newville/Bulldog Baseball Organization is requesting to utilize the old baseball field on May 5, 2019 from 1:00 p.m. - 3:00 p.m. for the 4th Annual Bulldog Bash. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gayman's request to utilize the old baseball field, as presented.

New Business - Action Items

h. Approve Proposed Final Budget for SY 2019-20

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption which is scheduled for June 3, 2019. This proposed budget must be available for public inspection 20 days prior to the final adoption and advertised 10-days prior. The administration, working with the Board’s Finance Committee, is recommending a budget of \$52,584,640 in expenditures with general fund revenues of \$51,176,992 requiring the use of \$407,648 from general fund balance. These numbers can change for the final budget and are revised slightly from the [Board Conference](#) in March on the budget. Proposed real estate taxes would increase by 2.9% or to 14.7392 mills.

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$52,584,640 for the 2019-2020 school year with a tax rate of 14.7392 mills.

i. Approve Trane Service Contract

Trane proposed the included service contract for pre-season startups for heating and cooling for the HVAC units at Newville. This is a three year agreement with a cost of \$14,085.73, if prepaid. The Facilities Director reviewed the contract and recommends approval.

The administration recommends the Board of School Directors approve the Trane Service contract as presented and authorize the Business Manager to sign the required documents.

j. Approve Payment from Newville Projects Fund

The administration received the following pay applications:

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|---------------|---------------------|--|---------------|------------------|
| Ph2-MS | Whitlock | Inv#1031441 4 Interactive Flat Panels | \$32,432.25 | - |
| Ph2-MR | Lobar, Inc | EC Pay App #1 | \$23,966.50 | \$723,733.50 |
| Ph2-MS | Lobar, Inc | EC Pay App #1 | \$23,253.88 | \$749,946.12 |
| Ph2-All | Stouffer Mechanical | Comb Pay App 1 - plumbing | \$4,563.00 | \$207,237.00 |
| Ph2-All | Stouffer Mechanical | Comb Pay App 1 - HVAC | \$2,419.20 | \$120,580.80 |
| MS | CRA | Prof Svcs Inv 3106-15 | \$1,036.44 | - |
| Ph2 - All | CRA | Prof Svcs Inv 3196-8 | \$31,914.59 | - |
| Ph2 - Tech | A/V Solutions | Inv 6507 - MS auditorium equip | \$84,337.76 | \$84,337.76 |
| Ph2 - Tech | A/V Solutions | Inv 6521 -Stadium sound equip | \$12,345.83 | \$12,345.83 |

The administration recommends the Board of School Directors approve the payment of \$32,432.25 to Whitlock; \$47,220.38 to Lobar, Inc; \$6,982.20 to Stouffer Mechanical; \$32,915.03 to Crabtree Rohrbaugh & Associates and \$96,683.59 to A/V Solutions.

New Business - Action Items

k. Approve Payment from Capital Project Reserve Fund

The district received the following application for payment:

| <u>From</u> | <u>Description</u> | <u>Amount</u> | <u>Bal To Pay</u> |
|--------------------|------------------------------|---------------|-------------------|
| Michael Baker Intl | Pedestrian Improvement Grant | \$3,006.00 | \$30,561.00 |

The administration recommends the Board of School Directors approve the payment of \$3,006 to Michael Baker International.

13. New Business - Information Item

a. Election of Treasurer

Section 404 of the Public School Code of 1949 states that annually during the month of May, a treasurer is to be elected to serve for one year, beginning the first day of July following such election. This is an information item regarding the election of a treasurer which will take place at the May 6, 2019 Board meeting.

b. Proposed Policy

The administration has provided a copy of the proposed Policy 718-Service Animals, 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 May 6, 2019 Board meeting.

Policy 718 - Service Animals

c. Proposed Adoption of Secondary Math Curriculum

Listed below are completed secondary math curriculum for board approval. All completed planned courses and curriculum are available in the Curriculum Center for review by the Board of School Directors.

- Algebra 2**
- Honors Algebra2**
- AP Calculus**
- AP Statistics**
- Java**

14. Future Board Agenda Items

15. 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, Mr. Kanc
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Over
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall
Link to [Healthcare and Proposed Final Budget](#) presentations
- f. South Central Trust - Mr. Blasco
- g. Capital Area Intermediate Unit - Mr. Swanson
- h. Tax Collection Committee - 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, **April 15, 2019**.

Next scheduled meeting is: **May 6, 2019**.