



APRIL 16, 2018 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the April 3, 2018 Regular Board Meeting Minutes, the April 3, 2018 Committee of the Whole Meeting Minutes and the April 3, 2018 Building and Property Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

General Fund	\$	2,590,052.62
Capital Projects	\$	3,984.90
Newville Projects Fund	\$	54,563.29
Cafeteria Fund	\$	111,292.19
Student Activities	\$	<u>15,762.30</u>
Total	\$	2,775,655.30

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	15,849,391.32
Capital Projects Fund	\$	7,732,673.63
Cafeteria Fund	\$	465,740.45
Student Activities	\$	234,419.47
Newville Projects Fund	\$	<u>9,631,844.99</u>
Total	\$	33,914,069.86

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

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Agriculture, Bureau of Food Distribution, Administrative Officer, Michelle Troutman regarding the Single Audit Report for the year ending June 30, 2017. The review of the Single Audit Report for the year ending June 30, 2017 was approved and in compliance for programs funded by the Pennsylvania Department of Agriculture, Bureau of Food Distribution. 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 - Mrs. Julie Eddy

Mrs. Julie Eddy, High School Nurse has submitted her letter of resignation as the High School Nurse, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Eddy's resignation as the High School Nurse, effective the conclusion of the 2017-2018 school year.

b. 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.

Ms. Dolores Shenk, Long-Term Substitute High School Mathematics Teacher replacing Mrs. Shannon Berry who will be on child-rearing leave of absence, beginning August 23, 2018 through approximately September 28, 2018.

Personnel Items - Action Items

c. Recommendation for Source4Teachers (Mission One) - Aides

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.

Rebecca Justinus, Mt. Rock Elementary School Learning Support Aide replacing Heather Swintosky who resigned.

d. Approval of the Coordinator of Custodial Services - Mrs. Cheri Frank

The administration would like to recommend Mrs. Cheri Frank as Coordinator of Custodial Services at the conclusion of the 2017-2018 school year. Mrs. Frank's position is a full-time twelve month position and will be placed on Tier R, Year 2 of the classified salary scale.

The administration recommends the Board of School Directors approve Mrs. Cheri Frank as the Coordinator of Custodial Services, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

e. Recommendation for Lifeguards

Julianna Swab

Lauren Shank

The administration recommends the board of School Directors approve the individuals listed to serve as lifeguards, as presented.

f. Middle School Agriculture/Technology Education Teacher - Jenna McIntire

Education:

Pennsylvania State University – Bachelor's Degree, Agriculture Science Education

Experience:

Big Spring School District - Long-Term Substitute Middle School Agriculture Teacher

Octorata School District – Teacher of Agriculture Classes/Serve as FFA Advisor & Envirothon Coach

Shippensburg Area School District – Substitute Teacher

The administration recommends the Board of School Directors appoint Mrs. Jenna McIntire as a Middle School Agriculture/Technology Education Teacher for the 2017-2018 school year, replacing Mr. Mark Potter who has resigned. Mrs. McIntire's compensation for this position should be established at a Bachelor's Degree, step 3, \$50,400.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

Personnel Items - Action Items

g. Department Chairs, Grade Level and Summer School Coordinators Recommendation

The individuals whose names are listed below are recommended to serve as Department Chair members, Grade Level and Summer School Coordinators for the 2018-2019 school year.

Secondary Department Chairs

Music	Adam Nobile
Business	Cherie Powell
Counseling	Jocelyn Kraus
Social Studies	Lauren Hetrick
World Language	Megan Anderson

Secondary Assistant Department Chairs

Social Studies	Scott Penner
Science Co-Chairs	Therese Bukousky and Heather Magee

Grade Level Coordinators

First Grade	Caitlin Steinly
Fifth Grade	Heather Schwartzmiller

Summer School Coordinator

Jennifer Keller

The administration recommends the Board of School Directors approve the appointments listed to serve as Department Chair members, Grade Level and Summer School Coordinators for the 2018-2019 school year, as presented.

h. Approval of a Psychologist Intern - Ms. Loretta Kefford

Mr. William Gillet, Director of Pupil Services is requesting approval of a Psychologist Intern, Ms. Loretta Kefford for the summer of 2018 and the 2018-2019 school year. Ms. Kefford will receive a stipend of \$15,000 for the internship with Big Spring School District. Information is included with the agenda.

The administration recommends the Board of School Directors approve Ms. Loretta Kefford as a Psychologist Intern, as presented.

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.

Jenna McIntire \$705.00

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.

New Business - Action Items

b. Case G

The parents of Case G of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case G of the 2017-2018 school year for the period of twenty-five days. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the Oak Flat Elementary School Principal.

c. Approval of Summer 2018 Team Camps

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

Randy Jones, Head Girls Basketball Coach - Messiah College, July 15-18, 2018

**Jason Creek, Head Boys Basketball Coach - West Virginia University, June 15-17, 2018 and
St. Joseph's, August 3-5, 2018**

Nathaniel Gutshall, Head Wrestling Coach - Kutztown University, July 22-25, 2018

Angie Noreika, Head Field Hockey Coach - Franklin and Marshall College, July 19 - 22, 2018

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

d. Approval of the CAOLA Adviser Services Agreement

The proposed 2018-2019 CAOLA Advisor Services Agreement has been reviewed by Mrs. Robyn Euker, Director of Curriculum and Instruction and Dr. Richard W. Fry, Superintendent of Schools. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve CAOLA Advisor Services Agreement, as presented.

e. Approval Renewal for the District Copier Lease

The District has been experiencing some copier issues and asked Xerox for a quote to replace the machines early. When this lease was initiated, the machines were sized down to coincide with the one-to-one initiative. There wasn't a drop in copier usage and the machines are undersized. Also included is an upgrade to the PaperCut software including new server installation & configuration as a current year purchase of \$9,043. The copier lease is for 19 new machines over 48-months at a cost of \$4257.07 per month.

The administration recommends the Board of School Directors approve the 48-month lease for new copiers beginning on/after 1 July and purchase of the PaperCut upgrade now using 2017-18 funds.

New Business - Action Items

f. Approve Payments from the Newville Projects Fund

The administration received the invoices listed for payment.

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV Reno	Frey Lutz Corp.	Pay App 1	\$12,913.20	\$1,313,586.80
NV Reno	Lobar, Inc. (Electrical)	Inv 180102	\$39,482.64	\$886,616.56
NV Reno	Lobar, Inc. (GC)	Inv 181102	\$177,049.53	\$3,520,451.12

The administration recommends the Board of School Directors approve the payments of \$12,913.20 to Frey Lutz Corp. and \$39,482.64 to Lobar, Inc. for electrical and \$177,049.53 to Lobar, Inc. for GC work.

g. Approve Payment from the Capital Projects Reserve Fund

The administration received the invoices from

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Sound System Reno	A/V Solutions, LLC	HS Auditorium - Inv 6189	\$8,902.15

The administration recommends the Board of School Directors approve the payment of \$8,902.15 to A/V Solutions, LLC.

h. Approve Newville Change Orders

The administration received the following change order requests for approval of the Newville renovation project:

<u>CO#</u>	<u>Contract/Prime</u>	<u>Description</u>	<u>Amount</u>
3	GC-Lobar	30 additional security fobs + keyswithc/cylinder	\$4,498.98
1	Plumbing - Mann	Swap P8 sinks for P7 sinks (higher for K-5)	\$1,044.28

The administration recommends approval of the change orders to change the sinks to align with K-5 students and for the additional security fobs/cylinder.

13. New Business - Information Item

a. Proposed Updated Policies

The administration has submitted the updated policies listed for Board review. After the policies have been reviewed by the Board of School Directors the administration will present the policies for Board approval at the May 7, 2018, Board meeting.

Policy 105 Curriculum

Policy 138 Language Instruction Educational Program for English Learners

Policy 239 Foreign Exchange Students

b. Tenure Status

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

Amelia Tearnan - Oak Flat Elementary School Special Education Teacher

Gregory Ellerman - Middle School Sixth Grade Learning Support Teacher

Additional information regarding the professional employees have been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal and Dr. Linda Wilson, Big Spring Middle School Principal.

c. PlanCon G Approved by PDE

The materials for PlanCon Part G have been reviewed and approved. Correspondence from Pennsylvania Department of Education regarding the approval is included with the agenda.

d. 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 7, 2018 Board meeting.

e. Information/Discussion Item

Reallocate a teaching position to hire an additional guidance counselor at the elementary level.

14. Future Board Agenda Items

15. Board Reports

- a. District Improvement Committee - Mr. Kanc and Mr. Over
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall
- 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

16. Meeting Closing

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

Meeting adjourned at _____ PM, **April 16, 2018**
Next scheduled meeting is: **May 7, 2018.**