



**MAY 20, 2019  
BOARD AGENDA**

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**1. Approval of Minutes**

Approval of the May 6, 2019 Regular Board Meeting Minutes, the May 6, 2019 Committee of the Whole Meeting Minutes and the May 6, 2019, Building and Property Meeting Minutes.

**2. Student/Staff Recognition and Board Reports - Tucker Williams/Seth Franklin**

**3. Financial Reports**

**a. Payment of Bills**

General Fund	\$	535,049.07
Capital Project Reserve Fund	\$	3,507.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	4,980.00
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>58,231.52</u>
<b>Total</b>	<b>\$</b>	<b>601,767.59</b>

Motion to approve the payment of bills as presented.

**b. Treasurer's Fund Report**

General Fund	\$	15,173,579.46
Capital Project Reserve Fund	\$	7,290,991.08
Cafeteria Fund	\$	449,846.49
Student Activities	\$	298,326.79
Newville Projects Fund	\$	1,663,016.25
Mount Rock Projects-2018 Fund	\$	<u>6,584,576.88</u>
<b>Total</b>	<b>\$</b>	<b>31,460,336.95</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.

**4. Reading of Correspondence**

**a. Pennsylvania Department of Agriculture Bureau of Food Distribution**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Agriculture Bureau of Food Distribution regarding the Single Audit Report for the year ending June 30, 2018. The review indicated the district's Schedule of Expenditures of Federal Awards (SEFA) was acceptable. The Single Audit Report has been approved and is in compliance for programs funded by the Pennsylvania Department of Agriculture Bureau of Food Distribution Office. Correspondence is included with the agenda.

**5. Recognition of Visitors**

**6. Public Comment Period**

**7. Structured Public Comment Period**

**8. Old Business**

**9. New Business**

**10. Personnel Items - Action Items**

**a. Resignation - Full-Time High School Custodian**

Ms. Sally Morton has submitted her letter of resignation for the position of a full-time custodian at the high school, effective June 7, 2019.

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

**b. Resignation - Elementary Special Education Department Chairperson**

Mrs. Megan Frantz has submitted her resignation for the position of an Elementary Special Education Department Chairperson, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Frantz resignation, as presented.

**Personnel Items - Action Items**

**c. Resignation – High School Math Teacher**

Mr. Michael Berry has submitted his resignation for the position of a High School Math Teacher, effective, June 10, 2019.

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

**d. Leave Without Pay - Mrs. Megan Frantz**

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. Mrs. Megan Frantz, is requesting a 1/2 day leave without pay for September 6, 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 employees whose names are 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.

**Cory Hoffman from High School Dean of Students to High School Business Teacher**  
**Scott Penner from Middle School Sixth Grade Social Studies Teacher to High School Dean of Students/Assistant to the Director of Athletics**

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

**11. New Business - Action Item**

**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.

<b>Robyn Euker</b>	<b>\$ 2,025.00</b>
<b>Andrew Koman</b>	<b>\$ 750.00</b>
<b>Tessa Lindsey</b>	<b>\$ 1,500.00</b>
<b>Michael McVitty</b>	<b>\$ 3,000.00</b>
<b>Sean Stevenson</b>	<b>\$ 1,500.00</b>
<b>Emily Young</b>	<b><u>\$ 1,500.00</u></b>
<b>Total</b>	<b>\$10,275.00</b>

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 Education Association, the Act 93 Agreement and the Big Spring School District.

**New Business - Action Items**

**b. Recommended Approval to Create a Student Account for BSHS Unified Bocce Ball Team**

The administration received a request from Mrs. Maria Boyd, Life Skills Teacher and Unified Indoor Bocce Ball Head Coach to establish a student account for the BSHS Unified Bocce Ball Team. Details are included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Unified Indoor Bocce Ball Team under the supervision of Mrs. Maria Boyd.

**c. Recommended Approval for a Proposed Updated Policy**

The administration has submitted the updated policy and a copy is included with the agenda.

**Policy 718 Service Animals**

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

**d. Recommended Approval for Secondary Math Curriculum**

Listed below is completed math curriculum for approval.

- Algebra 2**
- Honors Algebra 2**
- AP Calculus**
- AP Statistics**
- JAVA**

The administration recommends the Board of School Directors approve the above math curriculum, as presented.

**e. Recommended Approval for a Proposed Job Description**

The administration has updated the **Logistics Specialist** job description and it is included with the agenda.

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

**New Business - Action Items**

**f. Recommended Approval for Proposal of Services**

The Carlisle Area Chamber of Commerce and Carlisle Business Education Foundation is pleased to submit a proposal for services to support the Big Spring School District and the Carlisle Area School District with the engagement of their students from grades 5-12 with area businesses for training development and career exploration opportunities.

The administration recommends the Board of School Directors approve the proposal for services with the Carlisle Area Chamber of Commerce and Carlisle Business Education Foundation, as presented.

**g. Recommended Approval for the Revision of the Head Start Pre-K Counts License Agreement**

The administration would like to request permission to begin the process of modifying the existing 2019-2020 Head Start Agreement between Shippensburg University and the Big Spring School District. The revision will include the addition of the Head Start classroom at Newville Elementary School.

The administration recommends the Board of School Directors approve the revised Head Start Pre-K Counts License Agreement, as presented.

**h. Recommended Approval for the Chartwells 2019/20 Contract**

The Board previously approved the Chartwell proposal for 2019-20 along with the meal pricing. Those were rolled into the draft contract that will be forwarded to PDE for approval and then to Chartwells for signature. Link to [2019-20 Chartwells Contract](#).

The administration recommends the Board of School Directors approve the 2019-20 Chartwells contract as presented.

**i. Recommended Approval for Construction Change Orders**

The administration received the following change orders from CRA for approval:

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
HS	1	East Coast	Add Window in Room 102	\$1,226.48
MR	2	eci	Replace dish table	\$2,002.00
MS	1	Lobar, Inc	Add 12 exit signs	\$9,414.76

The administration recommends the Board of School Directors approve the change orders listed.

**New Business - Action Item**

**j. Recommended Approval for Newville Project Fund Payments**

The administration received the following construction applications for payments. Link to [Payment applications](#)

Proj	From	Description	Amount	Remaining
MS (2018)	CRA	Professional Svc - Inv 3106-16	\$442.50	-
Ph 2 FFE	CRA	FFE Services Inv 3175-1	\$5,000.00	-
Ph2 Reno	CRA	Professional Svc - Inv 3196-9	\$25,095.24	-
Ph2 MR	Lobar	Elect Svc - Inv 1901602	\$7,631.82	\$716,101.68
Ph2 MS	Lobar	Elect Svc - Inv 1901702	\$21,059.61	\$728,886.51
Ph2 MS	Honeywell	MS Cameras Inv 5248075505	\$20,130.97	\$60,392.92
Ph2 MR	Honeywell	MR Cameras Inv 5248075054	\$11,806.18	\$35,418.55
Ph2 OF	Honeywell	MR Cameras Inv 5248075059	\$11,013.82	\$33,041.48
Ph2 DAO	Honeywell	DAO Cameras Inv 5248075058	\$907.34	\$2,722.02
Ph2	A/V Solutions	Stadium Sound Inv 6560	\$12,345.79	-
Ph 2 HVAC	Stouffer Mech	Comb HVAC Svc App 2	\$38,208.60	\$82,372.20
Ph2 PL	Stouffer Mech	Comb Plumb Svc App 2	\$5,305.50	\$201,931.50

The administration recommends the Board of School Directors approve the payments of \$30,537.74 to Crabtree Rohrbaugh & Assoc.; \$28,691.43 to Lobar, Inc.; \$43,858.31 to Honeywell; \$12,345.79 to A/V Solutions, Inc.; and \$43,514.10 to Stouffer Mechanical.

**New Business - Action Items**

**k. Recommended Approval for the CAIU Contract for VOIP Services**

The CAIU provides phone equipment and services for all classrooms and offices in the district. The proposed new 3-year agreement has increased by \$247 per year and was reviewed by Rob Krepps, Technology Director. The administration recommends the Board of School Directors accepts the 3-year agreement.

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

**l. Approve Change 2019 FFE Purchase**

After the Board approved the initial FFE amount at the last Board meeting, the administration discovered two rooms at MR and the special education rooms at Oak Flat required additional furniture. CRA worked with Tanner Furniture to provide a cost for the additional furniture.

<u>Description</u>	<u>Amount</u>	
Project Estimate		\$943,368
FFE Initial Purchase	\$710,125.55	
Contingency	\$10,000.00	
OF/MR Add	\$55,078.09	
<b>Total FFE Purchase</b>	<b>\$775,204</b>	
Project FFE Balance		\$168,164

The administration recommends the Board of School Directors approve an additional \$55,078.09 for the 2019 FFE purchase for a total of \$775,204.

**12. New Business - Information Item**

**a. Proposed Updated Job Description**

The administration has updated the job description listed and a copy of the job description has been included with the agenda. After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the June 3, 2019 Board meeting.

**705 Maintenance Technician**

**New Business – Information Items**

**b. Proposed Adoption of a Learning Program - Lions Quest**

The administration would like to recommend the adoption of Lions Quest a PreK-12 Social and Emotional Learning Program in support of mental health instruction. Lions Quest will assist skills for growing; grades PreK-5, skills for adolescence; grades 6-8 and skills for action; grades 9-12. The program will assist with developing positive school behaviors that increase academic performance.

**c. 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.

**Mr. Frank Landis - Middle School Seventh Grade Social Studies Teacher**

**Mrs. Jenna McIntire - Middle School Agriculture/Technology Teacher**

**Ms. Jessica Sprecher - Middle school Sixth Grade Learning Support Teacher**

Additional information regarding the professional employees have been prepared by Mrs. Clarissa Nace, Middle School Principal.

**13. Future Board Agenda Items**

**14. 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. Roush, Mr. Piper, Mr. Swanson, Mr. Over**

**e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

**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**

**15. Meeting Closing**

**a. Business from the Floor**

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **May 20, 2019.**

Next scheduled meeting is: **June 3, 2019.**