



## **JUNE 4, 2018 BOARD MEETING**

---

### **1. Opening Meeting**

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

### **2. Approval of Minutes**

Approval of the May 21, 2018, Regular Board Meeting Minutes and the May 21, 2018 Committee of the Whole Meeting Minutes.

### **3. Student/Staff Recognition and Board Reports**

### **4. Financial Reports**

#### **a. Payment of Bills**

General Fund		
Procurement Card	\$	26,931.75
Checks/ACH/Wires	\$	984,837.01
Capital Reserves	\$	228,843.88
Mount Rock Projects- 2018 Fund	\$	46,109.10
Newville Projects Fund	\$	248,305.93
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>19,454.57</u>
<b>Total</b>	<b>\$</b>	<b>1,554,482.24</b>

Motion to approve the payment of bills as presented.

### **5. Reading of Correspondence - Pennsylvania Emergency Management Agency (PEMA)**

The Pennsylvania Emergency Management Agency (PEMA) has received from the Office of the Budget, Bureau of Audits, the single audit report of Big Spring School District for the year ended June 30, 2017. Big Spring School District has maintained accurate records of federal pass-through funds for the year ended June 30, 2017. 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 - Ms. Bethann Hollander**

Ms. Bethann Hollander has submitted her resignation as a Middle School Math Teacher for the 2018-2019 school year, effective immediately.

The administration recommend the Board of School Directors approve Ms. Hollander's resignation as a Middle School Math Teacher for the 2018-2019 school year, effective immediately.

### **b. Resignation - National Junior Honor Society Adviser - Dr. Sarah Roller**

Dr. Sarah Roller, Middle School Life Skills Teacher submitted her letter of resignation as the Middle School National Junior Honor Society Adviser, effective June 30, 2018.

The administration recommends the Board of School Directors approve Dr. Roller's resignation as the Middle School National Junior Honor Society Adviser, effective June 30, 2018.

### **c. Resignation - National Junior Honor Society Adviser - Mrs. Shawn Frengel**

Mrs. Shawn Frengel, Middle School Life Skills Teacher submitted her letter of resignation as the Middle School National Junior Honor Society Advisor, effective June 30, 2018.

The administration recommends the Board of School Directors approve Mrs. Frengel's resignation as the Middle School National Junior Honor Society Adviser, effective June 30, 2018.

### **d. Resignation - Varsity Co-Head Track and Field Coach - Mr. Les Stover**

Mr. Les Stover submitted his resignation as Varsity Co-Head Track and Field Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Stover's resignation as Varsity Co-Head Track and Field Coach, effective immediately.

### **e. Resignation - Assistant High School and Middle School Volleyball Coach - Ms. Alexandra Arnold**

Ms. Alexandra Arnold has submitted her resignation as Assistant High School and Middle School Volleyball Coach, retroactive to May 31, 2018.

The administration recommends the Board of School Directors approve Ms. Arnold's resignation as Assistant High School and Middle School Volleyball Coach, retroactive to May 31, 2018.

## **Personnel Items - Action Items**

### **f. Resignation - Middle School Student Council Adviser - Mrs. Karen Showaker**

Mrs. Karen Showaker has submitted her resignation as Middle School Student Council Adviser, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Showaker's resignation as Middle School Student Council Adviser, effective the end of the 2018-2019 school year.

### **g. Resignation - Part-Time Grounds Keeper - Mr. John Miller**

Mr. John Miller submitted his letter of resignation as a part-time grounds keeper, retroactive to May 30, 2018.

The administration recommends the Board of School Directors approve Mr. Miller's resignation, retroactive to May 30, 2018.

### **h. Approval of an Extended School Year Aide - Ms. Rebecca Carney**

Mr. William Gillet, Director of Pupil Personnel would like to recommend the individual listed as an extended school year aide for the summer, 2018.

#### **Ms. Rebecca Carney – Messiah College Education Student**

The administration recommends the Board of School Directors approve Ms. Carney as an extended school year aide for the summer, 2018.

### **i. Middle School Learning Support Teacher, Mrs. Jana (Megan) Barrick**

#### **Education:**

Shippensburg University - Bachelor's, Early Childhood, Elementary Education, Special Education and PK-8

#### **Experience:**

Big Spring Middle School - Long-Term Substitute Emotional Support Teacher  
Franklin Township Elementary, Grade 4 - Student Teaching  
Shippensburg Area Middle School - Student Teaching

The administration recommends the Board of School Directors appoint Mrs. Jana (Megan) Barrick to serve as a Middle School Learning Support Teacher, replacing Mrs. Lois Cox who has retired. Mrs. Barrick's compensation for this position should be established at Bachelor's Degree, Step 1, at \$51,169.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **j. Approval of Transfer of Professional Personnel**

The administration will transfer the professional staff whose names are listed below for the 2018-2019 school year. The transfers are in accordance with Board Policy 309, Assignment and Transfer.

**Ms. Kathleen Bravin from High School Mathematics Remediation to Middle School Seventh Grade Mathematics**

**Ms. Millie Gilbert from Middle School Seventh Grade Mathematics to Middle School Sixth Grade Mathematics**

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

## 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.

Shannon Arnold	\$1,410.00
Greg Ellerman	\$ 735.00
Andrew Koman	\$1,470.00
Molly Kordes	\$1,470.00
Jocelyn Kraus	\$1,715.00
Emily Moyer	\$1,470.00
Clarissa Nace	\$2,000.00
Sarah O'Donnell	\$2,940.00
Dana Sheaffer	\$1,410.00
Amelia Tearnan	\$1,440.00
Edward Wilson	<u>\$1,470.00</u>

**Total \$17,530.00**

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

### b. Case J

The parents of Case J 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 J of the 2017-2018 school year for the period of forty-five days, with an alternative placement. 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 high school principal.

### c. Case K

The grandparent of Case K 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 K of the 2017-2018 school year for the period of eleven 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 high school principal.

## **New Business - Action Items**

### **d. Approval for Contracted Service for School Physician**

#### **2017-2018**

\$14.80 per student exam/retainer rate for the 2018-2019 school year \$1,000.00

#### **2018-2019**

\$14.85 per student exam/retainer rate for the 2018-2019 school year \$1,000.00

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for students examinations for the 2018-2019 school year at a per student physical examination rate of \$14.85. The administration also recommends that the Board of School Directors approve Dr. Guistwite's request for a retainer rate of \$1,000.00.

### **e. Proposal for School Solicitor Services**

Dr. Richard W. Fry, Superintendent of Schools received a three year agreement from Gareth D. Pahowka, Esquire, of Stock and Leader for School Solicitor services. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the three year agreement with Stock and Leader for School Solicitor services, as presented.

### **f. Approval of Capital Region Partnership for Career Development Service Agreement**

Dr. Richard W. Fry, Superintendent of Schools has reviewed the service agreement between Big Spring School District and the Capital Region Partnership for Career Development. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the Capital Region Partnership for Career Development Agreement, as presented.

### **g. Statement of Charges**

The administration recommends the Board of School Directors terminate the employment of Johnathan Hocker, effective immediately, for the reasons as stated in the Statement of Charges, by roll call vote. It is noted that Mr. Hocker has waived his right to a hearing before the Board of School Directors and has elected to pursue the grievance procedures under the Collective Bargaining Agreement.

The administration recommends the Board of School Directors approve to terminate the employment of Johnathan Hocker, effective immediately, for the reasons as stated in the Statement of Charges.

## **New Business - Action Items**

### **h. Re-authorization of Taxes and Tax Rates to Support the 2018-19 General Fund Budget**

The taxes specified below represent the current 2017-18 taxes and the proposed 2018-2019 taxes that are required to support the final 2019 General Fund Budget. This is reauthorization of Wage & EIT, Realty Transfer Tax and Occupational Privilege Tax and increases the real estate by 2.0% (increase of ~\$28 per \$100,000 in assessment).

<u><b>Current</b></u>	<u><b>Proposed</b></u>	<u><b>Tax</b></u>
14.0429	14.3238	Mills Real Estate
1.15%	1.15%	Wage and Other Earned Income Tax
½ of 1%	½ of 1%	Realty Transfer Tax
\$10.00	\$10.00	Occupational Privilege Tax

The administration recommends the Board of School Directors adopt, by roll call vote, the taxes and rates shown above and elect not to collect the Per Capita Taxes, Section 679 and Act 511, for the 2018-19 year.

### **i. Final Adoption of the 2018-2019 General Fund Budget**

The District's current 2017-18 budget was \$49,346,946. On April 3rd of this year, the Board of School Directors adopted the proposed final General Fund Budget for 2018-2019 in the amount of \$50,451,150 following a budget presentation and discussion. After some updates, the final budget is \$50,396,578 with details included in the agenda. This budget includes a 2% real estate tax increase and requires \$219,647 from the assigned fund balance to match revenues and expenditures.

The administration recommends that the Board of School Directors approve, by roll call vote, the resolution "Implementing the 2018-2019 Budget" in the amount of \$50,396,578.

### **j. Homestead/Farmstead Resolution for 2017-2018 Fiscal Year**

The Secretary of Education notified the District on May 1, 2018 that its share of the state gaming funds for 2018-2019 is be \$770,717.46. In 2017, we saw a reduction of \$340.97, this year a reduction of an additional \$2,548. The County notified us that we have 5655 approved homesteads and 205 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$189,451 with a median value of \$179,600. Using the PASBO worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$9,273.92 of assessed value or \$132.84 in tax value. A copy of the proposed resolution and worksheet appear in the agenda.

The administration recommends that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion of \$9,273.92 for the 2018-2019 fiscal year in accordance with the Act 1 of Special Session of 2006.

## New Business - Action Items

### k. Approve Newville Construction Change Orders

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

<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
1	Lobar Elect	Per CAM#2	\$24,032.09
2	Mann Plumbing	Per CAM#2	\$14,723.53
6	Lobar GC	Delete tile	(\$937.53)
10	Lobar GC	Add concrete mixture/delete cloud	(\$3,407.55)

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

### l. Approve Middle School Construction Change Order

The administration received the following change order for the MS/MF/HS project:

<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
1	ECI GC	Add Door to Courtyard	\$2,030.00

The administration recommends the Board of School Directors approve the change order as submitted.

### m. Approve Payments from Newville Project Fund

The administration received the following invoice for the Newville project:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
QA+	Professional Services	\$18,800.20	\$53,779.80

The administration recommends the Board of School Directors approve the payments of \$18,800.20 to Quality Assurance Plus.

### n. Approve Forecast 5 Agreement

Over the past year the administration used 5Sight (from Forecast 5) for both student performance and budget analytics. Along with 5Sight, the administration previewed two other apps: 5Cast to enable annual budget analytics/reporting and 5Cast Plus that provides monthly tracking along with data required for the new ESSA reporting. Next year, CAIU will purchase 5Sight for all schools. This agreement for \$8,500 adds the 5Cast and 5Cast Plus apps onto that base subscription. The goal is to provide better information and analytics to the board and public.

The administration recommends the Board of School Directors approve the customer agreement with Forecast5 Analytics in the amount of \$8,500.

## **New Business - Action Items**

### **o. Approve Payment From Capital Project Reserve Fund**

The administration received the following invoice for approved Capital Reserve project(s):

<u>From</u>	<u>Description</u>	<u>Amount</u>
Whitlock	Smartboard & stand	\$12,792.00

The administration recommends the Board of School Directors approve the payments of \$12,792 to Whitlock.

### **p. Approve Multimodal Transportation Fund Grant Agreement**

PennDOT provided a draft of the agreement for the Pedestrian Safety Improvement Project. This will provide the district \$525,000 to put towards the project and give the district three years to complete the project.

The administration recommends the Board of School Directors approve the agreement in the agenda and authorize the administration to sign those documents necessary to initiate the project.

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

### **a. Tenure Status**

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

#### **Brianna Griffin - District Speech Clinician**

Additional information regarding the professional employee has been prepared by Ms. Abigail Leonard, Assistant Supervisor of Special Education.

### **b. Proposed 2018-2019 Elementary Handbook**

The Elementary Administration has updated the Elementary Handbook for the 2018-2019 school year. The changes that have been made in the Elementary Handbook have been included with the agenda. The completed Elementary Handbook is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the handbook.

### **c. Proposed 2018-2019 Middle School Handbook**

The Middle School Administration has updated the Middle School Handbook for the 2018-2019 school year. The changes that have been made in the Middle School Handbook have been included with the agenda. The completed Middle School Handbook is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the handbook.



## **New Business – Information Item**

### **d. Proposed Adoption of Planned Courses**

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

#### **Elementary Curriculum**

K-5 Library

#### **Middle School Curriculum**

6th Grade Social Studies

7th Grade Social Studies

#### **High School Curriculum**

##### **Business**

Personal Finance

Career Project Seminar

##### **Social Studies**

Current Events

Geography

##### **Tech Ed/Agriculture**

Intro to Agribusiness

Animal Science

Civil Engineering

Fish and Wildlife

Plant and Greenhouse Science

Small Gas Engine

Wood Tech

##### **World Language**

Spanish III, IV, and V

French II and III

**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, **June 4, 2018.**

Next scheduled meeting is: **June 18, 2018.**