



JUNE 19, 2017 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the June 5, 2017 Regular Board Meeting Minutes, the June 5, 2017 Committee of the Whole Meeting Minutes and the June 5, 2017 Building and Property Meeting Minutes.

3. Student/Staff Recognition and Board Reports

4. Financial Reports

a. Payment of Bills

| | | |
|--------------------------|-----------|-------------------|
| General Fund | \$ | 654,811.77 |
| Capital Projects | \$ | 237,750.13 |
| Newville Reno Projects | \$ | 0.00 |
| Stadium & Track Projects | \$ | 50,172.30 |
| Cafeteria Fund | \$ | 7,740.01 |
| Student Activities | \$ | <u>31,436.90</u> |
| Total | \$ | 981,911.11 |

Motion to approve payment of bills, as presented.

b. Treasurer's Fund Report

| | | |
|--------------------------|-----------|----------------------|
| General Fund | \$ | 13,730,477.90 |
| Capital Projects | \$ | 5,744,487.31 |
| Cafeteria Funds | \$ | 527,027.22 |
| Student Activities | \$ | 223,589.87 |
| Stadium & Track Projects | \$ | 399,436.82 |
| Newville Reno Projects | \$ | <u>12,956,726.42</u> |
| Total | \$ | 33,581,745.54 |

Motion to approve 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

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. Timothy Rarick

Mr. Timothy Rarick, has submitted his resignation as High School Assistant Band Director, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Rarick's resignation as High School Assistant Band Director, effective immediately.

b. Resignation - Ms. Angela Chumbley

Ms. Angela Chumbley, has submitted her resignation as a summer custodian, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Chumbley's resignation as a summer custodian, effective immediately.

c. Resignation - Mr. Roger Young

Mr. Roger Young, Head Track Coach has resigned from his position as Head Track Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Young's resignation as Head Track Coach, effective immediately.

Personnel Items - Action Items

d. Resignation - Ms. Danielle Morabito

Ms. Danielle Morabito, has submitted her resignation as a third grade teacher at Mt. Rock Elementary School, effective July 5, 2017.

The administration recommends the Board of School Directors approve Ms. Morabito's resignation as a third grade teacher at Mt. Rock Elementary School, effective July 5, 2017.

e. Resignation - Mr. John Beeman

Mr. John Beeman has submitted his resignation as Eighth Grade Social Studies Teacher, Middle School CARE Team Member, Eighth Grade Gold Team Leader, District Wellness/Professional Development Committee and Throwing Coach for the High School Track Team, effective July 1, 2017.

The administration recommends the Board of School Directors approve Mr. Beeman's resignation for the positions listed, effective, July 1, 2017.

f. Middle School Seventh Grade English/Language Arts Teacher - Ms. Emma Leuschen

Education:

Rutgers University, Master of Education
Rutgers University, Bachelor of Arts in English

Experience:

Student Teacher - Iselin Middle School, Woodbridge, NJ
Long-Term Substitute Teacher - Iselin Middle School, Woodbridge, NJ
Administrator/Analyst - New Jersey Board of Education

The administration recommends that the Board of School Directors appoint Ms. Emma Leuschen to serve as a Middle School Seventh Grade English/Language Arts Teacher, replacing Mrs. Beth Crusey who has retired. Ms. Leuschen's compensation for this position should be established at Master's Degree, Step 1, at \$54,570.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

g. Mt. Rock Third Grade Teacher - Ms. Molly Kordes

Education:

Shippensburg University, Bachelor's of Science in Early Education/Elementary Education

Experience:

Grade 1-3 Teacher - School District of the City of York, Cornerstone
Substitute Teacher - Carlisle Area School District
Student Teacher - W.G. Rice Elementary School

The administration recommends that the Board of School Directors appoint Ms. Molly Kordes to serve as a Third Grade Teacher at Mt. Rock Elementary School, replacing Ms. Danielle Morabito who has resigned. Ms. Kordes' compensation for this position should be established at Bachelor's Degree, Step 3, at \$50,400.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

Personnel Items - Action Items

h. Elementary Librarian/Media Specialist - Ms. Melissa McElwee

Education:

McDaniel College, Reading Specialist
University of Maryland, Bachelor of Arts, Early Childhood Education/Sociology

Experience:

Library Media Specialist - South Western School District, Hanover, PA
Kindergarten Teacher - St. Vincent de Paul School, Hanover, PA
Reading Tutor/Substitute Teacher - St. Vincent de Paul School, Hanover, PA
First Grade Teacher - St. Joseph, Hanover, PA

The administration recommends that the Board of School Directors appoint Ms. Melissa McElwee to serve as a Elementary Librarian/Media Specialist at Mt. Rock Elementary School. Ms. McElwee's compensation for this position should be established at Bachelor's Degree, Step 5, at \$51,900.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

i. Assistant Principal/Director of Athletics and Student Activities - Mr. Joseph Sinkovich

Education:

Wilkes University, Master's of Education, Educational Leadership
Wilkes University, Bachelor of Arts, Psychology/Elementary Education

Experience:

Assistant Principal - West Shore School District
Middle School Teacher/Dean of Students - Hamburg Area School District, Hamburg PA

The administration recommends that the Board of School Directors appoint Mr. Joseph Sinkovich to serve as Assistant Principal/Director of Athletics and Student Activities. Mr. Sinkovich's compensation for this position should be established at \$80,000.00, based on the current Act 93 agreement.

j. Transfer of Professional Personnel

The administration will transfer the professional employees whose names are listed below for the 2017-2018 school year. This transfer is in accordance with the Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Denise Mancuso, Elementary Librarian/Media Specialist to Middle School Librarian/Media Specialist
Julie Thumma, Middle School Eighth Grade Science to Middle School Seventh Grade Science
Therese Bukousky, Middle School Seventh Grade Science to Middle School Eighth Grade Science
Marsha Stellfox, High School Learning Support to Oak Flat Elementary School Learning Support

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

Personnel Items - Action Items

k. Recommendation for Middle School Arts Team Co-Leaders

Dr. Linda Wilson, Middle School Principal would like to recommend the individuals listed to serve as Co-Leaders for the Middle School Arts Team for the 2017-2018 school year.

Laura Shambaugh - Art Teacher

Stacey Gibb - Middle School Gifted Support Teacher

The administration recommends the Board of School Directors approve the recommendation of Laura Shambaugh and Stacey Gibb to serve as Co-Leaders for the Middle School Arts Team for the 2017-2018 school year.

l. Source4Teachers - Long-Term Substitute - Rebecca Whigham

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers, the District substitute teaching contractor.

Rebecca Whigham, Long-Term Substitute High School English Teacher, replacing Mallory Farrands who will be on child-rearing leave of absence from August 18, 2017 through approximately October 25, 2017.

m. Approval for Additional Summer Worker

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend the individual listed as an additional summer worker.

Richard Roush

The administration recommends the Board of School Directors approve the individual listed as an additional summer worker, as presented.

n. Recommend Approval for the Appointment of the School Food Authority Representative

With a new contract going into place, the District must appoint a Food Service Authority to interface with Chartwells and PDE as the District's representative. Shelli Kent is performing most of those duties now and the administration recommends formalizing that process as we prepare for future transitions.

The administration recommends that Shelli Kent be appointed the School Food Authority Representative for Big Spring School District and her pay increased to the B11 rate in the Classified Compensation Plan.

o. Recommend Approval of Proposed Salary Adjustment

As we move forward with a combined Assistant Principal/Director of Athletics position, the Administrative Assistant for Athletics and Activities is now assuming more of the formal duties of the Athletic Director position as detailed within the Board approved job description.

The administration recommends adjusting the status of the Administrative Assistant for Athletics from level A to level A1 of the Classified Compensation Plan.

12. New Business - Action Items

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.

| | |
|------------------------|--------------------------|
| Laura Shambaugh | \$1,440.00 |
| Courtney Wisner | <u>\$1,440.00</u> |
| Total | \$2,880.00 |

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 a Non-Resident Student Attending Big Spring High School

Mrs. Brigid Keen, is requesting permission for her son to attend Big Spring High School for the 2017-2018 school year as a Junior, per the conditions outlined in Board Policy 202.1: "The Board may permit the admission of nonresident students in accordance with Board policy. The parents are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Mrs. Keen's request for her son to attend Big Spring High School for the 2017-2018 school year, as per the conditions outlined in Board Policy 202.1.

c. Approval of the 2017-2018 Elementary Handbook

The Elementary Administration have updated the Elementary Handbook for the 2017-2018 school year. The changes that have been made in the Elementary Handbook have been included with the agenda.

The administration recommends the Board of School Directors approve the updated 2017-2018 Elementary Handbook, as presented.

d. Approval of the Proposed 2017-2018 Board Meeting Dates

Dr. Richard W. Fry, Superintendent of Schools would like to recommend the proposed 2017-2018 Board meeting dates, which are included with the agenda.

The administration recommends the Board of School Directors approve the 2017-2018 Board meeting dates, as presented.

New Business - Action Items

e. Approval of 2017-2018 Agreements

The proposed agreements listed have been reviewed by Mr. William Gillet, Director of Pupil Services and Dr. Richard W. Fry, Superintendent of Schools. The agreements are included with the agenda.

The Meadows

Yellow Breeches Educational Center, Inc.

Diakon Youth Services

The administration recommends the Board of School Directors approve the 2017-2018 agreements, as presented.

f. Approval of State Police Memorandum of Understanding

The State Police have submitted the 2017-2018 Memorandum of Understanding (MOU) between the Pennsylvania State Police, Troop H Carlisle Station and the Big Spring School District. The MOU has been reviewed by Dr. Kevin Roberts, Assistant Superintendent and is included with the agenda.

The administration recommends the Board of School Directors approve the Memorandum of Understanding between the Pennsylvania State Police and the Big Spring School District, as presented.

g. Approve Limited Conversion to Tracer SC Controls

Last month was the last month the existing style of Building Control Unit (BCU) was manufactured. We considered buying a couple spares, but at \$10,000 per unit it was expensive for only possible use. Trane suggested we upgrade two small facilities (fitness center and DAO) to the new System Controller (SC). This solution upgrades these two facilities and gives us 3 spare (used) BCUs for future emergency use.

The administration recommends the Board of School Directors accept the Trane proposal to upgrade the DAO and fitness center to Trane SC at a cost of \$20,114.

h. Approve Payment from the Capital Project Fund

The District received the following invoices for capital projects:

| <u>Project</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|----------------|-------------------------|---------------------------|---------------|------------------|
| Track etc | W.Penn Twnship | Engineer Svc | \$651.94 | n/a |
| Track etc | Diffenbaugh Wadel, Inc. | Construction inspections | \$1,732 | n/a |
| Erate | IntegraOne | switches, cables, modules | \$27,685.50 | n/a |

The administration recommends the Board of School Directors approve payments from the Capital Project Reserve Fund of \$651.94 to West Pennsboro Township, \$1,732 to Diffenbaugh Wadel, Inc. and \$27,685.50 to IntegraOne.

New Business - Action Items

i. Approve Property & Casualty Insurance Package

After accepting proposals from two brokers, the administration favors AJG because of price and service we get with Workers Comp with AJG.

| | <u>Property</u> | <u>Liability</u> | <u>Crime</u> | <u>Inland marine</u> | <u>Schl Ldr Liability</u> | <u>Umbrella</u> | <u>Auto</u> | <u>Terrorism</u> | <u>Total</u> | <u>Deductible</u> |
|------------------|-----------------|------------------|--------------|--------------------------|-------------------------------|-----------------|-------------|------------------|-----------------|-------------------|
| AJG / Utica | \$31,465 | \$27,946 | \$1,814 | \$1,814 | incl | \$2,527 | \$4,180 | Incl | \$69,746 | \$2,500 |
| Carlisle/Liberty | \$38,621 | \$9,757 | \$400 | \$3,410 | \$7,414 | \$4,585 | \$7,971 | not incl | \$72,158 | \$1,000 |
| | | | | | | | Add>>> | +\$6566 | \$78,724 | |

The administration recommends the Board of School Directors approve the proposal from AJ Gallagher to provide the Property/Liability insurance package for 2017-18 at a cost of \$69,746.

j. Approve Property Inventory

After some difficulty with a previous vendor, the administration obtained a quote from the vendor we used back in 2011 to complete a property inventory for both audit and insurance purposes. The quote is included in the agenda.

The administration recommends the Board of School Directors accept the proposal from Industrial Appraisal Company to perform a property inventory in the summer of 2017 at a cost of \$9,280.

k. Approve Boiler Preventive Maintenance Services

HB McClure presented new agreements for preventive services on the District's boilers. The Buildings & Grounds Director recommends we accept a 3 year agreement for all schools except Newville, which would be a single year, pending a renovation.

| | <u>3 YR</u> | <u>1 YR</u> |
|-------|-------------|-------------|
| HS | \$8,025 | |
| DAO | \$588 | |
| MR ES | \$388 | |
| MS | \$4,618 | |
| OF ES | \$3,886 | |
| NV ES | | \$2,600 |
| | \$17,505 | \$2,600 |

The administration recommends the Board of School Directors accept the 3 year agreement for all schools except Newville, which would be a single year, pending renovation.

New Business - Action Items

I. Approve Donation for Track Scoreboard

Mr. Dean Yaukey notified the administration that he would like to donate \$7500 on behalf of Phantom Entertainment to purchase a refurbished scoreboard for the new track and field hockey field facility.

The administration recommends the Board of School Directors approve the donation on behalf of Phantom Entertainment and authorize the administration to purchase the scoreboard.

m. Approve Change Orders to Track for Scoreboard

With the addition of the scoreboard donation, we will need the electrical and excavating vendors to prepare the site and connect it. Pagoda Electric and Horst Excavation submitted the change orders included in the agenda.

The administration recommends the Board of School Directors approve change order 2 for Pagoda Electrical in the amount of \$343.94 and change order OCO 503 for Horst Excavating in the amount of \$20,195.61.

n. Approve Payment from the Stadium & Track Fund

The District received the invoice:

| <u>Project</u> | <u>Vendor</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|----------------|------------------|--------------------|---------------|------------------|
| HS Track | Horst Excavating | Pay App 3 | \$409,959.70 | \$1,112,424.89 |

The administration recommends the Board of School Directors approve the payment of \$409,959.70 to Horst Excavating.

13. New Business - Information Item

a. Tenure Status

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

Ms. Laura Parks - Mt. Rock Elementary School Learning Support Teacher

Ms. Christina Hagood - High School Science Teacher

Additional information regarding the professional employees have been prepared by Mrs. Karen Ward, Mt. Rock Elementary School Principal and Mr. William August, High School Principal.

b. Approval of the 2017-2018 Middle School Handbook

The Middle School Administration have updated the Middle School Handbook for the 2017-2018 school year. The changes that have been made in the Middle School Handbook are 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

c. 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.

Middle School Science

6th Grade Physical Science
7th Grade Earth Science
8th Grade Life Science

High School Science

Biology
Biology Keystone Enrichment

High School/Middle Math

Algebra I

High School Math

Geometry
Honors Geometry
Statistics
Algebra Keystone Enrichment
Honors Calculus

High School English/Language Arts

English IV - Project Based (Opus)
Literature Keystone Enrichment

Elementary

Kindergarten Social Studies
First Grade Social Studies
Second Grade Social Studies
Third Grade Social Studies
Fourth Grade Social Studies
Fifth Grade Social Studies

d. Proposed Adoption of Curricular Resource

The curricular resource listed is for review in support of building 21st century skills in elementary students. The resource will be utilized as a part of a pilot program during the 2017-2018 school year.

Code to the Future

14. Future Board Agenda Items

15. Board Reports

- a. District Improvement Committee - Mr. Bob Kanc
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper
- d. Building and Property Committee - Mr. Barrick, 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 19, 2017**.

Next scheduled meeting is: **July 24, 2017**.