



JULY 22, 2019 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the June 17, 2019 Regular Board Meeting Minutes and the June 17, 2019 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports - No Report

4. Financial Reports

a. Payment of Bills

	SY 2018-2019		SY 2019-2020	
General Fund				
Procurement Card	\$	23,377.96	\$	0.00
Checks/ACH/Wires	\$	3,145,528.67	\$	1,682,680.63
Capital Projects Reserve Fund	\$	79,409.00	\$	0.00
Mount Rock Projects-2018 Fund	\$	0.00	\$	0.00
Newville Projects Fund	\$	506,507.12	\$	0.00
Cafeteria Fund	\$	232.86	\$	123,628.87
Student Activities	\$	<u>11,035.29</u>	\$	<u>0.00</u>
Total	\$	3,766,090.90	\$	1,806,309.50

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	13,216,983.00
Capital Projects Reserve Fund	\$	7,275,223.35
Cafeteria Fund	\$	685,057.41
Student Activities	\$	241,430.08
Newville Projects Fund	\$	473,926.82
Mount Rock Projects-2018 Fund	\$	<u>6,610,543.35</u>
Total	\$	28,503,164.01

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. Pennsylvania Department of Education Correspondence

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Division of Federal Programs regarding the 2018-2019 Federal Programs Consolidated Review. The review indicates that Big Spring School District's Title I, Title II Part A, Title III (if applicable), and Title IV, Part A programs are in complete compliance with current statute, regulations, and guidance released by the United States Department of Education. 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 - Elementary Reading Teacher, Mary Beth Helbig

Ms. Mary Beth Helbig, Reading Specialist at Oak Flat Elementary School has submitted her letter of resignation, effective immediately.

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

b. Resignation - High School English, Chad Feeser

Mr. Chad Feeser, High School English Teacher has submitted his letter of resignation, effective August 1, 2019.

The administration recommends the Board of School Directors accept Mr. Feeser's resignation, effective August 1, 2019.

c. Resignation - Kathryn Madorsky, MDS Instructional Aide

Ms. Kathryn Madorsky has submitted her resignation as an Instructional Aide in the MDS room at Oak Flat Elementary School, effective immediately.

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

Personnel Items - Action Items

d. Resignation - Shane Cohick, Middle School Football Coach

Mr. Shane Cohick has submitted his resignation as a Middle School Football Coach, effective immediately. Mr. Cohick has requested to assist as a volunteer football coach.

The administration recommends the Board of School Directors accept Mr. Cohick's resignation as a Middle School Football Coach as well as his request to assist as a volunteer coach.

e. Resignation - Frank Landis, Head Middle School Football Coach

Mr. Frank Landis has submitted his resignation as Head Middle School Football Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Landis' resignation, as presented.

f. Recommended Approval for a High School Chemistry Teacher - Mr. Carl Seils

Education:

Shippensburg University, Bachelor's of Science - Geoenvironmental Studies

Shippensburg University, Master's of Arts, Teaching STEM Education

Experience:

Frederick County Public Schools - High School Chemistry, Earth and Space

Big Spring Middle School - Student Teacher, Seventh Grade Earth and Space Science

Source4Teachers - Substitute Teacher

Shippensburg University Learning Center

The administration recommends the Board of School Directors appoint Mr. Carl Seils as a High School Chemistry Teacher, replacing Ms. Christina Hagood who has resigned. Mr. Seil's compensation for this position should be established at a Master's Degree, step 3, \$58,083.00, for the 2019-2020 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

g. Recommended Approval for 2019-2020 Elementary Intervention Specialists Staffing

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, is recommending the individuals listed as Elementary Intervention Specialists for the 2019-2020 school year.

Mt. Rock Elementary

Karyn Cunningham

Jennifer Roberts

Kathy Schumacher

Newville Elementary

Denise Ginter

Noelle King

Lauren Swigart

Oak Flat Elementary

Kelly Bales

Tracey Cook

The administration recommends the Board of School Directors approve the individuals listed as Elementary Intervention Specialists for the 2019-2020 school year.

Personnel Items - Action Items

h. Recommended Approval for Assistant Social Studies Department Chairperson - Andrew Koman

Dr. Robyn Euker, Director of Curriculum and Instruction, would like to recommend Mr. Andrew Koman as Assistant Social Studies Department Chairperson.

The administration recommends the Board of School Directors approve Mr. Koman as Assistant Social Studies Department Chairperson, as presented.

i. Recommendation for Source4Teachers/ESS Long-Term Substitute - Ms. Riley Smith

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

Ms. Riley Smith, Long-Term Substitute Learning Support Teacher to begin the beginning of the 2019-2020 school year through approximately mid November, 2019, 12-13 weeks. Ms. Smith is replacing Mrs. Ashley Gleeson who will be on child-rearing leave of absence.

j. Child-Rearing Leave - Mrs. Chelsey Piper

Mrs. Chelsey Piper, Grade Five Teacher at Newville Elementary School, is requesting child-rearing leave of absence to begin approximately October 25, 2019 through the approximately April 14, 2020. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Mrs. Piper's requested child-rearing leave of absence to begin approximately October 25, 2019 through approximately April 14, 2020.

k. Leave Without Pay - Mrs. Megan Larsen

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 Larsen, is requesting 1.5 days leave without pay for September 9 & 10, 2019.

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

Personnel Items - Action Items

I. Recommended Approval of Changes in Classified Staffing

<u>Employee</u>	<u>Employee Information</u>	<u>Start Date</u>
Scott Martin	Transfer from Logistics Spc / Maint Tech – General to <u>Maintenance Technician – Plumbing & Securities System.</u>	August 5
Shelli Kent	Revised duties & description for <u>Supervisor for Transportation & Food Services;</u> promoted from B-14 to A-14.	July 1
Meagan Brackbill	Add 3 yrs of experience for Bachelor's degree	July 1
Erin Ford	Add 4 yrs of experience for Bachelor's & Masters degrees	July 1
Madison Barrick	Add 3 yrs of experience for Bachelor's degree	July 1
Carissa Roberts	Add 3 yrs of experience for Bachelor's degree	July 1
Stacy Lehman	Add 1yr of experience for Associates degree	July 1
Vonda Kelso	5% pay increase for longevity & performance	July 1

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

m. Coaching Recommendation

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coach listed below.

Evan Jarusewski - Head Swim Coach

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

n. Recommended Approval for Logistics Specialist

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the transfer of Mr. Ray Lebo from a seasonal laborer to a twelve month position as a [Logistics Specialist](#). Mr. Lebo is replacing Mr. Scott Martin who has transferred. Mr. Lebo will work 5.75 hours per day at an hourly wage of \$13.60. Mr. Lebo will begin in this position on August 5, 2019.

The administration recommends the Board of School Directors approve Mr. Lebo as a twelve month Logistics Specialist, as presented. This hire is subject to the Probationary Period as spelled out in 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.

William August	\$2,064.00
Tessa Lindsey	\$1,500.00
Sean Stevenson	<u>\$1,500.00</u>
Total	\$5,064.00

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

b. Approval of a Non-Resident Student Attending Big Spring High School

Miss Taryn Mentzer, rising Senior is requesting permission to attend Big Spring High School for the 2019-2020 school year and graduate with the class of 2020, 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 Miss Mentzer's request to attend Big Spring High School for the 2019-2020 school year and graduate with the class of 2020, as per the conditions outlined in Board Policy 202.1.

c. Approval of Year-End Financial Statement for Newville Wrestling Association

The Big Spring School District has received a copy of the year-end financial statement from the organization listed and a copy of the statement is included with the agenda.

Newville Wrestling Association

The administration recommends that the Board of School Directors accept the financial statement, as presented.

d. Recommended Approval to Create a Student Account for Mini-Thon

The Mr. William August, High School Principal is requesting approval to create a student account for Mini-Thon. Details are included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for Mini-Thon under the supervision of High School Administration and a High School Adviser.

e. Approval for the Proposed 2019-2020 High School Handbook

The High School Administration have updated the High School Student Handbook for the 2019-2020 school year. The changes that have been made in the High School Handbook have been included with the agenda.

The administration recommends that the Board of School Directors approve the 2019-2020 changes in the High School Student Handbook, as presented.

New Business - Action Items

f. Approval for the Proposed 2019-2020 Elementary Parent Handbook

The Elementary Principals have updated the Elementary Parent Handbook for the 2019-2020 school year. The changes that have been made in the Elementary Parent Handbook have been highlighted within the handbook and is included with the agenda.

The administration recommends that the Board of School Directors approve the 2019-2020 changes in the Elementary Parent Handbook, as presented.

g. Proposed Adoption of Secondary Curriculum and Textbook

Listed below are completed high school courses, revised curriculum and a textbook for board approval.

Social Studies Department

Sports in Society (new course)
American Studies

Art Department

Ceramics I
Ceramics II

Science Department

Biochemistry Course
Biochemistry (new course)
Environmental Science
Medical Terminology (new course)

Business Department

Marketing

Textbook for review for the new

Biochemistry, 9th Edition (2017)
Publisher: Cengage Learning

The administration recommends the Board of School Directors approve the above high school courses, revised curriculum and textbook, as presented.

h. Approval for Proposed Updated Policy

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

Policy 215 - Promotion and Retention

The administration recommends the Board of School Directors approve Policy 215, Promotion and Retention, as presented.

i. Approval for Contracted Service for School Physician

2018-2019

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

2019-2020

\$15.00 per student exam and a retainer rate for the 2019-2020 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 2019-2020 school year at a per student physical examination rate of \$15.00. The administration also recommends that the Board of School Directors approve Dr. Guistwite's request for a retainer rate of \$1,000.00.

New Business - Action Items

j. Approval of 2019-2020 Agreements

The proposed 2019-2020 agreements listed below have been reviewed by District Administration. The agreements are included with the agenda

Ambulance Agreement (Agreement to assist the District with football games)

Partnership for Career Development Service Agreement (PCD is a collaborative effort of the CAIU, its member districts/technical schools, community businesses, agencies and postsecondary partners. This partnership works to build a system of K-12 career development, to connect students to postsecondary options, and to improve workforce and economic development in our region. This is a one year agreement only)

New Story Tuition Agreements (Tuition Agreements for students with special needs to be placed outside the District)

Diakon Agreement (Agreement for day treatment facilities)

Laurel Life (School based outpatient agreement)

Yellow Breeches Agreement (Yearly agreement regarding educational services for students)

CAIU Agreement for School-Age Special Ed. Services (Agreement for school-age special ed services)

The administration recommends the Board of School Directors approve the 2019-2020 agreements listed, as presented.

k. Recommended Approval for a Resolution

The Resolution is to approve and authorize the Superintendent to sign all contracts, agreements, grants and/or licenses regarding information from the Pennsylvania Department of Education and consents to the use of electronic signatures.

The administration recommends the Board of School Directors approve the Resolution to approve and authorize the Superintendent to sign all contracts, agreements, grants and/or licenses regarding information from the Pennsylvania Department of Education and consents to the use of electronic signatures.

New Business - Action Items

I. Approved Construction Payments form Newville Projects Fund

The administration received the following application for payment. Link to [pay applications](#).

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
19-Ph2	CRA	Invoice 3196-11	\$14,417.49	\$4,000.00
18-MS	CRA	Invoice 3106-17 prof svcs	\$93.04	-
19-MS	BitDirect	107 Viewsonic monitors	\$11,768.93	-
19-MS	BitDirect	77 Samsung soundbars	\$13,089.23	-
19-MS	Honeywell	Inv-5248415530 Camera Install	\$34,869.03	-
19-Maint	Honeywell	Inv-5248415531 Spare Cameras	\$2,722.02	-
19-OF	Honeywell	Inv-5248426758 Camera Install	\$17,486.18	-
19-MR	Honeywell	Inv-5248428882 Camera Install	\$13,642.96	-
18-NV	Honeywell	Inv-5248533776 Camera Install	\$178.18	-
19-MS	Honeywell	Inv-5248667469 Camera Install	\$10,000.00	-
19-MR	Honeywell	Inv-5248667470 Camera Install	\$10,000.00	-
19-OF	Honeywell	Inv-5248667472 Camera Install	\$10,000.00	-
19-MR	Lobar	PayApp 1901604	\$213,802.33	\$478,829.64
19-MS	Lobar	PayApp 1901704	\$49,536.57	\$670,439.70
19-HS	Oyler Elect	PayApp#2	\$1,351.72	\$24,899.52
19-OF	Oyler Elect	PayApp#2	\$17,185.27	\$38,440.26
19-All	Stouffer Mech	HVAC PayApp#4	\$7,649.68	\$61,543.55
19-All	Stouffer Mech	Plumbing PayApp#4	\$11,886.75	\$164,226.95
Total			\$439,679.38	\$1,438,379.62

The administration recommends the Board of School Directors approve the payment of \$14,510.53 to Crabtree, Rohrbaugh and Assoc.; \$98,898.37 to Honeywell Intl.; \$263,338.90 to Lobar, Inc.; \$18,536.99 to Oyler Electric; and \$19,536.43 to Stouffer Mechanical.

New Business - Action Items

m. Approve Construction Change Orders

The District received the following change orders: [link to PDF](#)

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
HS	2	East Coast	HS Shop - new door & frame	\$1,298.83
MS	6	East Coast	Library - remove cabinets & paint	\$1,059.13
MS	4	East Coast	LGI - extend walls	\$3,738.93
MS	3	East Coast	Auditorium - add plywood to curved wall	\$3,944.56
HS	1	SMC	Tech Shop: plumbing demo sprinkler redo	\$1,031.83
MR/HS	2	Lobar, Inc	Additional electrical panel wiring	\$1,961.50

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

n. Approve Technology Payments from Mt Rock Projects Fund

The administration received the following applications for payment from the Mt. Rock Projects Fund. Link to [pay applications](#).

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR MS OF	AV Solutions	Inv#6579 TV Mounts	\$8,977.05
MR MS OF	AV Solutions	Inv#6600 18 TVs	\$11,271.12
PH2	AV Solutions	Inv#6602 FitCtr A/V Paging	\$11,342.61
PH2	AV Solutions	Inv#6603 MR A/V Gym	\$22,535.91
MR	Prismworks	Inv#10962 MR Data Cabling Svc	\$29,800.00
MR OF MS	Prismworks	Inv#11036 Paging/Intercom Sys	\$13,338.75
OF	Schaedler-Yesco	OF Copper Cabling Invocies	\$43,018.99
MR	Whitlock	Inv#1036396 MR 25 Flat Panel Displays	\$191,175.60
OF	Whitlock	Inv#1036397 OF 32 Flat Panel Displays	\$244,119.95
MR	Whitlock	Inv#1036707 MR Display +Mount	\$4,040.00
Total			\$579,619.98

The administration recommends the Board of School Directors approve the payment of \$54,126.69 to A/V Solutions, LLC; \$43,138.75 to Prismworks, Inc.; \$43,018.99 to Schaedler-Yesco; and \$439,335.55 to Whitlock.

New Business - Action Items

o. Approve Construction Payments from Mt. Rock Projects Fund

The administration received the following applications for payment from the Mt. Rock Projects Fund. Link to [pay applications](#).

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
19-HS	East Coast	PayApp 9646-01	\$42,948.00	\$134,752.00
19-MS	East Coast	PayApp 9644-02	\$294,370.68	\$1,372,874.95
19-MR	eciConstruction	PayApp 3	\$214,487.86	\$736,000.70
19-OF	eciConstruction	PayApp 3	\$64,275.60	\$312,867.49
<i>Total</i>			<i>\$616,082.14</i>	<i>\$2,556,495.14</i>

The administration recommends the Board of School Directors approve the payment of \$337,318.68 to East Coast Contracting; and \$278,736.46 to eciConstruction.

p. Approve Payments from the Capital Projects Reserve Fund

The administration received the following applications for payment from the capital reserve fund. Note the Rogele payments are reimbursable via the PennDOT grant. Link to [pay applications](#).

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Michael Baker Intl	Inv# 1051232 Prof Svc	\$5,511.00	-
RL Snyder Electric Inc	Inv# 06201901 HS/MS Gym LED fixtures	\$14,250.00	-
Rogele, Inc.	PayApp#2 - Pedestrian Safety Grant	\$93,099.40	\$396,153.83
<i>Total</i>		<i>\$112,860.40</i>	<i>\$396,153.83</i>

The administration recommends the Board of School Directors approve payment of \$5,511 to Michael Baker International; \$14,250 to RL Snyder Electric, Inc.; and \$93,099.40 to Rogele, Inc.

q. Recommended Approval Annual "Go Guardian" Contract Renewal

The administration received this contract renewal for Go Guardian classroom management software contract. It's a one-year subscription for the middle school with a cost of \$7,020, with no increase for the 2019-2020 school year. Go Guardian is the classroom management software that allows teachers to monitor and administer control over students Chromebook usage during class.

The administration recommends the Board of School Directors approve the renewal of the Go Guardian classroom management software contract, as presented.

New Business - Action Items

r. Approve Municibid Sales

In addition to Hurley Auction, the District used Municibid to sell two vehicles:

<u>Item(s)</u>	<u>Sale To</u>	<u>Amount</u>
2009 GMS 3500 Savana Van	Brian McGinley	\$7,100.00
2012 Ford Focus SE	Michelle Holtry	\$6,000.00

The administration recommends the board of School Directors accept the bids for the items as shown and authorize the administration to sign the appropriate sale documents.

s. Approve Hurley Auction Sales

The district has numerous excess items after the summer's renovation and furniture replacements. These items are listed online for review and sale at [Hurley Auction](#).

The administration recommends the Board of School Directors approve the sale of these items and authorize the administration to sign the appropriate sale documentation.

13. New Business - Information Item

a. Recommended Approval for Novels for Middle School/High School English and High School Curriculum

Listed below are completed high school course curriculum and Middle School/High School English Novels for board approval. All completed curriculum and novels are available in the Curriculum Center for review by the Board of School Directors.

<u>Department</u>	<u>Course</u>
Health & PE	Teen Health
Health & PE	Drivers Ed/Alcohol, Tobacco & Other Drugs
Art	Ceramics I & II
Art	Photography I
English	Speech

NOVELS

The Metamorphosis, by Franz Kafka	(Course - AP Literature/HS)
The Awakening, by Kate Chopin	(Course - AP Literature/HS)
To Kill a Mocking Bird (Graphic Novel), by Harper Lee & Fred Fordham	(Course - 10th Grade English)
Chains, Laltalse Anderson	(Course - Words Change Worlds, MS English 7/8)
The Last Book in the Universe, R. Philbrick	(Course - Words Change Worlds, MS English 7/8)
The Warden's Daughter, J. Spinelli	(Course - Words Change Worlds, MS English 7/8)

b. 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 August 5, 2019 Board meeting.

709 Maintenance Technician - Plumbing & Security Systems

New Business - Information Item

c. Tenure Status Recommendation

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

Miss Tessa Lindsey - Grade 1/2 Looping Teacher at Oak Flat Elementary

Miss Caitlin Steinly - Grade 1 Teacher at Oak Flat Elementary

Additional information regarding the professional employees have been prepared by Mrs. Stacey Kimble, Oak Flat Elementary School Principal.

14. Discussion Item

15. Future Board Agenda Items

16. 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**

17. Meeting Closing

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

Meeting adjourned at _____ PM, **July 22, 2019.**

Next scheduled meeting is: **August 5, 2019.**