



**JULY 23, 2018
BOARD MEETING**

1. Opening Meeting

- a. Call to Order
- b. Pledge to the Flag

2. Approval of Minutes

Approval of the June 18, 2018 Regular Board Meeting Minutes and the June 18, 2018 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports

4. Financial Reports

a. Payment of Bills

		<u>2017-2018</u>		<u>2018-2019</u>
General Fund				
Procurement Card	\$	22,588.44	\$.00
Checks/ACH/Wires	\$	2,950,608.55	\$	1,082,354.62
Capital Reserves	\$	90,289.18	\$.00
Mount Rock Projects-2018 Fund	\$	70,984.05	\$.00
Newville Projects Fund	\$	749,909.64	\$.00
Cafeteria Fund	\$	140,018.49	\$.00
Student Activities	\$	<u>25,071.17</u>	\$	<u>350.00</u>
Total	\$	4,049,469.52	\$	1,082,704.62

Motion to approve payment of bills, as presented.

b. Treasurer's Fund Report

General Fund	\$	12,917,648.63
Capital Projects Fund	\$	7,446,442.58
Cafeteria Fund	\$	395,343.31
Student Activities	\$	214,752.05
Newville Projects Fund	\$	8,151,992.53
Mount Rock Projects-2018 Fund	\$	<u>9,724,524.68</u>
Total	\$	38,850,703.78

Motion to approve treasurer's fund report, PSDLAF CFO 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 - English Department Chairperson

Ms. Mallory Farrands has submitted her resignation as English Department Chairperson, effective immediately.

The administration recommends the Board of School Directors approve Ms. Farrands' resignation as English Department Chairperson, effective immediately.

b. Recommendation for High School Guidance Counseling Office Administrative Assistant

The administration would like to recommend Ms. Rachel Shambaugh as a 232 day Administrative Assistant for the High School Guidance Office, replacing Mrs. Karen Fritz who has retired. Ms. Shambaugh will work 200 days at 7.5 hours per day and 32 days during the summer months at 5.75 hours per day at an hourly rate of \$15.93.

The administration recommends the Board of School Directors approve Ms. Rachel Shambaugh as an Administrative Assistant for the High School Guidance Office, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

c. Recommendation for Mt. Rock Elementary School Administrative Assistant

The administration would like to recommend Ms. Sandra Cunningham as a 190 day Administrative Assistant at Mt. Rock Elementary School, replacing Mrs. Wendy Lehman who has retired. Ms. Cunningham will work 190 days at 7.5 hours per day at an hourly rate of \$17.41.

The administration recommends the Board of School Directors approve Ms. Sandra Cunningham as an Administrative Assistant at Mt. Rock Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Personnel Items - Action Items

d. Resignation - High School Assistant Swim Coach

Mr. Greg Walker has submitted his resignation as High School Assistant Swim Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Walker's resignation as High School Assistant Swim Coach, effective immediately.

e. Resignation - Part-Time Assistant Groundskeeper

Mr. Brian Hair has submitted his letter of resignation as a part-time Assistant Groundskeeper, effective August 1, 2018.

The administration recommends the Board of School Directors approve Mr. Hair's resignation as a part-time Assistant Groundskeeper, effective August 1, 2018.

f. Recommendation of the 2018-2019 Mentor Teachers

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentors are listed below.

INDUCTEE	BUILDING / SUBJECT	MENTOR
Melissa Sheffer	Newville - Fifth Grade	Chelsea Piper
Casey Dombroski	Oak Flat - Third Grade	Alisha Willis
Jessica Maser	Mt. Rock - Third Grade	Erin Malick
Allison Reinhardt	Oak Flat - Primary Learning Support	Amelia Tearnan/Laura Parks
Anthony Casella	High School - Technology Education	Sam Barnouski
Judy Metcalf	High School - Certified School Nurse	Judy Breneman
Jana Barrick	Middle School - Learning Support	Meghan Bullock

The administration recommends that the Board of School Directors approve the 2018-2019 mentor teachers as presented.

g. Recommendation for Elementary Grade Level Coordinator

Ms. Robyn Euker, Director of Curriculum and Instruction would like to recommend the individual listed as a Grade Level Coordinator.

Ms. Alisha Willis - Grade 3 Teacher at Oak Flat Elementary School

The administration recommends the Board of School Directors approve Ms. Willis as a Grade Level Coordinator, as presented.

Personnel Items - Action Items

h. Recommendation for High School English Teacher, Ms. Jennie Ortiz

Education:

West Chester University of Pennsylvania - Bachelor of Science in Education, English

Experience:

Source4Teacher & Insight, Cherry Hill, NJ - Substitute Teacher

Kennett High School, Kennett Square, PA - Student Teacher

Oxford Area High School, Oxford, PA - Student Teacher

Charles F. Patton Middle School, Kennett Square, PA - Student Teacher

The administration recommends the Board of School Directors appoint Ms. Jennie Ortiz to serve as a High School English Teacher, replacing Ms. Mallory Farrands who has transferred. Ms. Ortiz's compensation for this position should be established at Bachelor's Degree, Step 1, at \$51,169.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

i. Recommendation for High School Head Swim Coach

Mr. Joseph Sinkovich, High School Assistant Principal/Director of Athletics and Student Activities would like to recommend the individual listed as the High School Head Swim Coach.

Gregory Walker

The administration recommends the Board of School Directors approve Mr. Walker as the Head Swim Coach, as presented.

12. New Business - Action Items

a. Credit Pay

The professional employees whose name are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Denise Ginter	\$ 450.00
Nathaniel Gutshall	\$1,470.00
Timothy Kireta	\$ 708.00
Andrew Koman	\$ 735.00
Jenna McIntire	\$1,410.00
Judy Metcalf	\$1,470.00
Sherisa Nailor	\$ 700.50
Jessica Sprecher	\$1,470.00
Courtney Wisner	<u>\$1,410.00</u>
Total	\$9,823.50

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. Recommendation for 2018-2019 Post Grad Fundraisers

The 2019 Post Grad Committee is requesting permission to conduct the fundraisers listed below during the 2018-2019 school year.

Beemans Baked Goods
Southside Deli
Italian Taxi Pizza & Subs
R&K Subs
Chicken BBQ
Carlisle Gourmet Popcorn
Grim Bean Coffee
Rada Cutlery
Capt'n Chucky's Crab Cakes
Bingo
String Art/Paint Night
31 Bags
Pampered Chef
Golf Tournament
Spirit Wear
Wendy's Restaurant Night
Chipotle's Restaurant Night
Chick-Fil-A Restaurant Night
Panera Restaurant Night
Sweet Frog Restaurant Night
Kane's Korner Pizza Spirit Night

The administration recommends the Board of School Directors approve the Post Grad Committee's request to conduct the fundraisers listed above during the 2018-2019 school year.

c. Approval of 2018-2019 Agreements

The proposed 2018-2019 agreements listed below 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.

- Diakon Agreement
- New Story Agreement
- Yellow Breeches Agreement
- Ambulance Agreement
- Merakey Agreement
- Social Sentinel, Inc. Agreement
- Trane Services Agreement
- CM Regent Rate Renewal
- Horace Mann Flexible Spending Accounts Agreement
- BusBoss Agreement

The administration recommends the Board of School Directors approve the 2018-2019 agreements listed, as presented.

New Business - Action Items

d. Approve Hurley Auction and List of Disposal Property

With the District renovations and included updated equipment, Mr. Gilliam arranged the online auction of excess property with Hurley Auction. The agreement and property list are included with the agenda.

The administration recommends the Board of School Directors approve the disposal of selected property using Hurley Auction.

e. Approve Construction Projects Change Orders

The District received the following change orders for the ongoing projects. The Foundational Running List document is a summary of the change orders.

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
NV	GC CO#1	Lobar, Inc	Unforeseen Raceway	\$2,080.24
NV	EC CO#4	Lobar, Inc	Gear/panel changes for elevator	\$2,161.16
NV	EC CO#5	Lobar, Inc	delete low voltage CCTV cabling	(\$2,500.00)
NV	EC CO#6	Lobar, Inc	delete low voltage camera install	(\$1,317.08)
NV	GC CO#8	Lobar, Inc	Stairwell reconfiguration	\$902.90
NV	GC CO#9	Lobar, Inc	New wall in corridor A128	\$492.79
NV	GC CO#10	Lobar, Inc	Delete final cleaning	(\$13,000.00)
NV	GC CO#11	Lobar, Inc	Install Soffit Insulation	\$797.29
NV	CO#3	CES	Remove Asbestos under Unit Vents	\$20,500.00
MR	GC CO#1	eci	Carpet & Tile in Admin to remain as is	(\$4,580.00)
MS	GC CO#3	eci	Column Repairs per RFI	\$1,059.00

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

New Business - Action Items

f. Approve Payments From Capital Project Reserve Fund

The District received the following applications for payment from the Capital Project Reserve Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>
C.E.S.	NV Change Order 3	\$30,956.25
AV Solutions LLC	HS Commons Audio Upgrade	\$4,975.22
BitDirect	Refurb Soundbars (32)	\$4,752.00
EMSL, Inc.	Testing Invoice 04522597	\$375.00
EMSL, Inc.	Testing Invoice 04523831	\$375.00
EMSL, Inc.	Testing Invoice 04524684	\$350.00
RL Snyder Elect Inc.	Inv 06261804 HS Emergency Pwr	\$6,027.17
1st Capital Insulation, Inc.	MR Pay App #1	\$17,437.50
1st Capital Insulation, Inc.	MR Pay App #2	\$22,500.00
Tecta America	MR Pay App #1	\$627,000.00

The administration recommends the Board of School Directors approve the payment of \$30,956.25 to CES; \$4975.22 to AV Solutions; \$4,752 to BitDirect; \$1,100 to EMSL; \$6,027.17 to RL Snyder, Inc.; \$39,937.50 to First Capital Insulation; and \$627,000 to Tecta America.

g. Approve Payments From Newville Projects Fund

The District received the following application for payment from the Newville Projects Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
CRA	Invoice 2941-21	\$11,738.88	\$24,701.75
Lobar, inc. (GC)	Pay App 5	\$705,401.41	\$2,097,065.63
Frey Lutz Corp.	Pay App 4	\$311,372.28	\$917,576.72
Mann Plum. & Heat., LLC	Pay App 3	\$13,063.50	\$314,887.81
Mann Plum. & Heat., LLC	Pay App 4	\$110,923.68	\$203,964.13
Tanner of PA. Inc	Inv 16742 (NV furniture deposit)	\$109,072.00	\$109,072.00
Detwiler Roofing	HS Coating PayApp1	\$157,361.17	\$234,638.83
Borough of Newville	NV Engineering Fees	\$1,658.12	-

The administration recommends the Board of School Directors approve the payment of \$11,738.8 to Crabtree Rohrbaugh; \$705,401.41 to Lobar, Inc.; \$311,372.28 to Frey Lutz Corp.; 123,987.18 to Mann, Plumbing & Heating, LLC; \$109,072, to Tanner of PA, Inc., \$157,361.17 to Detwiler Roofing and \$1,658.12 to Borough of Newville.

New Business - Action Items

h. Approve Payment from Mt Rock Projects Fund

The District received the following application for payment from the Mt. Rock Projects Fund:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	CRA	Invoice 3106-06	\$13,998.91	\$5,627.00
MR	Rodney B Smith	Pay App 1	\$3,283.20	\$76,616.80
MS	Lobar, Inc (EC)	Inv 180102	\$53,837.77	\$449,156.25
HS	eci (GC)	Pay App 1	\$83,444.75	\$441,555.25
MR	eci (GC)	Pay App 1	\$87,404.53	\$804,295.47
MS	eci (GC)	Pay App 1	\$192,346.40	\$1,140,683.60

The administration recommends the Board of School Directors approve the payments of \$13,998.91 to Crabtree Rohrbaugh; \$3,283.20 to Rodney B. Smith; \$53,837.77 to Lobar, Inc.; and \$363,195.68 to eci Construction.

13. New Business - Information Item

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.

Travis Barnes - High School Science Teacher

Additional information regarding the professional employee has been prepared by Mr. William August, High School Principal.

b. Proposed 2018-2019 Big Spring School District Cyber Handbook

The administration has updated the Big Spring School District Cyber Handbook for the 2018-2019 school year. The changes to the handbook are listed below. The handbook is attached for review.

2018-2019 Changes to the Cyber Handbook for the 2018-2019 School Year

- Updates to contact information related to personnel changes
- Addition of procedures related to students who complete coursework early
- Addition of a mid-year to face adviser/counselor meeting that serves as “check in” for students

New Business - Information Item

c. Proposed Adoption New High School Courses and Curriculum

Listed below are completed high school courses and middle school revised curriculum for board approval. All completed planned courses and curriculum are available in the Curriculum Center for review by the Board of School Directors.

English Department

Real World Literature
Real World Research
English III

Math Department

Java Script
Mathematical Modeling
Computer Science Principles

Social Studies Department

Problem Solving in Society

Middle School Revised Courses

6th Grade General Art
6th Grade American Art (Elective)
6th Grade Business

Elementary

K-5 Science Curriculum

d. Proposed Adoption of Textbooks

Ms. Robyn Euker, Director of Curriculum and Instruction, is recommending the following books to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the books, prior to the August 6, 2018, Board of School Directors meeting.

Course -- AP Environmental Science

Textbook -- Environmental Science for AP (2015, 2nd ed) by Friedland and Relyea

14. Future Board Agenda Items

15. Board Reports

- a. **District Improvement Committee - Mr. Bob Kanc, Mr. Robert 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. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**
Summary of 2019 Projects List (attached)
- e. **Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**
FYI -- current warehouse property tax update
- 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, **July 23, 2018**.
Next scheduled meeting is: **August 6, 2018**.