



AUGUST 19, 2019 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the August 5, 2019 Regular Board Meeting Minutes, the August 5, 2019 Committee of the Whole Meeting Minutes and the August 5, 2019 Building and Property Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

General Fund	\$	353,513.11
Capital Project Reserve Fund	\$	126,177.04
Mount Rock Projects-2018 Fund	\$	161,152.89
Newville Projects Fund	\$	0.00
Cafeteria Fund	\$	530.00
Student Activities	\$	<u>4,632.06</u>
Total	\$	646,005.10

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	12,045,477.25
Capital Project Reserves Fund	\$	7,170,511.44
Cafeteria Fund	\$	541,710.47
Student Activities	\$	241,178.53
Newville Projects Fund	\$	35,291.05
Mount Rock Projects-2018 Fund	\$	<u>5,424,688.29</u>
Total	\$	25,458,857.03

Motion to approve the treasurer's fund report and budget transfers, as presented.

c. YTD General Fund Report, YTD Taxes and PSDLAF Investments Reports

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. In addition, we have the monthly PSDLAF report on investment earnings; also included is the annual report. The General Fund investments earned \$407,217 for the YE 2019 as part of the total \$824,788 for all funds.

Motion to accept Year-To-Date General Fund, Tax Reports, and PSDLAF 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 - Administrative Assistant to the High School Counseling Office

Mrs. Rachel Shambaugh, High School Administrative Assistant to the High School Counseling Office has submitted her letter of resignation, effective Thursday, August 29, 2019.

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

Personnel Items - Action Items

b. Resignation – District Emotional Support Aide

Mr. Brian Wiley, District Emotional Support Aide submitted his letter of resignation, effective immediately.

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

c. Recommended Approval for a High School English Teacher - Mrs. Kelly Schenk

Education:

West Chester University of PA - Bachelor's Degree, English Education

LaSalle University - Master's Degree, English Education

Experience:

Bethlehem Area School District - 7th & 8th Grade English/Language Arts

The King's Academy, Mohrsville, PA - 7th & 11th Grade English

The administration recommends the Board of School Directors appoint Mrs. Kelly Schenk as a High School English Teacher, replacing Mr. Chad Feeser who has resigned. Mrs. Schenk's compensation for this position should be established at a Master's Degree, step 6, \$59,983.00 for the 2019-2020 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

d. Recommended Approval for a Part-Time Middle School Nurse Assistant

The administration recommends Ms. Mary Bradley as a part-time Middle School Nurse Assistant for the 2019-2020 school year at an hourly rate of \$15.90 per hour. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

The administration recommends the Board of School Directors approve Ms. Mary Bradley as a part-time Middle School Nurse Assistant, as presented.

Personnel Items - Action Items

e. Recommended Approval for ESS (Education Staffing Solutions) Aides, Therapabilities Behavior Specialist and Behavior Technicians

The administration requests permission to move forward with the recommendation of the ESS aides, Therapabilities Behavior Specialist and Behavior Technicians for the 2019-2020 school year, as presented.

Adkins	Deborah	MR	ESS
Bee	Rebecca	OF	ESS
Beirschmitt	Taylor	MS	ESS
Brennan	Melissa	OF	ESS
Clark	Elizabeth	OF	ESS
Diaz	Shaquena	HS	ESS
Dye	Sally	MS	ESS
Gordon	Pamela	NV	ESS
Herman	Alissa	MS	ESS
Houser	Megan	MS	ESS
Karlick	Alexis	DAO	ESS
Leigh	Susan	MS	ESS
Lutes	Alicia	MS	ESS
Miller	Monica	HS	ESS
Shenk	Jodi	HS	ESS
Staley	Alicia	HS	ESS
Stewart	Beth	OF	ESS
Timotin	Katerra	MR	ESS
Waggoner	Jessica	OF	ESS
Ward	Laurie	MR	ESS
Yeakel	Jennifer	HS	ESS
Green	Brenna	MS	THERA
Stambaugh	Lesley	HS	THERA
Benson	Candy	MS	THERA
Gettz	Kyle	Sec/Ele	THERA
Stiller	Brandon	HS	THERA

Personnel Items - Action Items

f. Recommended Approval for Aide Transfers and Classified Salary Scale Adjustments

The administration would like to recommend the transfers and classified aide salary adjustments listed.

Teresa Stevens is transferring from a Middle School Life Skills Aide to a Middle School one-on-one student aide. Ms. Stevens pay will adjust from A1, \$17.85 to A2, \$19.83.

Judy Schreiber will receive an adjustment in pay from A2, \$14.55 to A3, \$17.44 due to administration re-defining her job responsibilities as a full-time aide in the high school.

Veronica Saylor will transfer from a part-time Middle School Nurse Assistant to a full-time Nurse Assistant at Oak Flat Elementary School, replacing Mrs. Julie Tigyer who has retired.

Lonnie Fahnestock will receive an adjustment in pay from A1, \$17.84 to A2, \$19.83 due to administration re-defining her job responsibilities and assignment to Intensive Learning Support/Vocational Job Coach at the high school.

Martha Calaman learning support aide will transfer from the high school to the middle school to fill a current vacancy.

The administration recommends the Board of School Directors approve the above list of transfers and classified aide salary adjustments, as presented.

g. Recommended Approval of Part-Time Custodians

The administration recommends the individuals listed as part-time custodians for the 2019-2020 school year.

Mr. David Anderson - Filling a vacancy as a part-time custodian at Oak Flat Elementary School. Mr. Anderson's starting wage will be \$13.47 an hour; working 5.5 hours per day Monday - Friday.

Ms. Mercedes Jones - Part-time custodian at the Middle School, replacing Ms. Batchelder who has transferred. Ms. Jones' starting wage will be \$13.47 an hour; working 5.5 hours per day Monday - Friday.

The administration recommends the Board of School Directors approve the part-time custodians, as presented. These hires are 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.

Bill August	\$2,064.00
Andrew Koman	\$ 750.00
Jocelyn Kraus	\$ 750.00
Erin Malick	\$ 1,500.00
Michael McVitty	\$1,500.00
Clarissa Nace	\$2,544.00
Marshall Policicchio	\$ 673.50
Caitlin Steinly	\$1,500.00
Sean Stevenson	\$1,560.00
Edward Wilson	<u>\$3,060.00</u>
Total	\$12,841.50

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. Recommended Approval for a Non-Resident Student Attending Big Spring High School

Ms. Elizabeth Ginter, is requesting permission for her daughter to attend Big Spring High School for the 2019-2020 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 Ms. Ginter's request for her daughter to attend Big Spring High School for the 2019-2020 school year, as per the conditions outlined in Board Policy 202.1.

c. Recommended Approval of the Athletic Boosters Association Report Letter

The Big Spring School District has received a copy of a letter from Nancy L. Mallein, advising that the Athletic Boosters Association financial report was accepted with auditing standards for the 2018-2019 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2018-2019 Athletic Boosters Association financial report letter, as presented.

d. Recommended Approval for a Proposed Job Description

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

709 Maintenance Technician - Plumbing & Security Systems

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

New Business - Action Items

e. Recommended Approval of 2019-2020 Agreements

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

Teenline Letter of Agreement - The agreement maintains a cooperative relationship in the delivery of the Student Assistance Program (SAP) services and also to provide Mental Health liaison services to the Big Spring School District SAP teams.

Laurel Life Services Agreement - Laurel Life is an independent contractor for school-based services; which includes Behavior Therapists, therapeutic group sessions, classroom observations of students, consultation with teacher on strategies for managing classroom behavior and additional activities within the areas of expertise of staff and as requested by the District.

BELCO Community Credit Union - Branch location at the Big Spring High School to utilize the expertise of the Credit Union to enhance the financial literacy of students.

Classform - This is a proposal from Classform to purchase electronic recyclable tech from the district. All devices have been purged of student/district information. The price quoted is not necessarily what the district will be paid due to wear; we expect we'll get something in the range of 25% to 50% of this.

Honeywell -- Initial Newville Fire Alarm System test & inspect and adds to district contract.
Eastern Elevator - Agreement to perform annual elevator testing, as required by code. This is a 3 year agreement.

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

f. Recommended Approval for High School Curriculum Revisions

Listed below are revised high school curriculum for board approval.

AP World History
Law I & II
Jazz Studies

The administration recommends that the Board of School Directors approve the above revised completed high school curriculum, as presented.

g. Approval 2019-2020 Bus Drivers from Deitch Bussing

Deitch Buses, Inc., has submitted a list of bus drivers for the 2019-2020 school term. A copy of the list of drivers has been included with the agenda.

The administration recommends that the Board of School Directors acknowledge receipt of the 2019-2020 bus driver list prepared by Deitch Buses, Inc., as presented.

New Business - Action Items

h. Recommended Approval for Facilities Utilization Request

Mrs. Susan Martin, representative for the Wyldlife Youth Group is requesting to utilize the Middle School gym and commons for gym activities and fellowship, beginning November, 2019 through March, 2020 from 2:45 p.m. - 5:15 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration request the Board of School Directors approve Mrs. Martin's request to utilize the Middle School gym and commons for gym activities and fellowship, as presented.

i. Approve Construction Change Order

The District received the following change order from CRA:

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MS	7	East Coast	Ceiling Tile at Lgi entrance	\$493.16

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

j. Approve Payments from Mt. Rock 2019 Fund.

The administration received the following applications for payment from the Mt Rock 2019 Fund ([link to documents](#))

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2	Crabtree	Prof Svcs - Inv# 3196-12	\$13,890.96	\$3,970.00
Ph2-HS	East Coast	GC Prof Svc Pay App 2 9646-02	\$61,275.60	\$73,476.40
Ph2-MS	East Coast	GC Prof Svc Pay App 3 9644-03	\$374,689.80	\$1,006,927.77
Ph2-MR	eciConstruction	GC Prof Svc Pay App 4 30.19011.4	\$535,594.18	\$200,406.52
Ph2-OF	eciConstruction	GC Prof Svc Pay App 4 30.19012.4	\$206,245.39	\$106,622.10
Ph2-MR	eciConstruction	GC Prof Svc Pay App 5 30.19011.5	\$50,867.01	\$149,539.51
Ph2-OF	eciConstruction	GC Prof Svc Pay App 5 30.19012.5	\$18,629.83	\$87,992.27
Ph2-MR	Lobar	EC Prof Svc Pay App 5 1901605	\$249,381.20	\$231,409.94
Ph2-MS	Lobar	EC Prof Svc Pay App 5 1901705	\$524,968.89	\$145,470.81
Ph2-HS	Oyler Electric	EC Prof Svc Pay App 3 3196.3	\$10,332.95	\$14,566.57
Ph2-OF	Oyler Electric	EC Prof Svc Pay App 3 3196.4	\$22,744.31	\$15,695.95
Ph2-HV	SMC	HVAC Prof Svc Pay App 5	\$26,553.33	\$34,990.22
Ph2-PL	SMC	PLUM Prof Svc Pay App 5	<u>\$105,541.65</u>	<u>\$47,075.30</u>
Total:			\$2,200,715.10	\$2,118,143.36

The administration recommends the Board of School Directors approve the payments of \$ 13,890.96 to Crabtree, Rohrbaugh & Assoc.; \$435,965.40 to East Coast Contracting; \$811,336.41 to eciConstruction; \$774,350.09 to Lobar, Inc.; \$33,077.26 to Oyler Electric; and \$132,094.98 to Stouffer Mechanical Contractor.

New Business - Action Items

k. Approve Payments from the Capital Projects Reserve Fund

The administration received the following applications for payment from the Capital Reserve fund ([link to documents](#)):

<u>From</u>	<u>Description</u>	<u>Amount</u>
Schaedler Yesco	HS Gym LED light	\$5,160.83
Schaedler Yesco	MS Gym LED light	\$2,293.70
Schaedler Yesco	MR Gym LED light	\$1,529.14
George Ely Assoc.	NV Playground Equip	<u>\$18,995.00</u>
Total:		\$27,978.67

The administration recommends the Board of School Directors approve payments of \$8,983.67 to Schaedler Yesco and \$18,995 to George Ely Associates, Inc.

l. Approve Tech Payments from Mt. Rock 2019 Fund

The administration received the following applications ([link to documents](#)) for payment from the Mt. Rock 2019 Fund:

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR-Tech	A/V Solutions	6645-Signage Live TV, wall mount, installation	\$2,134.00
OF-Tech	A/V Solutions	6646-Cables for Smart TVs	\$431.33
MR-Tech	A/V Solutions	6648-Fitness Center speaker brackets	\$417.90
MS-Tech	GDC	Balance Middle School Copper Cabling	\$93,401.16
OF-Tech	Prismworks	11056-Speakers to retrofit OF Clocks, Bells, PA	\$29,634.00
MS-Tech	Prismworks	11059-Clocks, Bells, PA hardware	\$2,229.00
MS-Tech	Prismworks	11060-Outdoor Loudspeakers Amps	\$2,970.00
MR-Tech	Prismworks	11061-Outdoor Loudspeakers Amps	\$1,782.00
MR-Tech	Prismworks	11091-MR Data Cabling Svc	\$20,000.00
OF-Tech	Prismworks	11092-OF Hallway Clock install	\$5,388.00
MS-Tech	Prismworks	11094-MS Speakers & clocks (88)	\$65,384.00
OF-Tech	Prismworks	11095-OF Wall Speakers & Clock	\$38,636.00
OF-Tech	Schaedler Yesco	Copper Cabling	\$25,199.52
Total			\$287,606.91

The administration recommends the Board of School Directors approve the payments of \$93,401.16 to GDC; \$2,983.23 to A/V Solutions; \$166,023 to Prismworks; and \$25,199.52 to Schaedler Yesco.

New Business - Action Items

m. Approve Sale of Property

The District received a letter from the Cumberland County Office of the Solicitor, asking the Board to consent to a property sale at a repository bid price as it was unsold at the judicial sale. The bid is \$450. Our Solicitor recommends the Board consent to return the property to the tax role.

The administration recommends the Board of School Directors approve to return the property to the tax role.

n. Approve Fiber Engineering Project

As part of the fiber build out project approved last year, Celerity Integrated Services completed a fiber feasibility study and has submitted proposals for the OSP Engineering projects for the design of fiber routes from Big Spring High School to Oak Flat Elementary in the amount of \$8,885.00 and from the Administration building to Newville Elementary in the amount of \$8,970.00. [Link to all documents.](#)

The administration recommends the Board of School Directors approve the Celerity OSP Engineering projects as submitted.

13. New Business - Information Item

a. Proposed Adoption of Revised Curriculum and New Curricular Resource

Listed below is a revised high school curriculum and a new middle school curricular resource for board approval. All completed curriculum and resources are available in the Curriculum Center for review by the Board of School Directors.

Revised High School Curriculum

AP World History

New Curricular Resource

Typesy - Middle School Typing Program - 6th Grade STEM Course

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, **August 19, 2019.**

Next scheduled meeting is: **Tuesday, September 3, 2019.**