



SEPTEMBER 16, 2019 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the September 3, 2019 Regular Board Meeting Minutes, the September 3, 2019 Committee of the Whole Meeting Minutes and the September 3, 2019 Building and Property Meeting Minutes.

3. Student/Staff Recognition and Board Reports - Gabi Reifsnnyder

4. Financial Reports

a. Payment of Bills

General Fund	\$	1,391,935.42
Capital Projects Reserve Fund	\$	194,369.77
Mount Rock Projects-2018 Fund	\$	561,213.28
Newville Projects Fund	\$	0.00
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>7,084.73</u>
Total	\$	2,154,603.20

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	18,761,148.66
Capital Projects Reserve Fund	\$	7,036,191.89
Cafeteria Fund	\$	568,229.48
Student Activities	\$	238,735.15
Newville Projects Fund	\$	35,755.10
Mount Rock Projects-2018 Fund	\$	<u>2,784,994.21</u>
Total	\$	29,425,054.49

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 - Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Mr. Matthew Stern, Deputy Secretary of Pennsylvania Department of Education. The purpose of the correspondence is to communicate that Big Spring School District is in compliance with the Individuals with Disabilities Education Act (IDEA). PDE commends Big Spring School District for the hard work being done to deliver high quality programs to students with disabilities.

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. Recommended Approval for 2019-2020 Extra-Curricular Positions

The administration would like to recommend the individuals listed for the extra-curricular positions as noted, for the 2019-2020 school year.

Ms. Denise Sandell - Middle School TV Studio Advisor

Mr. Edward Wilson, II - Senior Class Co-Advisor

Ms. Susan Travis - Elementary Band Director

Ms. Kayla Zeigler - Marching Band Assistant Field Staff

Ms. Melissa Sheffer - Newville Quiz Bowl Advisor

The administration recommends the Board of School Directors approve the individuals listed for the positions as noted, for the 2019-2020 school year.

b. Recommended Approval for the 2019-2020 Fitness Center Strength Coordinator

Mr. Joseph Sinkovich, High School Assistant Principal/Director of Athletics/Student Activities, would like to recommend Mr. Brent Stroh for the position of Fitness Center Strength Coordinator for the Fall, Winter and Spring for the 2019-2020 school year.

The administration recommends the Board of School Directors approve Mr. Brent Stroh for the position of Fitness Center Strength Coordinator for Fall, Winter and Spring for the 2019-2020 school year, as presented.

Personnel Items - Action Items

c. **Recommended Approval for Extended Child-Rearing Leave of Absence - Mrs. Rebecca Reisinger**

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. Rebecca Reisinger, is requesting to extend her child-rearing leave of absence through Friday, October 25, 2019 with a return date of Monday, October 28, 2019.

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

d. **Recommended Approval for ESS Aides**

The administration request approval for the ESS aides listed below.

Ms. Holly Jones - High School Learning Support Aide; filling a vacant position due to a resignation.

Ms. Krystal Feaser - Full-Time Oak Flat Principals Discretion/Kindergarten Aide.

Ms. Kristin Shockley - Full-Time Mt. Rock Kindergarten Aide.

Ms. Dawn Murray - Full-Time Elementary Floater Aide.

The administration recommends the Board of School Directors approve the aides and their positions listed above.

e. **Recommended Approval for Long-Term Substitute Teachers**

The administration requests permission to move forward with the recommendation for the long-term substitute teachers listed below.

Sarah Smith - Long-Term Substitute for Mrs. Heidi Weston, fourth grade teacher at Mt. Rock Elementary School, who will be on child-rearing leave of absence from approximately November 22, 2019 through approximately January 31, 2020.

Andrea Kreamer (Breneman) - Long-Term Substitute for Mrs. Shannon Arnold, second grade teacher at Mt. Rock Elementary School, who will be on child-rearing leave of absence from approximately November 25, 2019 through approximately June 8, 2020.

Deb Spencer - Long-Term Substitute for Mrs. Jessica Maser, first grade teacher at Mt. Rock Elementary School, who will be on child-rearing leave of absence from approximately November 25, 2019 through approximately February 17, 2020.

The administration recommends the Board of School Directors approve the above listed individuals as long-term substitute teachers for the assignments listed.

Personnel Items - Action Items

f. Recommended Approval for an Additional Deitch Van Driver

The administration recommends that the Board of School Directors approve the additional van driver listed, pending all required paperwork.

Richard Foreman

g. Recommended Approval for 2019-2020 Lifeguards

Luke Hand

Brendon Morris-Dice

The administrations recommends the Board of School Directors approve the individuals listed to serve as lifeguards, as presented.

h. Recommended Approval for Classified Personnel Transfers

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

- Transfer of **Laurie Miller** from HS Attendance Secretary to HS Counseling Office Secretary
 - Mrs. Miller's rate of compensation, days worked, and hours should all remain the same (D-20, 200 x 7.5 hours, 32 x 5.75 hours)
- Transfer of **Laura Witter** from HS Principal Secretary to HS Attendance Secretary
 - Mrs. Witter's rate of compensation, days worked, and hours should all remain the same (F-20, 232 x 7.5 hours)
- Transfer of **Katelyn Minnich** from MS Counseling Office Secretary to HS Principal Secretary
 - Mrs. Minnich's rate of pay was slated to be adjusted at the September 16, 2019 meeting for her education which will add three years.
 - This would move Mrs. Minnich to H-11 from H-8 for a bachelor's degree.
 - As a result, she should move to F-11.

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

Personnel Items - Action Items

i. Recommended Approval of Changes for Classified Staff Regarding Recognition of Education

The following people submitted documents to the Superintendent as proof of education to acquire additional years of service. The years of service will be adjusted, retroactive to July 1, 2019.

<u>Staff Member</u>	<u>Degree Earned</u>	<u>Additional Years of Service Recommended</u>
Trina Kulp	Associate of Specialized Business	1 Year
Jan Roberts	Bachelor of Science in Sport Management	3 Years
Michelle Dunkelberger (Wohler)	Bachelor of Science in Education	3 Years
Lori Martin (Wilson)	Associate in Applied Science	1 Year
Joan Ellis	Associate in Specialized Business	1 Year
Heather Wolf (Meals)	Bachelor of Science	3 Years
Katelyn Minnich (Alleman)	Bachelor of Science	3 Years
Caitlin Pepper (Finkenbinder)	Bachelor of Science	3 Years
Martha Calaman	Bachelor of Science in Education	3 Years
Dennis Witmer	Bachelor of Arts Associate in Arts	3 Years
Judith Schreiber (Lomady)	Bachelor of Science	3 Years
Mary Hunt	Bachelor of Science	3 Years

The administration recommends the Board of School Directors approve the additional years of service for the individuals listed, retroactive to July 1, 2019.

j. Recommended Approval for a Middle School Counseling Office Secretary - Mrs. Cindy Kanc

The administration recommends the approval of Mrs. Cindy Kanc as a Middle School Counseling Secretary, replacing Mrs. Katelyn Minnich who is transferring. Mrs. Kanc will work 190 days in the school year, 7.5 hours per day, at an hourly rate of \$17.35. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

The administration recommends Mrs. Kanc as the Middle School Counseling Secretary, as presented.

12. New Business - Action Items

a. Approval of the Proposed 2019-2020 FFA Program of Activities

The officers of the Big Spring FFA are requesting Board approval of the proposed 2019-2020 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organizations standing committees.

The administration recommends that the Board of School Directors approve the 2019-2020 Program of Activities for the Big Spring FFA, as presented.

b. Recommended Approval for Additional 2019-2020 Agreements

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

2019-2020 Yellow Breeches Educational Trails Agreement - This agreement is between the Big Spring School District and Yellow Breeches Educational Center (YBEC). The agreement will offer adventure based activities for students while enrolled in the program.

Agreement to Sell or Purchase Meals from Sponsor to Sponsor (PDE-3086) - This agreement is entered into for the purpose of purchasing meals for the operation of a nonprofit food service program for Yellow Breeches Educational Center that will be supplied by Big Spring School District according to the terms of the agreement.

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

c. Recommended Approval for a Middle School Fall Fundraiser

Mrs. Clarissa Nace, Middle School Principal, is requesting approval for a Middle School Fall Fundraiser which will take place during the month of September with product delivery November 5, 2019. Middle School students will be selling items from the Cherrydale Sweet & Savory and Home essentials & Perfect Presents catalog. The link is <https://www.cherrydale.com/> to assist with additional product information.

The administration recommends the Board of School Directors approve the request for the Middle School Fall Fundraiser, as presented.

d. Recommended Approval for Athletic Boosters

The Athletics Boosters are requesting approval for the 2019-2020 fundraiser listed below.

BINGO

The administration recommends the Board of School Directors approve the Athletic Boosters request to conduct BINGO as one of their fundraisers for the 2019-2020 school year, as presented.

New Business - Action Items

e. Recommended Approval for the 2019-2020 Post Graduation Party Committee Fundraisers

The 2019-2020 Post Graduation Party Committee is requesting permission to conduct the fundraisers listed below during the 2019-2020 school year.

Large Fundraisers

Supermarket Sweep at Saylor's Market

Bingo at Penn Township Fire Hall

Small Fundraisers

31 Bags

Amazon Smile

Beeman's Baked Goods

Blankets

Bowling Night

Capt'n Chucky's Crab Cakes

Chicken BBQ

Comedy Night

Duck Race

Grim Bean Coffee

Meat Sticks

Movie Night

Pampered Chef

Rada Cutlery

Restaurant Nights

Sandwich Sale

String Art

Tie-Dye Shirts

Turkey Bowling

Buy Out Option

The administration recommends the Board of School Directors approve the Post Graduation Party Committee's request to conduct the fundraisers listed above during the 2019-2020 school year, as presented.

New Business - Action Items

f. Recommended Approval for Small Games of Chance Resolution

The 2019-2020 Post Graduation Party Committee is in the planning process to conduct a fundraiser, "Supermarket Sweep" which supports the Big Spring School District senior class. A copy of the proposed resolution that will permit the Big Spring School District senior class to proceed with plans to secure a small games of chance license is included with the agenda. The small games of chance license is required in order for the 2019-2020 Post Graduation Party Committee to conduct the specific fundraiser, "Supermarket Sweep".

The administration recommends the Board of School Directors approve the proposed resolution that will enable the 2019-2020 Post Graduation Party Committee to apply for a small games of chance license, as presented.

g. Recommended Approval for the Adoption of the Revised Curriculum and Novels

Listed below is revised curriculum and novels for board approval.

Tech Ed/Agriculture

Advanced FFA Leadership

Veterinary Science

Novels

How to Win Friends and Influence People in a Digital Age (Dale Carnegie, 2011)

-- FFA Advanced Leadership Curriculum

Fish in a Tree by Lynda Mullaly Hunt (2015)

-- 4th Grade ELA Curriculum

The administration recommends the Board of School Directors approve the revised curriculum and novels, as presented

h. Recommended Approval for the Revised Organizational Chart

The administration would like to recommend the approval of the Organizational Chart, Policy 008, Local Board Procedures.

The administration recommends the Board of School Directors approve the Organizational Chart, Policy 008, Local Board Procedures, as presented.

i. Facilities Utilization Request

Big Spring Youth U13 Soccer Association, is requesting to utilize the High School Soccer Practice Field for games which will begin at 1:00 p.m. on the Sundays of September 15 & 29, 2019, October 20, 2019 and November 17, 2019.

The administration recommends the Board of School Directors grant approval for the Big Spring Youth U13 Soccer Association, to utilize the High School Practice Field for games on the Sundays of September 15 & 29, 2019, October 20, 2019 and November 17, 2019, which will begin at 1:00 p.m.

New Business - Action Items

j. Approve Payments from Mt Rock Projects 2018 Fund

The administration received the following pay applications for construction projects ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2	CRA	Profesional Svc FFE - Inv 3175-03	\$5,000.00	-
Ph2	CRA	Professional Svc - Inv 3196-13	\$19,457.08	-
HS-GC	East Coast	PayApp 9646-03	\$55,923.15	\$18,852.08
MS-GC	East Coast	PayApp 9644-03	\$614,434.30	\$392,493.47
MR-GC	eciConstruction	PayApp 30.19011.6	\$77,831.12	\$73,733.39
OF-GC	eciConstruction	PayApp 30.19012.6	\$61,458.97	\$26,533.30
MR-EC	Lobar, Inc.	PayApp 1901696	\$192,026.86	\$39,383.08
MS-EC	Lobar, Inc.	PayApp 1901706	\$104,216.43	\$41,254.38
Total			\$1,130,347.91	\$592,249.70

The administration recommends the Board of School Directors approve the payments of \$24,457.08 to Crabtree, Rohrbaugh & Associates; \$670,357.45 to East Coast Contracting; \$139,290.09 to eciConstruction; and \$296,243.29 to Lobar, Inc.

k. Approve Tech Payments from Mt Rock Projects 2018 Fund

The administration received the following tech invoices for payment as part of the construction projects ([link to docs](#)):

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR-Tech	PrismWorks	11126-Bells Clocks System Configuration	\$4,500.00
OF-Tech	PrismWorks	11127-Bells Clocks System Configuration	\$3,375.00
MS-Tech	PrismWorks	11128-Bells Clocks System Configuration	\$6,750.00
MR-Tech	PrismWorks	11163-Copper Cabling Service #4	\$30,000.00
OF Tech	Schaedler Yesco	S5382152.032 Network Equip	\$1,866.02
Total			\$46,491.02

The administration recommends the Board of School Directors approve the payments of \$44,625 to Prismworks Technology and \$1,866.02 to Schaedler Yesco.

New Business - Action Items

I. Approve Payments from Newville Projects Fund

The administration received the following applications for payment ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV	Crabtree	Professional Svc - 3106-18	\$53.56	-
NV	Lobar EC	Pay App 1801212	\$2,076.17	-
			\$2,129.73	

The administration recommends the Board of School Directors approve the payments of \$53.56 to Crabtree, Rohrbaugh & Associates and \$2,076.17 to Lobar, Inc.

m. Approve Additional Furniture Purchase

With the arrival of the project furniture, the administration worked with CRA to specify additional items requested by the principals to meet the new configuration and enrollment. [Link to Tanner Quote](#).

The administration recommends the Board of School Directors approve the request for additional furniture from Tanner of PA not to exceed \$40,000.

n. Approve Payments from Capital Projects Reserve Fund

The administration received the following invoices for the Capital Projects Reserve Fund ([link to docs](#)):

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Michael Baker, Intl	Construction Svc	\$2,505.00	\$21,400.00
George Ely Assoc. Inc.	Tables E-38202	\$14,200.00	-
George Ely Assoc. Inc.	Glide Slide & Handle Hardware E-38329	\$1,979.00	-
	Total	\$18,684.00	\$21,400.00

The administration recommends the Board of School Directors approve payments of \$16,179 to George Ely Associates and \$2,505 to Michael Baker Intl.

o. Approve Construction Change Orders

The administration received the following changer orders from CRA - [link to docs](#):

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
HS	3	East Coast	Floor patching in rm 102	\$1,754.51
HS	2	Stouffer	Relocate pipe / credit for sprinkler	(\$945.32)
MR	10	ECI	Repairs & repointing	\$4,411.00
			Total	\$5,220.19

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

New Business - Action Items

p. Approve Copier Lease Change

The Maintenance Director has requested we replace the copy machine in the office. The machine is a first generation color copier that the district purchased used from Xerox; it's become unreliable and noisy. We did have a maintenance agreement on the old machine; this replacement will include both the lease cost and maintenance and be less expensive.

The administration recommends the Board of School Directors approve adding a used copier to the Xerox lease agreements and the sale of the current copier (when replaced).

13. New Business - Information Item

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, **September 16, 2019.**

Next scheduled meeting is: **October 7, 2019.**