



## SEPTEMBER 17, 2018 BOARD MEETING

---

### 1. Opening Meeting

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

### 2. Approval of Minutes

Approval of the September 4, 2018 Regular Board Meeting Minutes, the September 4, 2018 Committee of the Whole Meeting Minutes and the September 4, 2018 Building and Property Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports - Tucker Williams and Seth Franklin

### 4. Financial Reports

#### a. Payment of Bills

General Fund	\$	1,683,949.82
Capital Projects Reserve Fund	\$	49,495.39
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	107,699.63
Cafeteria Fund	\$	0.00
Student Activities Fund	\$	<u>7,541.99</u>
<b>Total</b>	<b>\$</b>	<b>1,848,686.83</b>

Motion to approve the payment of bills as presented.

#### b. Treasurer's Fund Report

General Fund	\$	19,084,970.93
Capital Projects Reserve Fund	\$	6,566,790.56
Cafeteria Fund	\$	483,713.92
Student Activities Fund	\$	230,084.86
Newville Projects Fund	\$	4,701,152.35
Mount Rock Projects-2018 Fund	\$	<u>8,676,061.19</u>
<b>Total</b>	<b>\$</b>	<b>39,742,773.81</b>

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 to the Superintendent of Schools**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education (PDE) regarding the status of Big Spring School District's compliance with the Individuals with Disabilities Education Act (IDEA). PDE staff conducted a thorough review of all data and found Big Spring School District to meet all requirements of Part B of the IDEA. The 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 - Honors Chorus Director**

Ms. Sarah O'Donnell has submitted her resignation as Honors Chorus Director, effective immediately.

The administration recommends the Board of School Directors accept Ms. O'Donnell's resignation as Honor Chorus Director, effective immediately.

**b. Resignation - Technology Student Association Adviser**

Mr. Anthony Casella has submitted his resignation as Technology Student Association Adviser, effective immediately.

The administration recommends the Board of School Directors approve Mr. Casella's resignation as Technology Student Association Adviser, effective immediately.

**Personnel Items - Action Items**

**c. Resignation - National Technical Honor Society Adviser**

Mr. Sam Barnouski submitted his resignation as National Technical Honor Society Adviser, effective immediately.

The administration recommends the Board of School Directors approve Mr. Barnouski's resignation as National Technical Honor Society Adviser, effective immediately.

**d. Recommendation for Middle School National Honor Society Advisers**

Mrs. Clarissa Nace, Middle School Principal would like to recommend the individuals listed as Middle School National Honor Society Advisers for the 2018-2019 school year.

**Scott Penner**

**Luke Nerone**

The administration recommends the Board of School Directors approve the Middle School National Honor Society Advisers, as presented.

**e. Recommendation for Source4Teachers Long-Term Substitute - Ms. Christie Katora**

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

**Ms. Christie Katora**, Long-Term Substitute High School Learning Support Teacher, retroactive to September 10, 2018 through approximately October 12, 2018, replacing Ms. Valerie Sauter.

**f. Recommendation for a Part-Time High School Administrative Assistant - Erin Ford**

The administration would like to recommend Ms. Erin Ford as a 190 day Administrative Assistant at the High School Office, replacing Ms. Melissa Rhoads who has resigned. Ms. Ford will work 190 days at 5.75 hours per day, five days a week at an hourly rate of \$13.20.

The administration recommends the Board of School Directors approve Ms. Ford as a part-time High School Administrative Assistant, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**g. Coaching Recommendations**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coaches and Fall Fitness Center Strength Coordinator listed below.

**Christie Katora - Assistant High School Swim Coach**

**William Paulus - Volunteer Football Coach**

**Jason Creek - Fall Fitness Center Strength Coordinator**

The administration recommends the Board of School Directors approve the above listed coaches and strengthening coordinator, as presented.

## 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 contracts.

<b>Emily Moyer</b>	<b>\$1,500.00</b>
<b>Jessica Sprecher</b>	<b><u>\$1,500.00</u></b>
<b>Total</b>	<b>\$3,000.00</b>

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. Recommendation for Big Spring Middle School Fundraisers

Big Spring Middle School is requesting permission to conduct the fundraisers listed for the 2018-2019 school year.

**Fall Great American Fundraiser - Tumbler, Gourmet Cookie Dough, Snacks, Treats  
KidStuff Coupon Savings Book**

The administration recommends the Board of School Directors approve the Middle School fundraisers listed above.

### c. Recommendation for Oak Flat Fundraisers

The Oak Flat Elementary School PTO is requesting permission to conduct the fall and spring fundraisers listed for the 2018-2019 school year.

**5K Run (Fall)  
Workathon for Education (Spring)**

The administration recommends the Board of School Directors approve the fundraisers listed above.

### d. Approval of Oak Flat Elementary School PTO Financial Report

The Big Spring School District has received a copy of a letter and a financial report from Trina Manetta, advising that the Oak Flat Elementary School PTO annual audit report was accepted with auditing standards for the 2017-2018 school year. A copy of the letter and financial report are included with the agenda.

The administration recommends the Board of School Directors accept the 2017-2018 Oak Flat Elementary School PTO annual audit, as presented.

### e. Approval to Create a Student Activity Account for Key Club

The administration received a request from High School Administration to create a new student activity account for Key Club. Information regarding the request for the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for Key Club under the supervision of High School Administration.

**New Business - Action Items**

**f. Approval of the Proposed 2018-2019 FFA Program of Activities**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2018-2019 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 2018-2019 Program of Activities for the Big Spring FFA, as presented.

**g. Proposed June, 2020 Trip to France**

Ms. Angelique Flory and Ms. Angela Schneider are requesting permission for Big Spring High School students to travel to France, tentatively scheduled for June, 2020. A detailed itinerary will be submitted to the Board of School Directors for review mid-September, 2019.

The administration recommends the Board of School Directors grant Ms. Angelique Flory and Ms. Angela Schneider approval for the Big Spring High School students to travel to France, pending approval of the detailed itinerary which will be submitted September, 2019.

**h. Approve Payments From Capital Projects Reserve Fund**

The administration received the following pay application for the Capital Projects Reserve Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
American Abatement	Pay App3 - MS abatement	\$47,934.00	\$24,846.00
Tecta	Pay App 3 - Mr Roof Project	\$269,800.00	\$47,000.00
Prismworks	NV Clocks	\$743.00	-
Prismworks	Data Cabling Inv 10447	\$24,340.00	-
Prismworks	Data Cabling Inv 10449	\$30,830.00	-
Prismworks	Data Cabling Inv 10451	\$18,067.00	-
Prismworks	Data Cabling Inv 10452	\$3,213.99	-
Tanner	Flex Furniture Pilot Adds	\$2,386.22	
Walmart	Flex Furniture Pilot Adds	\$59.04	
Ikea	Flex Furniture Pilot Adds	\$181.13	
Amazon	Flex Furniture Pilot Adds	\$2,249.16	

The administration recommends the Board of School Directors approve the payment of \$47,934 to American Abatement Group, Inc.; \$269,800 to Tecta America; \$77,193.99 to Prismworks Technology, Inc.; \$2,386.22 to Tanner Furniture; \$59.04 to Walmart; \$181.13 to Ikea and \$2,249.16 to Amazon.

**New Business - Action Items**

**i. Approve Payments from Newville Projects Fund**

The administration received the following pay application for the Newville Projects Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
CRA	Professional Services	<b>\$4,923.30</b>	\$7,157.65
Frey Lutz	NV HVAC Pay App 6	<b>\$315,583.46</b>	\$159,615.00
Lobar, Inc	NV EC Pay App 7	<b>\$321,953.67</b>	\$48,775.81
Lobar, Inc	NV GC Pay Aapp 7	<b>\$849,821.40</b>	\$259,187.30

The administration recommends the Board of School Directors approve the payment of \$4,923.30 to Crabtree, Rohrbaugh & Associates; \$315,583.46 to Frey Lutz Corp.; \$321,953.67 to Lobar, Inc. (EC); and \$849,821.40 to Lobar, Inc (GC).

**j. Approve Payment from Mt. Rock 2018 Projects Fund**

The administration received the following pay application for the Mt. Rock 2018 Projects Fund:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	CRA	Prof Svc Invoice 3106-8	\$9,695.01	\$5,627.00
Phase II	CRA	Prof Svcs Invocie 3196-1	\$11,249.27	n/a
HS	eci Construction	GC PayApp 3	\$299,034.75	\$102,410.51
MS-MR- HS	Lobar, Inc	EC Pay App 4	\$156,053.96	\$37,020.87
MR	eci Construction	GC PayApp 3	\$462,304.84	\$202,547.10
MS	eci Construction	MS GC Pay App 3	\$626,424.23	\$353,693.02
MR	Rodney B. Smith	MS GC Pay App 3	\$38,756.25	\$7,990.00

The administration recommends the Board of School Directors approve the payment of \$9,695.01 to Crabtree Rohrbaugh & Asscoates (3106); \$11,249.27 to Crabtree Rohrbaugh & Associates (3196); \$299,034.75 to eci Construction (GC-HS); \$156,053.96 to Lobar, Inc. (EC); \$462,304.84 to eci Construction (GC MR); \$626,424.23 to eci CONstruction (GC MS); and \$38,756.25 to Rodney B. Smith.

**k. Approve Construction Change Orders**

CRA submitted several change order proposals (actual documents attached) for approval:

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	CO7	eci (GC)	delete bulkhead installation	<b>(\$837.00)</b>
NV	CO10	Lobar (EC)	Added door security changes	\$1,813.93

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

**New Business - Action Items**

**I. Approve 5-year Cummins Maintenance Contract**

This is for the new Middle School Generator.

**13. New Business - Information Item**

**a. Proposed Adoption for Elementary Keyboard Grades 3-5**

Listed below is an Elementary Keyboard Curriculum which will be utilized in grades 3-5 to support keyboarding instruction. The software will be utilized within the library curriculum for direct instruction and as a self-directed activity within classrooms. The expanded curriculum introduces students to more than 300 entertaining new keyboard activities that cover touch-typing, fluency, numbers, and symbols. All curriculum is available in the Curriculum Center for review by the Board of School Directors.

**TypeTastic School Edition**

**14. Future Board Agenda Items**

**15. Board Reports**

**a. District Improvement Committee - Mr. Kanc, Mr. 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. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**

As an FYI, we are formally entering Phase 2 of the MS/MR/HS/OF projects. Below is the addendum to the CRA contract and the first bill is listed in the MR 2018 Projects Fund. After discussion with others and CRA, the administration agrees that it is better to pay per hour than engage CRA at 6.5% for a design. As there is no (or minimal) structure, the big parts are already done at MS & MR, and we are doing a considerable amount ourselves, this is the most efficient method.

Also, updated change order logs from CRA.

A note from Mr. Gilliam to eci about moisture remaining in MS library.

**e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

Attached:

1. Recent (large) land sales along with chart of assessed values over time.
2. EIT report
3. CAIU's Tax Levy Summary for 18-19

**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, **September 17, 2018.**

Next scheduled meeting is: **October 1, 2018.**