



## OCTOBER 2, 2017 BOARD MEETING

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### 1. Opening Meeting

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

### 2. Approval of Minutes

Approval of the September 18, 2017 Regular Board Meeting Minutes, the September 18, 2017 Committee of the Whole Meeting Minutes and the September 18, 2017 Building and Property Meeting Minutes.

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

### 4. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	37,276.03
Checks/ACH/Wires	\$	2,856,676.80
Capital Projects	\$	7,929.87
Newville Projects Fund	\$	68,133.20
Cafeteria Fund	\$	3,886.22
Student Activities	\$	<u>17,871.07</u>
<b>Total</b>	<b>\$</b>	<b>2,991,773.19</b>

Motion to approve payment of bills, as presented.

### 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 - Jennifer Ott**

Ms. Jennifer Ott, part-time custodian at Oak Flat Elementary School has submitted her letter of resignation, effective immediately.

The administration recommends the Board of School Directors accept Ms. Ott's resignation as a part-time custodian at Oak Flat Elementary School, effective immediately.

### **b. Resignation - Professional Development/Wellness Committee Member**

Mrs. Susan Blasco has submitted her resignation as a member of the Professional Development/Wellness Committee, effective immediately.

The administration recommends the Board of School Directors approve Mrs. Blasco's resignation as a member of the Professional Development/Wellness Committee, effective immediately.

### **c. Recommendation for Middle School TV Studio - Mrs. Crystal Grossman**

Dr. Linda Wilson, Middle School Principal would like to recommend Mrs. Crystal Grossman for the position of Middle School TV Studio Adviser, replacing Ms. Kasey Priestner who has resigned.

The administration recommend the Board of School Directors approve Mrs. Grossman as Middle School TV Studio Adviser, as presented.

### **d. Approval for a Long-Term Substitute Custodian**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Mr. Leroy Sheriff, substitute custodian as a long-term substitute custodian for an estimated 90 days at Oak Flat Elementary School, replacing Ms. Jennifer Ott who has resigned.

The administration recommends the Board of School Directors approve Mr. Sheriff as a long-term substitute custodian, as presented.

## **Personnel Items - Action Items**

### **e. 2017-2018 Extracurricular Personnel List**

A list of the 2017-2018 extracurricular positions and recommended personnel has been prepared, and a copy of the list has been included with the agenda for Board approval as well as resume's for new Big Spring School District employees who have been added to the list. The 2017-2018 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District but subject to change based on a new contract.

The administration recommends that the Board of School Directors approve the 2017-2018 extracurricular personnel list, and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

## **12. New Business - Action Items**

### **a. Credit Pay**

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

**Dana Sheaffer \$1,410.00**

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. Case A 2017-2018**

The parents of the student of Case A of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case A of the 2017-2018 school year for the period of fifteen days with participation in the SAP program. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

### **c. Approval of a Tuition Exemption Student**

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the student listed for the 2017-2018 school year.

**Madison Sterner - High School**

## **New Business - Action Items**

### **d. Facilities Utilization Request - AP Language and Composition Exam**

Ms. Bethany Pagze is requesting to utilize the High School LGR for the AP Language and Composition practice exam. The date of the request is Sunday, November 5, 2017 from 1:00 p.m. - 5:15 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Ms. Pagze's request to utilize the High School LGR for the AP Language and Composition practice exam, as presented.

### **e. Facilities Utilization Request - Pheonix Warrior Softball**

Mr. Mike Gutshall, representative for Pheonix Warrior Softball is requesting to utilize the Mt. Rock Elementary School Gym for softball practices from November, 2017 - February, 2018 from 1:00 p.m. - 7:00 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize Mt. Rock Elementary School Gym for softball practices, as presented.

### **f. Facilities Utilization - Big Spring Jr. Olympic Wrestling**

Mr. Mick Hutchinson, Big Spring Jr. Olympic Wrestling Representative is requesting to utilize the High School gym, commons, adaptive gym and locker rooms for a Big Spring Jr. Olympic Wrestling meet on Sunday January 28, 2018 from 9:00 a.m. - 6:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Hutchinson's request to utilize the High School gym, commons, adaptive gym and locker rooms, for a Big Spring Jr. Olympic Wrestling meet, as presented.

### **g. Facilities Utilization Request - Big Spring Girls Basketball**

Ms. Randy Jones, High School Girls Head Basketball Coach is requesting to utilize the High School Gym beginning January 7 - February 25, 2018 from 1:00 p.m. - 5:00 p.m. for 5th and 6th grade girls basketball winter league games. 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 Ms. Jones' request to utilize the High School Gym for 5th and 6th grade girls basketball winter league games, as presented.

## **New Business - Action Items**

### **h. Facilities Utilization Request - Wyldlife Youth Group**

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 December, 2017 through February, 2018 from 2:30 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. Approval of Guidelines for Medical Standing Orders and Standing Orders for Opioid**

The District's guidelines for medical standing orders and standing orders for opioid have been reviewed and approved by the Administration, District School Nurses and Dr. Darryl Guistwite, School Physician. A copy of the documents have been included with the agenda.

The administration recommends the Board of School Directors approve the guidelines for the medical standing orders and the standing orders for opioid for the 2017-2018 school year, as presented.

### **j. Approval for the Agreement for Professional Learning Consultant Services**

Mrs. Robyn Euker, Director of Curriculum and Instruction and Dr. Richard W. Fry, Superintendent of Schools have reviewed the Agreement for Professional Learning Consultant Services with Dr. Christine Royce, Shippensburg University president-elect of The National Science Teacher Association. Dr. Royce also serves as co-director of the Master of Arts Teaching. She will be working with Middle School Science Teachers on inquiry based learning and the 5E instruction model for a consulting service cost of \$2,000. The agreement is included with the agenda for your review.

The administration recommends the Board of School Directors approve the Agreement for Professional Learning Consultant Services, as presented.

### **k. Receipt & Transfer of Hoover Trust**

This past Spring, F&M Trust contacted the District regarding terminating Hoover Trust to avoid the overhead cost for the District. Working with our Solicitor, we completed the required paperwork to accept the Trust funds and the intent to turn the money over to the Bulldog Foundation, who will continue to use the funds as the Hoovers intended.

The administration recommends the Board accepts the \$35,881.94 from the Levan Hoover Charitable Trust and transfer the funds to the Bulldog Foundation to manage the funds as the original Trust directed.

## New Business - Action Items

### I. CAIU Proposal for Comprehensive Website Compliance Solution

The administration is requesting Board approval for the CAIU proposal for Comprehensive Website Compliance Solution. This proposal will assist districts in proactively analyzing their current website to ensure it meets the current standards as set forth by the Americans with Disabilities Act (ADA). Under Section 508 of the Rehabilitation Act, all school and government websites must conform to the Web Content Accessibility Guideline 2.0 standard. The Comprehensive Website Compliance Solution has a three phase approach which can be purchased individually or as a package.

The administration recommends the Board of School Directors approve the CAIU proposal for Comprehensive Website Compliance Solution for a one-time site evaluation and a one-time resolution for a total cost of \$3,100 as well as a follow up compliance after the initial resolution which will be handled by the District through the use of free compliance tools and training of website administrators.

### m. Accept Proposal for the Specification & Inspection Services for HS Roof Restoration

Professional Roof Services submitted a proposal for the design of the roof project, preparation of the bid documents and inspection of the construction at a cost of \$47,600.

**Phases I, II & III = \$29,000.00**

**Phase IV (Inspection Services) = \$18,600.00**

**Budget = \$830,000.00**

The administration recommends the Board of School Directors accept the proposal from Professional Roof Services, Inc. to manage the High School roof renovation project.

### n. Approve Payment for Water Tap Fees

Diffenbaugh Wadel is working on the NV Elem renovation as the civil engineer. Included with the agenda is an application of the tap fees to be paid from the Newville Projects Fund.

The administration recommends the Board of School Directors approve the application and payment of \$6,724 to Newville Water and Sewer Authority for sewer tap fees, as presented.

### o. Approve Payments from Newville Projects Fund

The District received the following invoices:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS Roof	JM Young & Sons, Inc.	Pay App 4	\$124,637.40	\$182,480.10

The administration recommends payment of \$124,637.40 to JM Young & Sons, Inc.

## **New Business - Action Items**

### **p. Approve Change Orders to Crabtree Rohrbaugh Agreement**

Crabtree, Rohrbaugh & Associates submitted the following amendments to their professional services agreement with the District to cover the following additional services:

<b>Geotechnical Engineering Services</b>	<b>\$ 5,675</b>
<b>Food Design Consultant Services</b>	<b>\$12,600</b>
<b>Civil Engineering Services</b>	<b>\$24,650 plus \$1,300 in submission fees</b>

The administration recommends the Board of Directors approve the amendments as submitted in the agenda.

### **q. Approve Payment from Capital Projects Fund**

The District received an invoice from Henkels & McCoy, Inc. for the effort to raise and fix the MS tower as part of the roof replacement project.

The administration recommends the Board of School Directors approve the payment of \$2,591.32 to Henkels & McCoy, Inc. from the Capital Projects Reserve Fund.

## **13. New Business - Discussion Items**

### **a. PSBA Info on Constitutional Amendment**

On November 7, 2017, voters across Pennsylvania will be asked to consider a proposed amendment to the Pennsylvania Constitution regarding property tax reductions. Information regarding the proposed Constitutional Amendment on Property Taxes is included with the agenda for your review.

### **b. Voting for PSBA Officers**

An information item was placed on the September 5, 2017 Board Agenda regarding the electronic voting for PSBA Officers, which opened August 24, 2017 and will close October 12, 2017. Please submit the names of the selected individual PSBA Officers to Mr. Robert Barrick, Board Secretary for voting purposes. Information is included with the agenda and has also been placed in your board folders for review.

## **14. New Business - Information Item**

### **a. Proposed Updated Job Descriptions**

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the October 16, 2017 Board meeting.

**15. Future Board Agenda Items**

**16. Board Reports**

- a. District Improvement Committee - Mr. Bob Kanc
- 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
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall
- 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

**17. Meeting Closing**

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

Meeting adjourned at \_\_\_\_\_ PM, **October 2, 2017**.  
Next scheduled meeting is: **October 16, 2017**.