



## NOVEMBER 6, 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 October 16, 2017 Regular Board Meeting Minutes and the October 16, 2017 Committee of the Whole Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports - Emily Webber

- a. Karen Devine - PSBA Member Services Manager

### 4. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	43,113.11
Checks/ACH/Wires	\$	2,092,804.92
Capital Projects	\$	12,095.32
Newville Projects Fund	\$	26,254.83
Cafeteria Fund	\$	189,977.63
Student Activities	\$	<u>26,013.10</u>
<b>Total</b>	<b>\$</b>	<b>2,390,258.91</b>

Motion to approve payment of bills, as presented.

### 5. Reading of Correspondence

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Agriculture, Bureau of Food Distribution, regarding the Single Audit Report for the year ending June 30, 2016. The review indicated the district's Schedule of Expenditures of Federal Awards (SEFA) were acceptable. Therefore, the Single Audit Report was approved and in compliance for programs funded by the Pennsylvania Department of Agriculture, Bureau of Food Distribution.

## **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 - Christie Katora**

Ms. Christie Katora has submitted her resignation as a part-time floater Learning Support Aide, retroactive to October 23, 2017.

The administration recommends the Board of School Directors accept Ms. Katora's resignation as a part-time floater Learning Support Aide, retroactive to October 23, 2017.

### **b. Resignation - Levi Smeltzer**

Levi Smeltzer has submitted his resignation as Jr. High Wrestling Coach, effective immediately.

The administration recommends the Board of School Directors accept Mr. Smeltzer's resignation as Jr. High Wrestling Coach, effective immediately.

### **c. Resignation - Juan Seiber**

Juan Seiber has submitted his resignation as Assistant Wrestling Coach, effective immediately.

The administration recommends the Board of School Directors accept Mr. Seiber's resignation as Assistant Wrestling Coach, effective immediately.

### **d. Resignation - Middle School Student Council Advisor**

Mr. Matthew Tiffany has submitted his resignation as Middle School Student Council Adviser, effective immediately.

The administration recommends the Board of School Directors accept Mr. Tiffany's resignation as Middle School Student Council Adviser, effective immediately.

### **e. Resignation - Dwain Messersmith**

Mr. Dwain Messersmith, High School Technical Education Teacher submitted his letter of resignation as a High School Technical Education Teacher, Department Chair and TSA Adviser, effective the end of the day of December 1, 2017.

The administration recommends the Board of School Directors approve Mr. Messersmith's resignation as a High School Technical Education Teacher, Department Chair and TSA Adviser, effective the end of the day of December 1, 2017.

## **Personnel Items - Action Items**

### **f. Coaching Recommendation**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend Mr. Noah Smartt as a volunteer basketball coach and Mr. Matthew Kump as a volunteer swim coach.

The administration recommends the Board of School Directors approve the appointment of Mr. Smartt as a volunteer basketball coach and Mr. Kump as a volunteer swim coach, effective immediately.

### **g. Recommendation for Source4Teachers Long-Term Substitute**

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

**Mr. Charles Hickes**, Long-Term Substitute Middle School Eighth Grade Mathematics Teacher

### **h. Source4Teachers (Mission One) - Aides**

The administration requests permission to move forward with the recommendation of the aide listed below with Source4Teachers (Mission One), the District substitute teaching/aide contractor, retroactive to October 30, 2017.

**Taylor Beirschmitt**

### **i. Recommended Approval for a Classified Personnel Transfer**

The administration would like to recommend the transfer of Mrs. Donna Minnich, High School Administrative Assistant for Registration and Attendance to the position of Administrative Assistant for PIMS and Child Accounting. Mrs. Minnich will be placed on Level A-17 within the Classified Agreement, effective Tuesday, November 7, 2017.

The administration recommends the Board of School Directors approve the transfer of Mrs. Donna Minnich, as presented.

### **j. Recommendation for Aide Transfer**

Mr. William Gillet, Director of Students Services would like to recommend the transfer of the aide listed.

**Ms. Jan Roberts** will be transferred from a Middle School Aide to an aide at Newville Ele. School.

The administration recommends the Board of School Directors approve the transfer of Ms. Roberts, as presented.

### **k. Recommended Approval for a Part-Time Custodian**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Ms. Laura Melendez as a part-time custodian, replacing Mr. Tim Nye who has transferred. Ms. Melendez will work 190 days with an hourly wage of \$12.72, effective November 6, 2017.

The administration recommends the Board of School Directors approve Ms. Laura Melendez as a part-time 190 day custodian with an hourly wage of \$12.72, effective November 6, 2017. The hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

## **Personnel Items - Action Items**

### **I. Approval of Additional Bus Driver**

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

**Terri Stroup**

### **m. Approval for Extended Child Rearing Leave - Amanda Frankford**

Mrs. Amanda Frankford is requesting to extend her child-rearing leave of absence from November 6, 2017 to November 14, 2017.

The administration recommends the Board of School Directors approve Mrs. Frankford's request to extend her child-rearing leave of absence from November 6, 2017 to November 14, 2017.

### **n. Approval for Pay Rate Change - Mr. Scott Martin**

Mr. Rick Gilliam, Director of Buildings & Grounds/Transportation recommended a pay raise for Mr. Martin to commensurate with his expanded role as the District's primary plumbing tech and continued exceptional performance of duties assigned and unassigned.

The administration recommends the Board of School Directors approve the pay rate change of Mr. Scott Martin to \$16.06 effective, November 7, 2017.

## **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.

**Denise Ginter \$292.50**

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.

### **b. Approval of Washington D.C. Trip**

Mr. Scott Penner and Mr. Shawn Britcher, Middle School Social Studies Teachers, are requesting permission to accompany eight student finalists to Washington D.C. for the Big Spring Middle School National Geographic Bee to visit the Smithsonian African American Museum and the Newseum.

The administration recommends the Board of School Directors grant permission for Mr. Penner and Mr. Britcher to accompany the eight student finalists to Washington D.C. for the National Geographic Bee, as presented.

## **New Business - Action Items**

### **c. Approval of the Agriculture Advisory Council**

Mrs. SaraBeth Fulton and Mrs. Sherisa Nailor, High School Agriculture Education Teachers have requested the Board of School Directors to approve the members of the Agriculture Advisory Council, which is included with the agenda.

The administration recommends the Board of School Directors approve the members of the Agriculture Advisory Council, as presented.

### **d. Approval of the Hire Me Program Agreement with Shippensburg University**

The Hire Me Program Agreement between Shippensburg University and Big Spring School District has been reviewed by Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools. The agreement is for a work skills program at Shippensburg University to assist High School students with disabilities. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the Hire Me Program Agreement with Shippensburg University, as presented.

### **e. Approval of ThoughtExchange Service Agreement**

Dr. Kevin Roberts, Assistant Superintendent has reviewed the ThoughtExchange Service Agreement and is requesting approval of the agreement. ThoughtExchange is a community engagement and data collection tool that the District will utilize over the coming months and years to inform district initiatives, planning, and goal setting.

The administration recommends the Board of School Directors approve the ThoughtExchange Service Agreement, as presented.

### **f. Approval of Accepting an MedTronics AED Donation**

The Over Foundation would like to donate a MedTronics AED to the Big Spring School District to assist with the replacement of old machines.

The administration recommends the Board of School Directors approve the AED donation from the Over Foundation, as presented.

### **g. Facilities Utilization Request**

Ms. Carly Zinn, representative for Central Penn Elite (CPE) Field Hockey is requesting to utilize the Mt. Rock and Oak Flat Elementary School Gym for field hockey practices from November 5, 2017 - February 25, 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 Ms. Zinn's request to utilize Mt. Rock and Oak Flat Elementary School Gym for CPE field hockey practices, as presented.

## **New Business - Action Items**

### **h. Case C 2017-2018**

The parents of the student of Case C 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 C 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.

### **i. Student Eligible for Early Graduation**

Based on successful completion of semester one course work for the student listed, Sierra will be eligible for early graduation for the 2017-2018 school year.

#### **Sierra Farlling**

The administration recommends the Board of School Directors approve January, 2018 graduation for Miss Farlling, based on the success of completing all graduation requirements by the end of the first semester of her senior year, which is the 2017-2018 school year.

### **j. Approve Payments from the Newville Projects Fund**

The administration received the following invoices for the Newville Projects Fund:

<b><u>Project</u></b>	<b><u>Vendor</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Remaining</u></b>
Track & Field	Pagoda Electrical, Inc	Pay App 6 - close	\$13,257.20	\$0.00
MS Roof Repl	JM Young	PayApp5-closeout	\$182,480.10	\$0.00
NV Reno	Crabtree	Invoice 12	\$92,664.60	\$177,511.00
NV Reno	Newville Borough	Land Dev Fee	\$250.00	n/a
NV Reno	N. Newton Township	Land Dev Fee	\$500.00	n/a
NV Reno	Cumberland Cnty Planning Commission	Land Dev Fee	\$165.00	n/a
NV Reno	Cumberland Cnty Conservation District	NPDES Permit fees	\$1,400.00	n/a
NV Reno	Commonwealth of PA Clean Water Fund	NPDES Permit fees	\$200.00	n/a

The administration recommends the Board of School Directors approve the payments of \$13,257.20 Pagoda Electrical, Inc., \$182,480.10 to JM Young, \$92,664.60 to Crabtree, \$250.00 to Newville Borough, \$500.00 to N. Newton Township, \$165.00 to Cumberland Cnty Planning Commission, \$1,400.00 to Cumberland Cnty Conservation District and \$200.00 to Commonwealth of PA Clean Water Fund.

## New Business - Action Items

### k. Approve Payments from the Capital Projects Fund

The administration received the following invoices for capital projects:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
PennDOT Grant	Michael Baker Intl	Engineer Srvs	\$21,531.99
Erate Cat2	RL Snyder	Data cable pull	\$6,711.00
Fiber Project	Dauphin Datacom	Fiber pull to Track	\$14,998.00

The administration recommends the Board of School Directors approve the payment of \$21,531.99 to Michael Baker Intl. and \$6,711.00 to Snyder Electric and \$14,998 to Dauphin Datacom.

### l. Approve Developers Agreement with Newville Borough Water and Sewer Authority

Diffenbaugh Wadel is working with CRA to get all of the permits in place for the Newville Renovation Project. The District and Borough engineers agreed on an additional 4 EDU for sewer (\$6,724) and 4 for water (\$17,344) as shown in the included agreement. This document is revised based on our Solicitor's review.

The administration recommends the Board of School Directors approve the Developers Agreement, authorize the administration to sign and pay the tap fees as written in the agreement.

### m. Approve Participation in the Lincoln IU Joint Purchasing Board Fuel Agreement

The District participates in the LIU energy purchasing consortiums -- specifically for electricity and heating oil. It is time to start another cycle for fuel oil hedging; the new agreement is included in the agenda. The District continues to reduce its fuel oil requirement with the conversion of Oak Flat, the HS pool heater conversion and the sale of Mifflin.

The administration recommends the Board of School Directors approve the Lincoln IU Fuel Purchase Agreement as presented and authorize the administration to sign the agreement.

### n. Approve PRSI Proposal for Design & Management of Mt Rock Roof Replacement Project

With the pending renovation of Mt Rock ES, the roof also needs some major renovation. The attached proposal from PRSI is for the design & management of that project with an estimated cost of \$31,500, depending on construction inspection services. The estimated budget for the actual roof renovation is \$1,153,000.

The administration recommends the Board of School Directors accept the proposal from PRSI, as presented, and authorize the administration to sign the proposal with payment from the Capital Projects Reserve Fund.

### **13. 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 November 20, 2017 Board meeting.

**201 Department Chairperson**

**202 Department Assistant Chairperson**

**203 Middle School Team Leader**

**208 Dean of Students**

**216 Elementary Grade Level Coordinator**

**217 Middle School Intervention Specialist**

**218 Elementary Intervention Specialist**

**317 Elementary Instructional Coach**

**319 Secondary Instructional Coach**

**320 Title I Coordinator**

#### **b. Plancon F Approval**

Pending approval of all items tonight, we will schedule Plancon F approval at the November 20th meeting. See attached.

### **14. Future Board Agenda Items**

### **15. 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 - October 31, 2017 Enrollment Report**



## **16. Meeting Closing**

### **a. Business from the Floor**

### **b. Public Comment Regarding Future Board Agenda Items**

### **c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **November 6, 2017.**

Next scheduled meeting is: **November 20, 2017.**