



NOVEMBER 20, 2017 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the November 6, 2017 Regular Board Meeting Minutes, the November 6, 2017 Committee of the Whole Meeting Minutes and the November 6, 2017 Building and Property Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

General Fund	\$	358,565.18
Capital Projects	\$	43,240.99
Newville Projects Fund	\$	288,401.90
Cafeteria Fund	\$	31.15
Student Activities	\$	<u>34,967.57</u>
Total	\$	725,206.79

Motion to approve payment of bills, as presented.

b. Treasurer's Fund Report

General Fund	\$	27,163,617.27
Capital Projects	\$	5,105,978.44
Cafeteria Fund	\$	418,238.18
Student Activities	\$	257,037.71
Newville Projects Fund	\$	<u>10,198,074.95</u>
Total	\$	43,142,946.55

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

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 - Assistant Marching Band Director

Ms. Sarah Rhan has submitted her resignation as Assistant Marching Band Director, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Ms. Rhan's resignation as Assistant Marching Band Director, as presented.

b. Coaching Recommendations

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the individuals as coaches for the teams listed.

Colton Drawbaugh	Junior High Wrestling Assistant Coach
Frank Landis	High School Assistant Varsity Wrestling Coach
Gregory Walker	High School Assistant Swimming & Diving Coach
Steven Gayman	Volunteer Girls Basketball Coach
Kelsi Minich	Volunteer Girls Basketball Coach

The administration recommends the Board of School Directors approve the appointments of the individuals listed as coaches, effective immediately.

Personnel Items - Action Items

c. 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.

Ms. Andrea Creamer, Long-Term Substitute Mt. Rock Ele. Third Grade Teacher, replacing Mrs. Lorraine Ferrell who will be on leave.

d. Recommendations for Source4Teachers (Mission One) Aide

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 November 13, 2017.

Dave Delp - Replacing Roberta Deitrich who has transferred to the Middle School

e. Recommendations for Student Council Advisers

Dr. Linda Wilson, Middle School Principal would like to recommend Ms. Emma Leuschen and Mr. Shane Miller to serve as co-advisers for Middle School Student Council, replacing Mr. Matthew Tiffany who has resigned.

The administration recommends the Board of School Directors approve the recommendation of Ms. Emma Leuschen and Mr. Shane Miller to serve as co-advisers for Middle School Student Council, as presented.

f. Recommended Approval for a Part-Time Custodian

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Ms. Esther Rea as a part-time custodian at Mt. Rock Elementary School, replacing Ms. Kelly Varner who has resigned. Ms. Rea's hourly wage will be \$12.72, effective November 15, 2017. Ms. Rea has also requested to be placed on the substitute custodian list to assist when needed.

The administration recommends the Board of School Directors approve Ms. Rea as a part-time custodian at Mt. Rock Elementary School and approve her request to be placed on the substitute custodian list. This hire is 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.

Jenna McIntire \$ 705.00

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. Approval of Proposed Job Descriptions

The administration has updated the job descriptions listed and copies of the job descriptions have been included with the agenda.

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

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

c. Approval of the Registration Gateway Service Agreement

Dr. Kevin Roberts, Assistant Superintendent, Mr. Robert Krepps, Questeq Technology Director and the District solicitor have reviewed the Registration Gateway Service Agreement and are requesting approval of the agreement. Registration Gateway will enable the District to automate the student registration process to ensure a more efficient and family friendly process. In addition, it will initiate the movement of cumulative files to a digital format.

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

d. Approval for Plancon F

Prior to releasing the bid spec for the NV project, PDE must approve PlanCon Part F which authorizes a district to receive bids and enter into construction contracts. The architect and a district administrator must attend a review conference with PDE.

The administration recommends the board of school directors approve the included Plancon F document for submission to PDE.

e. Approve Payments from the Capital Projects Fund

The administration received an invoice from Professional Roof Services for the Middle School Roof Project in the amount of \$9,600.00.

The administration recommends the Board of School Directors approve the payment of \$9,600.00 to Professional Roof Services from the Capital Projects Fund.

f. Approve Payments from the Newville Projects Fund

The administration received an invoice and a letter from the Newville Borough Council requiring Big Spring School District to make a \$2,500 escrow payment for the land development and storm water review by the Borough Engineer. An invoice from Crabtree Rohrbaugh & Associates was received as well for the Newville renovation project in the amount of \$76,032.38.

The administration recommends the Board of School Directors approve the payment of \$2,500 to the Borough of Newville and \$76,032.38 to Crabtree, Rohrbaugh & Associates.

g. Accept Proposal from WCE for Engineering Services

WCE submitted a proposal to review engineering services from January, 2018 through December, 2020.

The administration recommends the Board of School Directors accept the proposal for engineering services From Wolf Consulting Engineers as included in the agenda.

13. New Business - Information Item/Discussion Item

a. High School Roof Coating

The Board hired PRSI to develop the specification for the HS roof coating project (Included). There are two coating types -- acrylic or polyurethane -- and PRSI asked the District which one the District wants in the spec. After meeting with PRSI, the administration recommends polyurethane and PRSI is working to present a bid specification at the December meeting.

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**
The County provided the 2018 certified assessments (as required by Act 1).
- 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, **November 20, 2017**.
Next scheduled meeting is: **December 11, 2017**.