



DECEMBER 9, 2019 BOARD MEETING

1. Opening Meeting

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

2. Election of the Temporary President

"... there shall be elected from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Elected: _____ (temporary appointment)

3. Oath of Office of Newly Appointed and Re-Elected Board Members

When there are newly-elected, appointed or re-elected Board members, the Temporary President will administer the oath of office:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that will discharge the duties of my office with fidelity."

4. Election of Officers

Refer to Sections 402 and 404 of the Public School Code of 1949

a. Election of the President - One Year Appointment

Elected: _____

The Board President will begin his duties.

b. Election of the Vice-President - One Year Appointment

Elected: _____

5. Appointments of Committee Members

a. Pennsylvania School Boards Association Legislative Chairperson - One Year Appointment

Elected:

b. Capital Area Intermediate Unit - One Year Appointment

Elected:

c. Athletic Council - One Year Appointment

Elected:

- 1.
- 2.
- 3.

Appointments of Committee Members

d. District Improvement Committee - One Year Appointment

Elected:

- 1.
- 2.

e. Meet and Discuss Committee for Classified Employees - One Year Appointment

Elected:

- 1.
- 2.

f. Cumberland Perry Area Vocational Technical School - One Year Appointment

Elected:

- 1.
- 2.

g. Pennsylvania School Boards Association Regional Cabinet Member - One Year Appointment

Elected:

h. Buildings and Property Committee - One Year Appointment

Elected:

- 1.
- 2.
- 3.
- 4.

i. Finance Committee - One Year Appointment

Elected:

- 1.
- 2.
- 3.
- 4.

j. South Central Trust Board - One Year Appointment

Elected:

k. Tax Collection Committee - One Year Appointment

Elected:

6. Approval of Minutes

Approval of the November 18, 2019 Regular Board Meeting Minutes and the November 18, 2019 Committee of the Whole Meeting Minutes.

7. Student/Staff Recognition and Board Reports - Darren Neidigh & Regan Donato

8. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	36,137.10
Checks/ACH/Wires	\$	1,481,587.02
Capital Projects Reserve Fund	\$	0.00
Mount Rock Projects-2018 Fund	\$	24,177.39
Newville Projects Fund	\$	82.75
Cafeteria Fund	\$	1,080.23
Student Activities	\$	<u>27,623.38</u>
Total	\$	1,570,687.87

Motion to approve the payment of bills, as presented.

9. Reading of Correspondence

10. Recognition of Visitors

11. Public Comment Period

12. Structured Public Comment Period

13. Old Business

14. New Business

15. Personnel Items - Action Items

a. Resignation - Mr. Zach Reed

Mr. Zach Reed has submitted his resignation for the position of a part-time assistant grounds keeper, effective December 20, 2019. Mr. Reed is requesting to continue his employment with Big Spring School District as a seasonal part-time assistant grounds keeper.

The administration recommends the Board of School Directors approve Mr. Reed's resignation for the position of a part-time assistant grounds keeper, effective December 20, 2019 and authorize approval for Mr. Reed's request to continue with Big Spring School District as a seasonal part-time grounds keeper, as presented.

b. Resignation - Mrs. Vonda Kelso

Mrs. Vonda Kelso has submitted her resignation for the position of Accounting Controller. Mrs. Kelso's resignation date is pending due to assisting the District Administration with the training of the new Accounting Controller.

The administration recommends the Board of School Directors approve Mrs. Kelso's resignation as Accounting Controller, as presented.

Personnel Items - Action Items

c. Resignation – Middle School Volleyball Coach

Ms. Melissa Carlson has submitted her resignation for the position of Middle School Volleyball Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Carlson's resignation for the position of Middle School Volleyball Coach, effective immediately.

d. Child-Rearing Leave - Mrs. Amber Rhinehart

Mrs. Amber Rhinehart, second grade teacher at Newville Elementary School is requesting child-rearing leave of absence to begin approximately March 9, 2020 through approximately May 26, 2020. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Mrs. Rhinehart's requested child-rearing leave of absence to begin approximately March 9, 2020 through the approximately May 26, 2020.

e. Recommended Approval for 2019-2020 Mentors

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentors are listed below.

INDUCTEE	BUILDING/SUBJECT	CURRICULUM MENTOR
Lisa Bahmueller	Oak Flat Elementary Special Education	Megan Frantz
BrieAnn Arnsberger	Oak Flat First Grade Teacher	Caitlin Steinly

The administration recommends that the Board of School Directors approve the 2019-2020 mentor teachers as presented.

f. Recommended Approval for High School Musical Positions

Mr. William August, High School Principal would like to recommend the individuals listed for the positions as noted.

High Musical Choreographer (one position to be split)

- Haley Kruger
- Catherine Rogers

High School Musical Vocal Coach

- Edward Wilson

High School Musical Pit Director

- Susan Travis

High School Musical Tech Director

- Adam Nobile

The administration recommends the Board of School Directors approve the individuals listed for the positions as noted.

Personnel Items - Action Items

g. Recommended Approval for a ESS Aides

The administration request approval for the ESS aides listed below.

Afi Wethington - full-time one on one student aide.

Madilyn Martin - full-time kindergarten aide at Oak Flat Elementary School, replacing Ms. Batton who has resigned.

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

h. Recommended Approval for Accounting Controller - Caleb Barwin

Education:

Lebanon Valley College - Bachelor's Degree/Accounting

Experience:

UPMC Pinnacle, Harrisburg, PA - Physician Compensation Accountant

The Hershey Company, Hershey, PA - Financial Analyst Intern

The administration recommends the Board of School Directors appoint Mr. Caleb Barwin as Accounting Controller for the Business Office replacing Mrs. Vonda Kelso who is resigning. Mr. Barwin's compensation for this position should be established at \$55,000.00, with a start date of January 6, 2020. This hire is subject to the Probationary Period as spelled out in the Compensation Plan.

i. Recommend Approval for Paid Student Internship

The business office is facing increasing reporting with state & federal mandates. Rather than hire a part-time employee, the administration recommends we try a long-term student intern to help with routine administrative tasks as well as select accounting reports. Based on a recommendation from Ms. Black, we have a superior candidate.

The administration recommends the Board of School Directors approve hiring Ms. Olivia Weibley as a paid intern in the business office at a rate of \$9.43 per hour not to exceed 15 hours per week.

16. 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.

Molly Kordes \$1,560.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Educational Association and the Big Spring School District.

New Business - Action Items

b. Approve At Index Resolution

The District is required to provide a preliminary budget by January 31, 2020 for the 2020-2021 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 3.2%.

The administration recommends the Board of School Directors adopt the resolution provided indicating that the Board will not raise property taxes above the PDE adjusted index of 3.2% for school year 2020-2021 as provided for under Section 311 of the Taxpayer Relief Act of Special Session No.1 of 2006 and direct the administration to file the appropriate documents with PDE.

c. Approve Construction Change Order

The administration received this change order for the close out of the Pedestrian Safety Grant project. ([Link to change order](#))

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	2	Michael Baker	Combined CO curbing, swale repair and unused bid quantities	-\$46,275.79 close out

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

d. Approve Payments from Capital Projects Reserve Fund

Along with the change order above, the administration received the following Pay Apps for the finer project and the Pedestrian Safety project ([link to docs](#))

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Celerity	Prof Eng Svc: OF-HS Fiber plan	6,663.75	
Celerity	Prof Eng Svc: DAO-NV Fiber plan	6,727.50	
Rogele, Inc.	PayApp 6	53,622.85	close out
	Total	53,622.85	-

The administration recommends the Board of School Directors approve payment of \$53,622.85 to Rogele, Inc.

New Business - Action Items

e. Approve Payments from Mt Rock Projects - 2018 Fund

The administration received the following pay applications for the Mt Rock Projects - 2018 Fund ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2 MR	eciConstruction	GC PayApp 9 (Inv 30.19011.9)	\$ 46,122.44	\$ 10,000.00
Ph2- OF	eciConstruction	GC PayApp 9 (Inv 30.19012.9)	17,097.94	5,000.00
Ph2- OF	Honeywell	Inv 5250039867-Cameras	1,000.00	4,555.30
Ph2-all	Stouffer	HVAC PayApp 8	3,257.17	12,661.91
		Total	\$ 67,477.55	\$ 32,217.21

The administration recommends the Board of School Directors approve the payment of \$63,220.38 to eciConstruction, LLC; \$1,000 to Honeywell International, Inc and \$3,257.17 to Stouffer Mechanical Contractor.

f. Approve Final Payments from Newville Projects Fund

The administration received the following pay application ([link to docs](#)). Once these are paid the remaining balance of \$269.35 should be transferred to the Mt Rock fund.

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2 MR	Honeywell	Inv 5250039866-MR Cameras	\$ 2,000.00	5,224.73
Ph2 MS	Honeywell	Inv 5250073685-MS Cameras	<u>\$14,768.71</u>	close out
		Total	<u>\$16,768.71</u>	

The administration recommends the Board of School Directors approve the payment of \$16,768.71 to Honeywell International, Inc. and the transfer of the remaining balance of the fund to the Mt Rock Projects 2018 Fund.

g. Approve 2019 Financial Statements and Audit

Greenawalt & Co. presented the financial statements and the single audit to the Committee of the Whole prior to this meeting. It is an unmodified opinion with no findings. This must be sent to several state agencies and the CAIU; it will be posted to our website following Board approval.

Link to: Financial Statements Single Audit Report Annual Financial Report (PDE)
All of the District's financial history is available on the District's web-site

The administration recommends that the Board of School Directors accept the District's 2018-19 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

New Business - Action Items

h. Approve Leased Fiber Bid via Erate 2020

The District administration, working with Questeq Erate consultants, prepared the bid documents for the fiber project to connect Oak Flat to the High School and Newville to the DAO. With Board approval, this bid will be released as part of the Erate process in 2020 ([link to the bid spec](#)).

The administration recommends the Board of School Directors approve the bid specification and its release as part of the E-rate program.

17. New Business - Information Item

a. Review of Pole Attachment Agreement

As part of the fiber project, the above ground fiber will be attached to PPL's power poles. The use of the poles will require the District to have an agreement in place and for the District to pay ~\$31 per pole per year ([link to agreement](#)). Once we have completed a review - including the Solicitor - we'll present for approval.

18. Discussion Item

19. Future Board Agenda Items

20. Board Reports

a. District Improvement Committee –

b. Athletic Committee –

c. Vocational-Technical School –

d. Buildings and Property Committee –

e. Finance Committee –

f. South Central Trust –

g. Capital Area Intermediate Unit –

h. Tax Collection Committee –

i. Future Board Agenda Items

j. Superintendent's Report - Enrollment Report, November 25, 2019

21. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **December 9, 2019.**

Next scheduled meeting is: **January 13, 2020.**