



## DECEMBER 10, 2018 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 November 19, 2018, Regular Board Meeting Minutes, the November 19, 2018 Committee of the Whole Meeting Minutes and the November 19, 2018 Finance Committee Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports - Gabi Reifsnnyder & Regan Donato

### 4. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	24,765.22
Checks/ACH/Wires	\$	1,080,358.76
Capital Projects Fund	\$	14,021.23
Mount Rock Projects-2018 Fund	\$	119,544.51
Newville Projects Fund	\$	36,367.06
Cafeteria Fund	\$	115,414.50
Student Activities Fund	\$	<u>12,674.21</u>
<b>Total</b>	<b>\$</b>	<b>1,403,145.49</b>

Motion to approve payment of bills, as presented.

#### b. Treasurer's Fund Report

General Fund	\$	25,790,049.52
Capital Projects Fund	\$	7,388,755.51
Cafeteria Fund	\$	437,844.48
Student Activities Fund	\$	295,381.38
Newville Projects Fund	\$	2,553,526.86
Mt. Rock Projects - 2018 Fund	\$	<u>6,586,184.29</u>
<b>Total</b>	<b>\$</b>	<b>43,051,742.04</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. 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)

**6. 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 \_\_\_\_\_

**c. Election of Board Secretary - Appointment through May, 2018**

Elected \_\_\_\_\_

**a. Election of the President - One Year Appointment**

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

Elected \_\_\_\_\_

The Board President will begin his duties.

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

Elected \_\_\_\_\_

**7. Appointments of Committee Members**

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

Current Representative - Mr. Bob Kanc

Appointed \_\_\_\_\_

**b. Capital Area Intermediate Unit - One Year Appointment**

Current Representative - Mr. Wilbur Wolf, Jr.

Appointed \_\_\_\_\_

**c. Athletic Council - One Year Appointment**

Current Representative - Mr. Wililam Swanson, Mr. David Gutshall and Mr. Todd Deihl

Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_

**d. District Improvement Committee - One Year Appointment**

Current Representative - Mr. Bob Kanc and Mr. Robert Over, Jr.

Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_

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

Current Representative - Mr. Kingsley Blasco

Appointed \_\_\_\_\_

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

Current Representatives - Mr. William Piper and Mr. Wilbur Wolf, Jr.

Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_

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

Current Representative - Vacant

Appointed \_\_\_\_\_

**h. Buildings and Property Committee**

Current Representatives - Mr. Richard Roush, Co-Chairperson, Mr. William Piper, Co-Chairperson, Mr. William Swanson and Mr. David Gutshall

Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_

**i. Finance Committee**

Current Representative - Mr. Kingsley Blasco, Chairperson, Mr. William Piper, Mr. William Swanson and Mr. David Gutshall

Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_  
Appointed \_\_\_\_\_

**j. South Central Trust Board**

Current Representative - Mr. Kingsley Blasco

Appointed \_\_\_\_\_

**k. Tax Collection Committee**

Current Representative – Mr. Wilbur Wolf, Jr. and Mr. William Swanson

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

**8. Reading of Correspondence**

**a. Correspondence from Pennsylvania Department of Education - Division of Federal Programs**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education, Division of Federal Programs regarding Big Spring School District's eligibility for full participation in federal grant funding for school year 2018-2019. Correspondence is included with the agenda.

**b. Correspondence from the Auditor General's Office**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Auditor General Office regarding a performance audit of the Big Spring School District on December 17, 2018. The purpose of this audit is to determine compliance with certain relevant state laws, regulations, contracts, and administrative procedures and to address the efficiency and effectiveness of certain areas as compared to best practices. The audit will cover July 1, 2013 through June 30, 2017.

**9. Recognition of Visitors**

**10. Public Comment Period**

**11. Structured Public Comment Period**

**12. Old Business**

**13. New Business**

**14. Personnel Items - Action Items**

**a. Resignation - Middle School Computer Science Teacher**

Mr. Nicholas Mistishen, Middle School Computer Science Teacher has submitted his letter of resignation for the purpose of retirement, effective June 10, 2019.

The administration recommends the Board of School Directors approve Mr. Mistishen's resignation for the purpose of retirement, effective June 10, 2019.

**b. Resignation – Middle School Family Consumer Science Teacher**

Mrs. Karen Showaker, Family Consumer Science Teacher has submitted her letter of resignation, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Showaker's resignation, effective the end of the 2018-2019 school year.

**Personnel Items - Action Items**

**c. Coaching Recommendations**

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

**Mrs. Kami Kump - High School Assistant Softball Coach**  
**Trenton Snader - Volunteer Junior High Wrestling Coach**  
**Christian Ruff - Volunteer Wrestling Coach**

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

**15. 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 contracts.

**Molly Kordes    \$1,500.00**

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 B**

The parents of Case B of the 2018-2019 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case B of the 2018-2019 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. Case C**

The parents of Case C of the 2018-2019 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case C of the 2018-2019 school year for the remainder of the 2018-2019 school year. 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.

**New Business - Action Items**

**d. Approve Payments from Capital Reserve Fund**

The District received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Cumberland Analytical	IAQ Survey	\$650.00
PRSI	Mt. Rock Inspections	\$800.00

The administration recommends the Board of School Directors approve the payment of \$ \$650 to Cumberland Analytical and \$800 to Professional Roof Services, Inc.

**e. Approve Payment from Newville Projects Fund**

The District received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Frey Lutz Corp.	Pay App 8	\$90,515.32	\$19,645.00
eciConstruction	HS GC Pay App 7	\$24,290.75	\$2,000.00
Lobar, Inc	GC Close Out Pay App9	\$39,065.40	\$0.00
Detwiler Roofing	Close Out Pay App 4	\$44,375.00	\$0.00
Blue Mtn Excavation	Install MS Courtyard Drains	\$3,900.00	\$0.00

The administration recommends the Board of School Directors approve the payment of \$90,515.32 to Frey Lutz Corp.; \$24,290.75 to eciConstruction; \$39,065.40 to Lobar, Inc.; \$44,375 to Detwiler Roofing and \$3,900 to Blue Mountain Excavating, Inc.

**f. Approve Payments from the Mt Rock 2018 Project Fund**

The District received the following applications for payment:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MR	eciConstruction	GC Pay App 7	\$110.12	\$45,564.98
MR	eciConstruction	GC Pay App 8	\$34,454.98	\$11,110.00

The administration recommends the Board of School Directors approve the payment of \$34,565.10 to eciConstruction.

**g. Approve Newville Change Order**

The District received the attached change order from CRA. This was initiated at the District's request due to the constant use of the divider and a need for split air handling.

The administration recommends the Board of School Directors approve the \$8,490 change order for the Newville HVAC contract.

## New Business - Action Items

### h. Approve 2018 Financial Statements and Audit

Greenawalt & Co. presented the financial statements and the single audit to the Finance Committee on Monday, 19 November (attached). It is an unmodified opinion with a single finding regarding late final expenditure report for Title I. This must be sent to several state agencies and the CAIU; it will be posted to our website following approval.

Link to: [Financial Statements](#)      [Single Audit Report](#)      [Annual Financial Report](#) (PDE)

The administration recommends that the Board of School Directors accept the District's 2017-2018 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

### i. Approve Resolution to Stay Within Index for 2020 Budget

The District is required to provide a preliminary budget by January 31, 2019 for the 2019-2020 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses with the Board Finance Committee on Thursday, 6 December, the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 2.9%.

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 2.9 % for school year 2019-2020 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.

### j. Approve Bid Advertising for 2019 Project

The District received the attached document with the bid instructions for the 2019 project(s). The intent is to begin advertising this on 19 December with the actual bid specification reviewed with the Board on Monday 14 January, 2019 and release to bidders on the 16th.

The administration recommends the Board of School Directors approve the advertising for bids on the 2019 project beginning on/about 19 December.

### k. Discussion of Act 39 - Lead in Drinking Water

With the passage of Act 39, PDE released its [guidance on Lead in Drinking Water](#) to meet the requirements of the legislation:

- Encourage schools to test for lead in their drinking water;
- Require schools that do not test to discuss lead issues at a public meeting; and
- Implement a plan if results exceed the U.S. Environmental Protection Agency's (EPA) national primary drinking water standard of 15 parts per billion (ppb).

**16. New Business - Information Item**

**a. Cumberland Perry Area Vocational Technical General Fund Budget Proposal**

Included with the agenda for Board review is the proposed 2019-2020 Cumberland Perry Area Vocational Technical School Budget.

The proposed 2019-2020 Cumberland Perry Area Vocational Technical School Budget will be recommended for Board action at the January 14, 2019 Board of School Directors meeting.

**17. Future Board Agenda Items**

**18. Board Reports**

**a. District Improvement Committee - Mr. Kanc and 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**

**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 - November Enrollment Report**

**19. Meeting Closing**

**a. Business from the Floor**

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

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **December 10, 2018.**

Next scheduled meeting is: **January 14, 2019.**