



DECEMBER 11, 2017 BOARD MEETING

1. Opening Meeting

- a. Call to Order
- b. Pledge to the Flag

2. Approval of Minutes

Approval of the November 20, 2017 Regular Board Meeting Minutes and the November 20, 2017 Committee of the Whole Meeting Minutes.

3. Recognition of Students of the Quarter

Mr. William August, High School Principal will recognize those students who have earned the academic achievement awards for the first quarter for the 2017-2018 school year.

Agriculture Department

Grade 9 Joshua Fertig
Grade 10 Emma Monismith
Grade 11 Tucker Williams
Grade 12 Allyson Shively

Art Department

Grade 9 Mariella Guadalupe
Grade 10 Kaitlyn Killian
Grade 11 Hannah Nori
Grade 12 Kelsey Kerrick

Business Department

Grade 9 Emma Knouse
Grade 10 Julia Angeny
Grade 11 Conner Swintosky
Grade 12 Hannah Washington

Music Department

Grade 9 Gavin Hunt
Grade 10 Kaylee Enck
Grade 11 Grace Patterson
Grade 12 Dakota Over

Science Department

Grade 9 Maggie Byers
Grade 10 Anna Wilson
Grade 11 Zachary Hasco
Grade 12 Emily Webber

Social Studies Department

Grade 9 Sadie Groff
Grade 10 Nathan Fetchkan
Grade 11 Hannah Hess
Grade 12 Lawrence "Max" Theoharis

4. Student/Staff Recognition and Board Reports - Emma Webber/Zoe Marinacci

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. 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."

7. 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 _____

8. Appointments of Committee Members

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

Current Representative - Mr. Robert Barrick

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. William Swanson, Mr. David Gutshall and Mr. Todd Deihl

Appointed _____

Appointed _____

Appointed _____

d. District Improvement Committee - One Year Appointment

Current Representative - Mr. Bob Kanc

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 - Mr. Robert Barrick

Appointed _____

h. Buildings and Property Committee

Current Representatives - Mr. Robert Barrick, Chairperson, Mr. William Piper, Mr. William Swanson, Mr. Richard Roush 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. Wilbur Wolf, Jr. and Mr. William Swanson

Appointed _____

Appointed _____

9. Financial Reports

a. Payment of Bills

| | | |
|------------------------|-----------|---------------------|
| General Fund | | |
| Procurement Card | \$ | 24,452.19 |
| Checks/ACH/Wires | \$ | 4,229,885.42 |
| Capital Reserves | \$ | 22,040.31 |
| Newville Projects Fund | \$ | 78,532.38 |
| Cafeteria Fund | \$ | 103,408.64 |
| Student Activities | \$ | <u>44,968.47</u> |
| Total | \$ | 4,503,287.41 |

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

| | | |
|------------------------|-----------|----------------------|
| General Fund | \$ | 24,635,351.07 |
| Capital Reserve Fund | \$ | 7,644,315.15 |
| Cafeteria Fund | \$ | 540,743.10 |
| Student Activities | \$ | 254,988.08 |
| Newville Projects Fund | \$ | <u>9,839,742.25</u> |
| Total | \$ | 42,915,139.65 |

Motion to approve the Treasurer's 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.

10. Reading of Correspondence

11. Recognition of Visitors

12. Public Comment Period

13. Structured Public Comment Period

14. Old Business

15. New Business

16. Personnel Items - Action Items

a. Resignation - Assistant Cross Country Coach

Ms. Julie Walter has submitted her resignation as Assistant Cross Country Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Walter's resignation as Assistant Cross Country Coach, effective immediately.

Personnel Items - Action Items

b. Resignation - Learning Support Aide

Ms. Heather Swintosky has submitted her letter of resignation as a 4th/5th grade learning support aide at Mt. Rock Elementary School, effective December 15, 2017.

The administration recommends the Board of School Directors approve Ms. Swintosky's resignation as a 4th/5th grade learning support aide at Mt. Rock Elementary School, effective December 15, 2017.

c. 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.

Joshua Barrick - Volunteer Middle School Wrestling Coach

Jesse Deutsch - Co-Head Track Coach

Les Stover - Co-Head Track Coach

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

d. Source4Teachers - Long-Term Substitutes

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

Mr. Anthony Casella, Long-Term Substitute High School Technology Education Teacher, replacing Mr. Dwain Messersmith who has resigned. Mr. Casella will be in this placement through the end of the 2017-2018 school year.

Ms. Elise Manning, Long-Term Substitute Middle School Music Teacher, replacing Mrs. Lori Shover who is on medical leave. Ms. Manning will be in this placement through the end of the 2017-2018 school year.

e. Child-Rearing Leave - Mrs. Emily Creek

Mrs. Emily Creek, Middle School Emotional Support Teacher, is requesting child-rearing leave of absence to begin approximately March 23, 2018 through the end of the 2017-2018 school year. 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 that the Board of School Directors approve Mrs. Creek's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately March 23, 2018 through the end of the 2017-2018 school year.

Personnel Items - Action Items

f. Leave Without Pay - Mrs. Sara VanderHeijden

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mrs. Sara VanderHeijden is requesting one day leave without pay retroactive to Monday, December 4, 2017.

The administration recommends that the Board of School Directors approve the following request for leave without pay, as presented.

g. Additional Chartwells' Personnel Recommendations

Mrs. Michelle Morgan, Chartwells Director of Dining Services would like to recommend the individuals listed as cafeteria workers.

Becky Thumma-Bucher
Jineene Brown
Sandra Warner
Kathryn Griffith
Ruth Haulman

The administration recommends the Board of School Directors approve the individuals listed to serve as cafeteria workers, as presented.

h. Recommendation for Extra-Curricular Duties

Dr. Linda Wilson, Middle School Principal and Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the individuals below for the positions listed for the 2017-2018 school year.

Keith Lavala - Eighth Grade Maroon Team Leader
Jennifer Gregoris - Math Assistant Department Chairperson
Laura Shambaugh - PD/Wellness Committee Member

The administration recommends the Board of School Directors approve the individuals listed as Eighth Grade Maroon Team Leader, Math Assistant Department Chairperson and PD/Wellness Committee Member, as presented.

i. Additional 2017-2018 Mentor Teacher

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 mentor is listed below.

Inductee

Anthony Casella, LTS HS Technology Education

Mentor

Sam Barnouski

The administration recommends that the Board of School Directors approve the 2017-2018 mentor teacher, as presented.

17. New Business - Action Items

a. Approval to Create a Student Activity Account for the Class of 2021

The administration received a request from the High School Principal to create a new student activity account for the Class of 2021. Information regarding the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Class of 2021 under the supervision of the High School Principal.

b. Resolution To Stay Within the Index for the 2018-19 Budget

The District is required to provide a preliminary budget by January 25, 2018 for the 2018-2019 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses with the Board Finance Committee on Tuesday 5 Dec, the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 3.0%.

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 3.0 % for school year 2018-2019 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 Forecast 5 Contract

The administration continues to search for a data analytics tool that effectively integrates financial and student performance. We currently use Eidex; however, it is missing some critical student components. PASBO recommends we look at Forecast 5 product; after several webinars and discussions with Forecast 5, they've agreed to a 6-month trial license at a reduced price to enable use of the program thru June 30, 2018.

The administration recommends the Board of School Directors approve the license agreement with Forecast 5 at a cost of \$2,460 and as included in the agenda.

d. Disposal of Old Textbooks

Mrs. Robyn Euker, Director of Curriculum and Instruction is requesting permission to dispose of old textbooks, per the guidelines in Board Policy 706.1. The textbooks are outdated editions in Math, English, World Language and Business/Career which are dated back to the year 2000.

The administration recommends the Board of School Directors approve Mrs. Euker's request to dispose of the old textbooks, per Board Policy 706.1.

e. Approval of Consulting Services

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to request two days of Curriculum and Instruction Professional Development Services through Lancaster-Lebanon Intermediate Unit 13. This Professional Development Service will assist teachers with additional training for High School Enrichment classes. These services are in effort to support the District's Keystone students in the Biology and Algebra Enrichment classes.

The administration recommends the Board of School Directors approve the two days of Curriculum and Instructional Professional Development Services through Lancaster-Lebanon Intermediate Unit 13, as presented.

New Business - Action Items

f. Approve Payments from the Capital Reserve Fund

The administration received invoices from A/V Solutions for the down payment on the Gym Audio fix approved at the last meeting and a subsequent invoice for an Ethernet Controller for a total \$12,842.61.

The administration recommends the Board of School Directors approve the payment of \$12,842.61 to A/V Solutions from the Capital Reserve Fund.

g. Approve Release of Bid Specification and Advertising for the High School Roof Coating Project

As part of the 2017 bond, the District borrowed money to re-coat (most of) the High School roof as preventive maintenance and avoid replacement or an out-of-warranty situation. Last month the Board accepted PRSI proposal for the design of the project and they submitted the attached specification. Link to [bid specification](#).

The administration recommends the Board of School Directors approve the advertisement and release of the bid specification for the High School Roof Coating Project as prepared by PRSI.

h. Approve Release of Bid Specification and Advertising for the Pedestrian Safety Improvements Project Specification

Michael Baker International made a presentation to the Building & Property Committee on the Pedestrian Safety Improvements Project. With that presentation, they prepared the bid specification to begin the process. Link to: [Pedestrian Safety Bid Specification](#)

The administration recommends the Board of School Directors approve the advertisement and release of the bid specification for the Pedestrian Safety Improvements Project as prepared by Michael Baker, International.

i. Approve Financial Statements and Local Audit for 2016-17

Greenawalt & Co. presented the financial statements and the single audit to the Finance Committee on Tuesday, 5 December (attached). It is an unmodified opinion without findings or comment. 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](#)

The administration recommends that the Board of School Directors accept the District's 2016-2017 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

j. Approve Release of Bid Specification and Advertising for the Abatement of Mt Rock Elementary and the Middle School Auditorium and Associated Areas

The administration is developing a plan for the renovation of Mt. Rock Elementary School and the Middle School Auditorium. These spaces have asbestos and will require abatement prior to construction.

The administration recommends the Board of School Directors approve the release and advertisement of the bid specification for the abatement of Mt. Rock Elementary School and the Middle School Auditorium as prepared by Cumberland Analytical Laboratories, Inc.

18. New Business - Information Item

a. Proposed Job Description for New Custodial Position

The administration identified a requirement for some additional custodial time, especially for substitutes and as a supplement for construction related services. After discussion with the Board Finance Committee, the administration prepared the draft job description for approval at the January 15, 2018 meeting.

b. 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 January 15, 2018 Board meeting.

000 Title IX Coordinator

209 Gifted Integration Specialist

301 Home and School Visitor

303 Elementary Counselor

304 Middle School Counselor

304B High School Counselor

305 Certified School Nurse

307 School Psychologist

309 Speech and Language Clinician

508 Administrative Assistant to the High School Administration/Attendance

c. Proposed 2017-2018 Cumberland Perry Area Vocational Technical School Budget

Included with the agenda for Board review is the proposed 2018-2019 Cumberland Perry Area Vocational Technical School Budget.

The proposed 2018-2019 Cumberland Perry Area Vocational Technical School Budget will be recommended for Board action at the January 15, 2018 Board of School Directors meeting.

19. Future Board Agenda Items

20. 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**
 - Two notes for the Board:
 - 1. Presentation from the Finance Conference on Tuesday, 5 Dec. attached below.
 - 2. The latest summary of accidents and Worker's Comp claims for the District.
- 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 30, 2017 monthly enrollment report.

21. Meeting Closing

- a. Business from the Floor**
- b. Public Comment Regarding Future Board Agenda Items**
- c. Adjournment**
 - Meeting adjourned at _____ PM, **December 11, 2017.**
 - Next scheduled meeting is: **January 15, 2018.**