

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 5, 2017**

*The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.*

### **I. CALL TO ORDER**

The Committee of the Whole of the Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 7:15 P.M. with President Wilbur Wolf, Jr. presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; William Piper; Kingsley Blasco; Bob Kanc; and Todd Deihl.

Absent – Richard Roush.

Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts Jr, Assistant Superintendent; Richard Kerr, Business Manager; Robyn Euker, Director of Curriculum and Instruction; Rick Gilliam, Director of Buildings, Grounds, and Transportation; and Carol Frace, Board Minutes.

### **II. PRESENTATION**

- A. Job Description Discussion** – Dr. Kevin Roberts, Assistant Superintendent led the Board of School Directors in a discussion on job descriptions.

[Presentation Attached.](#)

Specific questions regarding tonight's presentation:

1. Mr. Kanc inquired if you can shuffle a function from one position to another.
2. Dr. Fry reminded the Board of School Directors that every job description is approved by the Board. The state has a CSPG that guides how we can write the duties within each job description.
3. Mr. Barrick inquired if you are talking about just professional staff or all positions.
4. Dr. Roberts replied all positions to include administration, professional, and classified.
5. Mr. Barrick asked if we are looking at putting in place any qualifications, certifications or testing as part of this process.
6. Dr. Fry informed the Board of School Directors that the teaching positions or administrative positions are obvious. As far as classified, we do assessments for clerical positions now.
7. Mr. Blasco inquired if we are looking to integrate these people with the strategic plan.
8. Dr. Fry informed the Board of School Directors that we lost a secondary English teacher and we hired an elementary librarian to replace the position. This was a reallocation. We had a need at the elementary level. We have a middle school technology education teacher that we are reallocating to a middle school agricultural teacher. We are rewriting the job description to accommodate this change.
9. Mr. Barrick questioned if you are discussing this with the bargaining unit.
10. Mr. Piper asked under the essential function category would it still list the individual responsibilities under this category.

### **III. PREVIEW OF THE AGENDA**

President Wolf requested that the Board address NEW BUSINESS, PERSONNEL CONCERNS, Items A-1 through A-8 as a single action item. Also, President Wolf requested that the Board address NEW BUSINESS, Items E, F, and G as a single action item.

#### **IV. BUILDING & PROPERTY COMMITTEE**

No discussion.

#### **V. FINANCE COMMITTEE**

No discussion.

#### **VI. DISTRICT IMPROVEMENT COMMITTEE**

No discussion.

#### **VII. BOARD POLICY**

No discussion.

#### **VIII. ITEMS FROM FLOOR**

No discussion.

#### **IX. ADJOURNMENT**

Motion by Blasco to adjourn, seconded by Swanson to adjourn the meeting. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, Kanc, and Deihl. Motion carried unanimously 8 – 0.

The meeting was adjourned at 7:47 PM

---

Robert Lee Barrick, Secretary