

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JANUARY 13, 2020

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 Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with seven (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; Robert Over, Richard Roush and Frank Myers

Absent: Wardle

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Robyn Euker, Director of Curriculum and Instruction; Richard E. Kerr, Jr., Business Manager; Cathy Seras, Board Minutes.

II. PLEDGE TO THE FLAG

President Swanson led all individuals present in the Pledge to the Flag.

III. Approval of the December 9, 2019 Regular Board Meeting Minutes the December 19, 2019 Committee of the Whole Meeting Minutes and the December 19, 2019 Building and Property Meeting Minutes.

Motion by Deihl seconded by Roush for the approval of the September 3, 2019 Regular Board Meeting Minutes the September 3, 2019 Committee of the Whole Meeting Minutes and the September 3, 2019 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Gutshall, Roush and Myers
Motion Carried unanimously. 7 - 0

IV. Student/Staff Recognition and Board Reports – Gabi Reifsnyder/Darren Neidigh

Gabi and Darren shared the information listed.

- High School student participation in the Reality Fair.
- Winter Exhibition Night and the High School Winter Concert.
- The winter pep rally was held to show support for the winter sports.
- Information was shared regarding Mini-Thon 2021.
- A description of the Career Project Seminar Class was shared.
- Information was shared regarding the Foreign Language trip to New York City.
- Big Spring Band students traveled to Messiah College for the Cumberland County Band Festival.
- An FFA report was shared of the events that took place in December and January.

V. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	32,663.23
Checks/ACH/Wires	\$	3,728,985.26
Capital Projects Reserve Fund	\$	67,014.10
Mount Rock Projects-2018 Fund	\$	67,477.55
Newville Projects Fund	\$	16,768.71
Cafeteria Fund	\$	112,874.15
Student Activities	\$	<u>27,944.02</u>
Total	\$	4,053,727.02

Motion to approve the payment of bills as presented.

Motion by Gutshall, seconded by Deihl, for acceptance of the Payment of Bills as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Roush, Over and Myers. Motion Carried unanimously. 7- 0

VI. Treasurer's Fund Report

		NOVEMBER 2019		DECEMBER 2019
General Fund	\$	26,895,542.08		
Capital Project Reserve Fund	\$	6,811,884.58		6,753,226.74
Cafeteria Fund	\$	593,177.74		
Student Activities	\$	309,068.99		289,725.57
Newville Projects Fund	\$	17,038.06		279.10
Mount Rock Projects - 2018 Fund	\$	<u>505,228.54</u>		<u>438,525.65</u>
Total	\$	35,131,939.99		7,481,757.06

Motion to approve the treasurer's fund report and budget transfers, as presented.

Motion by Gutshall, seconded by Deihl, for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Roush and Myers. Motion Carried unanimously. 7- 0

VII. 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.

Motion by Roush, seconded by Deihl, for acceptance of the General Fund Report and YTD Taxes as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Roush and Myers. Motion Carried unanimously. 7 – 0

VIII. Reading of Correspondence

IX. Recognition of Visitors - Charlene D'Amore, District ESL Teacher and Mr. and Mrs. Reifsnyder

X. Public Comment Period

- Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, administration, staff, students and the community.
- Kingsley Blasco, 15 Subdivision Road, Newville PA addressed the Board of School Directors on the topic of his time as a School Board member for the past 22 years. Mr. Blasco stated that he enjoyed his time as a board member and was happy to serve the Administration, students, staff and the community. Mr. Blasco thanked the Board of School Directors and the Administration and stated that Big Spring School District is a district to be envied.

XI. Structured Public Comment Period

XII. Old Business

XIII. New Business

XIV. New Business - Action Items

a. Child-Rearing Leave - Mrs. Megan Larsen

Mrs. Megan Larsen, Learning Support Teacher at Oak Flat Elementary School, is requesting child-rearing leave of absence to begin approximately May 11, 2020 through the end of the 2019-2020 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 the Board of School Directors approve Mrs. Larsen's requested child-rearing leave of absence to begin approximately May 11, 2020 through the end of the 2019-2020 school year.

b. Recommended Approval for Leave Without Pay

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. Ms. Meghan Bullock is requesting four days of leave without pay for January 16, 17, 20 and 21, 2020.

The administration recommends that the Board of School Directors approve Ms. Meghan Bullock's request for leave without pay, as presented.

c. Recommended Approval for a Long-Term Substitute - Sarah Smith

The administration would like to recommend Ms. Sarah Smith as a long-term substitute for Mrs. Amber Rhinehart who will be on child-rearing leave of absence from approximately March 9, 2020 through approximately May 26, 2020.

The administration recommends the Board of School Directors approve Ms. Smith as a Long-Term Substitute for Mrs. Amber Rhinehart, as presented.

XIV. New Business - Action Items

d. Recommended Approval for Long-Term Substitutes and Aides through ESS the District's Substitute Agency

The administration request approval for the ESS aides, the long-term substitute secretary and long-term substitute teacher listed below.

Amy Ryan - Long-term substitute secretary for Caitlin Pepper, Newville Elementary School who will be on child-rearing leave. Amy will begin in this position approximately January 21, 2020 with a tentative end date of April 14, 2020.

Lindsay Zeis - Long-term substitute fourth grade teacher at Mt. Rock Elementary School for Mrs. Cindy Dyson who will be on leave. Lindsay will begin in this position approximately February 5, 2020 with a tentative end date of March 11, 2020.

Madilyn Martin - New Kindergarten Aide at Oak Flat Elementary School, replacing Katelyn Batton who has resigned.

Devyn Heinbaugh - Full-time Special Project Aide, replacing Alexis Karlick. Devyn will assist the District's School Psychologist's in the morning and then will assist as a bus aide traveling to New Story in the afternoon.

Teri Sheffler - A Middle School Life Skills one-on-one aide to replace Alyssa Herman who has transferred to a position at Oak Flat Elementary School.

The administration recommends the Board of School Directors approve the long-term substitutes and aides, as presented.

e. Recommended Approval for High School Musical Producer

Mr. William August, High School Principal would like to recommend Mrs. Kelly Schenk for the extra-curricular position of High School Musical Producer.

The administration recommends the Board of School Directors approve Mrs. Schenk for the position of High School Musical Producer, as presented.

f. Recommended Approval for 2019-2020 Middle School After School Program Advisers

Mrs. Clarissa Nace, Middle School Principal would like to recommend the individuals listed for the position of the Middle School After School Program Advisers for the 2019-2020 school year.

Tara Barnard
Megan Houser

The administration recommends the Board of School Directors approve the individuals listed for Middle School After School Program Advisers, for the 2019-2020 school year.

g. Recommended Approval for a Middle School Volleyball Coach

Mr. Joseph Sinkovich, HS Assistant Principal/Director of Athletics/Student Activities, would like to recommend Ms. Caroll March as a Middle School Volleyball Coach, replacing Ms. Melissa Carlson who has resigned.

The administration recommends the Board of School Directors approve Ms. March as a Middle School Volleyball Coach, as presented.

XIV. New Business - Action Items

h. Recommended Approval for Paid Student Internship

Dr. Robyn Euker, Director of Curriculum and Instruction is recommending the three students listed to serve as interns to assist with the Elementary Swim program for the third marking period. The recommended hourly rate for these student interns will be \$9.43 per hour.

Clayton Maiden
Gabrielle Reifsnnyder
Riley Ward

The administration recommends the Board of School Directors approve the above listed interns to assist with the Elementary Swim Program at an hourly rate of \$9.43, as presented.

VOTE ON XIV., NEW BUSINESS A-H, PERSONNEL CONCERNS

Motion by Roush, seconded by Deihl, to approve Items A – H, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

XIV. New Business – Action Items

a. Resignation - Mr. Kingsley Blasco

Mr. Kingsley Blasco, Upper Mifflin Township Board of School Director has submitted his resignation as School Board Director, retroactive to December 6, 2019.

The administration recommends the Board of School Directors accept Mr. Blasco's resignation as Upper Mifflin Township Board of School Director, retroactive to December 6, 2019.

Motion by Deihl, seconded by Roush, to approve items A –H, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

b. 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.

Morgan Beamer	\$ 3,096.00	Erin Malick	\$ 1,560.00
Rebecca Coulson	\$ 1,548.00	Michael McVitty	\$ 3,096.00
Dianne Doll	\$ 3,120.00	Jessica Sprecher	\$ 3,120.00
Brett Foor	\$ 1,560.00	Caitlin Steinly	\$ 1,500.00
Megan Frantz	\$ 1,548.00	Sean Stevenson	\$ 1,560.00
Allison Fry	\$ 1,500.00	Jennifer Tomasov	\$ 774.00
Jocelyn Kraus	\$ 2,340.00	Edward Wilson	<u>\$ 1,560.00</u>
Frank Landis	\$ 3,120.00		
Tessa Lindsey	\$ 1,548.00	Total Cost of Credit Pay	= \$32,550.00

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.

Motion by Deihl, seconded by Roush to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers. Motion carried

Motion carried unanimously. 7- 0

XIV. New Business – Action Items

c. Approve Payments From Mt Rock Projects 2018 Fund

The administration received the following payment applications ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	CRA	Prof svc - proj mgmt	\$ 107.55	n/a
Ph2	CRA	Prof Svc - Engineering & reimbursables	\$ 8,052.79	n/a
Ph2-HS	East Coast	GC Pay App9646-05R (closeout)	\$ 9,098.99	-
Ph2-OF	eci	GC Pay App 10 (closeout)	\$ 5,000.00	-
Ph2-MR	eci	GC Pay App 10 (closeout)	\$ 10,000.00	-
Ph2-MR	Lobar, Inc.	Elect Pay App 1901607	\$ 37,383.08	\$ 2,000.00
Ph2-MR	Lobar, Inc.	Elect PayApp 19016080 (closeout)	\$ 2,000.00	-
Ph2-MS	Lobar, Inc.	Elect PayApp 1901707	\$ 36,254.38	\$ 5,000.00
Ph2-MS	Lobar, Inc.	Elect PayApp 1901708 (closeout)	\$ 7,516.62	-
Ph2-Tech	Prismworks	Switchgear	\$ 15,965.00	n/a
Ph2-HV	Stouffer	Comb HVAC Pay App 7	\$ 1,800.00	12,300.00
Ph2-HV	Stouffer	Comb HVAC Pay App 9 (closeout)	\$ 12,661.91	-
Ph2-PL	Stouffer	Comb Plumb Pay App 7	\$ 2,965.21	20,185.33
Ph2-PL	Stouffer	Comb Plum Pay App 9 (closeout)	<u>\$ 20,185.33</u>	-
Total			\$ 168,990.86	\$ -

The administration recommends the Board of School Directors approve the payment of \$8,160.34 to Crabtree, Rorhbaugh & Assoc; \$9,098.99 to East Coast Contracting; \$15,000 to eciConstruction; \$83,154.08 to Lobar, Inc; \$15,965 to Prismworks, Inc. and \$37,612.45 to Stouffer Mechanical Contractor, Inc.

Mr. Roush asked about final payments. Mr. Kerr talked about payment close outs with the Board of School Directors.

Motion by Deihl, seconded by Roush to approve the recommendation, as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

XIV. New Business – Action Items

d. Approval for the Proposed 2019 Agreement for School Crossing Guards

Dr. Richard W. Fry, Superintendent of Schools received and reviewed the agreement from the Borough of Newville for school crossing guard services. The term of the agreement for school crossing guard services between the Newville Borough and the Big Spring School District is for a period of one year beginning on January 1, 2020 and ending December 31, 2020. The Big Spring School District shall pay a sum of \$2,759.00 for the school crossing guard services for one year.

The administration recommends that the Board of School Directors approve the 2020 school crossing guard services agreement between the Big Spring School District and the Borough of Newville as presented, at a cost not to exceed \$2,759.00.

Motion by Roush, seconded by Deihl to approve the recommendation, as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

e. Cumberland Perry Area Vocational Technical 2020-2021 General Fund Budget Proposal

The Cumberland Perry Area Vocational Technical School has developed a General Fund Budget Proposal for the 2020-2021 school year and it is included with the agenda.

The administration recommends that the Board of School Directors approve the proposed 2020-2021 CPAVTS budget as presented with the understanding that the actual cost for Big Spring's participation in the Vo-Tech school will be determined based on final enrollment calculations.

Fry commented regarding the item. Over asked about number and fry stressed a five year rolling average.

Motion by Deihl, seconded by Roush to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

f. Authorization for the Administration to Advertise the Vacant Seat on the Board of School Directors

The administration requests authorization to advertise the vacant seat on the Board of School Directors for Upper Mifflin Township, due to the resignation of Mr. Kingsley Blasco.

Mr. Roush inquired about the process of a School Board vacancy. Dr. Fry talked about school code regarding the process of a school board vacancy.

Motion by Deihl, seconded by Roush to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7- 0

XV. New Business - Information Item

a. Proposed Updated Policies

The administration has provided copies of the proposed policies listed, which are included with the agenda. After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policies for Board approval at the February 3, 2020, Board meeting.

Policy 222 - Tobacco Use

Policy 824 - Maintaining Professional Adult/Student Boundaries

XV. New Business - Information Item

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 February 3, 2020 Board meeting.

504 - Accounting Controller

520 - Administrative Assistant for Custodial and Maintenance Services

705 - Head Custodian

706 - Custodial Personnel

c. 2020-2021 Proposed School Calendar

The administration drafted a proposed school district calendar for the 2020-2021 school year. A copy of the proposed 2020-2021 school district calendar has been included with the agenda. This is a Board information item that will be included on the February 3, 2020 Board meeting agenda as an action item.

Dr. Fry talked about the 2020-2021 calendar.

XV. Future Board Agenda Items

XVI. Board Reports

a. District Improvement Committee - Mr. Over, Mr. Myers

No report offered.

B. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers

No report offered.

c. Vocational-Technical School - Mr. Piper, Mr. Wardle

No report offered.

d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over

No report offered.

e. Finance Committee - Mr. Deihl, Mr. Piper, Mr. Swanson, Mr. Gutshall

Mr. Kerr discussed the district closing the 2019 tax season. It was noted that a list of the top ten taxpayers was attached to the board agenda.

f. South Central Trust - Mr. Deihl

No report offered.

g. Capital Area Intermediate Unit - Mr. Swanson

No report offered.

h. Tax Collection Committee - Mr. Swanson

No report offered.

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

- Dr. Fry shared the December, 2019 district enrollment. Dr. Fry stated that Cyber numbers climbed from 93-98. Dr. Fry talked about kindergarten enrollment and a possible demographic study so the district can stay ahead from a planning perspective.
- Dr. Fry shared that January is Board appreciation month and he communicated that BSSD is very blessed and thanked the Board of School Directors for all they do. Dr. Fry continued to share that the Board has a good understanding of what students need and the BSSD Board is truly gifted in what they do and rarely take acclaim for their duties.
- Dr. Fry communicated that the end of the semester is this Friday.
- Dr. Fry shared that summer projects should be finalized in February.
- Dr. Fry stated that administration will begin a tentative look at personnel for next year.
- Dr. Fry talked about the Board vacancy process.

XVII. Meeting Closing

a. Business from the Floor

- Mr. Over commented that Expedition Night and the Winter Concert was fantastic.
- Mr. Piper shared that Sherisa Nailor, Big Spring High School Ag. Teacher was recently named president-elect for the National Association of Agricultural Educators (NAAE). Mr. Piper commented, that it's quite an honor for Mrs. Nailor.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Roush, seconded by Deihl as outlined and recommended above.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Gutshall and Myers.

Motion carried unanimously. 7-0

Meeting adjourned at **8:31** on **January 13, 2020**.

William L. Piper, Secretary

Next scheduled meeting is: **February 3, 2020**.