

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, APRIL 1, 2019

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 Nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; Kingsley Blasco, Richard Roush, Bob Kanc Robert Over and John Wardle

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr. Assistant Superintendent; Rick Gilliam Director of Buildings, Grounds & Transportation; Robert Krepps, Director of Technology; Robyn Euker, Director of Curriculum and Instruction; Andy Milone, Valley Times Star; 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 March 18, 2019 Regular Board Meeting Minutes, the March 18, 2019 Committee of the Whole Meeting Minutes and the March 18, 2019 Finance Committee Meeting Minutes.

Motion by Blasco, seconded by Roush for the approval of the March 18, 2019 Regular Board Meeting Minutes, the March 18, 2019 Committee of the Whole Meeting Minutes and the March 18, 2019 Finance Committee Meeting Minutes.

Roll call vote: Voting yes: Swanson, Piper, Blasco, Guthall, Roush, Deihl, Over, Kanc and Wardle
Motion Carried unanimously. 9 - 0

IV. Student/Staff Recognition and Board Reports – Gabi Reifsnyder & Tucker Williams

Gabi and Tucker shared the information listed with the Board of School Directors.

- **Mini THON** – the Mini THON was well attended and a big success. The total amount raised will be revealed at the spring pep rally on April 12th.
- **Dodgeball** – The dodgeball tournament was well attended with nineteen teams participated in the event.
- **Bulldog Band** – At the Region Five Band Concert, Skyler Diehl was announced to have made the PMEA all-state concert band. This is the 12th year in a row that the Bulldogs sent at least one member to the all-state band. The Big Spring School District Music Department has also been named Best Community for Music Education for the 5th straight year.

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- **Seussical the Musical** – The musical was well attended, all three evenings were a big success.
- **SADD Club** – In an effort to raise awareness, students placed green strips on every fourth step of the staircases in the high school to demonstrate that one in every four students suffer from substance abuse and mental health disorders.
- **PA DUI Simulator** – Big Spring High School partnered with the Pennsylvania DUI Association and State Farm to bring a DUI simulator to the high school.
- **College and Career Day** – Earlier in March, colleges and businesses visited the high school to show students what they had to offer.
- **TSA States** – TSA club will be attending the state competition in Somerset County.
- **FFA** – FFA members, Emily Stambaugh placed first and Emma Monismith placed second for Senior Prepared Speaking. Olivia Weibley placed first and Kailee Shotto placed second for Conservation Public Speaking.

V. Financial Reports – Payment of Bills

General Fund		
Procurement Card	\$	25,431.30
Checks/ACH/Wires	\$	2,095,075.46
Capital Projects Reserve Fund	\$	3,006.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	188,633.11
Cafeteria Fund	\$	93,107.14
Student Activities	\$	<u>22,200.71</u>
Total	\$	2,427,453.72

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Reserve Fund, Mt. Rock Projects Fund, Newville Projects Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above.

Roll call vote: Voting yes: Swanson, Piper, Over, Gutshall, Deihl, Roush, Over, Kanc and Wardle
Motion carried unanimously. 9 - 0

VI. Reading of Correspondence

VII. Recognition of Visitors

VIII. Public Comment Period

Mr. Don Snyder 461 Crossroad School Road, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, staff, students and community as well as offered his condolences for the passing of Mr. Wolf.

IX. Structured Public Comment Period

X. Old Business

XI. New Business

XI. New Business (Personnel Concerns . . . Action Items)

a. Resignation - Middle School TV Studio Coordinator/After School Club Leader

Ms. Crystal Grossman, Middle School Instructional Coach submitted her letter of resignation for the extra-curricular positions of TV Studio Coordinator and After School Club Leader, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Ms. Grossman's resignation for the extra-curricular positions listed.

b. Resignation - Mrs. Norma Keefer

Mrs. Norma Keefer has submitted her resignation letter for the position of a full-time learning support aide at Mt. Rock Elementary School for the purpose of retirement, effective the end of the 2018-2019 school year.

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

c. Resignation - Ms. Kathy Young

Ms. Kathy Young has submitted her resignation letter for the position of a part-time high school custodian, retroactive to March 22, 2019. Ms. Young has requested to be added to the substitute custodial list.

The administration recommends the Board of School Directors approve Ms. Young's resignation, retroactive to March 22, 2019 and approve her request to be added to the substitute custodial list.

d. Child-Rearing Leave - Mrs. Ashley Gleeson

Mrs. Ashley Gleeson, High School Special Education Teacher, is requesting child-rearing leave of absence to begin approximately early September, 2019 through approximately the end of November, 2019. 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. Gleeson's requested child-rearing leave of absence to begin approximately early September, 2019 through approximately the end of November, 2019.

e. Leave Without Pay - Ms. Judith Creps

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. Judith Creps is requesting one day leave without pay, retroactive to March 22, 2019.

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

XI. New Business - Action Items . . .continued

f. Leave Without Pay - Mr. Sean Stevenson

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. Mr. Sean Stevenson is requesting one day leave without pay for May 24, 2019.

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

g. Leave Without Pay - Ms. Susan Ross

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. Susan Ross is requesting one day leave without pay for October 11, 2019.

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

VOTE ON XI., NEW BUSINESS A – G PERSONNEL CONCERNS

Motion by Blasco, seconded by Deihl to approve Item A through G as outlined and recommended above. Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc Blasco and Wardle.

Motion carried unanimously. 9- 0

a. Credit Pay

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Molly Kordes	\$1,500.00
Emily Moyer	\$1,500.00
Sarah O'Donnell	<u>\$3,880.00</u>
Total	\$6,880.00

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.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XI. New Business - Action Items. . .continued

b. Facilities Utilization Request

Cumberland Gymnastics is requesting to utilize the High School gym, commons, auditorium and concession area for a gymnastics competition on Sunday April 7, 2019, from 8:00 a.m. - 10:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve the Cumberland Gymnastics request to utilize the High School gym, commons, auditorium and concession area for a gymnastics competition on Sunday, April 7, 2019, from 8:00 a.m. - 10:00 p.m.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

c. Approval of Planned Courses

Listed below are completed planned courses for board approval.

Art

Intro to Visual Art and Design - Grade 6

Visual Art 2D - Grades 7 & 8

Visual Art 3D - Grades 7 & 8

Music

Grade 6 Music

Guitars, Ukuleles, and Musicals - Grades 7 & 8

Pianos and Music Composition - Grades 7 & 8

Tech Ed/Ag

Introduction to Agriculture and Technology - Grade 6

Technology Education - Grades 7 & 8

Agriculture Education - Grades 7 & 8

Library/Media

Bulldog News 1 - Grades 7 & 8

Bulldog News 2 - Grades 7 & 8

Reading

Readers Workshop - Grade 6

Words Change Worlds - Grades 7 & 8

The administration recommends the Board of School Directors approve the above planned courses, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XI. New Business - Action Items. . .continued

d. Approval of the Proposed Updated Job Description - Dean of Students/Assistant Athletic Director

The administration has updated the Dean of Students/Assistant Athletic Director job description and it has been included with the agenda.

The administration recommends the Board of School Directors approve the job description, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

e. Approval of the Proposed Vista Agreement

Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Pupil Personnel have reviewed the proposed Vista Agreement. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the Vista Agreement, as presented.

Motion by Deihl, seconded by Blasco as outlined and recommended above. Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle. Motion carried unanimously. 9- 0

f. Approval of the Proposed 2019-2020 Therabilities Agreement for Certified Behavior Analyst Services

The proposed 2019-2020 Therabilities Agreement has been reviewed by Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Pupil Services. The agreement outlines the Board Certified Behavior Analyst services to Big Spring School District for the 2019-2020 school year.

The administration recommends the Board of School Directors approve the 2019-2020 agreement, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

g. Approval of the Proposed CAIU 2019-2020 General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2019-2020 school year is included with the agenda. The proposed budget reflects a 0% increase. A copy of the proposed budget was provided to the members of the Board of School Directors at the March 18, 2019 Board meeting.

The administration recommends the Board of School Directors approve the Capital Area Intermediate Unit's 2019-2020 General Operating Budget, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XI. New Business - Action Items . . . continued

h. Approval of the Contract for the Assistant Superintendent

The Board of School Directors will vote to reappoint Dr. Kevin Roberts, Jr. A contract that commences July 1, 2019 and concludes on June 30, 2024.

Motion to approve an employment contract for Dr. Kevin Roberts, Jr. to serve as the Assistant Superintendent from July 1, 2019 through June 30, 2024.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

i. Approval of the Contract for the Business Manager

The Board of School Directors will vote to reappoint Mr. Richard E. Kerr, Jr. A contract that commences July 1, 2019 and concludes on June 30, 2023.

Motion to approve an employment contract for Mr. Richard E. Kerr, Jr. to serve as the Business Manager from July 1, 2019 through June 30, 2023.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

j. Recommended Approval for a Curricular Resource

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the curricular resource, FUNdations for second grade. FUNdations is a multi-sensory and systematic phonics, spelling, and handwriting program that benefits all K-3 students.

The administration recommends the Board of School Directors approve the resource FUNdations for second grade, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XI. New Business - Action Items. . .continued

k. Approve Capital Project Reserve Fund Projects

In coordination with the 2019 summer projects, the administration is recommending the following projects be approved so that procurement can begin now for those items to be upgraded in 2019.

<u>When</u>	<u>Description</u>	<u>Vendor</u>	<u>Total Cost</u>
2019	External Wifi Access - All Bldgs	Questeq/Extreme	\$ 64,500
2019	Backup Server & Storage	Prismworks	\$ 75,000
2019	Erate/Fiber Study OF & NV	Clerity	\$ 27,500
2019	HS Furniture Replacement (10 Classrooms + extras)	CRA Bid	\$ 50,000
2019	HS Selected Library Replacement Furniture	CRA Bid	\$ 20,000
2019	Gym Light LED Replacement	Schaedler Yesco	\$ 27,000
2020	MS -50 Interactive Panel TV - 86"	COSTARS	\$ 500,000
2021	HS - 73 Interactive Panel TV - 86"	COSTARS	<u>\$ 750,000</u>
Total =			\$1,514,000

The administration recommends the Board of School Directors approve the projects listed and funding of the projects from the Capital Projects Reserve Fund.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

I. Accept Winning Mowing Bid

At the February 19, 2019 board meeting the Board of School Directors approved the release of the [mowing bid specification](#). G2 Commercial presented the lowest bid for Mt. Rock, Newville and Oak Flat Elementary Schools. The bid tabulation sheet is attached to the agenda.

The administration recommends the Board of School Directors accept the mowing bid from G2 Commercial, as presented.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XI. New Business - Action Items. . .continued

m. Accept Change Order from CRA to Manage Expanded FF&E Purchase.

The administration received the included proposal from CRA for expanded furniture, fixtures & equipment for the 2019 project. The original proposal included NV, MR and the MS auditorium. The District requested that CRA add in the classrooms at Oak Flat, several classrooms at the HS and the MS STEM / library conversion.

The administration recommends the Board of School Directors approve the change order proposal from CRA for expanded furniture services at a cost of \$16,000.

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

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc, Blasco and Wardle.

Motion carried unanimously. 9- 0

XIII. New Business - Information Item

a. 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 April 15, 2019 Board meeting.

Supervisor of Transportation and Food Services

Director of Custodial Services

Director of Maintenance Services

Administrative Assistant for Public Information & Transportation

XIV. New Business - Information Item

XV. Future Board Agenda Items

XVI. Board Reports

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

- Upcoming meeting - April 11th.

b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl

- Upcoming meeting - April 10th.

c. Vocational-Technical School - Mr. Piper and Mr. Kanc

- Programs received reaccreditation; Diesel Technology Program was reaccredited by the National Automotive Technician Foundation and the Auto Technology Program was reaccredited by the same organization. The Precision Machine Technology Program was reaccredited by the National Institute of Metal Working Skills. The next meeting will be April 23rd.

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

- No comment

XVI. Board Reports (. . .continued)

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

- Upcoming meeting is April 10th which will be held in the District Office Conference Room.

f. South Central Trust - Mr. Blasco

- No report offered.

g. Capital Area Intermediate Unit - Mr. Swanson

- The Legislative Breakfast was discussed as well as resignations.

h. Tax Collection Committee - Mr. Swanson

- No report offered.

i. Future Board Agenda Items

- No items offered.

j. Superintendent's Report

- Dr. Fry shared March enrollment went up 11 students and cyber numbers remain consistent.
- Dr. Fry communicated; Seussical The Musical brought in large crowds, a fun show with impressive stage and set design. It was one of the largest cast ever noted. Mt. Rock Elementary students were treated to a behind the scenes; working on their own theatre light project for their Genius Hour. The sound light and technology structure was phenomenal.
- Dr. Fry stated the State budget process will begin in earnest next week.
- Dr. Fry talked about the Legislative Breakfast and communicated that nearly every legislator located in CAIU 15 was represented.
- Dr. Fry shared the administration met with Cumberland County Sheriff staff and discussed the second SRO that will be placed in the Middle School.

XVII. Meeting Closing

a. Business from the Floor

- Mr. Wardle thanked Dr. Fry, Mr. Swanson and Mr. Deihl, for his board orientation and commented that it was a very productive meeting. Mr. Wardle communicated he is unable to attend the next board meeting due to a prior commitment.
- Mr. Over communicated he enjoyed the musical, it was an outstanding performance; Big Spring has great talent.
- Mr. Deihl stated the musical was outstanding and was blown away by the performance.
- Mr. Swanson also shared positives regarding the performance and was very impressed with student participation. In reviewing the program, he counted approximately 111 students who participated in the musical.
- Mr. Swanson talked about service dogs within other districts.

b. Public Comment Regarding Future Board Agenda Items

- No Comment

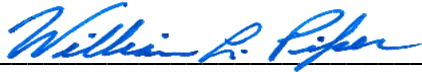
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c. Adjournment

Motion by Roush, seconded by Kanc, to adjourn the meeting.

Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Blasco, Deihl, Roush, Kanc, Wardle, and Over. Motion carried unanimously. 9-0

Meeting adjourned at **8:29 p.m., April 1, 2019.**



William L. Piper, Secretary

Next scheduled meeting is: **April 15, 2019.**