

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, APRIL 22, 2013**

*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 President Wilbur Wolf, Jr., presiding. Seven (7) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Kingsley Blasco; John McCrea; and Richard Norris.

William Piper and Richard Roush were absent.

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Trish Grace, The Valley Times-Star; Shania Radabaugh and Megan Carr, Student Representatives to the Board of School Directors; and Brenda Line, Board Minutes.

### **II. PLEDGE TO THE FLAG**

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

### **III. APPROVAL OF THE APRIL 8, 2013 BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES; THE APRIL 8, 2013 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES AND THE APRIL 8, 2013 REGULAR BOARD MEETING MINUTES**

Motion by Norris, seconded by Blasco for approval of the April 8, 2013 Buildings and Property Committee Meeting Minutes; the April 8, 2013 Committee of the Whole of the Board Meeting Minutes and the April 8, 2013 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Megan Carr  
Shania Radabaugh**

The students offered the following report: [04-22-2013 Student Report.pdf](#).

President Wolf thanked the students for the report.

**V. TREASURER'S REPORT (Balances as of March 31, 2013)**

General Fund	\$ 14,692,394.91
Cafeteria Fund	\$ 273,751.66
Student Activity Fund	\$ 239,299.48
Capital Projects	\$ 4,669,481.70

The Treasurer's Report showed balances as outlined above as of 31, 2013. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**VI. PAYMENT OF BILLS**

General Fund	\$ 849,411.38	Checks #69262-69462, 4091301, BG031301-BG031303, HS031301-031315, KR031301, LW031301-LW031302, MF031301-MF031306, MS031301-MS0313101, MS313880, RG031301-RW031302, SE031301-RW031302, SK031301, and SS031301-031306
Cafeteria Fund	\$ 99,408.86	Checks #5691-5694 and 70010
Student Activities Fund	\$ 14,116.32	Checks #13816-13844
<b>TOTAL</b>	<b>\$ 962,936.56</b>	

Motion by Gutshall, seconded by Blasco for approval of General Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

## VII. READING OF CORRESPONDENCE

There was no reading of correspondence.

## VIII. RECOGNITION OF VISITORS

Linda Bowles, William Bowles, Charlene D'Amore, Ellen Hockenbroch, and April Messenger.

## IX. PUBLIC COMMENT PERIOD

**Mrs. Ellen Hockenbroch**, 380 Meadows Road, Newville, Pennsylvania, addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

President Wolf thanked Mrs. Hockenbroch for attending this evening's meeting and offering a prayer.

## X. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

## XI. OLD BUSINESS

There was no old business.

(NOTE: The Board addressed  
XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-6,  
following Item A-6.)

## XII. NEW BUSINESS

### A. PERSONNEL CONCERNS

#### **(ACTION ITEM)**

1. **Mrs. Amy Davidson**, Assistant Varsity Girls' Basketball Coach, submitted her letter of resignation as Assistant Varsity Girls' Basketball Coach, effective immediately.

A copy of Mrs. Davidson's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Davidson's resignation as Assistant Varsity Girls' Basketball Coach, effective immediately.

**XII. NEW BUSINESS** (Continued)

**A. PERSONNEL CONCERNS** (Continued)

**(ACTION ITEM)**

2. **Mrs. Gina Froment**, Middle School Eighth Grade Math Teacher, submitted her letter of resignation as Middle School Eighth Grade Math Teacher, effective the end of the 2012-2013 school year.

A copy of Mrs. Froment's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Froment's resignation as Middle School Eighth Grade Math Teacher, effective the end of the 2012-2013 school year.

3. **Additional Per Diem Substitute Teachers**

**(ACTION ITEM)**

<b>Amy Ahlbrandt</b>	<b>Early Childhood/Special Education</b>
<b>Clara Spicer</b>	<b>Elementary Education</b>
<b>Whitney Walter</b>	<b>Elementary Education</b>
<b>Janelle Weller</b>	<b>Elementary Education</b>
<b>Gilbert Cornwell</b>	<b>Elementary Education</b>
<b>Kylee Gallipani</b>	<b>Elementary/Reading Education</b>
<b>Emily Gerlach</b>	<b>Special Education</b>

The administration recommended that the Board of School Directors approve the additions listed to the 2012-2013 per diem substitute teacher list as presented.

4. **2012-2013 Lifeguards**

**(ACTION ITEM)**

**Blair Lehman**  
**Abigail McCrea**

The administration recommended that the Board of School Directors approve the individuals listed to serve as lifeguards during the 2012-2013 school year and summer months, pending receipt of all required paperwork.

5. **Promotion of Josh Putt**

**(ACTION ITEM)**

Mr. Josh Putt was hired in 2012 as Maintenance Technician I. Since then he has proven himself as an exemplary member of the maintenance team. Due to his exceptional potential, he was appointed as the administrator of the security system. He recently passed his pesticide certificate and is now qualified to maintain the pool chemicals. Based on his additional duties and exceptional performance, the administration recommended his promotion to Level II.

The administration recommended that Mr. Josh Putt be promoted to Maintenance Technician II at a rate of \$14.70 per hour effective April 30, 2013.

## Big Spring School Board Meeting Minutes ~ Monday, April 22, 2013

### XII. NEW BUSINESS (Continued)

#### A. PERSONNEL CONCERNS (Continued)

##### 6. Approval of Summer Work Crew

**(ACTION ITEM)**

The Director of Building & Grounds prepared the included list of personnel he plans to utilize this summer. The additional people are part of support to the Window Project.

Tim Barrett	Custodian	Amanda Gilbert	Custodian
Tracy Planken	Custodian	Lisa Chandler	Custodian
John Weller	Custodian	Jerry Motter	Maintenance
Tim Sheeler	Seasonal	John Miller	Seasonal Grounds
	Grounds		
Ronald Mowers	Seasonal	Pat Mowers	Painting
	Grounds/Painting		
Marilyn Zinn	Painting	Dave Kinzler	Custodian
Bob Rummel	Custodian	Joan Gutshall	Custodian
Mary Kantz	Custodian	Janet Walker	Custodian
Kay Galbraith	Custodian	Patty Nailor	Custodian
Francisco Beltre DeLosSantas	Custodian	Brandie Batchelder	Custodian
Wilma Marpoe	Custodian	Susan Lane	Custodian
Nathan Miller	Custodian	Darlene Barrick	Custodian
Don Reid	Custodian	Dennis Witmer	Custodian
Andrew Fry	Student Worker	Jordon Houck	Student Worker
Saul Cohick	Student Worker	Jake Lautsbaugh	Student Worker

The administration recommended the Board of School Directors approve the list of the 2013 summer work crew as listed.

##### **VOTE ON XII., NEW BUSINESS, A., PERSONNEL CONCERNS**

Motion by Blasco, seconded by Norris to combine and approve XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-6, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

### XII. NEW BUSINESS (Continued)

#### B. Credit Pay

**(ACTION ITEM)**

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 contract.

**Cherie Powell**

**\$1,272.00**

**XII. NEW BUSINESS** (Continued)

**B. Credit Pay** (Continued)

**(ACTION ITEM)**

The administration recommended 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 Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**C. Case E of 2012-2013**

**(ACTION ITEM)**

The parents of the student in Case E of the 2012-2013 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommended that the Board of School Directors exclude the student in Case E of the 2012-2013 school year retroactive to April 11, 2013, through September 3, 2013. During this period the student in Case E will be placed in an alternative education placement. The student's status will be reviewed by the administration September of 2013 to determine a possible return for the 2013-2014 school year. During the period of exclusion, the student is not permitted on school property at any time for any reason.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**D. Permission to Conduct Boys' Basketball Camp**

**(ACTION ITEM)**

**Mr. Jason Creek**, head boys' basketball coach, requested permission to offer a youth boys' basketball summer camp to all Big Spring School District boys who will be entering grades one through eight at the beginning of the 2013-2014 school year. In addition, Mr. Creek requested a waiver of the building utilization fee. There will be no cost to the school district for the proposed program.

Additional information regarding the proposed boys' basketball camp was included with the agenda.

The administration recommended that the Board of School Directors approve Mr. Creek's request to offer a boys' basketball summer camp from July 22 through July 25, 2013, as presented, and waive the building utilization fee.

Motion by Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**XII. NEW BUSINESS** (Continued)

**E. Proposed Job Descriptions**

**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent, has made some revisions to the job descriptions listed. A copy of the job descriptions has been included with the agenda. The updated job descriptions were information items on the April 8, 2013 School Board Agenda.

- 103 Director of Educational Technology and Public Relations**
- 215 District Literacy Coordinator**
- 506 Administrative Assistant for Transportation and Food Service**
- 516 Administrative Assistant for Technology and Accounts Payable**

The administration recommended that the Board of School Directors approve the job descriptions listed above as presented.

Motion by Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**F. Updated Policies**

**(ACTION ITEM)**

The administration has submitted the updated policies listed and the copies were included with the agenda.

- 901 Public Relations Objectives**
- 902 Publications Program**
- 903 Public Participation in Board Meetings**
- 904 Public Attendance at School Events**
- 905 Citizen Advisory Committees**
- 906 Public Complaints**
- 907 School Visitors**
- 908 Relations with Parents and Guardians**
- 909 Municipal Government Relations**
- 910 Community Engagement**
- 911 News Media Relations**
- 912 Relations with Educational Institutions**
- 913 Non-School Organizations**
- 914 Relations with Intermediate Units**
- 916 Community Volunteers**
- 917 Parental Family Involvement**
- 918 Title I Parent Involvement**

The administration recommended that the Board of School Directors approve the policies as presented.

Motion by Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**XII. NEW BUSINESS** (Continued)

**G. 2013-14 Approval of Breakfast/Lunch Pricing for 2013/2014** **(ACTION ITEM)**

After review of the Chartwell's proposal with the Finance Committee, the following are the recommended meals prices for the 2013/2014 school year; this is a 10¢ increase from last year. The target price for a reimbursable lunch under the HHFKA is \$2.85, although federal guidelines are changing.

<u>Meal</u>	<u>Price</u>	<u>Meal</u>	<u>Price</u>
Elementary Lunch	\$2.45	Yellow Breeches & River Rock Elementary Lunch	\$2.45
Secondary Lunch	\$2.60	Yellow Breeches & River Rock Secondary Lunch	\$2.60
Adult	\$3.60		
Milk (All)	55¢	Breakfast (BSSD, Breeches & Rock)	\$1.50

The administration recommended the Board of School Directors approve the breakfast and lunch prices for 2013/2014 as shown.

Motion by Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**H. Approval of Chartwells Contract Extension for 2013/2014** **(ACTION ITEM)**

Included with the agenda is a letter from Chartwells with their proposed budget for 2013/2014. This proposal includes a 10¢ increase for lunch discussed above and increases the management fee from .0655¢ per meal to .0666¢ for the 2013-2014 school year.

The administration recommended the Board of School Directors approval the Chartwells' budget and contract extension for the 2013/2014 school year.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

**I. Approval of Change Order for Window Project** **(ACTION ITEM)**

As part of the Window Project preparation the contractor discovered asbestos in the soffit in the DAO building. The MS tested negative. Mr. Wolf obtained a price of \$3,256 from the general contractor to perform the required abatement and replace the soffit material.

The administration recommended the Board of School Directors approve Change Order 2 for the window project at a cost of \$3,256 to be paid from the capital project fund.

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

## **XII. NEW BUSINESS (Continued)**

### **J. Proposed Final Budget for 2013/2014**

### **(ACTION ITEM)**

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption scheduled for June 3, 2013. This proposed budget must be available for public inspection 20 days prior to the final adoption. The administration, in working with the Board's Finance Committee, is recommending a budget of \$44,075,473.00 for expenditures and corresponding revenues of \$43,597,473.00 in taxes and subsidies plus \$478,000 from the general fund balance.

2012/2013 Mills	12.3640 mills
Index Allowed (2.2% of 2012/2013 Mills)	.2720 mills
Proposed 2013/14 Budget Tax Increase w/ 2.2% Index	12.636 mills
RE Tax on \$100,000 Home at 2012/13 Rate	\$1,236
Proposed RE Tax on \$100,000 w/ 2013/14 Budget	\$1,263
Increase per \$100,000 Assessed Value	\$27

The administration recommended the Board of School Directors approve a proposed final budget in the amount of \$44,075,473.00 for the 2013-2014 School Year with a tax rate of 12.636 mills.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCreary, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

### **K. Professional Extra Duty Days**

### **(DISCUSSION ITEM)**

The administration continues to review staffing needs throughout the District and is always seeking cost-effective means for delivering a quality education to all students. Over the course of the last three years the District has reduced our number of classified employees by 40%, reduced the number of administrators by 15% and reduced the number of professional employees by 15%.

As part of this budget cycle we have taken a long look at professional positions that currently are granted extra days to accomplish their duties. This review has run for roughly eighteen months and has included a thorough review of job descriptions and also what neighboring districts are providing these employees. The administration is prepared to discuss an initial proposal to adjust the number of extra duty days for specific job titles in the District.

Mr. Fry indicated that 13 individuals would be affected by this proposal, for a total of 97 days and a savings of more than \$37,000 in the 2013-2014 budget.

A Board resolution will be prepared for the May 6, 2013 Board meeting. Each individual has the opportunity to appeal the decision within ten days.

In response to a question from Director Blasco, Mr. Fry indicated that members of the administration have been in discussions with members of the guidance department, and he plans to meet with the guidance director tomorrow.

**XII. NEW BUSINESS (Continued)**

**L. Tenure Status**

**(INFORMATION ITEM)**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

<b>Katie Magee</b>	<b>Seventh Grade Reading</b>
<b>Emily Thomas</b>	<b>Middle School Emotional Support Teacher</b>

Additional information regarding the professional employees was prepared by Dr. Linda Wilson, Middle School Principal.

**M. Updated Year-to-Date Summaries/Taxes and General Fund** **(INFORMATION ITEM)**

The Business Office prepared updated year-to-date summaries for taxes and general fund that were included with the agenda.

**XIII. FUTURE BOARD AGENDA ITEMS**

There were no future Board agenda items.

**XIV. COMMITTEE REPORTS**

**A. District Improvement Committee – Mr. Norris/Mr. McCrea**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**B. Athletic Committee – Mr. Swanson**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**C. Vocational-Technical School – Mr. Wolf/Mr. Piper**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**D. Buildings and Property Committee – Mr. Barrick**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**XIV. COMMITTEE REPORTS (Continued)**

**E. Finance Committee – Mr. Blasco**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**F. South Central Trust – Mr. Blasco**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**G. Capital Area Intermediate Unit – Mr. Wolf**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**H. Tax Collection Committee (TCC) – Mr. Wolf**

Please refer to this evening's Committee of the Whole of the Board meeting minutes.

**XV. SUPERINTENDENT'S REPORT**

**A. Middle School/District Administration Office Window Project**

Mr. Fry reported that he provided an update last week to middle school and DAO staff members regarding the upcoming window project that is slated to begin on May 13, 2013.

**B. PSSA Surprise Changes**

Mr. Fry reported that both staff and students were caught off guard when it was discovered that the elementary school PSSA tests contained field test items for which the students were not prepared. Had teachers been warned that the field test items would be included on the test, students would have been prepared. This surprise caused anxiety to the point of tears for some students because they entered the testing period feeling prepared, yet were blindsided by unfamiliar question formatting.

Mr. Fry indicated that he would communicate the disappointment to the State and encourage the State to communicate better with school districts.

Mrs. Messenger suggested that the State should put field tests on the final day of testing to help reduce students' anxiety on the first days of testing.

President Wolf suggested a separate test for field tests.

Mr. Roberts responded that separate PSSAs that included field tests were created for writing but not reading and math.

**XV. SUPERINTENDENT'S REPORT (Continued)**

**C. National Honor Society Induction Ceremony**

Superintendent Fry invited Board members to the National Honor Society induction ceremony on Monday, April 29, 2013, at 7:00 P.M. in the high school auditorium.

**D. Year-End Events**

Mr. Fry indicated that he would create and distribute to the members of the Board of School Directors a calendar outlining all of the year-end events, including the commencement ceremony that is quickly approaching.

**XVI. BUSINESS FROM THE FLOOR**

There was no business from the floor.

**XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

**XVIII. ADJOURNMENT**

Motion by Norris, seconded by Blasco to adjourn. Roll call vote: Voting Yes: Blasco, McCrea, Norris, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 8:22 P.M.

---

Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, May 6, 2013**