

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JUNE 20, 2016

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 8:07 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Bob Kanc, Kingsley Blasco, Richard Roush, and William Piper.

Absent: Todd Deihl

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr Jr, Business Manager; Robyn Euker, Director of Curriculum & Instruction; and Carol Frace, Board Minutes. Ms. Sarah Eyd, the Valley Times Star.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE JUNE 6, 2016 REGULAR BOARD MEETING MINUTES; THE JUNE 6, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES; AND THE JUNE 6, 2016 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Blasco, seconded by Kanc for approval of the June 6, 2016 Building and Property Meeting Minutes; the June 6, 2016 Committee of the Whole of the Meeting Minutes; and the June 6, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Roush, Piper, Kanc, Gutshall, Blasco, and Barrick. Motion carried unanimously. 8 – 0

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IV. PAYMENT OF BILLS

General Fund	
General Fund	\$ 548,497.19
Capital Projects	\$.00
Stadium/Track Project	\$ 269,139.64
Cafeteria Fund	\$.00
Student Activities	<u>\$ 19,943.24</u>
Total	\$ 837,580.07

Motion by Gutshall, seconded by Swanson for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Gutshall, Blasco, and Kanc. Motion carried unanimously. 8 – 0

V. TREASURER'S FUND REPORT

General Fund	
General Fund	\$12,918,704.11
Capital Projects	\$ 2,845,406.74
Stadium/Track Project	\$ 2,730,886.84
Cafeteria Fund	\$ 441,541.13
Student Activities	<u>\$ 193,432.22</u>
Total	\$19,129,971.04

The Treasurer's Report showed balances as outlined above as of May 31, 2016. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Gutshall, Blasco, and Kanc. Motion carried unanimously. 8 – 0

VI. 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 by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

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VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

Shannon Brose, Mallory Farrands, Cindy Kanc, Sarah Eyd, Jonah Yingling, Brian Yingling, and Donald Snyder.

IX. PUBLIC COMMENT PERIOD

Rev. Donald Snyder, 461 Crossroad School Road, Carlisle, PA 17015 addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) **Resignation – Beth Dimino**

Mrs. Beth Dimino has submitted her resignation as a Middle School Learning Support Teacher, effective June 30, 2016.

The administration recommends that the Board of School Directors approve Mrs. Dimino's resignation as a Middle School Learning Support Teacher, effective June 30, 2016.

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

2) Resignation – Nancy Degenfelder

Ms. Nancy Degenfelder, Oak Flat Learning Support Aide has submitted her resignation, retroactive to June 6, 2016.

The administration recommends that the Board of School Directors approve Ms. Degenfelder's resignation, retroactive to June 6, 2016.

(ACTION ITEM)

3) Approval of Secondary Instructional Coach – Nicole Donato

The administration would like to recommend Mrs. Nicole Donato as a Secondary Instructional Coach, effective the 2016-2017 school year. Mrs. Donato's compensation for this position should be established at Master's Degree, step 12, plus 30, \$65,622.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

4) Recommendation for High School Fall Play Co-Directors

The administration would like to recommend the individuals listed as Co-Directors for the 2016 Fall Play.

**Robert Hanks
Shawna Chamberlin**

The administration recommends that the Board of School Directors approve the above listed individuals as Co-Directors for the 2016 Fall Play, as presented.

(ACTION ITEM)

5) Approval of Middle School TV Studio Co-Advisor

The administration would like to recommend the individual listed as a Middle School TV Studio Co-Advisor for the 2016-2017 school year.

Kasey Priestner

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XII. NEW BUSINESS (...continued)

The administration recommends that the Board of School Directors approve the above listed individual as a Co-Advisor for the 2016-2017 school year, as presented.

(ACTION ITEM)

6) Coaching Recommendations

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the teams listed.

**Mr. Dwayne Kepner - Head Middle School Girls Basketball Coach
Ms. Teresa Graham - High School Assistant Girls Volleyball Coach**

The administration recommends that the Board of School Directors approve the appointment of the above listed coaches, as presented.

(ACTION ITEM)

7) Recommendation for Classified Personnel Transfer

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

Pam Kerver will transfer from a Functional Behavior Assessment Aide at Mt. Rock Elementary School to a High School Resource Room Aide.

Tiffany Dearth will transfer from a twenty-nine hour Instructional II MDS Aide to a twenty-nine hour Instructional I Learning Support Aide, replacing Nancy Degenfelder who has resigned.

The administration recommends that the Board of School Directors approve the transfers of the above listed individuals, as presented.

(ACTION ITEM)

8) Approval of Increased Hours for Lonnie Fahnestock

Ms. Lonnie Fahnestock is currently a twenty-nine hour Intensive Learning Support Aide at the High School. Ms. Fahnestock's hours will be increased for the 16-17 school year to a seven hour aide with benefits and will stay in her current position. Ms. Fahnestock will continue on the current salary scale. The re-allocation of this position is due to Ms. Rhonda Stokes resignation on December 22, 2015.

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XII. NEW BUSINESS (...continued)

The administration recommends that the Board of School Directors approve Ms. Fahnestock's increase of hours for the 16-17 school year, as presented.

(ACTION ITEM)

9) Approval of Increased Hours for Lori Martin

The administration recommends the modification in employment status of the Administrative Assistant for Curriculum and Educational Technology from part time status (5.75 hours per day) to full time status (7.75 hours per day), effective July 1, 2016. Given the increasing demands of the position with the expansion of educational technology as a critical resource for curriculum, the additional time would better serve the positional responsibilities and the District.

The administration recommends that the Board of School Directors approve the change of Mrs. Lori Martin's status from a part time employee to a full time employee, effective July 1, 2016.

(ACTION ITEM)

10) Middle School Sixth Grade Learning Support Teacher – Jessica Sprecher

Education:

Liberty University - Bachelor's Special Education

Experience:

Northern High School - Student Teaching Special Education Learning Support and Life Skills

Northern Middle School - Student Teaching Social Studies

The administration recommends that the Board of School Directors appoint Ms. Jessica Sprecher as a Sixth Grade Learning Support Teacher, replacing Mrs. Beth Dimino who has resigned. Ms. Sprecher's compensation for this position should be established at Bachelor's Degree, Step 1, \$48,142.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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XII. NEW BUSINESS (...continued)

VOTE ON XII., NEW BUSINESS, A-1 – A-10, PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to combine and approve Items A-1 through A-10 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

XII. NEW BUSINESS (...continued)

(ACTION ITEM)

B) Approval of Updated Policies

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

Policy 626 Federal Fiscal Compliance
Policy 626.1 Travel Reimbursement
Policy 827 Conflict of Interest

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

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(ACTION ITEM)

C) Approval of 2016-2017 Middle School Handbook

The Middle School Administration have updated the Middle School Handbook for the 2016-2017 school year. The changes that been made in the Middle School Handbook have been included with the agenda.

The administration recommends that the Board of School Directors approve the updated 2016-2017 Middle School Handbook as presented.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

D) Approval of Meadows Letter of Agreement

The proposed Meadows School yearly agreement has been reviewed by Mr. William Gillet, Director of Pupil Services and Mr. Richard W. Fry, Superintendent of Schools. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the 2016-2017 Meadows School agreement as presented.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(ACTION ITEM)

E) Approval of the 2016 New Story Extended School Year Tuition Agreement

The administration submits for approval a 2016 Tuition Extended School Year Agreement between New Story and Big Spring School District. The enrollment commencement date for this agreement is June 27, 2016 through a termination date of July 29, 2016. Information regarding the agreement is included with the agenda.

The administration recommends the Board of School Directors approve the 2016 Tuition Extended School Year Agreement between New Story and Big Spring School District as presented.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

Mr. Fry informed the Board of School Directors ESY (Extended School Year) is something that we do in the summer. We deliver those services typically to a student with an IEP. This is a disability specific to this student that we can't provide in District. The contract is for roughly a month.

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

F) Approval of Contracted Service for School Physician - Dr. Darryl Guistwite

2015-2016

\$14.80 per student exam/retainer rate for the 2015-2016 school year \$1,000.00

2016-2017

\$14.80 per student exam/retainer rate for the 2016-2017 school year \$1,000.00

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for students examinations for the 2016-2017 school year at a per student physical examination rate of \$14.80. The administration also recommends that the Board of School Directors approve Dr. Guistwite's request for a retainer rate of \$1,000.00.

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

Mr. Fry advised the Board of School Directors that we have a relationship with a sports physician that handles our athletic physicals. This is for our general student population like seventh grade physicals.

(ACTION ITEM)

G) Approval of Contracted Service for School Dentist – Dr. Thomas Filip

Contracted Services

Dr. Thomas Filip \$5.00 per exam

The administration recommends that the Board of School Directors approve Dr. Filip as school district dentist for the 2016-2017 school year.

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

Mr. Fry clarified to the Board of School Directors that the administration had discussions with local provides. We give them the opportunity to provide these services. This gentleman is not local but will provide the services we need.

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

H) Approval of Year-End Financial Statement for Newville Wrestling

The Big Spring School District has received a copy of the year-end financial statement from the organization listed and a copy of the statement is included with the agenda.

Newville Wrestling Association

The administration recommends that the Board of School Directors accept the financial statement as presented.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(ACTION ITEM)

I) Approve Payments from Stadium & Track Project Fund

The district received the following payment requests for the stadium project:

<u>Project</u>	<u>Pay To</u>	<u>Amount</u>	<u>Balance To Pay</u>
Stadium Project	Ellsworth Electric, Inc.	\$44,101.80	\$187,382.62

The administration recommends the Board of School Directors approve the payment of \$44,101.80 to Ellsworth Electric, Inc. from the Capital Project Reserve Fund.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

J) Approve PEMA Application for Winter Storm

The District claim for the January 2016 winter storm was rejected for using the incorrect process. Included in the agenda is a resolution to authorize execution of the documents.

The administration recommends that the Board of School Directors approve the resolution included in the agenda authorizing the Business Manager to execute all forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(ACTION ITEM)

K) Approve Transfer to Capital Project Reserve Fund

At the March 21st meeting the Board approved payment of \$1,333,495.50 in debt service from the capital project reserve fund in order to preserve general fund cash. This was necessary as the state budget, due on July 1 2015, still had not passed.

Now that the state budget passed and most subsidy from the state is paid, the General Fund can afford to repay the capital project reserve back.

The administration recommends that the Board of Directors approve the restoration of the Capital Project Reserve funds used to pay debt service during the budget impasse by transferring \$1,500,000 from the General Fund to the Capital Project Reserve Fund.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(ACTION ITEM)

L) Approval of Classified Compensation Plan

The Administration, Board and Classified Employee representatives have reviewed the final 2016-2019 Compensation Plan for the Classified Employees of the Big Spring School District.

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XII. NEW BUSINESS (...continued)

The administration recommends the Board of School Directors approve the July 1, 2016 - June 30, 2019 Compensation Plan as included in the agenda.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

(INFORMATION ITEM)

M) Tenue Status

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

- Ms. Fran Stewart - Middle School Autism Support Teacher
- Mr. Luke Nerone - Middle School Sixth Grade English/Language Arts Teacher
- Mrs. Rebekah Reisinger - Middle School Physical/Health Education Teacher
- Ms. Shannon Brose - Mt. Rock Elementary Second Grade Teacher
- Ms. Laura Fritz - High School Foreign Language Teacher
- Mrs. Ashley Gleeson - High School Learning Support Teacher

Additional information regarding the professional employees have been prepared by Dr. Linda Wilson, Middle School Principal, Mrs. Karen Ward, Mt. Rock Elementary Principal and Mr. William August, High School Principal.

(INFORMATION ITEM)

N) Proposed Adoption of Planned Courses

Listed below are completed planned courses for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors.

<u>Course</u>	<u>Department</u>
Freshman Preparation	Eighth Grade
Spanish 2	World Language

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XII. NEW BUSINESS (...continued)

(INFORMATION ITEM)

O) Proposed Adoption of Books

Mrs. Robyn Euker, Director of Curriculum and Instruction, is recommending the following books to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the books, prior to the July 11, 2016, Board of School Directors meeting.

Course	Title	Author	Copyright
Coding 2	Programming in JAVA (online)	zybooks	2015
AP Psychology	Psychology for AP (2nd ed)	Myers	2014
AP Lang. & Comp.	Language of Composition (2nd ed)	Shea, Scanlon & Dissin-Aufses	2013
Freshman Prep.	7 Habits of Highly Effective Teens	S. Covey	2014

(INFORMATION ITEM)

P) Proposed Updated Job Description – 508 Administrative Assistant for Curriculum and Educational Technology

The administration has updated the job description listed and a copy of the job description has been included with the agenda. After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the July 11, 2016.

Mr. Fry informed that Board of School Directors this job description has to do with the 1 – 1 devices and the growth in technology program.

(INFORMATION ITEM)

Q) Approval of the 2016-2017 Elementary Handbook

The Elementary Administration have updated the Elementary Handbook for the 2016-2017 school year. The changes that have been made in the Elementary Handbook have been included with the agenda.

The completed Elementary Handbook is available for review in the Superintendent's office by any member of the Board of School Directors who wishes to review the handbook.

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XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIV. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

No meeting was conducted and no report was offered.

B. Athletic Committee – Mr. Swanson, Mr. Deihl, Mr. Gutshall

No meeting was conducted and no report was offered.

C. Vocational-Technical School – Mr. Wolf, Mr. Piper

No meeting was conducted and no report was offered.

D. Buildings and Property Committee – Mr. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall

Motion to approve the purchase of 44 replacement smart boards required to interface with the new teacher devices using approximately \$95,000 from the 2015-16 budget.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 8 – 0

We had a meeting this morning about the track. We got some directions. They are going to come back with some proposals by August 1st. We have one chance to do it right but we have to balance with the finances.

E. Finance Committee – Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall

No meeting was conducted and no report was offered.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

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XIV. COMMITTEE REPORTS (...continued)

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered.

H. Tax Collection Committee (TCC) – Mr. Wolf, Mr. Swanson

No meeting was conducted and no report was offered.

XV. SUPERINTENDENT'S REPORT

1. **Vacancies** - It is not often that I can sit in front of the Board on June 20th and say that we have no professional vacancies to fill. We got to work early. We found great people to fill the positions. We filled 13 positions. This is not to say that something could not happen this summer, we are hoping not. At this point, we are fully staffed.
2. **Summer Work** – The administrative team will meet later this week. We have two other scheduled dates in June. Several are scheduled for August. We will be reviewing the strategic plan process from the district level, the building level, and the department level. We will be discussing the professional learning plans. We will be reviewing our staff supervision guidelines. We are looking to take some time with dispositional hiring. This is a new technique. We will review data from the PACE survey. Look at the concept of grit, what it looks like for our students, for our staff, and also that mind set.
3. **Meeting** – Reminder there is only one meeting in July. It is July 11th.
4. **Movie** – I want to put out an invitation for June 27th. We will be showing the film “Most Likely to Succeed” in the High School Auditorium at 1:00 pm. I will send a reminder.

XVI. BUSINESS FROM THE FLOOR

Mr. Kanc stated I feel it is a big plus for the District for Mrs. Donato to be back. Welcome back and welcome home.

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XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

No public comment regarding future board agenda items.

XVIII. ADJOURNMENT

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

The meeting was adjourned at 8:26 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, July 11, 2016