

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JULY 11, 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 8:04 P.M. with President Wilbur Wolf, Jr, presiding. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Bob Kanc, Kingsley Blasco, and William Piper.

Absent: Todd Deihl & Richard Roush

*Others in attendance: Richard W. Fry, Superintendent; Robyn Euker, Director of Curriculum & Instruction; Mr. William August, High School Principal; Dr. Linda Wilson, Middle School Principal; 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 20, 2016 REGULAR BOARD MEETING MINUTES; AND THE JUNE 20, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Blasco, seconded by Barrick for approval of the June 20, 2016 Committee of the Whole of the Meeting Minutes; and the June 20, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Gutshall, and Blasco. Motion carried unanimously. 7 – 0

IV. PAYMENT OF BILLS

V. TREASURER'S FUND REPORT

VI. YTD GENERAL FUND REPORT AND YTD TAXES

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

Scott Penner, Luke Nerone, Mallory Farrands, Sarah Eyd, Olivia Dechene, Karla Dechene, and Kendra Shaffer.

IX. PUBLIC COMMENT PERIOD

There was no public comment.

X. STRUCTURED PUBLIC COMMENT PERIOD

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XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Coaching Recommendations

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

Emily Moyer	Assistant High School Field Hockey Coach
Matt Kump	Head Girls Soccer Coach
Olivia Dechene	Dance Team Coach
Ruby Barkdoll	Assistant Cheerleading Coach
Leah Donovan	Assistant Cheerleading Coach

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

(ACTION ITEM)

2) Revised Resignation – Kim Flood

Mrs. Kimberly Flood is requesting an adjustment to her resignation date to reflect August 1, 2016. Mrs. Flood submitted her original resignation to the Board at the April 4, 2016 Board meeting which was approved for June 30, 2016.

The administration recommends the adjustment to Mrs. Flood's resignation date to reflect August 1, 2016, as presented.

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

3) Part-Time Secretary Recommendation – Chrystal Short

The administration would like to recommend Mrs. Chrystal Short as a 190 day part-time High School Secretary, replacing Mrs. Lori Witmer who has resigned. Mrs. Short will work 5.75 hours per day, five days a week with an hourly wage of \$12.51.

The administration recommends that the Board of School Directors approve Mrs. Short as a 190 day part-time High School Secretary, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

(ACTION ITEM)

4) Transfer of Professional Personnel

The administration will transfer the professional employees whose names are listed below for the 2016-2017 school year. These transfers are in accordance with the Board Policy 309 and section 5.05 of the Collective bargaining Agreement with the Big Spring Education Association.

**Heather Magee transferring from High School Biology to
Middle School 8th Grade Science
Greg Perry transferring from Middle School 8th Grade Science to
Middle School 7th Grade Science
Emily Young transferring from Middle School 7th Grade Science to
High School Biology**

The administration recommends that the Board of School Directors approve the professional employee transfers as presented.

(ACTION ITEM)

5) Induction Coordinator’s Recommendation

The administration would like to recommend the individuals listed as Inductions Coordinator’s. The position of Induction Coordinator will be split between the individuals listed below.

**Mallory Farrands
Timothy Kireta**

The administration recommends that the Board of School Directors approve Ms. Farrands and Mr. Kireta as Induction Coordinator’s for the 2016-2017 school year.

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XII. NEW BUSINESS (...continued)

VOTE ON XII., NEW BUSINESS, A-1 – A-5, PERSONNEL CONCERNS

Motion by Barrick, seconded by Blasco to combine and approve Items A-1 through A-5 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

XII. NEW BUSINESS (...continued)

(ACTION ITEM)

B) Credit Pay

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

Greg Ellerman	\$1,116.00
Nathaniel Gutshall	\$1,395.00
Andrew Koman	\$1,395.00
Total	\$3,906.00

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 Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

C) Approval of 2016-2017 Elementary Handbook

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

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XII. NEW BUSINESS (...continued)

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

D) Approval of Proposed Planned Courses

Listed below are completed planned courses for board approval.

**Freshman Preparation (Eighth Grade)
Spanish 2 (World Language)**

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

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

E) Adoption of Proposed Textbooks

Listed below are textbooks for board approval.

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

The administration recommends the Board of School Directors approve the proposed textbooks as presented.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7– 0

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

F) Approval of Updated Job Description – 508 Administrative Assistant for Curriculum & Educational Technology

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

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

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

G) Approval of NHS Agreement

The proposed 2016-2017 NHS 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 NHS Agreement as presented.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Fry informed the Board of School Directors that this is a school that helps to service our autistic students. They have a center in Carlisle and also provide services at our middle school and high school. This contract captures all our needs.

(ACTION ITEM)

H) Facilities Utilization Request

The Big Spring Midget Football Organization is requesting to utilize the stadium/old baseball field for games and practices on Sunday's. The dates of the request are August 28, 2016, September 4, 2016 and October 2, 2016. Because the utilization requests are on Sunday's, Board action is necessary.

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XII. NEW BUSINESS (...continued)

The administration recommends that the Board of School Directors approve the Big Spring Midget Football Organization's request to utilize the stadium/old baseball field for games and practices on August 28, 2016, September 4, 2016 and October 2, 2016, as presented.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Voting No: Barrick. Motion carried. 6 – 1

(ACTION ITEM)

I) Approval of Property & Liability Insurance

Last year the District switched property insurances to Catlin to save just under \$20,000. After a frustrating Year with Catlin, Carlisle Insurance is recommending we return to Liberty Mutual – again at a \$15,000 + Savings over last year. PSBA was not competitive per the note in the attached quote comparison.

The administration recommends the Board of School Directors accept the quote from Liberty Mutual for Property insurances for the 2016-2017 school year and authorize the Business Manager to sign the Documents required to bind coverage.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Fry stated that we are trying diligently to get this process moved up earlier in June so we can vote on it the second June meeting. We need to be able to get this information to our consultant. We need to get it earlier to keep things moving forward.

(ACTION ITEM)

J) Approval of Stadium Project Payment Applications

The District received the following applications for payment:

What	Pay To	Amount	Balance To Pay	Account
Pay App #3	Carl E. Frantz, Inc.	\$71,751.60	\$127,027.40	Stadium
Pay App #3	eciConstruction, LLC	\$290,262.76	\$748,918.97	Stadium
Pay App #4	Ellsworth Electric	\$59,243.40	\$133,072.72	Stadium

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XII. NEW BUSINESS (...continued)

The administration recommends the Board of School Directors approve payment of \$71,751.60 to Carl E. Franz, Inc, \$290,262.76 to eciConstruction, LLC, and \$59,243.40 to Ellsworth Electric from the Stadium and Track Project Fund.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

K) Approval of Project Change Orders

Mr. Tobie Wolf, the Stadium Project Engineer, submitted the following change orders for approval:

Contractor	CO#	What?	Amount?
eci	8	Add door hardware	\$1,976.00
eci	10	Add BULLDOGS lettering to goal	\$212.00
MidState	1	Decrease size of unit heater	-\$2,500.00
Ellsworth	3	More efficient fiber route	-\$8,361.65
Ellsworth	4	Addl cost for fiber change	\$6,761.02
Ellsworth	5	Change to attic wiring	-\$4,204.41
Ellsworth	6	Delete area rescue assistance	-\$2,932.65
Ellsworth	7	Delete fiber housing	-\$284.50
Ellsworth	8	Deduct 24-pair cable	-\$1,365.10
Total Change Orders			-\$10,699.29

The administration recommends the Board of School Directors approve the change orders as submitted in the agenda at a savings to the District of \$10,699.29.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Piper stated that it is very unusual to see positives coming out of a project. Who is looking over these plans and making these recommendations?

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XII. NEW BUSINESS (...continued)

Mr. Fry informed the Board of School Directors that Tobie Wolf is reviewing everything for this project. If you look four items down, you will see a more efficient fiber route. We had a cost for additional fiber but it is still a cost savings.

(ACTION ITEM)

L) **School Resource Officer – Contract Finalization**

In coordination with MG Tactical Advantage, the District's safety consultant, the District has reviewed several presentations and proposals by various law enforcement agencies. As a result of the analysis of the information, the administration requests approval to move forward with contract negotiations with the Cumberland County Sheriff's Department for School Resource Officer services for the District. The administration hopes to present a contract, job description, and staffing approval for the Board's consideration at the August 1st Board meeting.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, and Gutshall. Abstained: Kanc. Motion carried. 6 – 0 – 1

Mr. Blasco inquired if this is a finalization. We still have negotiations to go through. Correct?

President Wolf stated this is not final contract approval.

Mr. Kanc asked if all the numbers have come in yet

Mr. Fry informed the Board of School Directors that numbers have come in with the RFP's. They have a process on the county side of things that they have to go through. Yes numbers have come in but we do not have a formalized contract. We can share the numbers if the Board would like.

(ACTION ITEM)

M) **Ancillary Police Services – Contract Finalization**

In coordination with MG Tactical Advantage, the District's safety consultant, the District has reviewed the need for ancillary police services. The administration recommends continued contract discussions with the Newville Borough Police Department for ancillary services at a scope and cost to be determined in the final contract iteration. Final contract approval will take place at a future board meeting.

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XII. NEW BUSINESS (...continued)

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

N) Approve Capital Project Payments

The District received the following application for payment from the capital project reserve fund:

<u>Project</u>	<u>Pay To</u>	<u>Amount</u>	<u>Balance To Pay</u>	<u>Account</u>
CPE Invoice #8642	CenterPoint Engineering, Inc.	\$2,950.00	\$16,577.50	Cap Proj.

The administration recommends the board of School Directors approve payment of \$2,950.00 to CenterPoint Engineering, Inc. from the Capital Project Reserve Fund.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

(ACTION ITEM)

O) Voting Delegates for the 2016 PSBA School Leadership Conference

The Pennsylvania School Boards Association requests that the Board of School Directors for each PSBA member school district notify PSBA of the names of each school district's voting delegates for the October, 2016 School Leadership Conference's Legislative Policy Committee meeting.

The administration recommends that the Board of School Directors designate Robert Barrick, Board Secretary to serve as Big Spring's voting delegate to the October, 2016 School Leadership Conference's Legislative Policy Committee meeting.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 - 0

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

P) Approval of Proposed June, 2018 Spain Trip

Ms. Ashley Oldham, Ms. Laura Fritz and Mrs. Megan Anderson are requesting permission for Big Spring High School students to travel to Spain, tentatively scheduled for July, 2018. A detailed itinerary will be submitted to the Board for review by August, 2016.

The administration recommends that the Board of School Directors grant Ms. Oldham, Ms. Fritz and Mrs. Anderson approval for the Big Spring High Schools students to travel to Spain as presented, pending approval of the detailed itinerary which will be submitted August, 2016.

Motion by Barrick, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Fry informed the Board of School Directors that this approval gives the teachers time to look at student interest. They will have an itinerary ready at a later time but it gives them a better idea of the interest of the students.

(ACTION ITEM)

Q) Approval of Ambulance Agreement

The proposed Ambulance Agreement has been reviewed by the administration and the District Solicitor, Gareth Pahowka. The Ambulance Agreement is included with the agenda.

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

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

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XII. NEW BUSINESS (...continued)

(ACTION ITEM)

R) Approval of Superintendent's Execution of Documents Related to Mifflin Elementary School

It is recommended that the Board authorize and ratify the Superintendent's execution of all documents related to the sale of the former Mifflin Elementary School to River Rock Academy.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Fry stated we did have closing on June 30, 2016. It is out of our name but the title company did not feel there was enough verbiage for me to sign off on the title. This allows me to do that.

(ACTION ITEM)

S) Approval for the Extension of Source4Teachers Agreement

The proposed extension for the Source4Teachers Agreement, the District's substitute teacher services, has been reviewed by the administration and the District's Solicitor, Gareth Pahowka. The extended agreement is included with the agenda.

The administration recommends the Board of School Directors approve the extension of the Source4Teachers Agreement, as presented.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

Mr. Fry informed the Board of School Directors that we initially signed a three year agreement with Source4Teachers with a 3 percent escalator per year. Based on our year this year and work with Source4Teachers, we renegotiated the contract to a four year deal with a 3 percent escalator based over three years. So in totality, it will be just three percent.

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XII. NEW BUSINESS (...continued)

(INFORMATION ITEM)

T) **Project Management Proposal for MS Roof Project**

Included in the agenda is a draft proposal from Blaine Chipola of PRSI to manage the design and inspection Services for the Middle School roof project. The project is budgeted at \$3,730,000. PRSI is proposing a fee of \$37,500 for phases I & II; phase III would be \$16,000 and may increase if it becomes a 2 year project.

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. A new pupil personnel person was hired.

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

The project at Mt. Rock is moving forward. The stadium project is under roof. Projects are moving on.

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

No meeting was conducted and no report was offered.

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XIV. COMMITTEE REPORTS (...continued)

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

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

The auditor firm has changed and it is going very smoothly. No problems have come to the surface.

XV. SUPERINTENDENT'S REPORT

1. **Meetings** - I would like the Board to make note that the two meetings in August are August 1st and August 22nd.
2. **Kindergarten** – Enrollment numbers for 2016-2017 are 165. When we get to mid-July, we can look at 15 to 25 beyond that. We will be at the 180 to 185 range. The state projection for this year is 211. The school year we just finished out we had 171. The numbers for the last several years have been 10 to 12 below the state projections.
3. **Meeting** – I got a call from our Secretary of Education to meet with the US Department of Education, John King this Friday in Harrisburg. I am one of the seven people that will be meeting with him to discuss much of what we discussed this evening. We will discuss things like how assessments are affecting PSSA, and how we can support this. I am leaving here this evening to attend a meeting with the US Senate Sub-Committee in regard to that area of PSSA and implementation.

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XVI. BUSINESS FROM THE FLOOR

No business from the floor.

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

Mrs. Karla Dechene, 5 Timber Lane, Newville questioned the Middle School roofing project and if a management company will be hired to oversee this project.

XVIII. ADJOURNMENT

Motion by Blasco, seconded by Kanc to adjourn the meeting. Roll call vote:
Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc.
Motion carried unanimously. 7 – 0

The meeting was adjourned at 8:25 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, August 1, 2016