

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, AUGUST 5, 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 eight (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary John Wardle, Richard Roush, Robert Over and Bob Kanc

Absent: Kingsley Blasco and David Gutshall

Others in attendance: Richard W. Fry, Superintendent; Richard E. Kerr, Jr. Business Manager; Cathy Seras, Board Minutes

II. PLEDGE TO THE FLAG

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

III. Approval of the July 22, 2019 Regular Board Meeting Minutes and the July 22, 2019 Committee of the Whole Meeting Minutes and the July 22, 2019 Building and Property Meeting Minutes.

Motion by Piper seconded by Roush for the approval of the July 22, 2019 Regular Board Meeting Minutes, the July 22, 2019 Committee of the Whole Meeting Minutes and the July 22, 2019 Building and Property Meeting Minutes.

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

IV. Student/Staff Recognition and Board Reports – No Student Board Reports

V. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	22,792.74
Checks/ACH/Wires	\$	2,033,544.17
Capital Projects Reserve Fund	\$	112,860.40
Mount Rock Projects-2018 Fund	\$	1,195,702.12
Newville Projects Fund	\$	439,679.38
Cafeteria Fund	\$	39,148.88
Student Activities	\$	<u>15,869.35</u>
Total	\$	3,859,597.04

Motion to approve the payment of bills as presented.

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

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

Motion carried unanimously. 7- 0

VI. Reading of Correspondence

VII. Recognition of Visitors

VIII. Public Comment Period Euker and Kireta

IX. Structured Public Comment Period

X. Old Business

XI. New Business

XII. Personnel Items - Action Items

Personnel Items - Action Items

a. Resignation - Karen Brown

Ms. Karen Brown has submitted her resignation as a high school full-time custodian, effective August 15, 2019.

The administration recommends the Board of School Directors accept Ms. Brown's resignation as a high school full-time custodian, effective August 15, 2019.

Personnel Items - Action Items

b. Resignation – Extra-Curricular Positions

The individuals listed have submitted their resignations for the extra-curricular positions as noted.

Ms. Trica Wolfe – Co-Advisor of the Senior and Freshman Classes

Mr. Chad Feeser – High School Fall Play Director/High School Spring Musical Director

The administration recommends the Board of School Directors accept Ms. Wolfe's and Mr. Feeser's resignations for the extra-curricular positions, as presented.

c. Leave Without Pay - Mrs. Becky Reisinger

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. Mrs. Rebecca Reisinger, is requesting to extend her child-rearing leave of absence and is requesting eighteen days leave without pay to begin August 19, 2019 through September 15, 2019. Mrs. Reisinger will return on Monday September 16, 2019.

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

d. Recommended Approval for a Second Grade Teacher - Miss Shania Reese

Education:

Shippensburg University - Bachelor's Degree, Elementary Education, PreK-4

Experience:

Big Spring School District - Student Teaching and Building Substitute

God's Little Ones Learning Center - School-Age Teacher and Assistant Supervisor

The administration recommends the Board of School Directors appoint Miss Shania Reese as a Second Grade Teacher at Oak Flat Elementary School, replacing Ms. Mary Helbig who has resigned. Miss Reese's compensation for this position should be established at a Bachelor's Degree, step 1, \$52,313.00, for the 2019-2020 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

e. Recommended Approval for a Full-Time Position - Michelle Gutshall, Oak Flat Elementary School Secretary

The administration recommends that Ms. Michelle Gutshall becomes a full-time secretary at Oak Flat Elementary School for the 2019-2020 school year. Ms. Gutshall currently is a part-time secretary at Oak Flat Elementary School, working 5.75 hours per day which will change to 7.50 hours per day as a full-time secretary.

The administration recommends the Board of School Directors approve Ms. Gutshall from a part-time secretary to a full-time secretary at Oak Flat Elementary School, as presented.

Personnel Items - Action Items

f. Recommended Approval for Custodial Transfer and New Hire

The administration recommends the custodial transfer and new hire listed.

Ms. Brandie Batchelder will transfer from a middle school part-time custodian to a middle school full-time custodian, replacing Mr. Merle Marpoe, who has retired.

Mr. William Clayton will be replacing Ms. Sally Morton who has resigned. Mr. Clayton will be a full-time high school custodian at an hourly rate of \$16.25. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

The administration recommends the transfer of Ms. Batchelder and the new hire of Mr. Clayton, as presented.

g. Coaching Recommendations

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coach's listed.

Casey Dombroski - Assistant Field Hockey Coach

Carl Seils - Assistant Cross Country Coach

Lance Oburn - Assistant Boys Soccer Coach

Chris Boyd - Assistant Middle School Football Coach

Jason Creek – Assistant Football Coach

Josh Petty - Volunteer Football Coach

Tucker Williams - Volunteer Boys Soccer Coach

Dustin Durf - Volunteer Football and Softball Coach

The administration recommends the Board of School Directors approve the above listed coach's, as presented.

h. Recommended Approval of Chartwells Employees for the 2019-2020 School Year

Mrs. Michelle Morgan, Director of Dining Services has submitted a list of Chartwells employees for the 2019-2020 school year, which is included in the agenda.

The administration recommends that the Board of School Directors acknowledge the receipt of the 2019-2020 Chartwells employees prepared by Mrs. Michelle Morgan, Director of Dining Services.

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

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

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

Motion carried unanimously. 7- 0

New Business - Action Items

a. Credit Pay

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

Melissa Sheffer	\$1,500.00
Jessica Sprecher	\$1,500.00
Lauren Swigart	<u>\$ 224.49</u>
Total	\$3,224.49

The administration recommends the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Educational Association and the Big Spring School District.

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

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

Motion carried unanimously. 7- 0

b. Recommended Approval for a Volleyball Fundraiser

The volleyball team would like to request permission to move forward with the fundraiser listed.

Pura Vida School Spirit Bracelets - To sell at home football games as well as home volleyball games.

The administration recommends the Board of School Directors approve the fundraiser listed.

Mr. Kanc asked if there is a main goal of the fundraiser. Dr. Fry defined the process and stated the monies are deposited into their club account.

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

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

Motion carried unanimously. 7-0

c. Proposed Adoption of Middle School/High School Novels and High School Curriculum

Listed below are completed high school course curriculum and Middle School/High School English Novels for board approval.

Department	Course
Health & PE	Teen Health
Health & PE	Drivers Ed/Alcohol, Tobacco & Other Drugs
Art	Ceramics I & II
Art	Photography I
English	Speech

NOVELS

The Metamorphosis, by Franz Kafka AP Literature/HS

The Awakening, by Kate Chopin AP Literature/HS

To Kill a Mocking Bird (Graphic Novel), by Harper Lee & Fred Fordham 10th Grade English

Chains, Laltalse Anderson (Course - Words Change Worlds, MS English 7/8)

The Last Book in the Universe, R. Philbrick (Course - Words Change Worlds, MS English 7/8)

The Warden's Daughter, J. Spinelli (Course - Words Change Worlds, MS English 7/8)

The administration recommends that the Board of School Directors approve the above completed high school course curriculum and Middle School/High School English Novels, as presented.

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

Voting Yes: Swanson, Piper, Over, Wardle, Kanc, Roush, and Deihl. Motion carried unanimously. 7-0

New Business - Action Items

d. Recommended Approval for the Proposed 2019-2020 Big Spring School District Cyber Handbook Changes

The administration has updated the Big Spring School District Cyber Handbook for the 2019-2020 school year. The changes to the handbook are listed.

- Updated Dates and Names

The administration recommends the Board of School Directors approve the 2019-2020 Big Spring Cyber Handbook changes, as presented.

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

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

Motion carried unanimously. 7-0

e. Approval of the 2019-2020 Tuition Exemption Students

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following students for the 2019-2020 school year.

Owen Coulson	Oak Flat Ele.
Morgan Coulson	Oak Flat Ele.
Jesse Swigart	Newville Ele.
Clara Ryan	Mt. Rock Ele.
Andrew Stanton	Mt. Rock Ele.
James Stanton	Mt. Rock Ele.
Thomas Stanton	Mt. Rock Ele.
Colton Best	Mt. Rock Ele.
Christian Best	Mt. Rock Ele.
Brandon Sheller	Middle School
Jaden Best	Middle School
Grant Hall	Middle School
Gwen Ryan	Middle School
Carter Hall	High School
Cassie Epstein	High School

Dr. Fry shared that the Tuition Exemption is now offered in the Classified Compensation. Discussion took place amongst members.

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

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

Motion carried unanimously. 7-0

New Business - Action Items

f. Approval of 2019-2020 Agreements

The proposed 2019-2020 agreements listed below have been reviewed by District Administration. The agreements are included with the agenda.

Affiliation Agreement - Shippensburg University, Department of Teacher Education

(This agreement is in reference to S.U. student teaching placements.)

Letter of Agreement MH.IDD (Mental Health/Intellectual & Developmental Disabilities)

(This agreement provides resource support to families of "at risk" students.)

Dr. Fry offered more of a definition for each agreement.

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

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

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

Motion carried unanimously. 7-0

g. Approve Change Orders

The administration received several requests for change orders; [link to change order documents](#).

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	1	SMC	Sink demo & new HW heater	\$1,616.80
MR	9	eciConstruction	provide & install silverware chute	\$2,025.00
--	1	Lenovo FS	Sustitute Docking Stations (lease)	(\$70.30)
PED	4	Michael Baker	Additional Services	\$21,400.00
MS	1	GDC	Additional labor for 88 clock/speakers	\$7,055.00

The administration recommends the Board of School Directors approve the change orders as submitted.

There was a discussion amongst members regarding the Michael Baker change order.

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

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

Motion carried unanimously. 7-0

New Business - Action Items

h. Approve Technology Pay Applications from Mt Rock Bond Fund

The administration received the following payment applications from the technology projects. [Link to payment documents.](#)

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
OF-Tech	AV Solutions	Smart TV Installations, cables	\$32,714.56
MS-Tech	GDC	Copper Cabling labor	\$94,742.00
MS-Tech	Prismworks	11042-Clocks, Bells, PA Equipment	\$1,983.00
OF-Tech	Prismworks	11043-Clocks, Bells, PA Equipment	\$1,214.00
MR-Tech	Prismworks	11044-Clocks, Bells, PA Equipment	\$3,529.00
MS-Tech	Prismworks	11045-Clocks, Bells, PA Equipment	\$228.00
MR-Tech	Prismworks	11046-Clocks, Bells, PA Equipment	\$11,711.50
OF-Tech	Prismworks	11047-Clocks, Bells, PA Equipment	\$5,381.00
	ShowMe Cables	1020525-Patch Cables	\$4,866.55
OF-Tech	Schaedler Yesco	Copper Cabling Equipment	\$2,464.19
OF-Tech	Schaedler Yesco	Copper Cabling Equipment	\$2,180.33
OF-Tech	Schaedler Yesco	Copper Cabling Equipment	\$138.76
<i>Total</i>			<i>\$161,152.89</i>

The administration recommends the Board of School Directors approve the payment of \$32,714.56 to AV Solutions, LLC; \$94,742 to GDC, LLC; \$24,046.50 to Prismworks Tech, Inc.; \$4,866.55 to ShowMeCables and \$4,783.28 to Schaedler Yesco.

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

Voting Yes: Swanson, Piper, Over, Wardle, Kanc, Roush, and Deihl. Motion carried unanimously. 7-0

i. Approve Pay Applications From Capital Project Reserve Fund

The administration received the following applications for payment:

<u>From</u>	<u>Description</u>
Rogele, Inc.	Ped Safety - Pay App 3
Schaedler Yesco	LED Retrofit for Gyms

The administration recommends the Board of School Directors approve payment of \$116,811.09 to Rogele, Inc. and \$382.28 to Schaedler yesco.

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

Voting Yes: Swanson, Piper, Over, Wardle, Kanc, Roush, and Deihl. Motion carried unanimously. 7-0

New Business - Action Items

j. Approve Procurement Card Users for FY 20

Attached is a document showing the FY 20 procurement card holders along with their limits.

The administration recommends the Board of School Directors approve procurement cards for the personnel listed at the limits shown.

Dr. Fry talked about the new card holders and defined the procurement card process. Dr. Fry commended Mr. Kerr for his management of the procurement cards.

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

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

Motion carried unanimously. 7-0

XIII. New Business - Information Item

a. Proposed Adoption of High School Curriculum Revisions

Listed below are revised high school curriculum for board approval. All completed curriculum is available in the Curriculum Center for review by the Board of School Directors.

AP World History

Law I & II Hetrick

Jazz Studies

XIV. Discussion Item

a. Commonwealth Budget & School Code Bills

- Dr. Fry talked about the PSBA Legislative Report items listed:
 - Flexible Instruction Days
 - Act 5 PSERS/SERS Technical Cleanup
 - Farm-to-School Program
 - School Safety and Security Package
 - School Security Personnel
- Dr. Fry gave an overview of Act 44.
- Dr. Fry talked about the mandated training for the Board of School Directors which will be implemented after the December, 2019 election.
- Mr. Kerr talked about GASB 84, which will take place summer, 2020.
- Mr. Kerr shared the Objective of GASB 84 and communicated the summary of impacts of GASB 84.
- Mr. Kerr talked about the restructure of new account codes.
- Mr. Kerr talked about transportation funding and stated that the state does not have the subsidy to assist with transportation. Dr. Fry shared the challenge for rural school districts verses urban school districts regarding transportation subsidy.
- Mr. Kerr talked about EIT funding.
- Dr. Fry talked about the challenges that school districts continually face and commended the Board of School Directors for a job well done despite the continuous changes within schools.
- Dr. Fry encouraged the Board to review the PASBO/PASA budget report.

XV. Future Board Agenda Items

XVI. Board Reports

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

No report offered.

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

No report offered.

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

No report offered.

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

No report offered.

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

No report offered.

f. South Central Trust - Mr. Blasco

No report offered.

g. Capital Area Intermediate Unit - Mr. Swanson

No report offered.

h. Tax Collection Committee - Mr. Swanson October

No report offered.

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

- Dr. Fry shared updated enrollment numbers with the Board of School Directors. Total District enrollment as of August 5, 2019 is 2552.
- Dr. Fry communicated that there will be student teachers assisting in each kindergarten classroom as well as an additional aide assigned to each building.
- Dr. Fry communicated to the Board that August 19th at 8:00 a.m. is opening day for staff and invited the Board of School Directors to attend.
- Dr. Fry stated that today, August 5th heat acclimation began which implemented football camp. The rest of the camps will begin Monday, August 12th.
- Dr. Fry communicated that there was vandalism at Oak Flat Elementary School, which was minimal.

XVII. Meeting Closing

a. Business from the Floor

- Mr. Piper shared that the FFA students did well at the Shippensburg Fair in Junior livestock. The students had a fantastic sale where livestock went 2 and 3 times higher than the market price.
- Mr. Piper inquired further about the Procurement Card.
- Mr. Swanson stated he was happy to hear the FFA students did well at the Shippensburg Fair.
- Dr. Fry explained the Procurement Card program and stated he has been on the committee for ten years and was elected chairman this past June, 2019.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

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

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

Motion carried unanimously. 7-0

Meeting adjourned at **8:37 PM, August 5, 2019.**

William L. Piper, Secretary

Next scheduled meeting is: **August 19, 2019.**