

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, AUGUST 1, 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 8:00 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Richard Roush, Bob Kanc, Kingsley Blasco, and William Piper.

Absent: Todd Deihl

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Vonda Kelso, Account Controller; Robyn Euker, Director of Curriculum & Instruction; and Carol Frace, Board Minutes.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE JULY 11, 2016 REGULAR BOARD MEETING MINUTES AND THE JULY 11, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Kanc, seconded by Swanson for approval of the July 11, 2016 Committee of the Whole of the Meeting Minutes; and the July 11, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Gutshall, Blasco, and Roush. Motion carried unanimously.

8 – 0

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

V. FINANCIAL REPORTS – PAYMENT OF BILLS

| General Fund | 2015-2016 | 2016-2017 |
|-----------------------|-----------------------|-----------------------|
| Procurement Card | \$ 15,707.43 | \$ 0.00 |
| Checks/ACH/Wires | \$4,163,775.38 | \$1,061,074.85 |
| Capital Projects | \$ 0.00 | \$ 2,950.00 |
| Stadium/Track Project | \$ 44,101.80 | \$ 421,257.76 |
| Cafeteria Fund | \$ 2,134.96 | \$ 30,203.37 |
| Student Activities | <u>\$ 11,051.79</u> | <u>\$ 4,828.52</u> |
| Total | \$4,236,771.36 | \$1,520,314.50 |

Motion by Gutshall, seconded by Blasco 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, Piper, Gutshall, Blasco, Roush, and Kanc. Motion carried unanimously. 8 – 0

VI. READING OF CORRESPONDENCE

VII. RECOGNITION OF VISITORS

Sam Sheeler, Katie Davis, Hanna Sprenkle, Todd Trautz, Janial Mack, Paula Dechene, Chris Kann, Rick Carns, Bill Beck, Diana Mettler, John Mettler, Pam Hosler, Bill Feuchtenberger, Ed Feuchtenberger, and Chad Werr.

VIII. PUBLIC COMMENT PERIOD

Rev. Bill Beck, 108 Lawrence Lane, Carlisle, PA 17015 addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

Janial Mack – 19 Cardamon Drive Mechanicsburg, PA 17050. I am with Carlisle Construction Materials. We have been a roofing manufacturer for over 50 years. We are located in Carlisle, Pennsylvania. We would like to discuss a couple of things. We wanted to make sure that you are aware that you have roofs under warranty with us. We are asking for the opportunity to bid roofing projects in the future.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

Mr. Fry stated the high school coating project is two or three years down the road. It has not gone out to bid at this point.

President Wolf asked for the Carlisle Construction Materials to provide information to the administration for the Board to review and consider this information. He asked for a business card with her information that the Board may contact them.

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – District School Psychologist

Mr. Kerry Harbst, School Psychologist has submitted his resignation as District School Psychologist, retroactive to July 29, 2016.

The administration recommends that the Board of School Directors approve Mr. Harbst's resignation, retroactive to July 29, 2016.

2) Resignation – Assistant to Marching Band

Mr. Kevin Smith has submitted his resignation as Assistant to the Marching Band, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Smith's resignation as Assistant to the Marching Band, effective immediately.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

3) Resignation – Eighth Grade Team Leader

Mr. Greg Perry has submitted his resignation as Eighth Grade Team leader for the Gold Team, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Perry's resignation as Eighth Grade Team Leader for the Gold Team, effective immediately.

(ACTION ITEM)

4) Resignation – Junior High Football Coach

Mr. Brad Fry has submitted his letter as Junior High Football Coach, effective immediately. Mr. Fry has requested to assist as a volunteer coach for the football program.

The administration recommends that the Board of School Directors approve Mr. Fry's resignation as a Junior High Football Coach and approve his request to assist as a volunteer coach for the football program.

(ACTION ITEM)

5) Coaching Recommendations

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

| | |
|-----------------------|-------------------------------------|
| Whitney Black | Volunteer Dance Team Coach |
| Josh Petty | Head Baseball Coach |
| Jess Sprecher | Assistant Girls Soccer Coach |
| Kelsey Hernjak | Assistant Girls Soccer Coach |
| Mike Ginter | Assistant Girls Soccer Coach |
| John Fetchkan | Junior High Football Coach |

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

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

6) Part-Time Secretary Recommendation – Michelle Gutshall

The administration would like to recommend Mrs. Michelle Gutshall as a 190 day part-time secretary at Oak Flat Elementary School, replacing Mrs. Julie Wallace who has transferred. Mrs. Gutshall 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. Gutshall as a 190 day part-time secretary at Oak Flat Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

(ACTION ITEM)

7) Induction Coordinator Recommendations

The administration would like to recommend the individuals listed as Induction Coordinators for the 2016-2017 school year.

**Mallory Farrands Induction I
Timothy Kireta Induction II**

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

(ACTION ITEM)

8) Approval of 2016-2017 Mentor Teachers

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentors are listed below.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

| INDUCTEE | BUILDING / SUBJECT | MENTOR |
|------------------|--|------------------|
| Tessa Lindsey | OF- First Grade | Jamie Swenski |
| Caitlin Steinly | OF- First Grade | Jamie Swenski |
| Kelsey Hernjak | HS English | Mallory Farrands |
| Elizabeth Houser | Athletic Trainer | Kelly Fry |
| Julie Eddy | HS Nurse | Judy Breneman |
| Jessica Sprecher | 6 th Grade Learning Support | Emily Creek |

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

(ACTION ITEM)

9) Part-Time Custodian Recommendation – Dennis Fahnestock

The administration would like to recommend Mr. Dennis Fahnestock as a part-time 190 day custodian in the High School, replacing Ms. Bonnie Ickes who has resigned. Mr. Fahnestock will work four hours per day, five days a week with an hourly wage of \$12.39 per hour.

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

(ACTION ITEM)

10) Part-time Custodian Recommendation – Larry Darr

The administration would like to recommend Mr. Larry Darr as a part-time 190 day custodian at Mt. Rock Elementary School, replacing Ms. Darlene Barrick who has resigned. Mr. Darr will work five hours per day, five days a week with an hourly wage of \$12.39 per hour.

The administration recommends that the Board of School Directors approve Mr. Darr as a part-time 190 day custodian at Mt. Rock Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

11) Resignation - Deborah Whitmoyer

Ms. Deborah Whitmoyer, High School Social Studies Teacher has submitted her resignation as a Social Studies Teacher at the High School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Whitmoyer's resignation, effective immediately.

VOTE ON XIII., NEW BUSINESS, A-1 – A-11 PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to combine and approve Items A-1 through A-11 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, and Roush. Motion carried unanimously.

8 – 0

(ACTION ITEM)

B) 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.

| | |
|-----------------------|--------------------------|
| Megan Anderson | \$1,116.00 |
| Luke Nerone | \$1,395.00 |
| Chelsey Piper | \$1,395.00 |
| Kevin Roberts | <u>\$2,460.00</u> |
| Total | \$6,366.00 |

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, the Act 93 Agreement and the Big Spring School District.

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

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

C) Approve Stadium Project Payment Apps

The District received the following applications for payment from the Stadium Project fund:

| <u>What</u> | <u>Pay To</u> | <u>Amount</u> | <u>Balance To Pay</u> | <u>Account</u> |
|-------------|----------------------|---------------|-----------------------|----------------|
| Pay App #4 | Carl E. Frantz, Inc. | \$120,396.60 | \$77,587.40 | Stadium |
| Pay App #4 | eciConstruction, LLC | \$354,106.83 | \$394,812.14 | Stadium |
| Pay App #5 | Ellsworth Electric | \$50,926.98 | \$82,144.94 | Stadium |

The administration recommends the Board of School Directors approve the payment of \$120,396.60 to Carl E. Frantz, Inc., and \$354,106.83 to eciConstruction, LLC and \$50,926.98 to Ellsworth Electric, Inc. from the Stadium and Track Project fund.

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

(ACTION ITEM)

D) Approve Capital Project Reserve Fund Payments

The District received the following applications for constructions payments:

| <u>Project</u> | <u>Pay To</u> | <u>Amount</u> | <u>Balance To Pay</u> | <u>Account</u> |
|-------------------|--------------------------------|---------------|-----------------------|----------------|
| CPE Invoice #8685 | CenterPoint Engineering, Inc. | \$1,813.70 | TBD | Cap Proj |
| PennDOT Grant | Michael Baker Intl | \$31,250.72 | \$32,855.79 | Cap Proj |
| MS/MR/DAO Roof | Garland/DBS, Inc. | \$517,379.80 | \$257,413.20 | Cap Proj |
| Stadium Proj | Wolf Consulting Engineers, LLC | \$7,229.00 | \$15,120.25 | Cap Proj |

The administration recommends the Board of School Directors approve the payment of \$1,813.70 to CenterPoint Engineering, Inc., \$31,250.72 to Michael Baker International, \$517,379.80 to Garland/DBS, Inc. and \$7,229 and to Wolf Consulting Engineers, LLC. from the Capital Project Reserve fund.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

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

(ACTION ITEM)

E) Proposal for MS Roof Specification and Inspection Services

Two years ago the Board set out to evaluate each building's roof system and make the necessary repairs to bring them back under warranty and fix the recurring leak problems. This summer involved repairing and coating the DAO and selected parts of the MS and MR roofs with white knight (10 year warranty). Next summer will involve replacing most of the MS roof. After that we'll address the remaining parts of MR and then coating the HS with white knight. This included proposal is to begin the design & specification of the MS roof project for the summer of 2017 and possibly 2018. The estimated budget for the project is \$3,730,000.

The administration recommends the Board of School Directors approve the proposal from Professional Roof Services for the project design, specification and inspection of the MS Roof Project at a cost of \$37,500 for Phase I & II and an estimated cost of \$16,000 for Phase III inspection services.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Gutshall, and Roush. Voting No: Blasco. Motion carried. 7 - 1

Mr. Blasco asked if they are just doing inspection the roof.

Mr. Fry informed the Board of School Directors they are working on a design. They are our consultant.

(ACTION ITEM)

F) Approval Change Order 1 to MR Roof Repair Project

During the roof repair and coating project, we had several rain events that demonstrated the issues with the current MR roof. Professional Roof Services recommend adding 4 new drains to address the problem.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

The administration recommends the Board of School Directors approve CO#1 for the MR Roof Project to install 4 new drains at a cost of \$8,153.13 paid from the Capital Project Reserve fund.

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

(ACTION ITEM)

G) Approve Change Order 11 & 12 Stadium Improvement Project

Tobie Wolf, Wolf Consulting Engineers, submitted change order 11 & 12 for eciConstruction. Change order 11 installs an additional flag pole for \$2,621; change order 12 is a 4” riser at storm water inlet box #1 at a cost of \$258.

The administration recommends the Board of School Directors approve eci Construction change orders 11and 12 at a cost of \$2,879 to be paid from the Stadium and Track Project fund.

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

(ACTION ITEM)

H) 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 2016-2017 school year.

- | | |
|-----------------|---------------------|
| Clara Ryan | Kylee Teter |
| Gwyneth Ryan | Grant Hall |
| Kiley Roberts | Carter Hall |
| Christian Best | Cassandra Epstein |
| Jaden Best | Robert McClure, III |
| Owen Coulson | Hannah Swenski |
| Morgan Coulson | Hogan Swenski |
| Brandon Sheller | James Stanton |
| Liam Spears | Quincey Myers |
| Jack Spears | Caleb Pagze |

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

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

President Wolf commented to the Board that he is pleased to see that our professional staff think enough of our school to bring their children here.

Mr. Fry informed the Board of School Directors that we have some classified staff who are requesting to bring their children here.

(ACTION ITEM)

I) Approval of the 2016-2017 High School Student Handbook

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

The administration recommends that the Board of School Directors approve the 2016-2017 changes in the High School Student Handbook, as presented.

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

(ACTION ITEM)

J) Approval of BSSD Online Learning Student/Parent Handbook

Mrs. Robyn Euker, Director of Curriculum and Instruction has updated the Big Spring School District Online Learning Student/Parent Handbook for the 2016-2017 school year. The completed Big Spring School District Online Learning Student/Parent 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.

The administration recommends that the Board of School Directors approve the 2016-2017 changes in the Online Learning Student/Parent Handbook, as presented.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XI. NEW BUSINESS (. . .continued)

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

(INFORMATION ITEM)

K) Proposed Updated Job Description – 308 Athletic Trainer

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 August 22, 2016.

308 Athletic Trainer

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. 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

A new counselor was hired from Cumberland Valley to fill the open guidance counselor position.

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

No meeting was conducted and no report was offered.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XIII. COMMITTEE REPORTS (...continued)

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.

G. Capital Area Intermediate Unit – Mr. Wolf

We met last week. Agenda manager is now being marketed outside the state. Hopefully that will help and costs will be adjusted accordingly. A mental health program will be started at Diakon. There is currently 30 to 45 staff openings at the CAIU that will need to be filled.

The CAIU also had a very successful Golf Tournament. The team of Wolf, Cowden, Jay Scott, and Don Koser. We were the low team. We had a score of 57.

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

No meeting was conducted and no report was offered.

XIV. SUPERINTENDENT'S REPORT

1. **Resignation** - We had a resignation for a School Psychologist. We started the interviews for this position because it is a very unique position. We will have a candidate for approval at the August 22nd Board meeting. We had a position come open for a High School Social Studies Teacher as well. We will interview for this position. We will be in good shape to have a candidate for the August 22nd meeting.
2. **Reminder**– Next Board Meeting is August 22nd. This is the night before the first student day. This is the latest we could go to finalize police service contracts and also some personnel items.
3. **Enrollment** – Our enrollment numbers are steady. We will start the school year at almost the same as the end of last year.

Big Spring School Board Meeting Minutes ~ Monday, August 1, 2016

XV. BUSINESS FROM THE FLOOR

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

XVII. ADJOURNMENT

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

The meeting was adjourned at 8:18 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, August 22, 2016