

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, AUGUST 19, 2013

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:04 P.M. with Vice President William Swanson, presiding. *Seven (7) directors present: William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; John McCrea; Richard Norris, Kingsley Blasco, and William Piper.

Absent: Wilbur Wolf, Jr., and Richard Roush.

*Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum and Instruction; Richard E. Kerr, Jr., Business Manager; Brandie Shatto, Director of Educational Technology and Public Relations; and Carol Kuntz, Board Minutes. Trish Grace, The Valley Times-Star;

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE AUGUST 5, 2013 REGULAR BOARD MEETING MINUTES, THE AUGUST 5, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE AUGUST 5, 2013 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Norris, seconded by Blasco for approval of the August 5, 2013 Buildings and Property Committee Meeting Minutes; the August 5, 2013 Committee of the Whole of the Board Meeting Minutes; and the August 5, 2013 Regular Board Meeting Minutes. Roll call vote: Voting Yes: McCrea, Piper, Swanson, Barrick, Norris, Gutshall, and Blasco. Motion carried unanimously. 7 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

No Student report was given.

V. TREASURER'S REPORT

A.

General Fund	\$ 9,543,376.71
Capital Projects	\$ 5,237,934.20
Cafeteria Fund	\$ 311,243.91
Student Activities Fund	<u>\$ 195,445.78</u>
Total	\$15,288,000.60

The Treasurer's Report showed balances as outlined above as of July 31, 2013. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: McCrea, Piper, Gutshall, Barrick, Norris, Swanson, and Blasco. Motion carried unanimously. 7 - 0

VI. PAYMENT OF BILLS 2013-2014

A.

General Fund	\$ 889,142.60
Capital Projects	\$ 152,656.86
Cafeteria Fund	\$.00
Student Activities Fund	<u>\$ 909.50</u>
Total	\$ 1,042,708.96

Motion by Gutshall, seconded by Norris for approval of General Fund, Capital Projects, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: McCrea, Piper, Barrick, Norris, Swanson, Gutshall and Blasco. Motion carried unanimously. 7 - 0

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

Stacy Breon, Cody Breon, Tony Breon, Doug Kennedy, Calli Pastor, Dorothy Pastor, Taylor Mansfield, Denise Mansfield, Ronda Wickard, Madison Wickard, Terri Paynter, Morgan Paynter, Ashley Shenk, Carla Shenk, Bonnie Hummel, Brooke Sullivan, Dawn Sullivan and Trish Grace.

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IX. PUBLIC COMMENT PERIOD

Doug Kennedy 239 Log Cabin Road Newville, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

Callie Pastor 1367 Mountain Road Newburg, PA addressed the members of the Board of School Directors concerning the softball state championship team banner for the 2012 season and asked why the banner was removed from the High School gym.

Mr. Swanson replied that there was no policy addressing a state championship team banner and the criteria for how to handle a state championship. The athletic committee is working to address a policy for team banners and the criteria of a banner.

Mr. Fry informed the public and the Board that we never had a state championship team before. New banners are being made. A banner will hang in a special location in the gym, a banner will be placed at the back stop of the softball field and a banner will also hang in Saylor's Market.

Dorothy Pastor 1367 Mountain Road Newburg, PA. Who are the members of the Athletic Committee and will criteria be written on the size, shape, and location of a team banner? What was the criteria for removing the Softball Banner from the High School Gym?

Mr. Fry addressed the public by stating the following people serve on the athletic committee. Mr. Swanson, Mr. Gutshall, Mr. Roush, Mr. Steven Smith Dr. Wilson, Les Stover Dora Kuntz, Athletic Director, Jay Hockenbroch. Mr. Fry is an ex-officio and he attends the meetings.

Mr. Fry informed the public that it came to the Board Members attention during public comment period. The Athletic Committee went back through the minutes to find the criteria on the banners that are to be placed in the gym.

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XIII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Tracey Snyder**, High School Learning Support aide has submitted her letter of resignation as a learning support aide effective immediately.

The administration recommends that the Board of School Directors accept Ms. Snyder's resignation as a learning support aide as outlined above.

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A) PERSONNEL CONCERNS (. . .continued)

(ACTION ITEM)

- 2) **Mr. Seth Stover**, Assistant Girls Soccer Coach has submitted his letter of resignation as a High School Assistant Girls Soccer Coach effective immediately.

The administration recommends that the Board of School Directors approve Mr. Stover's resignation as a High School Girls Soccer Coach as outlined above.

(ACTION ITEM)

- 3) **Mrs. Megan Frantz**, is requesting one day leave without pay for Friday, September 20, 2013.

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.

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

(ACTION ITEM)

- 4) **Mrs. Becky Coulson**, is requesting one day leave without pay for Friday, September 20, 2013.

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.

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

(ACTION ITEM)

- 5) **High School Assistant Special Education Chairperson**

The administration would like to recommend the individual listed as the High School Assistant Special Education Chairperson for the 2013-2014 school year.

Kay Gillet

The administration recommends that the Board of School Directors approve the appointment of Mrs. Gillet as High School Assistant Special Education Chairperson for the 2013-2014 school year.

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A) PERSONNEL CONCERNS (. . .continued)

(ACTION ITEM)

6) Long Term Substitute

Dana Sheaffer - Long-Term Substitute -Third Grade Teacher at Mt. Rock Elementary School

Education:

Shippensburg University (Bachelor's Degree Elementary Ed./Reading)
York College (Nursing)

Experience:

Big Spring School District - Aide and Substitute Teacher
West Shore School District - Substitute Third Grade Teacher

The administration recommends that the Board of School Directors appoint Ms. Sheaffer to serve as a long-term Substitute third grade teacher at Mt. Rock Elementary School, replacing Mrs. Sands who will be on extended child-rearing leave of absence from August 20, 2013 through approximately December 3, 2013. Ms. Sheaffer's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

7) Junior High Football Coach

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed to serve as a junior high volunteer football coach for the 2013-2014 school year.

Shane Cohick

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a Junior High volunteer football coach for the 2013-2014 school year.

8) Per Diem Substitute Teachers

(ACTION ITEM)

**Kara German - Early Childhood Education
Callie Salvisburg - Elementary Education
Jennifer Werle - Elementary Education**

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented

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A) PERSONNEL CONCERNS (. . .continued)

(ACTION ITEM)

9) Approval to Hire Manpower Employee

Since December 8, 2003 the District has employed the services of Manpower to fill a full-time general labor position in Maintenance section. With the reorganization and downsizing of the maintenance section, this position is required. Currently we pay \$16.45 per hour to Manpower. This would become a full time position in Big Spring at an hourly rate of \$12.10. Al McQuillen has filled the position since 2003 and the administration recommends he be continued as the incumbent.

The administration recommends the Board of Directors approve the transfer of Al McQuillen from Manpower to be hired as a Big Spring employee at a rate of \$12.10 per hour.

(ACTION ITEM)

10) 2013-2014 Bus Drivers

Mr. Richard Deitch, bus contractor, has submitted a list of bus drivers for the 2013-2014 school term. A copy of the list of drivers has been included with the agenda. Mr. Deitch would also like to add one additional bus driver to the 2013-2014 list, Ms. Wickard, pending all required paperwork.

The administration recommends that the Board of School Directors acknowledge receipt of the 2013-2014 bus driver list prepared by Mr. Deitch as presented and the additional bus driver listed above.

11) Additional 2013-2014 School Police Officers

(ACTION ITEM)

Based on staffing needs necessitated by enrollment fluctuations, attrition and changes in special education case loads, the administration will transfer the professional employees whose names are listed below for the 2013-2014 school year. These transfers are in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

12) Aide Recommendation

(ACTION ITEM)

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a part-time learning support aide at Oak Flat Elementary School, replacing Ms. Hranica who has resigned.

Christie Katora

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time learning support aide as presented.

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A) PERSONNEL CONCERNS (. . .continued)

13) Aide Recommendation

(ACTION ITEM)

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a part-time one on one aide at Mt. Rock Elementary School.

Patricia Gantz

The administration recommends that the Board of School Directors approve the appointment of the above listed part-time one-on-one aide at Mt. Rock Elementary School as presented.

VOTE ON XII., NEW BUSINESS, A-1 – A13, PERSONNEL CONCERNS

Motion by Barrick, seconded by Blasco to combine and approve Items A-1 through A-13 as outlined and recommended above. Roll call vote: Voting Yes: McCrea, Norris, Piper, Barrick, Gutshall, Swanson and Blasco. Motion carried unanimously 7 - 0

XIII. NEW BUSINESS (. . .continued)

B) Credit Pay

(ACTION ITEM)

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.

Meghan Bullock	\$2,544.00
Charlene D'Amore	\$2,544.00
Anne Fulker	\$ 740.00
Mary Beth Helbig	\$ 840.00
Kimberly Flood	\$1,272.00
Abigail Leonard	\$1,272.00
Katie Magee	\$2,544.00
Michael Statler	\$1,272.00
Deborah Whitmoyer	<u>\$1,272.00</u>
Total	\$14,300.00

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

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XIII. NEW BUSINESS (. . .continued)

C) Facilities Utilization Request

(ACTION ITEM)

Ms. Tracey Cook is requesting permission to use the Middle School Gym/Commons on Sunday, September 22, 2013 from 1:00 p.m. – 4:00 p.m. to hold a elementary cheer clinic. Because the utilization dates listed are on a Sunday, Board action is necessary.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to use the Middle School Gym/Commons as presented.

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

D) Appointment of the School District Dentist

(ACTION ITEM)

Contracted Services

Dr. Thomas Filip \$4.50 per exam

The administration recommends that the Board of School Directors approve Dr. Filip as school district dentist for the 2013-2014 school year.

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

E) Job Description

(ACTION ITEM)

Mrs. Jeanne Temple, Assistant Superintendent has made some revisions to the job description listed for Vocational Training Aide. A copy of the job description has been included with the agenda. The updated job description was an information item on the August 5, 2013 School Board Agenda.

The administration recommends that the Board of School Directors approve the job description for Vocational Training Aide as presented.

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

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XIII. NEW BUSINESS (. . .continued)

F) Approval of Payment Application 1 for First Capital Insulation (ACTION ITEM)

Previously the Board authorized the removal of pipe insulation in the Middle School and reinstallation of "Armaflex" type insulation on hot & cold water domestic lines. At this point, the project is complete. A copy of the first payment application is in the agenda. This payment leaves a balance of \$8,239.00 to be billed yet from First Capital.

The administration recommends the Board of School Directors approve payment application #1 for First Capital Insulation, Inc. for a total of \$74,151 to be paid from the capital project fund.

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

G) Approval of Payment Application #4 for McCoy Brothers, Inc (ACTION ITEM)

Enclosed in the agenda is Payment Application # 4 from MBI. The window project is expected to finish on time for the August 16th deadline. There remain several change orders that may continue a few days beyond. MBI worked very close with the custodial staff to ensure we are ready for school start on the 26th. After this payment, there is a balance to be billed of \$183,762.

The administration recommends the Board of School Directors approve payment application #4 for McCoy Brothers, Inc. for a total of \$174,836 to be paid from the capital project fund.

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

Mr. McCrea asked if the window project is complete.

Mr. Barrick replied they are very close to completing the project.

Mr Fry informed the Board there is a small list of minor items that need to be completed.

H) Approve Request for Qualifications for Energy Services Company (ESCO) (ACTION ITEM)

At the last Board meeting, the Board approved Barton Associates as the engineer/architect for the HVAC project at Oak Flat. Now we must select the ESCO to actually perform the work. This process doesn't require selection of the lowest responsible bidder as there is no project or cost at this point -- we are selecting the best ESCO to develop & construct the project in conjunction with Barton. After consultation with the Solicitor, the administration developed a directed RFQ to solicit proposals. A copy of the Request for Qualification (RFQ) is included in the agenda.

The administration recommends the Board of School Directors approve the release of a directed request for qualifications document to be used in the selection of an Energy Services Company to develop a potential Energy Savings Contract with the District.

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XIII. NEW BUSINESS (. . .continued)

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: McCrea, Norris, Piper, Barrick, Gutshall, and Swanson. Motion carried unanimously. 6 – 0 Blasco stepped out of the meeting.

I) Approval of Updated Policies

(ACTION ITEM)

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

- 701 Planning Facilities
- 702 Gifts, Grants, Donations
- 703 Sanitary Management
- 704 Maintenance
- 705 Safety
- 706 Property Records
- 708 Lending of Equipment and Books
- 709 Building Security
- 710 Use of Facilities by Staff
- 715 Use of Fax Machines
- 716 Integrated Pest Management
- 717 Cellular Telephones

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

Motion by Norris, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: McCrea, Norris, Piper, Barrick, Gutshall, and Swanson. Motion carried unanimously. 6 - 0

J) Planned Course Adoption

(ACTION ITEM)

Listed below are completed planned courses for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors prior to the August 19, 2013, Board of School Directors meeting.

High School

- Mass Media
- AP World History
- AP Environmental Science
- Personal Fitness
- Literature Keystone Prep

Motion by Barrick, seconded by *Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: McCrea, Norris, Piper, Barrick, Gutshall, and Swanson. Motion carried unanimously. 6 - 0

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XIII. NEW BUSINESS (. . .continued)

K) Financial Updates

(INFORMATION ITEM)

- A. YTD General Fund Update – Mr. Kerr last payment EIT. 5.2 million overall.
- B. Tax Collection Update

L) Updated Policies

(INFORMATION ITEM)

The administration has submitted the updated policies listed for Board review.

- 707 - Use of School Facilities**
- 806 - Child/Student Abuse**

The updated policies will be an action item on the September 3, 2013 School Board Agenda.

M) 2014 PSBA Candidates

(DISCUSSION ITEM)

Pennsylvania School Boards Association (PSBA) has changed the voting process regarding PSBA candidates. The administration would like to discuss the voting process for the 2014 PSBA candidates.

Mr. Fry stated that Mr. Barrick will vote on behalf of the Board. If you have questions, Mr. Barrick will provide you with information. It will be on the next meeting agenda a slate of candidates.

XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIV. COMMITTEE REPORTS

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

No meeting was conducted and no report was offered.

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered.

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XIV. COMMITTEE REPORTS (. . .continued)

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

No meeting was conducted and no report was offered.

D. Buildings and Property Committee – Mr. Barrick

No meeting was conducted and no report was offered.

E. Finance Committee – Mr. Blasco

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

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

XVI. SUPERINTENDENT'S REPORT

1. Opening Day for all Teachers is Tuesday, August 20, 2013 starting at 8:00 am. Students will begin classes on Monday, August 26, 2013.
2. Softball Banners information was updated earlier.
3. Cross Country Building Updates. All permits are in place for the cross country building. This building will be utilized for storage. There will be no water or bathrooms in the building. The second floor will be utilized as a viewing area. The building will take most of the year to complete. Volunteers will be doing all the work.

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XVI. SUPERINTENDENT'S REPORT (. . . continued)

4. Dawg Day and Chromebook Distribution Updates. Freshman orientation and the distribution of the Chromebooks was a huge success. Six faculty members organized this event. All families were Bulldog proud.

XVII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Norris, seconded by Barrick to adjourn the meeting. Roll call vote: Voting Yes: McCrea, Norris, Piper, Barrick, Gutshall, and Swanson. Motion carried unanimously. 6 - 0.

The meeting was adjourned at 8:35 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Tuesday, September 3, 2013