

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 3, 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 8:07 P.M. with President Wilbur Wolf, Jr, presiding. \*Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Richard Roush; Richard Norris, and William Piper.

Absent: Kingsley Blasco and John McCrea.

\*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**

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

### **III. APPROVAL OF THE AUGUST 19, 2013 REGULAR BOARD MEETING MINUTES, AND THE AUGUST 19, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Norris, seconded by Barrick for approval of the August 19, 2013 Committee of the Whole of the Board Meeting Minutes; and the August 19, 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**

Megan Carr presented a student report. [Student report is attached.](#)

**V. TREASURER’S REPORT**

No report was offered.

**VI. PAYMENT OF BILLS 2013-2014**

**A.**

General Fund	<b>\$ 433,481.02</b>
Capital Projects Fund	<b>\$ 248,987.00</b>
Student Activities Fund	<b><u>\$ 12,068.33</u></b>
<b>Total</b>	<b>\$ 694,536.35</b>

Motion by Gutshall, seconded by Norris for approval of General Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, Piper, Barrick, Gutshall, Norris, Swanson and Roush. Motion carried unanimously. 7 – 0

**VII. READING OF CORRESPONDENCE**

**VIII. RECOGNITION OF VISITORS**

Judith Creps, Steve Smith, April Messenger, Carol Graham, Megan Carr and Trish Grace.

**IX. PUBLIC COMMENT PERIOD**

Carol Graham 2565 Walnut Bottom Road Carlisle, PA 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**

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**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

- 1) **Cecelia Zukauckas**, junior high cheerleader coach has submitted her resignation, effective immediately. Ms. Zukauckas has requested to assist as a volunteer for the cheerleading program.

The administration recommends that the Board of School Directors accept the resignation listed, effective immediately and approve Ms. Zukauckas to assist as a volunteer for the cheerleading program.

**(ACTION ITEM)**

- 2) **Sally Kammerer**, assistant girls basketball coach has submitted her letter of resignation, effective immediately.

The administration recommends that the Board of School Directors accept the resignation listed, effective immediately.

**(ACTION ITEM)**

- 3) **Mrs. Chelsea Jackson**, first grade teacher at Newville Elementary School requested child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, January 6, 2014 with a return date of Tuesday, February 18, 2014. According to Section 3.07 of the contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends that the Board of School Directors approve Mrs. Jackson's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, January 6, 2013 with a return date of Tuesday, February 18, 2014.

**(ACTION ITEM)**

- 4) **Coaching Appointments**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed to serve as coaches for the 2013-2014 school year.

**Chad Brough  
Dora Kuntz**

**High School Assistant Wrestling Coach  
Assistant Varsity Field Hockey Coach**

The administration recommends that the Board of School Directors appoint the above listed individuals to serve as coaches for the 2013-2014 school year, as presented.

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**A) PERSONNEL CONCERNS (. . . .continued)**

**(ACTION ITEM)**

**5) Approval of Chartwells' Big Spring School District Food Service Employees**

Per the contract Big Spring School District initiated with Chartwells, the District must approve all employees. Mrs. Michelle Morgan, Chartwells Food Service Director is recommending the individuals listed as cafeteria employees.

**Lisa Newswanger  
Angela Bistline**

The administration recommends the Board of School Directors approve the above listed Chartwells' employees for the 2013-2014 school year.

**(ACTION ITEM)**

**6) Per Diem Substitute Teachers**

**Sara Christopher Secondary English 7-12  
Travis Horton Secondary English 7-12**

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

**7) Long-Term Substitute Life Skills Teacher**

**(ACTION ITEM)**

**Karyn Cunningham** - Long-Term Substitute - Life Skills Teacher at Oak Flat Elementary School

**Education:**

University of Pittsburgh - Elementary Education (Bachelor's Degree)

**Experience:**

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Cunningham to serve as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, effective immediately through approximately November 4, 2013, replacing Mrs. Weller who will be on child-rearing leave of absence. Mrs. Cunningham's compensation for this position should be established at Bachelor's, step 1, 43,648.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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**A) PERSONNEL CONCERNS (. . .continued)**

**8) Long-Term Substitute Sixth Grade Learning Support Teacher (ACTION ITEM)**

**Francis Stewart** – Long-Term Substitute Sixth Grade Learning Support Teacher

**Education:**

Boston College - English Major

Shippensburg University - Special Education (Master's Degree)

**Experience:**

Carlisle NHS School - Teacher

The administration recommends that the Board of School Directors appoint Ms. Stewart to serve as a long-term substitute sixth grade learning support teacher at the Middle School from approximately September 16, 2013 through approximately January 17, 2014, replacing Mrs. Cathy Hing who has retired. Mrs. Stewart's compensation for this position should be established at Master's, step 1, 49,418.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**(ACTION ITEM)**

**9) Evening Cyber Program Instructor**

Mr. Kevin Roberts, Director of Curriculum and Instruction and Mrs. Brandie Shatto, Director of Educational Technology & Public Relations would like to recommend Mr. Daniel Tiger the position as Evening Cyber Program Instructor. The evening support will be utilized for student tutoring, direct online learning system support and to enable the District to provide an intervention program to students at risk for dropping out.

The administration recommends that the Board of School Directors appoint Mr. Daniel Tiger for the position of Evening Cyber Program Instructor as presented.

**(ACTION ITEM)**

**10) Transfer of Barry Monismith**

On August 26th Mr. Barry Monismith requested to be transferred from his current position as the Head Custodian in the Middle School to a regular night custodian.

The administration recommends that Mr. Barry Monismith be transferred to night time custodian at the rate of \$17.30 per hour effective September 3, 2013.

**VOTE ON XII., NEW BUSINESS, A-1 – A10, PERSONNEL CONCERNS**

Motion by Barrick, seconded by Norris to combine and approve Items A-1 through A-10 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Piper, Barrick, Gutshall, Norris, Swanson and Roush. Motion carried unanimously  
7 - 0

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**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.

<b>Chelsea Jackson</b>	<b>\$1,209.00</b>
<b>Bethany Pagze</b>	<b><u>\$1,272.00</u></b>
<b>Total</b>	<b>\$2,481.00</b>

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: Wolf, Piper, Barrick, Gutshall, Norris, Swanson, and Roush. Motion carried unanimously. 7 – 0

**C) Contracted Services School Physician**

**(ACTION ITEM)**

**Dr. Darryl Guistwite**

**2012-2013 Rate**

**\$14.10** per student exam / contracted services for 2012-2013 school year **\$6,850.00**

**Proposed 2013-2014**

**\$14.25** per student exam/ contracted services for 2013-2014 school year **\$6,925.00**

The administration recommends that the Board of School Directors appoint Dr. Darryl Guistwite as the school physician for students examinations for the 2013-2014 school year at a per student physical examination rate of \$14.25. The administration also recommends that the Board of School Directors appoint Dr. Guistwite as School Physician for the contracted annual rate of \$6,925.00.

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

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**XIII. NEW BUSINESS (. . .continued)**

**D) Tuition Exemption Student**

**(ACTION ITEM)**

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 student for the 2013-2014 school year.

**Cassie Epstein**

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

**E) Approval of Updated Policies**

**(ACTION ITEM)**

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

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

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

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

**F) Consolidated Federal Programs**

**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum and Instruction, has received notification from the Division of Federal Programs that the Consolidated Federal Programs application has been approved in the amounts indicated below:

Title I	\$422,129
Title II	<u>\$124,922</u>
<b>Total</b>	<b>\$547,071</b>

The administration recommends that the Board of School Directors authorize the administration to establish all of the required accounts for revenues and expenditures and to expend funds on behalf of the 2013-2014 Consolidated Federal Programs as specified.

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

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### XIII. NEW BUSINESS (. . . continued)

#### G) PA Accountability Block Grant

**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum and Instruction, has received notification from the Capital Area Intermediate Unit that Big Spring is able to obligate 50% of the PA Accountability Block Grant funds which is a total of \$171,093, upon application and the remaining 50% following the Pennsylvania Department of Education approval of the grant application.

The administration recommends that the Board of School Directors authorize the administration to establish all of the required accounts for revenues and expenditures and to expend funds on behalf of the PA Accountability Block Grant.

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

#### H) 2014 PSBA Candidates

**(ACTION ITEM)**

Pennsylvania School Boards Association (PSBA) has changed the voting process regarding PSBA candidates. At the August 19, 2013 Board of School Directors Meeting the administration discussed the voting process for the 2014 PSBA candidates.

The administration recommends that the Board of School Directors approve the voting process and proceed with the process of voting for the 2014 PSBA candidates.

Mr. Fry lead the Board in a discussion on the candidates. They agreed to the following slate that Mr. Barrick will use to vote on behave of the Board: President Elect - William LaCoff; Vice President - Larry Breech; Treasurer - Norman Hasbrouck; At-Large Representative (Central) – Kathy Swope.

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

#### I) Approval of Window Project Change Order #18

**(ACTION ITEM)**

The TV studio (rm 110) in the MS had a full wall constructed over the windows to stop stray light; that wall obviously had to be removed for the window replacement project. Rather than construct another wall to limit light infiltration, this change order puts black out shades over the windows and installs a manual drop down 7' x 12' green screen for video production.

The administration recommends the Board of School Directors approve Change Order #18 to the MS Window Project in the amount of \$ 3,943 to be paid to McCoy Bros., Inc from the Capital Project fund.



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**XIII. NEW BUSINESS (. . .continued)**

Mr. Fry informed the Board right now there are black blinds in the Middle School TV Studio. If something would happen in the future, those blinds could be rotated out and used somewhere else.

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

**J) District/Capital Area Intermediate Unit Special Education Contract (ACTION ITEM)**

The proposed 2013-2014 Special Education Service Contract between the Big Spring School District and the Capital Area Intermediate Unit has been reviewed by Mr. William Gillet, Supervisor of Special Education, and the Superintendent.

The administration recommends that the Board of School Directors approve the 2013-2014 Special Education Contract with the Capital Area Intermediate Unit. The final contract charges will be determined based on actual 2013-2014 Big Spring CAIU enrollments and CAIU services.

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

**K) Proposed Textbook Adoption (INFORMATION ITEM)**

Mr. Kevin Roberts, Director of Curriculum and Instruction, is recommending the following book to the Superintendent of Schools. The book is available for review in the curriculum office by any member of the Board of School Directors who wishes to review the book, prior to the September 16, 2013 Board of School Directors meeting.

**Honors English II    Life of Pi    Publisher, Yann Martell - Knopf Canada    Copyright - 2001**

**XIII. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XIV. COMMITTEE REPORTS**

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

The next meeting is scheduled for Nov. 8<sup>th</sup>.

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**XIV. COMMITTEE REPORTS** (. . . continued)

**B. Athletic Committee – Mr. Swanson**

The next meeting is scheduled for Sept. 18<sup>th</sup>.

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

School opening went well. The pilot program has 28 ninth grade students enrolled from Cumberland Valley. Enrollment is up at the vo-tech.

**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**

Human Resource department has moved from the Lemoyne Office. Everyone is located in one building. It did cost \$300,000 to get out of the current lease. This is only half of what it would have cost if they stayed.

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

EIT has come in higher than we expected. The auditors are working to help finalize the books.

**XVI. SUPERINTENDENT'S REPORT**

1. Enrollment – third day. We are down 62 students from last year for a total of 2676. Average class size is as follows: kindergarten - 20.4, first grade - 19.6, second grade - 20.3, third grade - 18.8, fourth grade - 20, and fifth grade 21.3.

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

2. COSN - School networking. They choose 21 K-12 school districts nationwide. Big Spring was one of two district choose in Pennsylvania for their digital learning and technology.
3. PK counts. This is a pre-school program. We were one of the Districts chosen to house this program. We will house it at Newville Elementary. There will be between 16 and 18 students. Chartwells will provide lunch through the grant. This is a full year program.
4. Frankford Agreement of Sale – We revised the purchase price. The agreement to remove the due diligence language has been made. The inspections are complete. Settlement will be on or before Dec. 31.
5. Safe Routes to School – The state said the grant had to pay for inspection services which is about \$40,000. The borough was going to use different grant funds. The state told the borough they can't use those funds. We may need to request an extension.
6. Nathan Mains was named the new Executive Director of PSBA.
7. Opening at Big Spring. This is Mr. Fry's ninth opening at Big Spring. Great Opening with staff. It was as smooth an opening as we have ever had. We cut our bus routes by one bus at the elementary.
8. CAP Tax – Attorney Flowers was representing South Middleton, Carlisle, and Big Spring. Attorney Flowers is no longer practicing due to some health concerns. We will be utilizing Attorney Cassidy.
9. District Calendar – A copy is in your packets. Mrs. Shatto did a great job on the calendar.

### **XVII. BUSINESS FROM THE FLOOR**

Mr. Barrick commented on the Football Team doing a great job at their first game.

### **XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

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**XIX. ADJOURNMENT**

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

The meeting was adjourned at 8:42 P.M.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, September 16, 2013**