

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 3, 2019**

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### **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 nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; John Wardle, Kingsley Blasco, Robert Over, Richard Roush and Bob Kanc

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Vonda Kelso, Accounting Controller; Cathy Seras, Board Minutes and Andy Milone, VTS Reporter.

### **II. PLEDGE TO THE FLAG**

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

### **III. Approval of the August 19, 2019 Regular Board Meeting Minutes and the August 19, 2019 Committee of the Whole Meeting Minutes.**

Motion by Blasco, seconded by Roush for the approval of the August 19, 2019 Regular Board Meeting Minutes and the August 19, 2019 Committee of the Whole Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Blasco, Gutshall, Kanc, Roush and Wardle  
Motion Carried unanimously. 9- 0

### **IV. Student/Staff Recognition and Board Reports – No student report.**

## V. Financial Reports

### a. Payment of Bills

General Fund		
Procurement Card	\$	57,084.69
Checks/ACH/Wires	\$	1,365,909.44
Capital Projects Reserve Fund	\$	18,995.00
Mount Rock Projects-2018 Fund	\$	2,488,322.01
Newville Projects Fund	\$	0.00
Cafeteria Fund	\$	10,076.44
Student Activities	\$	<u>13,706.73</u>
<b>Total</b>	<b>\$</b>	<b>3,954,094.31</b>

Motion to approve the payment of bills as presented.

Motion by Gutshall, seconded by Blasco for acceptance of the Payment of Bills as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Roush, Piper, Gutshall, Over, Blasco, Kanc and Wardle.

Motion Carried unanimously. 9 - 0

## VI. Reading of Correspondence

## VII. Recognition of Visitors – Charlene D’Amore, BSSD ESL Teacher

## VIII. Public Comment Period

## IX. Structured Public Comment Period

## X. Old Business

## XI. New Business

### a. Resignation - Sophomore Class Advisor

Ms. Christa Daugherty has submitted her resignation as Sophomore Class Advisor, effective immediately.

The administration recommends the Board of School Directors approve Ms. Daugherty's resignation, as presented.

### b. Resignation - High School Student Council Advisor

Ms. Kelsey Hernjak has submitted her resignation as High School Student Council Advisor, effective immediately.

The administration recommends the Board of School Directors approve Ms. Hernjak's resignation, as presented.

## **XI. New Business (. . .continued)**

### **c. Resignation - Senior Class Co-Advisor and Freshman Class Co-Advisor**

Ms. Trica Wolfe has submitted her resignation as Senior Class Co-Advisor and Freshman Class Co-Advisor, effective immediately.

The administration recommends the Board of School Directors approve Ms. Wolfe's resignations, as presented.

### **d. Resignation - Co-Leader Middle School Arts Team**

Mrs. Stacey Gibb has submitted her resignation as Co-Leader of the Middle School Arts Team, effective immediately.

The administration recommends the Board of School Directors approve Mrs. Gibb's resignation, as presented.

### **e. Resignation - Diving Coach**

Mr. Zachary Stout has submitted his resignation as Diving Coach, effective immediately. Mr. Stout has also requested approval to assist as a volunteer diving coach.

The administration recommends the Board of School Directors approve Mr. Stout's resignation and his request to assist as a volunteer diving coach, as presented.

### **f. Resignation - Marching Band Field Staff**

Mr. Michael Daniel has submitted his resignation as Marching Band Field Staff, retroactive to June 7, 2019.

The administration recommends the Board of School Directors approve the resignation of Mr. Daniel's, retroactive to June 7, 2019.

### **g. Recommended Approval for a High School Custodian and a Custodial Transfer**

Ms. Cheri Frank, Director of Custodial Services is recommending a custodial transfer and the new hire listed below.

**Mr. Paul Shoap** - High School full-time custodian, replacing Karen Brown who has resigned. Mr. Shoap's rate will be \$13.47 per hour. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**Ms. Amber Lehman** - transfer from a part-time Middle School custodian to a part-time Mt. Rock Elementary School custodian. There will be no change in Ms. Lehman's earnings or hours.

The administration recommends the new hire of Mr. Paul Shoap and transfer of Ms. Amber Lehman, as presented.

## **XI. New Business (. . .continued)**

### **h. Recommended Approval of a Classified Transfer**

The Administration would like to recommend the transfer of Mr. Samuel Sheeler, Head Groundskeeper to the position of Maintenance Technician/Facilities Systems, effective the hire of a Head Groundskeeper.

The administration recommends that the Board of School Directors approve the transfer of Mr. Sheeler from Heads Groundskeeper to the position of Maintenance Technician/Facilities Systems, as presented.

### **i. Employment Dismissal**

Under section 514 of the Pennsylvania School Code Mr. Matthew Lehman has been removed from his position as Maintenance Technician-General, effective immediately. It is noted that Mr. Lehman has waived his right to a hearing before the board.

Motion by Blasco, seconded by Roush to approve item i, Employment Dismissal, as outlined and recommended above.

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

Motion carried unanimously. 9- 0

### **j. Recommended Approval for an Additional ESS Aides**

The administration recommends the additional aides listed.

**Mrs. Rebecca Fry** - full-time ESS aide at Mt. Rock Elementary School for kindergarten classrooms.

**Ms. Tracy Fraker** - full-time ESS aide at Mt. Rock Elementary School as a Principals discretion aide and for the kindergarten classrooms.

**Mrs. Susan Luhn** - part-time ESS aide at Newville Elementary School, three days a week for kindergarten and Principals discretion aide.

The administration recommends the Board of School Directors approve the part-time and full-time aides at Newville and Mt. Rock Elementary Schools, as presented.

### **k. Recommended Approval for Marching Band Field Staff**

Mr. Adam Nobile, High School Band Director would like to recommend Ms. Susan Travis for the position of Marching Band Field Staff.

The administration recommends the Board of School Directors approve Ms. Travis for the position of Marching Band Field Staff, as presented.

## **VOTE ON XI., NEW BUSINESS A-K, PERSONNEL CONCERNS**

**With the removal of item i; which was voted on separately.**

Motion by Roush, seconded by Blasco to approve Items A –K, excluding item i, as outlined and recommended above.

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

Motion carried unanimously. 9- 0

## **XI. New Business (. . .continued)**

### **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.

<b>Morgan Beamer</b>	<b>\$ 3,000.00</b>
<b>Molly Kordes</b>	<b>\$ 3,000.00</b>
<b>Abigail Leonard</b>	<b>\$ 4,050.00</b>
<b>Emily Moyer</b>	<b>\$ 3,000.00</b>
<b>Melissa Sheffer</b>	<b>\$ 3,096.00</b>
<b>Emily Young</b>	<b><u>\$ 3,000.00</u></b>
<b>Total</b>	<b>\$19,146.00</b>

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

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

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

Motion carried unanimously. 9 - 0

### **b. Approval of 2019-2020 Tuition Exemption Student**

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 2019-2020 school year.

#### **Stella Schenk - Kindergarten, Newville Elementary School**

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

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

Motion carried unanimously. 9- 0

### **c. Student Eligible for Early Graduation**

Based on successful completion of semester one course work for the student listed, she will be eligible for early graduation for the 2019-2020 school year.

#### **Nicole Donovan**

The administration recommends the Board of School Directors approve January, 2020 graduation for the student listed, based on the success of completing all graduation requirements.

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

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

Motion carried unanimously. 9-0

## **XI. New Business (. . .continued)**

### **d. Approval of a Non-Resident Student Attending Big Spring High School**

Ms. Linda Waggoner, guardian of Senior, Samantha Gries is requesting permission for Samantha to attend Big Spring High School for the 2019-2020 school year and graduate with the class of 2020, per the conditions outlined in Board Policy 202.1: "The Board may permit the admission of nonresident students in accordance with Board policy. The parent/guardian are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Ms. Waggoner's request for Samantha Gries, Senior, to attend Big Spring High School for the 2019-2020 school year and graduate with the class of 2020, as per the conditions outlined in Board Policy 202.1.

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

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

Motion carried unanimously. 9-0

### **e. Recommended Approval of the 2019-2020 FFA Field Trips**

The FFA would like to request permission to attend the trips and leadership conferences listed below.

**National FFA Convention - Indianapolis, IN - October 29 - November 2, 2019**

**State FFA ACES Leadership Conference - Harrisburg/Hershey - February 15-16, 2020**

**State FFA State Legislative Leadership Conference - Harrisburg/Hershey - March 15-17, 2020**

**FFA Spring Trip (Details TBD) - April or May, 2020, 3-4 days - Location TBD**

**State FFA Convention - The Pennsylvania State University - June 9 -11, 2020**

The administration recommends that the Board of School Directors approve the above listed 2019-2020 FFA trips and leadership conferences, as presented.

Motion by Blasco, seconded Kanc by as outlined and recommended above. Voting Yes:

Swanson, Piper, Over, Wardle, Kanc, Blasco, and Gutshall. Motion carried unanimously. 9-0

### **f. Recommended Approval of Mt. Rock Elementary School PTO Audit**

The Big Spring School District has received a copy of a letter from Karen Heishman, advising that Mt. Rock Elementary School PTO financial report was accepted with auditing standards for the 2018-2019 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2018-2019 Mt. Rock Elementary School PTO audit, as presented.

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

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

Motion carried unanimously. 9-0

## **XI. New Business (. . .continued)**

### **g. Recommended Approval of Oak Flat Elementary School PTO Audit**

The Big Spring School District has received a copy of a letter from Sarah Enck, advising that Oak Flat Elementary School PTO financial report was accepted with auditing standards for the 2018-2019 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2018-2019 Oak Flat Elementary School PTO audit, as presented.

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

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

Motion carried unanimously. 9-0

### **h. Recommended Approval for a New Middle School Curricular Resource**

Listed below is a new Middle School curricular resource for board approval.

#### **Typesy - Middle School Typing Program - 6th Grade STEM Course**

The administration recommends that the Board of School Directors approve the above new Middle School curricular resource, as presented.

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

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

Motion carried unanimously. 9-0

### **i. Recommended Approval for the Title I Agreement**

Dr. Kevin Roberts, Assistant Superintendent has reviewed the Title I agreement for nonpublic programs and services between the Capital Area Intermediate Unit and the Big Spring School District. The CAIU will assist BSSD in providing nonpublic Title I reading services as outlined in the agreement.

The administration recommends the Board of School Directors approve the Title I agreement, as presented.

Dr. Fry and Dr. Roberts shared additional information regarding the Title I Agreement.

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

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

Motion carried unanimously. 9-0

## **XI. New Business (. . .continued)**

### **j. Recommended Approval for the Corrective Action Plan for Career and Technical Education Programs in 2018-2019**

Dr. Kevin Roberts, Assistant Superintendent would like to recommend the approval of the approved program Evaluation Corrective Action Plan for the 2018-2019 Career and Technical Education programs. This plan has been reviewed and accepted by the Bureau of Career and Technical Education staff and now needs board approval. The plan is included with the agenda.

The administration recommends the Board of School Directors approve the Program Evaluation Corrective Action Plan, as presented.

Dr. Fry added additional comments regarding the 2018-2019 Corrective Action Plan for Career and Technical Education Programs.

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

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

Motion carried unanimously. 9-0

### **k. Approval of Capital Projects Reserve Fund Payments**

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

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Celerity	Engineering Svc - 3548	\$5,650.00	-
George Ely Assoc	NV Playground Shade	\$6,590.00	
Rogele	Pay App 4 - Ped Safety Grant	\$165,942.75	\$113,399.99
The Fitness HQs	Fitness Equip	\$15,851.00	
WPenn Twnshp	Site Meeting Charge	\$336.02	
		\$194,369.77	

The administration recommends the Board of School Directors approve the payments of \$5,650 to Celerity; \$6590 to George Ely, Inc.; \$165,942.75 to Rogele, Inc.; \$15,851 to The Fitness HQs; and \$336.02 to W. Pennsboro Township.

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

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

Motion carried unanimously. 9-0



## **XI. New Business (. . .continued)**

### **I. Approve Payments from the Mt Rock Projects-2018 Fund**

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

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MR	Tanner	FFE Inv 19204	\$284,049.98	\$56,385.00
OF	Tanner	FFE Inv 19205	\$22,031.28	\$4,115.00
		Total	\$306,081.26	\$60,500.00

The administration recommends the Board of School Directors approve the payment of \$306,081.26 to Tanner of PA, Inc.

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

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

Motion carried unanimously. 9-0

### **m. Approval of Technology Construction Payments**

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

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
OF/MR-Tech	AV Solutions	6580-Cables for Smart Panel TVs	\$5,714.21
Stadium	AV Solutions	6606-Speaker installation on new light pole	\$1,355.75
MS Tech	AV Solutions	6649-Smart Panel TV Cables	\$648.62
MR-Tech	AV Solutions	6658 Installation of Smart Panel TVs	\$30,103.38
MS-Tech	AV Solutions	6661-Programming Audio & Lightings	\$81,025.73
MS-Tech	AV Solutions	6663-Projector and installation	\$24,507.15
MS-Tech	AV Solutions	6664-Audio @ Gym, Commons, Auditorium	\$75,478.18
MS-Tech	GDC	CO1-Cabling Proposal Remobilization	\$7,055.00
MS/MR-tech	PrismWorks	11093-Expedited ship for clock/speakers	\$9,244.00
MR-Tech	PrismWorks	20000-Data cabling Service Progress bill #3	\$20,000.00
		Total	\$255,132.02

The administration recommends the Board of School Directors approve the payments of \$218,833.02 to A/V Solutions, LLC; \$7055 to Global Data Consultants, LLC; and \$29,244 to Prismworks Technology, Inc.

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

Voting Yes: Swanson, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9-0

## **XII. New Business - Information Item**

### **a. Proposed Adoption of Revised Curriculum and Novels**

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

#### **Tech Ed/Agriculture**

Advanced FFA Leadership

Veterinary Science

#### **Novels**

How to Win Friends and Influence People in a Digital Age (Dale Carnegie, 2011)

- Advanced FFA Leadership Curriculum

Fish in a Tree by Lynda Mullaly Hunt (2015)

- 4th Grade ELA Curriculum

### **b. Recommended Approval of the Organizational Chart**

The administration updated the Organizational Chart, Policy 008, Local Board Procedures. The Organizational Chart is attached for review. The Organizational Chart will be recommended for board approval at the September 16, 2019 board meeting.

## **XIII. Future Board Agenda Items**

## **XV. 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. Mr. Swanson stated that there will be a meeting September 18<sup>th</sup> at 7 a.m.

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

- Mr. Piper shared information regarding the Vo-Tech meeting.
- Mr. Piper communicated that there are 1,160 students enrolled in CPAVTS. The capacity is 1,300. Executive Director, Mr. Justin Bruhn stated that this is the highest enrollment since his role as Executive Director.
- Mr. Piper stated the Culinary Program has a new instructor as well as an assistant. The program has reached capacity of 70 students.
- Mr. Piper shared the emerging health professional program with Messiah is up and running beginning with this school year.
- Dr. Fry stated that BSSD has a student enrolled in the emerging health professional program.
- Mr. Piper communicated that a new Nurse Instructor Assistant has been hired as of August 12<sup>th</sup>.

### **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**

- Dr. Fry stated that the committee was brought together for discussion of wellness and prescription carve out, which will be effective, January 1, 2020.

**g. Capital Area Intermediate Unit - Mr. Swanson**

- Mr. Swanson shared he attended the meeting and the meeting minutes were in members packets.
- Mr. Swanson communicated there was no business crucial to Big Spring School District while in attendance at the CAIU meeting.

**h. Tax Collection Committee – Mr. Swanson**

No report offered. Mr. Swanson did state there is a meeting in October.

**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. The total District enrollment as of August 30, 2019 is 2575. Dr. Fry shared the highest enrollment numbers in kindergarten is 26 and the lowest is 21. Dr. Fry talked about the upcoming state projection enrollment numbers.
- Dr. Fry stated he was very proud of BSSD's Vo-Tech enrollment numbers of 132.
- Mr. Wardle asked about the aides within the district. Dr. Fry shared information regarding implementation of aides.
- Dr. Fry shared it was a good start to the school year.
- Dr. Fry spoke about transportation within the District.
- Dr. Fry talked about the challenges in a rural school districts.
- Mr. Swanson asked about the shuttle system. Dr. Fry communicated the shuttle assists with keeping class sizes balanced.
- Dr. Fry shared that Professional Personnel is in great shape and the district is fully staffed with aides.

**XVII. Meeting Closing**

**a. Business from the Floor**

- The Board of School Directors thanked Mr. Gilliam for all he has done for Big Spring School District.
- Mr. Wardle commented that the SRO program was a great step that BSSD has taken.
- Mr. Piper inquired about updating pictures for ID Badges. Dr. Fry stated it was not necessary to update members ID Badges, unless members wanted to do so.
- Mr. Kanc commented; kudos to Ryan Pratt, second grade student at Mt. Rock Elementary School who raised \$2,000 on his own for a service dog. The total cost of the service dog is \$5,000.
- Mr. Kanc stated that the Middle School Back to School night was a success. Mrs. Nace and Mr. Boyd did an outstanding job; a lot of positive energy that evening.
- Mr. Kanc also stated that last Saturday sports on campus was a moment to be proud of. Mr. Kanc commented; kudos to Sam and his crew for the beautiful grounds and playing fields.
- Mr. Swanson shared his thoughts about the facilities; stated he was proud of the grounds which models the hard work of Sam Sheeler and his grounds crew.
- Mr. Blasco asked about the FFA novel. Dr. Euker acknowledged Mr. Blasco's question with sharing information in regards to the novel.

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

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

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

Motion carried unanimously. 9-0

Meeting adjourned at **8:18 PM, September 3, 2019.**

*William L. Piper, Secretary*

Next scheduled meeting is: **September 16, 2019.**