

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**TUESDAY, SEPTEMBER 4, 2018**

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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 8:19 p.m. with President Wilbur Wolf, Jr., presiding. Eight (8) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice-President; William Piper, Secretary; David Gutshall, Treasurer; Bob Kanc, Richard Roush, Robert Over and Todd Deihl.

Absent – Kingsley Blasco

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Robyn Euker, Director of Curriculum & Instruction; Cathy Seras, Board Minutes; Andy Milone, 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 20, 2018 REGULAR BOARD MEETING MINUTES AND THE AUGUST 20, 2018 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Amendment to the minutes submitted by Over.

Motion by Roush, seconded by Swanson, for approval of the August 20, 2018 Regular Board Meeting Minutes, the August 20, 2018 Committee of the Whole Meeting Minutes as outlined above. Roll call vote: Voting yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Over and Deihl.

Motion carried unanimously. 8-0

Absent – Kinglsey Blasco

### **IV. Student/Staff Recognition and Board Reports - Seth Franklin/Gabrielle Reifsnyder**

The students shared the events that took place during the first week of school which are listed below.

- Dawg Day
- Mini THON Fundraiser
- First Day of School
- Picture Day
- Short Film Comes to Big Spring
- Innovation Lab
- Teachers "new look" classrooms

**V. FINANCIAL REPORTS – PAYMENTS OF BILLS**

General Fund		
Procurement Card	\$	40,153.25
Checks/ACH/Wires	\$	1,126,262.99
Capital Projects Reserve Fund	\$	14,903.00
Mount Rock Projects-2018 Fund	\$	630,119.14
Newville Projects Fund	\$	1,801,606.82
Cafeteria Fund	\$	530.00
Student Activities	\$	<u>3,212.75</u>
<b>Total</b>	<b>\$</b>	<b>3,616,787.95</b>

Motion by Gutshall, seconded by Swanson for approval of General Fund, Capital Reserve Fund, Newville Projects Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Kanc and Roush. Motion carried unanimously. 8 – 0

**VI. READING OF CORRESPONDENCE**

**VII. RECOGNITION OF VISITORS**

Mrs. Sherisa Nailor, High School Agriculture Teacher and BSEA President

**VIII. PUBLIC COMMENT PERIOD**

**IX. STRUCTURED PUBLIC COMMENT PERIOD**

**X. OLD BUSINESS**

**XI NEW BUSINESS**

**A. Personnel Items**

**1. Resignation - Melissa Rhoads (Action Item)**

Ms. Melissa Rhoads, part-time High School Administrative Assistant has submitted her letter of resignation, effective immediately.

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

**XI. NEW BUSINESS (. . . continued)**

**2. Recommendation for Oak Flat Elementary School Quiz Bowl Coaches (Action Item)**

Mrs. Stacey Kimble, Oak Flat Elementary School Principal, would like to recommend the individuals listed as Quiz Bowl Coaches for Oak Flat Elementary School for the 2018-2019 school year.

**Jennifer Ferrante  
Megan Larsen  
Michelle Holtry  
Sara VanderHeijden**

The administration recommends the Board of School Directors approve the above listed individuals as Quiz Bowl Coaches for Oak Flat Elementary School for the 2018-2019 school year.

**3. Child-Rearing Leave - Mrs. Jana (Megan) Barrick (Action Item)**

Mrs. Jana (Megan) Barrick, Middle School Learning Support Teacher, is requesting child-rearing leave of absence to begin approximately January 11, 2019 through approximately March 25, 2019. According to Section 3.07 of the current 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. Barrick's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately January 11, 2019 through approximately March 25, 2019.

**4. Child-Rearing Leave - Mrs. Catherine Bayley Leonard (Action Item)**

Mrs. Catherine Bayley Leonard, Newville Elementary School Fourth Grade Teacher, is requesting child-rearing leave of absence to begin approximately October 23, 2018 through approximately January 11, 2019. According to Section 3.07 of the current 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. Leonard's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately October 23, 2018 through approximately January 11, 2019.

**VOTE ON XIII . . .NEW BUSINESS, A-1 – A -4, PERSONNEL CONCERNS**

Motion by Swanson, seconded by Roush to combine and approve items A-1 through A-4 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over and Deihl. Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**a. 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>Andrew Koman</b>	<b>\$ 735.00</b>
<b>Molly Kordes</b>	<b>\$1,470.00</b>
<b>Sherisa Nailor</b>	<b>\$ 700.50</b>
<b>Lauren Swigart</b>	<b>\$ 224.49</b>
<b>Edward Wilson</b>	<b>\$1,470.00</b>
<b>Emily Young</b>	<b><u>\$2,940.00</u></b>
<b>Total</b>	<b>\$7,539.99</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 Roush, seconded by Kanc to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**b. Approval to Withdraw a Student**

**(Action Item)**

Mr. William Gillet, Director of Pupil Services is recommending to withdraw a student due to medical necessity. Section 1330, Exceptions to Compulsory Attendance of the Public School Code shall not apply to a child who has been examined by an approved mental clinic or by a person certified as a public school psychologist or psychological examiner, and has been found to be unable to profit from further public school attendance, and who has been reported to the Board of School Directors and excused, in accordance with regulations prescribed by the State Board of Education.

The administration recommends the Board of School Directors approve the student withdrawal due to medical necessity.

Motion by Roush, seconded by Swanson to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**c. Student Eligible for Early Graduation**

**(Action Item)**

Based on successful completion of semester one course work for the student listed, she will be eligible for early graduation for the 2018-2019 school year.

**Katlyn P. Hoskins**

The administration recommends the Board of School Directors approve January, 2019 graduation for the student listed, based on the success of completing all graduation requirements.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**d. Approval of an Additional 2018-2019 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 for the following student for the 2018-2019 school year.

**Jonathan Kuhn High School**

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**e. Approve Additional Deitch Bus/Van Drivers (Action Item)**

The administration recommends that the Board of School Directors approve the additional bus/van drivers listed, pending all required paperwork.

**Samantha Rynard - Bus Driver**

**Patricia Wise - Van Driver**

**Charlie Holtry - Van Driver**

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**f. Approval to Create a Student Activity Account for the Class of 2022 (Action Item)**

The administration received a request from the High School Principal to create a new student activity account for the Class of 2022. Information regarding the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Class of 2022 under the supervision of the High School Principal.

Motion by Kanc, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**g. Approval for Proposed Updated Policy (Action Item)**

The administration has submitted the updated policy and a copy is included with the agenda.

**Policy 246 Student Wellness Policy**

The administration recommends the Board of School Directors approve the policy, as presented.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**h. Recommendation for 2018-2019 Big Spring Athletic Boosters Fundraiser (Action Item)**

The Big Spring Athletic Boosters is requesting permission to conduct a fundraiser with the organization listed below during the 2018-2019 school year. The fundraiser will help support student athletes through team stipends and student scholarships. The fundraiser will begin October, 2018 and will be ongoing throughout the school year. Information is included with the agenda.

**Cumberland Valley Hitmen Semi-Pro Football Team**

The administration recommends the Board of School Directors approve the Big Spring Athletic Boosters request to conduct the fundraiser with Cumberland Valley Hitmen Semi-Pro Football Team during the 2018-2019 school year, as presented.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**i. Approval of Big Spring Middle School PTO Financial Report (Action Item)**

The Big Spring School District has received a copy of a letter from Trina Manetta, advising that the Big Spring Middle School PTO Financial Report was accepted with auditing standards for the 2017-2018 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2017-2018 Big Spring Middle School PTO Financial Report, as presented.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**j. Approval of State Police Memorandum of Understanding (Action Item)**

The State Police has submitted the 2018-2019 Memorandum of Understanding (MOU) between the Pennsylvania State Police, Troop H Carlisle Station and the Big Spring School District. The MOU has been reviewed by Dr. Kevin Roberts, Assistant Superintendent and is included with the agenda.

The administration recommends the Board of School Directors approve the Memorandum of Understanding between the Pennsylvania State Police and the Big Spring School District, as presented.

Dr. Fry stated that the State Police MOU is very similar to what the District has had in past years.

Motion by Kanc, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**k. Approval of the Proposed Collective Bargaining Agreement - July, 2019 - June, 2022 (Action Item)**

The current Collective Bargaining Agreement between the Big Spring Board of School Directors and the Big Spring Education Association will expire June 30, 2019. The Board has been in discussions with the Association to develop a successor agreement. Here is a link to the [CBA 19 Final Draft](#)

The administration recommends the Board of School Directors approve the proposed Collective Bargaining Agreement with the Big Spring Education Association, which will take effect July 1, 2019 through June 30, 2022.

Mr. Swanson commented that things went well during the negotiations and Mr. Swanson thanked the teacher association for all that they do. Mr. Wolf second Mr. Swanson comments.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**l. Approval of Proposed Agreements (Action Item)**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent has reviewed the proposed agreements listed. The agreements are included with the agenda.

**School Resource Officer Agreement  
Belco Community Credit Union Agreement**

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

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**m. Facilities Utilization Request - Big Spring Youth Soccer (Action Item)**

Mr. Chris Best, representative for Big Spring Youth Soccer would like to request to utilize the High School soccer practice field on Sunday's retroactive to July, 2018 through November, 2018 from 5:30 p.m. - 8:00 p.m. for practices and 1:00 p.m. games. Because the utilization requests are on Sunday's, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Best's request to utilize the High School soccer practice field for Big Spring Youth Soccer practices and games on Sunday's, retroactive to July, 2018 through November, 2018 from 5:30 p.m. - 8:00 p.m. for practices and 1:00 p.m. games.

**XI. NEW BUSINESS (. . . continued)**

**n. Facilities Utilization Request - DAWG Duals Event (Action Item)**

Mr. Todd Pedrick, representative for Big Spring Jr. Olympic Wrestling Organization would like to request to utilize the High School gym, commons, adaptive gym and locker room for a DAWG Duals Event on Sunday February 3, 2019 from 6:00 a.m. - 4:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Pedrick's request to utilize the High School gym, commons, adaptive gym and locker room for a DAWG Duals Event on Sunday February 3, 2019 from 6:00 a.m. - 4:00 p.m.

**o. Facilities Utilization Request - Warrior Softball (Action Item)**

Mr. Mike Gutshall, representative for Warrior Softball would like to request to utilize the High School softball field on Sunday's beginning September - November, 2018 from 1:00 p.m. - 7:00 p.m. Because the utilization request are on Sunday's, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize the High School softball field for Warrior softball practice on Sunday's beginning September - November, 2018 from 1:00 p.m. - 7:00 p.m.

**p. Facilities Utilization Request - Wyldlife Youth Group (Action Item)**

Mrs. Sue Martin would like to request to utilize the Middle School gym and commons for Wyldlife Youth Group on Sunday's from November, 2018 - March, 2019 for open gym activities and fellowship from 2:45 p.m. - 5:15 p.m. Because the utilization request are on Sunday's, Board action is necessary.

The administration recommends the Board of School Directors approve Mrs. Martin's request to utilize the Middle School gym and commons for Wyldlife Youth Group on Sunday's from November, 2018 - March, 2019 for open gym activities and fellowship from 2:45 p.m. - 5:15 p.m.

Motion by Roush, seconded by Swanson to combine and approve items m,n,o,p as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over and Deihl. Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**q. Approve Construction Change Orders**

**(Action Item)**

CRA submitted several change order proposals attached for Newville for approval; most of these were approved through the RFI process to keep the project moving. Chris also included the current change order log for each building as information.

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
NV	CO#1	Mann Plumbing	PC#4-Replace flush valve	\$127.39
NV	CO#2	Lobar GC	GC#13-new brick to infill window frame	\$1,088.34
NV	CO#3	Lobar GC	GC#14-remove & replace materials	\$4,948.49
NV	CO#4	Lobar GC	GC#15-replace & fill infiltration system	\$5,402.21
NV	CO#5	Lobar GC	GC#17-new kitchen slab	\$10,764.56
NV	CO#6	Lobar GC	GC#18-install new drywall	\$5,034.12
NV	CO#7	Lobar GC	GC#19-additional metal panels	\$8,552.96
NV	CO#8	Mann Plumbing	PC#3-Added piupe components	\$621.95
NV	CO#9	Lobar GC	GC#19-Powerwash exterior brick	\$7,193.19
NV	CO#10	Frey Lutz	HC#3-Install \$1,250 gal antifreeze	\$21,780.00

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

Motion by Roush, seconded by Swanson to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**XI. NEW BUSINESS** (. . . continued)

**r. Approve Payment From Capital Project Reserve Fund** (Action Item)

The administration received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Best Buy	NV Tech TVS & mounts	\$2,344.13
Amazon	UPS Systems	\$1,679.75
Prof Roof Srvcs	Inspection Svcs Inv 6155	\$900.00
Prof Roof Srvcs	Inspection Svcs Inv 6156	\$1,350.00
AV Solutions LLC	NV Installation of SMART Boards	\$35,805.00
AV Solutions LLC	NV AV Cabling	\$11,440.39
EMSL, Inc.	Testing Invoice 04531024	\$375.00
EFS	HS Innovation Lab Chairs	\$1,920.00

The administration recommends the Board of School Directors approve the payment of \$2,344.13 to Best Buy; \$1,679.75 to Amazon; \$2,250 to Professional Roof Services, Inc; \$47,245.39 to AV Solutions LLC, \$375 to EMSL, Inc. and \$1,920.00 to EFS.

Motion by Roush, seconded by Kanc to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**s. Approve Payment from Newville Projects Fund** (Action Item)

The administration received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Quality Assurance Plus	Professional Services - Invoice #3	<b>\$5,122.60</b>	\$33,043.60
Mann Plumbing	Pay App 6	<b>\$71,074.10</b>	\$34,718.68
Detwiler Roofing	HS Roof Repair - Pay App 3	<b>\$31,502.93</b>	\$44,375.00

The administration recommends the Board of School Directors approve the payment of \$5,122.60 to Quality Assurance Plus; \$71,074.10 to Mann Plumbing & Heating, LLC and \$31,502.93 to Detwiler Roofing.

Motion by Roush, seconded by Swanson to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

**t. Approve Transfer to Capital Project Reserve Fund** (Action Item)

The administration recommends the Board of School Directors approve the transfer of the \$44,277.33 from the Hurley Auction from the General Fund to the Capital Projects Reserve Fund.

Motion by Swanson, seconded by Kanc to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

## **XII. Future Board Agenda Items**

### **15. Board Reports**

- a. District Improvement Committee - Mr. Kanc and Mr. Over**  
No meeting was conducted and no report was offered.
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**  
No meeting was conducted and no report was offered.  
Mr. Swanson communicated that there were four different athletic tournaments that took place on campus over the past weekend, volleyball, field hockey, girls soccer and boys soccer.
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper**  
Mr. Wolf communicated that Vo-Tech will be expanding the number students attending Vo -Tech as well as students going out on jobs.
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**  
No meeting was conducted and no report was offered.
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**  
No meeting was conducted and no report was offered.  
A list of current reassessment hearings is attached.
- 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 - Mr. Wolf and Mr. Swanson**  
No meeting was conducted and no report was offered.  
Mr. Wolf communicated that there will be a budget meeting in early October.
- i. Future Board Agenda Items**  
No items.
- j. Superintendent's Report**
  - **Opening Day - Dr. Fry thanked the Board of School Directors, staff and families for the outstanding smooth opening to school. Dr. Fry commented it was a fantastic opening to school.**
  - **Enrollment - Dr. Fry shared 3<sup>rd</sup> day enrollment with the Board of School Directors which was 2,530 students enrolled in BSSD. Dr. Fry communicated that the state projected Big Spring S.D. at 2,526 which shows Big Spring at four students over projection. Dr. Fry also communicated that the state projected kindergarten classes at 200 and Big Spring is has 183 students enrolled in kindergarten.**
  - **Cyber Schools - Dr. Fry shared that the district is not losing additional students to Cyber Schools, which is good news.**
  - **Training - Dr. Fry communicated there will be a Situational Awareness Training for staff as well as a presentation on October 8<sup>th</sup>. Dr. Fry invited Board members to attend, if interested.**

## 16. Meeting Closing

### a. Business from the Floor

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

### c. Adjournment

Motion by Swanson, seconded by Roush to adjourn the meeting.

Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, and Roush.

Motion carried unanimously. 8-0

The Meeting adjourned at **8:22 p.m., September 4, 2018.**

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William L. Piper, Secretary

Next scheduled meeting is: **September 17, 2018.**