

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 5, 2017

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

I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Todd Deihl, William Piper, Bob Kanc, and Kingsley Blasco.

Absent – Richard Roush

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard Kerr Jr, Business Manager; Rick Gilliam, Director of Buildings, Grounds, and Transportation; Robyn Euker, Director of Curriculum and Instruction; and Carol Frace, Board Minutes. Donald Bair, 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 21, 2017 REGULAR BOARD MEETING MINUTES, AND THE AUGUST 21, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Barrick, seconded by Blasco for approval of the August 21, 2017 Committee of the Whole Meeting Minutes; and the August 21, 2017 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Kanc, Piper, Deihl, and Blasco. Motion carried unanimously.

8 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Zoe Marinacci and Emily Webber presented a student report.

[Student report attached.](#)

V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 34,868.50
Checks/ACH/Wires	\$ 518,896.73
Capital Projects	\$ 8,779.68
Newville Reno Projects	\$ 608,826.90
Stadium & Track Projects	\$ 0.00
Cafeteria Fund	\$ 530.00
Student Activities	\$ 20,627.95
Total	\$ 1,192,529.76

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

VI. READING OF CORRESPONDENCE

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Ms. Connie Derr, Audit Coordinator for Pennsylvania Department of Education regarding the Single Audit Report of Big Spring School District for the year ended June 30, 2016. The Single Audit Report for fiscal year ended June 30, 2016 is approved as being substantially in compliance with 2 CFR, part 200, Subpart F regulations and other relevant federal and Commonwealth policy. Correspondence is included with the agenda.

VII. RECOGNITION OF VISITORS

Donald Bair, Sam Sheeler, Melinda Campbell, Janelle Crossley, Zoe Marinacci, Elizabeth Richwine, and Emily Webber.

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VIII. PUBLIC COMMENT PERIOD

Elizabeth Richwine, 813 Mt. Rock Road, Carlisle, PA addressed the members of the Board of School Directors with a reading and offered a prayer of encouragement for the Board members and community.

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Quiz Bowl Coach

Mrs. Susan Thompson submitted her resignation as High School Quiz Bowl Coach, effective immediately.

The administration recommends the Board of School Directors approve Mrs. Thompson's resignation as High School Quiz Bowl Coach, effective immediately.

(ACTION ITEM)

2) Resignation – Shakespeare Troupe Adviser

Mr. Robert Hanks submitted his resignation as Shakespeare Troupe Adviser, effective immediately.

The administration recommends the Board of School Directors approve Mr. Hanks' resignation as Shakespeare Troupe Adviser, effective immediately.

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

3) Resignation – Elementary Honors Chorus Director

Ms. Melissa Kiehl submitted her resignation as Elementary Honors Chorus Director, effective immediately.

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

(ACTION ITEM)

4) Resignation – Elementary Classroom Aide

Mrs. Lori Hosfelt has submitted her resignation as an elementary classroom aide at Newville Elementary School, effective September 11, 2017.

The administration recommends the Board of School Directors approve Mrs. Hosfelt's resignation, effective September 11, 2017.

(ACTION ITEM)

5) Source4Teachers (Mission One) - Aides

The administration requests permission to move forward with the recommendations of the aides listed below with Source4Teachers (Mission One), the District substitute teaching/aide contractor.

**Roberta Deitrich - Autistic Support Aide
Shirley Benner - MDS Aide**

(ACTION ITEM)

6) Recommendation for Elementary Honors Chorus Director

The administration would like to recommend the individual listed as an Elementary Honors Chorus Director.

Sarah O'Donnell

The administration recommends the Board of School Directors approve the individual listed as an Elementary Honors Chorus Director, as presented.

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

7) Recommendation for Professional Development Wellness Committee Member

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the individual listed as a member of the Professional Development Wellness Committee, replacing Mr. John Beeman who has resigned.

Mrs. Lindsay Graham

The administration recommends the Board of School Directors approve Mrs. Graham as a member of the Professional Development Wellness Committee, effective immediately.

(ACTION ITEM)

8) Recommendations for Custodial Hire

Mr. Rick Gilliam would like to recommend the individuals listed as part-time custodians.

Ms. Kathy Young - High School Part-Time Custodian replacing Mr. Dennis Fahnestock who has transferred

Ms. Jennifer Ott - Oak Flat Ele. Part-Time Custodian, replacing Mr. Robert Rummel who has retired

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

VOTE ON XI., NEW BUSINESS, A-1 – A-8, PERSONNEL CONCERNS

Motion by Blasco, seconded by Barrick to combine and approve Items A-1 through A-8 as outlined and recommended above. Voting Yes: Wolf, Swanson, Barrick, Deihl, Piper, Gutshall, Kanc, and Blasco. Motion carried unanimously. 8 – 0

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

B) Credit Pay

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amount in accordance with the negotiated contract.

Barbara Dellinger	\$ 642.00
Kelsey Hernjak	\$ 2,760.00
Johnathan Hocker	\$ 2,880.00
Timothy Kireta	\$ 920.40
Jenna Miller	\$ 2,880.00
Amelia Tearnan	\$ 2,880.00
Emily Young	\$ 2,880.00
Total	\$ 15,842.40

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

(ACTION ITEM)

C) Proposed Adoption of Planned Courses

Listed below are completed planned courses for board approval.

Sixth and Seventh Grade Social Studies

The administration recommends the Board of School Directors approve the above planned courses as presented.

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

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

D) Approval of the Agreement with the Teenline Program of Holy Spirit Hospital

Mr. William Gillet, Director Pupil Personnel and Dr. Richard W. Fry, Superintendent of Schools have reviewed the Letter of Agreement with the Teenline Program of Holy Spirit Hospital. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the 2017-2018 Letter of Agreement with the Teenline Program of Holy Spirit Hospital, as presented.

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

Dr. Fry reminded the Board of School Directors this is a new agreement because of the merger with Geisinger. There are no significant changes.

(ACTION ITEM)

E) Fundraiser Recommendation – Newville Elementary School

The Newville Elementary School PTO would like to conduct the fundraisers listed for the 2017-2018 school year.

Gertrude Hawk (Fall)
Race for Education (Spring)

The administration recommends the Board of School Directors approve the Newville Elementary School PTO fundraisers listed for the 2017-2018 school year.

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

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

F) Approval of Oak Flat PTO Financial Report

The Big Spring School District has received a copy of a letter and a report from Trina Manetta, advising that the Oak Flat Elementary School PTO financial report was accepted with auditing standards for the 2016-2017 school year. A copy of the letter is included with the agenda.

The administration recommends that the Board of School Directors accept the 2016-2017 Oak Flat Elementary School PTO annual audit report as presented.

(ACTION ITEM)

G) Approval of Athletic Boosters Financial Report

The Big Spring School District has received a copy of the correspondence from Ms. Nancy Mallein, advising that the Big Spring Athletic Boosters audit report was accepted with auditing standards for the 2016-2017 school year. A copy of the correspondence is included with the agenda.

The administration recommends that the Board of School Directors accept the 2016-2017 Big Spring Athletic Boosters audit report as presented.

(ACTION ITEM)

H) Approval of Band Boosters Financial Report

The Big Spring School District has received a copy of a letter from Mr. Jeffrey Cohick of Cohick and Associates, advising that the Band Boosters records were accepted with auditing standards for the 2016-2017 school year. A copy of the letter and report are included with the agenda.

The administration recommends that the Board of School Directors accept the 2016-2017 Band Boosters annual audit report as presented.

Motion by Barrick, seconded by Blasco to combine and approve Items F, G, and H as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Piper, Kanc, Deihl, and Blasco. Motion carried unanimously. 8 – 0

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XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

I) Approval of the 2017-2018 FFA Field Trips

The FFA would like to request permission to attend the trips and leadership conferences listed below. Information is included with the agenda.

American Quarter Horse Congress, Columbus, Ohio - October, 2017

National FFA Convention, Indianapolis, Indiana - October, 2017

State FFA ACES Leadership Conference, Harrisburg, PA - February, 2018

State FFA State Legislative Leadership Conference, Harrisburg, PA - March, 2018

FFA Spring Trip, Details and Location TBD - March/April, 2018

State FFA Convention, State College, PA - June, 2018

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

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

Dr. Fry informed the Board of School Directors that the FFA officers will be before the Board at the next board meeting on September 18, 2017 with their program of activities.

(ACTION ITEM)

J) Approval of Donations

The District received two donations over the past 2 weeks; a UTV from the Band Boosters for the Big Spring Bands and up to \$10,000 from the Oak Flat Elementary PTO for flexible furniture at Oak Flat.

The administration recommends the Board of School Directors accept the donations from the Big Spring Band Boosters and Oak Flat PTO with sincere appreciation for their continued support of our students.

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

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XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

K) Approve Capital Projects Reserve Fund Payments

The District received the following proposals, bills or invoices from vendors:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
HS Auditorium	A/V Solutions	Electronics + install	\$7,588.20
Stadium Reno	Diffenbaugh Wadel Inc	NPDES Closure	\$4,970.00
Track & Field	Diffenbaugh Wadel Inc	NPDES Filing	\$1,625.00
WAN Updgrade	Henkels & McCoy, Inc.	Wi-Fi towers	\$62,164.83

The administration recommends the Board of School Directors approve the payment of \$7,588.20 to A/V Solutions, \$6,595 to Diffenbaugh Wadel Inc. and \$62,164.83 to Henkels & McCoy, Inc.

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

(ACTION ITEM)

L) Approve Newville Projects Fund Payments

The District received the invoices/pay applications from vendors:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS Roof	JM Young & Sons	Pay App 3	\$421,642.80	\$307,117.50
Track & Field	Pagoda Electrical, Inc.	Pay App 4	\$100,542.91	\$26,514.39
Track & Field	Pagoda Electrical, Inc.	Pay App 5	\$13,257.19	\$13,257.20

The administration recommends the Board of School Directors approve the payment of \$421,642.80 to JM Young & Sons and \$113,800.10 to Pagoda Electrical, Inc.

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

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

M) Approve Procurement Cards & Limits for 2017-2018

The District is adding 3 cards to our list of card users and revising limits to match needs. In addition, several open credit cards are changing to a limited use declining balance card.

The administration recommends the Board of School Directors approve the procurement cards users and limits shown on the attached list.

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

Mr. Kanc inquired who the new cards would be going to.

Dr. Fry reminded the Board of School Directors that there is a list included in your packet of everyone that has a card. There are different limits placed on the cards. This is the first year for department chairs. The other card is a special education addition for the assistant special education director. The board receives these reports on a monthly basis.

(INFORMATION ITEM)

N) PSBA Officer Elections

Electronic voting for PSBA Officers opened August 24, 2017 and will close October 12, 2017. This is an information item to prepare the Board of School Directors for a discussion regarding PSBA Slate of 2018 Candidates. Information is included with the agenda.

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

No meeting was conducted and no report was offered.

B. Athletic Committee – Mr. Swanson, Mr. Gutshall, Mr. Deihl

No meeting was conducted and no report was offered.

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

No meeting was conducted. They had a good opening. Things went really well. We are looking at reviewing their programs. They are looking at occupations that are relative to occupations of today.

**D. Buildings and Property Committee – Mr. Barrick, 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 and Mr.
Gutshall**

No meeting was conducted and no report was offered.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

The search for the executive director is under way. They think we should get 15 to 20 qualified candidates.

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

No meeting was conducted. Budget meeting is scheduled for next month.

XIV. SUPERINTENDENT'S REPORT

1. **Enrollment** – You have the third day enrollment numbers in front of you. We are at day 9 now. The state goes by a cohort coefficient rate. Once we establish a kindergarten class, the state assigns us a percentage of how many will stay. Our district follows that pretty tight. One thing that I want you to take note of is the size of our kindergarten class at day three was 171. Today it is 174. The state projected us at 215. This is based on birth rate. There are times this is off. Last year's kindergarten class was at 180. Now we are sitting at 183. The projection for last year was off as well. I am not so sure the enrollment will get back to the state projections. We have already adjusted our elementary staff for these numbers. As you look at our elementary numbers, the 219 is a bubble. We are not getting these numbers for enrollment. There are no new neighborhoods going in. Houses that go on the market sell quickly. We are going to be a district of about 2600 for quite a while. This should not affect anything that we have discussed to date. We are not doing any of these projects based on enrollment. We can continue to look at reallocating staff as we look at the needs of our students. We will be a small high school. Know that we have had graduating classes around 215 and 219. We are looking at graduation classes in the future around 170 or 165.
2. **Information** – I passed out numerous information items. You have an activities calendar, district calendar, and athletic calendar. Many great things going on that we feel really good about. Please take note of that. At the Boiling Springs football game, we are going to be retiring a number. I know a lot of you are close with that family. Please respond to Cathy Gibb so we can get a count.

XV. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

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XVII. ADJOURNMENT

Motion by Blasco, seconded by Swanson to adjourn the meeting to executive session not to return to the regular session to discuss legal issues. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Kanc, Blasco, Piper, and Deihl. Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:15 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, September 18, 2017