

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, SEPTEMBER 15, 2014

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. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, William Piper, David Gutshall, John McCrea, and Richard Norris.

Absent - Kingsley Blasco and Richard Roush.

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Nicole Donato, Supervisor of Curriculum & Instruction; Richard Kerr Jr, Business Manager; Rick Gilliam, Director of Buildings, Grounds, and Transportation; and Carol Kuntz, Board Minutes. Curtis Garland, 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 SEPTEMBER 2, 2014 REGULAR BOARD MEETING MINUTES, THE SEPTEMBER 2, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE SEPTEMBER 2, 2014 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Norris, seconded by Barrick for approval of the September 2, 2014 Building and Property Meeting Minutes; the September 2, 2014 Committee of the Whole Meeting Minutes; and the September 2, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, Barrick, McCrea, and Gutshall. Motion carried unanimously. 7 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Sam Tigyer presented a student report. [Student report is attached.](#)

V. TREASURER REPORT

General Fund	\$	17,271,079.58
Capital Projects	\$	5,215,232.69
Cafeteria Fund	\$	389,677.98
Student Activities	\$	<u>201,550.60</u>
Total	\$	23,077,540.85

The Treasurer’s Report showed balances as outlined above as of August 31, 2014. Motion by Gutshall, seconded by Swanson for acceptance of the Treasurer’s Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Norris, Piper, and McCrea. Motion carried unanimously. 7 – 0

VI. PAYMENT OF BILLS

General Fund		72,099.01
Procurement Card	\$	
Checks/ACH/Wires	\$	
Capital Projects	\$	165,905.05
Cafeteria Fund	\$	-
Student Activities	\$	<u>7,362.59</u>
Total	\$	245,366.65

Motion by Gutshall, seconded by Norris for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2014-2015 as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Gutshall, McCrea, and Norris. Motion carried unanimously. 7 – 0

VII. READING OF CORRESPONDENCE

Mr. Richard W. Fry, Superintendent of Schools, received correspondence from Ms. Susan McCrone, Division Chief, Pennsylvania Department of Education regarding approval of the 2014-2015 Consolidated Federal Grant Agreement. The correspondence is included with the agenda.

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VIII. RECOGNITION OF VISITORS

Mallory Farrands, John Dyarman, Melanie Dyarman, Kathleen Lay, Larry Lay, Cheyenne Fulton, Michael Morris, Tiffany Lehman, Andy Bumbarger, Courtney Matthews, Jack Paris, Mikayla Kutz, Cheyenne Dyarman, Alexis Kump, Sydni Lehman Sherisa Nailor, Curtis Garland, April Messenger, Lori Houck, Ellen Hockenbroch, Jacquilee Graham, Wade Graham Jr., Cheylene Graham, Nellie Funk, and Cassie Houck.

IX. PUBLIC COMMENT PERIOD

Wayne and Jacquilee Graham, 1122 Greenspring Road, Newville, PA. We are here in regard with busing for our daughter. We have made several phone calls to the transportation office. She gets on the bus at the babysitters Monday through Thursday. My husband doesn't work on Fridays. We would like her to ride the bus from our house on Fridays.

Ellen Hockenbroch 380 Meadows Road, Newville, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

Nellie Funk, School Liaison for the Carlisle Barracks. I wanted to introduce myself and say thank you for everything that you do for our military families.

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) **Per Diem Substitute Teachers**

Amanda Wain - Elementary Education

The administration recommends that the Board of School Directors approve the addition listed to the 2014-2015 per diem substitute teacher list as presented.

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XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

2) Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2014-2015 school year.

Tim Scott	Junior High Basketball Coach
Amberlea Reed	High School Assistant Cheerleading Coach
Dayna Gipe	High School Assistant Cheerleading Coach
Mackenzie Morris	Junior High Cheerleading Coach

The administration recommends that the Board of School Directors approve the appointment of the above listed coaches as presented.

(ACTION ITEM)

3) Custodial Substitute Recommendation – D. Radabuagh

The administration would like to recommend the individual listed as a substitute custodian for the 2014-2015 school year.

Debra Radabaugh

The administration recommends the Board of School Directors approve the above listed individual as a substitute custodian for the 2014-2015 school year.

(ACTION ITEM)

4) Resignation Assistant High School Swim Coach – William Gillet

Mr. William Gillet has submitted his letter as Assistant High School Swim Coach, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Gillet's resignation as Assistant High School Swim Coach, effective immediately.

(ACTION ITEM)

5) Resignation – Doug Lowery

Mr. Doug Lowery is resigning from the position as middle school basketball coach, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Lowery's resignation as middle school basketball coach, effective immediately.

XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

6) **Long-Term Substitute Teacher – Charles Hicke**

Education:

Shippensburg University - Elementary Education (Bachelor's Degree)
Bowie State - Guidance (Master's Degree)
University of Maryland University College - (Mathematics 7-9 Education)

Experience:

Big Spring School District - Long-Term Substitute Teacher
Prince Georges County Public Schools, Maryland (Math Teacher)
OakCrest Elementary School, Maryland (Sixth Grade Teacher)

The administration recommends that the Board of School Directors appoint Mr. Charles Hicke to serve as a Long-Term Substitute High School Emotional Support Teacher, replacing Mrs. Heather Best who will be on child-rearing leave of absence from approximately September 29, 2014 through approximately December 22, 2014. Mr. Hicke's compensation for this position should be established at Master's Degree, plus 30, Step 16, \$67,581.00, 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)

7) **Long-Term Substitute High School Agriculture Teacher – Ashley Robinson**

Education:

Millersville University – Art Education (Bachelor's Degree)

Experience:

Big Spring School District – Long-Term Substitute
Leola Elementary School – Student Teacher
Martin Meylin Middle School – Student Teacher

The administration recommends that the Board of School Directors appoint Ms. Ashley Robinson to serve as a Long-Term Substitute High School Agriculture Teacher, replacing Mrs. SaraBeth Fulton who is on child-rearing leave, retroactive to September 10, 2014 through approximately November 13, 2014. Ms. Robinson's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

8) **2014-2015 Lifeguard**

Madisyn Palmer

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2014-2015 school year, pending receipt of all required paperwork.

(ACTION ITEM)

9) **Child-Rearing Leave of Absence – Jennifer Roberts**

Mrs. Jennifer Roberts, Part-Time Elementary Reading Teacher is requesting child-rearing leave of absence from approximately Monday, November 10, 2014 through the end of the 2014-2015 school year. 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. Roberts' requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, November 10, 2014 through the end of the 2014-2015 school year.

(ACTION ITEM)

10) **2014-2015 Approval of Additional School Police**

The administration recommends that the Board of School Directors approve the additional 2014-2015 school police as presented. In turn, the administration will take the necessary steps to ensure that Big Spring's 2014-2015 additional school police officers' are approved by Cumberland County Court.

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XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

11) Approval of 2014-2015 Additional Bus/Van Drivers

The administration recommends that the Board of School Directors acknowledge the bus/van driver's and an evaluator listed for the 2014-2015 school year, pending all required paperwork.

Curtis Lane - Driver
Darlene Warehime - Driver
Stephanie Nereccio - Evaluator

VOTE ON XIII., NEW BUSINESS, A-1 – A-11, PERSONNEL CONCERNS

Motion by Norris, seconded by Barrick to combine and approve Items A-1 through A-11 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, McCrea, Piper, and Norris. Motion carried unanimously. 7 – 0

XII. 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 and Act 93 Agreement.

Sarah Roller	\$2,622.00
Kevin Roberts	\$2,400.00
Brandie Shatto	<u>\$1,650.00</u>
Total	\$6,672.00

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, the Act 93 Agreement 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, Swanson, Barrick, Gutshall, McCrea, Piper, and Norris. Motion carried unanimously. 7 – 0

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XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

C) Facilities Utilization Request

Mr. Mike Piper, representative of DAWGS Baseball is requesting permission to use the old high school baseball field for a game on Sunday, September 21, 2014 at 1:00 p.m. Because the utilization date is on Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the DAWGS Baseball request to utilize the old baseball field for a game on Sunday, September 21, 2014 at 1:00 p.m.

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

(ACTION ITEM)

D) Adoption of Proposed Planned Course

Listed is a completed planned course for board approval.

Eighth Grade Family and Consumer Science

The administration recommends the Board of School Directors approve the proposed course as presented.

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

(ACTION ITEM)

E) Chapter IV Requirements

As per the revised Chapter 4 regulations, the administration recommends that the Board of School Directors approve the proposed graduation requirements to include the current graduation requirements in place with the inclusion of a proficient or advanced score on the Keystone Exams in Algebra I, Biology, and Literature or proficiency as required by the Project Based Assessment starting with the Class of 2017 and each class thereafter.

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

Mr. Fry informed the Board of School Directors this will be addressed in future policy within the next few weeks. It will be policy 217.

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XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

F) Approval of the Proposed 2014-2015 Medical Standing Orders

The District's medical standing orders have been reviewed by the administration and Mrs. Carol Madden, head nurse, and Dr. Darryl Guistwite, school physician, has approved the 2014-2015 school term's medical standing orders.

A copy of the signed 2014-2015 medical standing orders is included with the agenda.

The administration recommends that the Board of School Directors approve the medical standing orders for the 2014-2015 school term as presented.

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

(ACTION ITEM)

G) 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 2014-2015 school year.

Hayley Fortney

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

(ACTION ITEM)

H) Tuition Exemption for a Non-Resident Student

Ms. Jennifer Choate, parent of Henry Coate, Grade 12, Big Spring High School senior, is requesting for her son to complete his senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

Henry Choate Grade 12

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XII. NEW BUSINESS (. . .continued)

The administration recommends that the Board of School Directors approve Ms. Choate's request for a tuition exemption for the 2014-2015 school year, as per the conditions outlined in Board Policy 202.3.

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

(ACTION ITEM)

I) Approval of the Proposed 2014-2015 FFA Program of Activities

The officers of the Big Spring FFA are requesting Board approval of the proposed 2014-2015 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organization's standing committees.

A copy of the proposed 2014-2015 FFA Program of Activities has been included with the agenda.

The administration recommends that the Board of School Directors approve the 2014-2015 Program of Activities for the Big Spring FFA as presented.

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

(ACTION ITEM)

J) Approval of Construction Payment Applications

The District received the following payment applications for ongoing projects. This payment completes the MS Tunnel Remediation project. The Oak Flat and Paving project still have considerable amounts outstanding.

Project	Contractor	This Payment	Balance
Oak Flat PC	Honeywell	\$ 0.00	\$260,340.00
DAO/MS Pav	Valley Quarries, Inc.	\$ 0.00	\$137,887.55
MS Tunner	Sheet Metal Specialists	\$ 14,839.00	\$ 0.00

The administration recommends the Board of School Directors approve payment from the capital project fund of \$14,839 to Sheet Metal Specialists, LLC.

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XII. NEW BUSINESS (. . . continued)

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

(ACTION ITEM)

K) Approval of Fund Custodian

With the departure of Mike Statler, F&M requires the Board approve access to Big Spring SD accounts in the bank.

The administration recommends the Board of School Directors authorize Ms. Vonda Kelso, Accounting Controller, to have ACH transfer, wire transfer, and account viewing capability for all Big Spring School District bank accounts at F&M Trust.

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

(ACTION ITEM)

L) Approval of 2014-2015 Post Grad Fundraisers

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the numerous fundraisers listed below during the 2014-2015 school year.

Oct. 2014

Bulldog Sweatshirts & Buyouts

Sandwich Sale

Meadow Brooke Gourds** During all Home football games and possibly basketball games - Bulldog Small Towels and Bags

Chicken BBQ

Nov. 2014

Family Night Dinner out " Red Robin"

Dessert Night at Sweet Frog or Meadows Custard

Dec. 2014

Bulldog Cushions, etc.

Sandwich Sale

Jan. 2015

Longaberger baskets (profits to be used for basket bingo)

Family Night "Hoss'/Restaurant Night

Sandwich Sale

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XII. NEW BUSINESS (. . .continued)

Feb. 2015

Super Bowl - Bologna and Cheese

March 2015

Valentine Whoopie Pie and Goodies

Meadow Brooke Gourds

Easter Pie Sale

April 2015

Thirty - One(profits used to Bingo)

Baskets/Thirty-One/Pottery

Little Caesar's Pizza

Sandwich Sale

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2014-2015 school year.

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

(INFORMATION ITEM)

M) Updated Year-to-Date Summaries/Taxes and General Fund

The Business Office prepared updated year-to-date summaries for taxes and general fund that is included with the agenda.

(INFORMATION ITEM)

N) Honeywell Controls and EBI Services Contract

Mr. Tony Brum from Honeywell will be at the next B&P meeting to field any questions on the Honeywell Services contract (attached), which will be on the agenda for approval that night.

(DISCUSSION ITEM)

O) 2014-2015 PSBA Candidates

Pennsylvania School Boards Association (PSBA) has changed the voting process regarding PSBA candidates. The administration would like to discuss the voting process for the 2014-2015 PSBA candidates.

XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

IX. COMMITTEE REPORTS

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

No meeting was conducted and no report was offered. Next meeting is scheduled for September 24th at 6:00 pm

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered. Next meeting is scheduled for September 29th at 7:00 am

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, Mr. Piper, Mr. Swanson and Mr. Gutshall

No meeting was conducted and no report was offered. In your Board packet is an early look at the end of the year report.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered. In your Board packet is information from the South Central Trust.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

X. SUPERINTENDENT'S REPORT

1. **Reminder** – We will have the PDE and auditor general audit review for Board members. Mr. Wolf will represent the Board this Wednesday. You will get that information at a Board meeting as well.
2. **Carol Aichele, Secretary of the Commonwealth.** She will be in our High School. She will be meeting with juniors and seniors to talk about the importance of voting and discuss other current issues in regard to the State of Pennsylvania. I will then have an opportunity to spend time with her to discuss specific items and challenges that the state board of education has ahead of them.

XI. BUSINESS FROM THE FLOOR

Mr. Barrick stated that it is very nice to see our Superintendent and High School Principal standing on the sidelines of a football game.

Mr. Piper would like to thank our post grad party committee of parents for what they do every year for our graduates. I encourage fellow board members to attend this event.

XII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIII. ADJOURNMENT

Motion by Norris, seconded by Swanson to adjourn the meeting to executive session to discuss negotiations. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, McCrea, Piper, and Norris. Motion carried unanimously. 7 – 0

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The meeting was adjourned at 8:34 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 6, 2014