

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, SEPTEMBER 16, 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 8:00 P.M. with President Wilbur Wolf, Jr, presiding. *Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Richard Norris, John McCrea; Kingsley Blasco; and William Piper.

Absent: Richard Roush

*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Director of Curriculum and Instruction; Richard E. Kerr, Jr., Business Manager; Brandie Shatto, Director of Educational Technology and Public Relations; Rick Gilliam, Director of Buildings, Grounds, and Transportation; 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 SEPTEMBER 3, 2013 REGULAR BOARD MEETING MINUTES, THE SEPTEMBER 3, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE SEPTEMBER 3, 2013 BUILDINGS AND PROPERTY MEETING MINUTES

Motion by Norris, seconded by Blasco for approval of the September 3, 2013 Committee of the Whole of the Board Meeting Minutes; the September 3, 2013 Building and Property Meeting Minutes, and the September 3, 2013 Regular Board Meeting Minutes as revised following a discussion. Roll call vote: Voting Yes: Wolf, Piper, Swanson, Barrick, Norris, Gutshall, and Blasco. Voting No: McCrea. Motion carried. 7 – 1

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Shania Radabaugh presented a student report. [Student report is attached.](#)

V. TREASURER'S REPORT

General Fund	\$ 14,520,753.71
Capital Projects	\$ 4,816,914.53
Cafeteria Fund	\$ 331,197.37
Student Activities Fund	\$ 200,599.52

The Treasurer's Report showed balances as outlined above as of August 31, 2013. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Gutshall, Barrick, Norris, Swanson, and Blasco. Motion carried unanimously. 8 - 0

VI. PAYMENT OF BILLS 2013-2014

General Fund	\$ 1,735,403.15
Capital Projects Fund	\$ 20,896.20
Cafeteria Fund	\$ 0.00
Student Activities Fund	<u>\$ 12,086.59</u>
Total	\$ 1,768,385.94

Motion by Gutshall, seconded by Blasco 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, McCrea, Piper, Gutshall, Barrick, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

VII. READING OF CORRESPONDENCE

Mr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Education, Rita D. Perez, Acting Deputy Secretary regarding Big Spring School District's compliance with the Individuals with Disabilities Education Act (IDEA). Big Spring School District does meet Pennsylvania Department of Education's requirements of Part B of the IDEA. The correspondence is included with the agenda.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

VIII. RECOGNITION OF VISITORS

Kevin Lay, Blaine Leydig, Keith Leydig, Dawn Sullivan, Louann Shank, Tiffeny Lehman, Chrissy Kurnath, Maekala Koser, Makayla Sturtz, SaraBeth Fulton, Sherisa Nailor, Bobbie Mellott, Miranda Livezey, Kevin Dunlap, Katie Coutts, Emily Bentzel, Tiffany Daughty, Katie Doughty, Jenna Midler and Trish Grace.

IX. PUBLIC COMMENT PERIOD

Kevin Dunlap 2089 Newville 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

Pressure Compensators – Mr. Fry lead a discussion on the issue at Oak Flat that was discussed at the September 3, 2013 Board Meeting. Barton Associates were brought in to Oak Flat to evaluate the Pressure Compensators that are going bad. There were a total of 18 compensators identified in the blueprints. Two were removed over the Labor Day Recess in order for us to have school. In 2007, the first compensator was replaced. At the present time, three compensators have been identified as possible problems.

Mr. Wolf asked what we are suggesting at this point.

Mr. Fry replied that Barton Associated are coming back this week to review everything with us.

Mr. McCrea asked if the pipes were originally designed that way why if we replace them with straight pipes will it not be dangerous.

Mr. Fry called the Boards attention to the sheet that they provided to us. On the sheet, they give us that answer.

XIII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Mr. Jack Putt**, eighth grade Social Studies teacher has submitted his letter of resignation as Eighth Grade Maroon Team Leader, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Putt's resignation as Eighth Grade Maroon Team Leader, effective immediately.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

A) PERSONNEL CONCERNS (. . . .continued)

(ACTION ITEM)

2) Per Diem Substitute Teachers

Marlene Adler - Reading/Elementary Education

Aimee Bleacher - Elementary Education

Dawn Enck - Secondary School Counselor

Matthew Kichline - Secondary School Counselor

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

(ACTION ITEM)

3) 2013-2014 Lifeguard

Lynn Finkenbinder

The administration recommends that the Board of School Directors approve the individual listed to serve as a lifeguard during the 2013-2014 school year, pending receipt of all required paperwork.

(ACTION ITEM)

4) Sixth Grade Maroon Team Leader

Mrs. Christine Tolbert - Sixth Grade Teacher

The administration recommends that the Board of School Directors approve Mrs. Christine Tolbert to serve as the sixth grade maroon team leader as presented.

(ACTION ITEM)

5) Middle School Student Assistance Team Program Coordinators

Jessica Winesickle

Angela Heishman

The administration recommends that the Board of School Directors approve the appointment of Mrs. Winesickle and Mrs. Heishman to share the Middle School Assistance Team Program Coordinators for the 2013-2014 school year.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

A) PERSONNEL CONCERNS (. . . .continued)

(ACTION ITEM)

6) **Coaching Appointments**

Chelsea Whitmoyer	Junior High Field Hockey Coach
Russell Davidson	Junior High Wrestling Coach
Dr. Joseph Pion	Volunteer Assistant Boys Basketball Coach
Adam Hart	Volunteer Assistant Weight Room/Wrestling Coach
Nikolas Rosenberry	Volunteer Assistant Weight Room/Wrestling Coach

The administration recommends that the Board of School Directors approve the above listed coaches as presented for the 2013-2014 school year.

7) **Child-Rearing Leave of Absence**

(ACTION ITEM)

Mrs. Aimee Yost, Kindergarten Teacher at Newville Elementary School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately December 23, 2013 through approximately March 28, 2014. 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. Yost's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately December 23, 2013 through approximately March 28, 2014.

8) **Substitute Nurse**

(ACTION ITEM)

The administration would like to recommend the individual listed as a substitute nurse for the 2013-2014 school year.

Julie Eddy

The administration recommends the Board of School Directors approve the above listed individual as a substitute nurse for the 2013-2014 school year.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

A) PERSONNEL CONCERNS (. . . .continued)

(ACTION ITEM)

9) Long-Term Substitute Learning Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a long-term substitute learning support aide at Newville Elementary School, replacing Denise Barrick who is on leave.

Kara Hench

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a long-term substitute learning support aide as presented.

(ACTION ITEM)

10) Multiple Disability Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a one-on-one multiple disability support aide at Oak Flat Elementary School.

Jodi Ranck

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

(ACTION ITEM)

11) Multiple Disability Classroom Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a multiple disability support aide at Oak Flat Elementary School, replacing Ms. Dana Sheaffer.

Kari Dillman

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

(ACTION ITEM)

12) Elementary Learning Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as an elementary learning support aide at Newville Elementary School, replacing Ms. Shanna Downs who has transferred.

Kayla Young

The administration recommends that the Board of School Directors appoint the above listed individual to serve as an elementary learning support aide as presented.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

A) PERSONNEL CONCERNS (. . .continued)

13) Approval of 2013-2014 Mentor Teachers

Based upon the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend.

A copy of the proposed 2013-2014 mentor teacher list is included with the agenda.

The administration recommends that the Board of School Directors approve the 2013-2014 mentor teachers as presented.

VOTE ON XII., NEW BUSINESS, A-1 – A13, PERSONNEL CONCERNS

Motion by Norris, seconded by Swanson to combine and approve Items A-1 through A-13 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Gutshall, Barrick, Norris, Swanson and Blasco. Motion carried unanimously 8 - 0

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.

Mary Beth Helbig	\$2,520.00
Jennifer Kump	<u>\$1,311.00</u>
Total	\$3,831.00

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 and the Big Spring School District.

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

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

XIII. NEW BUSINESS (. . . .continued)

C) Facilities Utilization Request (ACTION ITEM)

Big Spring Hurricane Softball Organization is requesting permission to utilize Mt. Rock Elementary softball field on Sunday's in the months of September and October.

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to utilize Mt. Rock Elementary softball field as presented.

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

D) Proposed Textbook Adoption (ACTION ITEM)

Listed below is an Honors English II book for the 2013-2014 school year for board approval.

Honors English II	Life of Pi	Yann Martell/Knopf Canada	2001
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The administration recommends the Board of School Directors approve the proposed textbook as presented.

Mr. Blasco looked at the reviews of this book. He expressed some concerns.

Mr. Fry informed the Board that book reviews can be controversial.

Mr. Roberts explained the process that a book goes through to be approved.

Motion by McCrea to table this recommendation for one month until more research can be completed. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion tabled. 8 – 0

E) Mt. Rock Elementary School PTO Annual Audit (ACTION ITEM)

The Big Spring School District has received a copy of a letter from Ms. Karen Heishman, Accountant advising that Mt. Rock Elementary School PTO's records were accepted with auditing standards for the 2012-2013 school year.

A copy of the letter from Ms. Heishman is included with the agenda.

The administration recommends that the Board of School Directors accept the 2012-2013 Mt. Rock Elementary School PTO's annual audit report as presented.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

XIII. NEW BUSINESS (. . . continued)

F) Oak Flat Elementary School PTO Annual Audit

(ACTION ITEM)

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta, Accountant advising that Oak Flat Elementary School PTO's records were accepted with auditing standards for the 2012-2013 school year.

A copy of the letter from Ms. Manetta is included with the agenda.

The administration recommends that the Board of School Directors accept the 2012-2013 Oak Flat Elementary School PTO's annual audit report as presented.

VOTE ON XII., NEW BUSINESS, ITEMS E & F

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

(ACTION ITEM)

G) Approval of the Proposed 2012-2013 Program of Activities for the Big Spring FFA

The officers of the Big Spring FFA are requesting Board approval of the proposed 2013-2014 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 2013-2014 FFA Program of Activities has been included with the agenda.

The administration recommends that the Board of School Directors approve the 2013-2014 Program of Activities for the Big Spring FFA as presented.

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

H) Student Activity Account

(ACTION ITEM)

The administration received a request from the High School Principal to create a new student activity account for High School Shakespeare Troupe.

Information is included with the agenda.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

XIII. NEW BUSINESS (. . .continued)

The administration recommends the Board of School Directors approve the creation of the Shakespeare Troupe organization and the associated student activity account under the supervision of the High School Principal.

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

I) Contractor Payment Applications

(ACTION ITEM)

The administration has received the following payment applications from vendors working on District projects. The applications are attached and were reviewed by Mr. Wolf of Barton Associates as appropriate.

<u>Project</u>	<u>Contractor</u>	<u>Payment</u>	<u>Balance</u>
MS Window Replacement	McCoy	\$101,448.00	\$81,024.00
MS Pipe Insulation	First Capital	\$8,239.00	\$0
HW Heater & UV Light	Lugaila Mech	\$59,630.44	\$13,404.60

The administration recommends the Board of School Directors approve payment from the Capital Project fund to McCoy Brothers, Inc., in the amount of \$101,448.00; to First Capital Insulation, Inc., in the amount of \$8,239.00 and to Lugaila Mechanical, Inc., in the amount of \$59,630.44.

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

J) Selection of ESCO

(DISCUSSION/ACTION ITEM)

At the August 19th Board Meeting, the Board voted to release a request for qualifications to four select vendors for the selection of an ESCO. Trane, Johnson Controls and Honeywell responded and had an initial meeting with the Superintendent as they were developing their formal response to the RFQ. In addition, each proposer had a 90 minute interview with a panel consisting of Mr. Barrick, Mr. Fry, Mr. Gilliam, Toby Wolf, Tim Drawbaugh, Mike Statler and Rick Kerr on September 11 or 12. The panel met again on Friday, Sept. 13 to discuss references and issue any questions to the proposers with the intent of getting all questions and references ready for a final recommendation. A summary of the committee evaluation is attached. Also included are the steps of an ESCO project.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

XIII. NEW BUSINESS (. . .continued)

The administration recommends the Board of School Directors approve the selection of Honeywell Building Solutions to proceed with the development of a possible Guaranteed Energy Savings Performance Contract project for the District. In concert with Honeywell, the administration is directed to prepare an investment grade technical energy audit for the Board's review and approval before moving to any formal performance contract.

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

(INFORMATION ITEM)

K) Updated Year-To-Date Summaries/Taxes and General Fund

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

L) Volunteer Policy and Practice

(DISCUSSION/INFORMATION ITEM)

Policy Discussion on Volunteers

Mr. Fry stated that we do not have a volunteer policy. We have practices where all volunteers coaches or reading coaches have to have clearances. We need to make a policy to address all volunteers that are coming into our schools to work with our children. Volunteer room moms or dads, parents going on field trips all need to be handled under this policy. We could have a parent coming to have lunch with their son or daughter who is on Megan's law. If we have a policy, we can deal with these situations.

Mr. Blasco asked if a PTO officer would need clearances.

Mr. Fry said we need to look at this and make those decisions. Some school districts have flow charts that address who needs clearances.

Mr. Barrick how much will be policy and how much will be procedures.

Mr. Fry stated we have to be as global as possible with policy. I hope to bring a proposed policy sometime in November, administrative procedures for you to look at, and a volunteer handbook.

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 Wed. Sept. 25th

B. Athletic Committee – Mr. Swanson

The next meeting is scheduled for Sept. 18th.

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

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

Cindy Mortzfeldt is taking over right now as the executive director due to a medical condition of the out-going director. They will be interviewing for an assistant director.

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

No meeting was conducted and no report was offered.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

XVI. SUPERINTENDENT'S REPORT

1. Safe Routes to School Updates – the borough has signed an agreement for project inspection services. The Borough will be moving forward on September 24, 2013, with final approval of the project.
2. Big Spring Open Space and Public Safety Plan. This was a grant with West Pennsboro Township, Newville Borough, and the Big Spring School District. The Board will need to accept the final version of the plan from Simone Collins. We need to acknowledge the receipt of the plan so West Pennsboro Township can close out the grant. We are growing as a community. The market analyst is great data to what I have just discussed.
3. Enrollment data – decline in our District. Since 2004 – 2005 our elementary enrollment has dropped 21 percent. Our Middle School enrollment has dropped 18 percent. Our High School has dropped 5 percent.

XVII. BUSINESS FROM THE FLOOR

Mr. McCrea stated as of Friday at 1:00 pm no petitions was filed in the courts in Cumberland County for approval of either the Frankford or Plainfield sale. I would recommend to the Board if they wish to have the sale approved that they file separate petitions.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Blasco, seconded by Norris to adjourn the meeting. Roll call vote:
Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson, and Blasco.
Motion carried unanimously. 8 - 0.

Big Spring School Board Meeting Minutes ~ Monday, September 16, 2013

The meeting was adjourned at 8:51 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 7, 2013