

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, SEPTEMBER 17, 2018**

*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 8:19 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, Kingsley Blasco, Robert Over and Todd Deihl

Absent – Richard Roush

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Robyn Euker, Director of Curriculum & Instruction; Sherisa Nailor; Charlene D'Amore; 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 SEPTEMBER 4, 2018 REGULAR BOARD MEETING MINUTES, THE SEPTEMBER 4, 2018 COMMITTEE OF THE WHOLE MEETING MINUTES AND THE SEPTEMBER 4, 2018 BUILDING AND PROPERTY MEETING MINUTES.**

Motion by Swanson, seconded by Blasco for approval of the September 4, 2018 Regular Board Meeting Minutes, the September 4, 2018 Committee of the Whole Meeting Minutes and the September 4, 2018 Building and Property Meeting minutes as outlined above. Roll call vote: Voting yes: Wolf, Swanson, Piper, Gutshall, Kanc, Blasco, Over and Deihl.

Motion carried unanimously. 8- 0

#### IV. Student/Staff Recognition and Board Reports – Tucker Williams and Seth Franklin

The students shared information on the events listed:

- Class Officer Nomination
- 2018 Homecoming Court
- FFA News
- Teacher Back to School Night
- Mini-Thon Fundraiser at Football Game
- Yearbook is Underway
- Hershey Commercial
- Band News
- STEM Summit

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

General Fund	\$	1,683,949.82
Capital Projects Reserve Fund	\$	49,495.39
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	107,699.63
Cafeteria Fund	\$	0.00
Student Activities Fund	\$	<u>7,541.99</u>
<b>Total</b>	<b>\$</b>	<b>1,848,686.83</b>

Motion to approve the payment of bills as presented.

Motion by Gutshall, seconded by Blasco 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, Blasco and Kanc. Motion carried unanimously. 8– 0

#### VI. TREASURER FUND REPORTS

General Fund	\$	19,084,970.93
Capital Projects Reserve Fund	\$	6,566,790.56
Cafeteria Fund	\$	483,713.92
Student Activities Fund	\$	230,084.86
Newville Projects Fund	\$	4,701,152.35
Mount Rock Projects-2018 Fund	\$	<u>8,676,061.19</u>
<b>Total</b>	<b>\$</b>	<b>39,742,773.81</b>

Motion to approve the treasurer's fund report and budget transfers, as presented

Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Blasco and Kanc. Motion carried unanimously. 8– 0

## **VII. YTD General Fund Report and YTD Taxes**

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion by Swanson, seconded by Blasco to accept Year-to-Date General Fund and YTD Taxes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Blasco and Kanc. Motion carried unanimously. 8– 0

## **VIII. READING OF CORRESPONDENCE**

### **a. Pennsylvania Department of Education Correspondence to the Superintendent of Schools**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education (PDE) regarding the status of Big Spring School District's compliance with the Individuals with Disabilities Education Act (IDEA). PDE staff conducted a thorough review of all data and found Big Spring School District to meet all requirements of Part B of the IDEA. The correspondence is included with the agenda.

## **IX. RECOGNITION OF VISITORS**

Bill Beck, Andy Milone, Valley Times Star, Sherisa Nailor, Ag Teacher, Charlene D'Amore, BSSD ESL Teacher

## **X. PUBLIC COMMENT PERIOD**

Mr. Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

## **XI. STRUCTURED PUBLIC COMMENT PERIOD**

## **XII. OLD BUSINESS**

## **XIII. NEW BUSINESS**

### **A. Personnel Items**

#### **1. Resignation - Honors Chorus Director**

**(Action Item)**

Ms. Sarah O'Donnell has submitted her resignation as Honors Chorus Director, effective immediately.

The administration recommends the Board of School Directors accept Ms. O'Donnell's resignation as Honor Chorus Director, effective immediately.

**XIII. NEW BUSINESS (. . .continued)**

**2. Resignation - Technology Student Association Adviser (Action Item)**

Mr. Anthony Casella has submitted his resignation as Technology Student Association Adviser, effective immediately.

The administration recommends the Board of School Directors approve Mr. Casella's resignation as Technology Student Association Adviser, effective immediately.

**3. Resignation - National Technical Honor Society Adviser (Action Item)**

Mr. Sam Barnouski submitted his resignation as National Technical Honor Society Adviser, effective immediately.

The administration recommends the Board of School Directors approve Mr. Barnouski's resignation as National Technical Honor Society Adviser, effective immediately.

**4. Recommendation for Middle School National Honor Society Advisers (Action Item)**

Mrs. Clarissa Nace, Middle School Principal would like to recommend the individuals listed as Middle School National Honor Society Advisers for the 2018-2019 school year.

**Scott Penner**  
**Luke Nerone**

The administration recommends the Board of School Directors approve the Middle School National Honor Society Advisers, as presented.

**5. Recommendation for Source4Teachers Long-Term Substitute - Ms. Christie Katora (Action Item)**

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers, the District substitute teaching contractor.

**Ms. Christie Katora**, Long-Term Substitute High School Learning Support Teacher, retroactive to September 10, 2018 through approximately October 12, 2018, replacing Ms. Valerie Sauter.

**6. Recommendation for a Part-Time High School Administrative Assistant - Erin Ford (Action Item)**

The administration would like to recommend Ms. Erin Ford as a 190 day Administrative Assistant at the High School Office, replacing Ms. Melissa Rhoads who has resigned. Ms. Ford will work 190 days at 5.75 hours per day, five days a week at an hourly rate of \$13.20.

The administration recommends the Board of School Directors approve Ms. Ford as a part-time High School Administrative Assistant, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**XIII. NEW BUSINESS (. . .continued)**

**7. Coaching Recommendations**

**(Action Item)**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coaches and Fall Fitness Center Strength Coordinator listed below.

**Christie Katora - Assistant High School Swim Coach**  
**William Paulus - Volunteer Football Coach**  
**Jason Creek - Fall Fitness Center Strength Coordinator**

The administration recommends the Board of School Directors approve the above listed coaches and strengthening coordinator, as presented.

**VOTE ON XIII . . .NEW BUSINESS, A-1 – A -7, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Swanson to combine and approve items A-1 through A-7 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl. Motion carried unanimously. 8 - 0

**XIII. 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 contracts.

<b>Emily Moyer</b>	<b>\$1,500.00</b>
<b>Jessica Sprecher</b>	<b><u>\$1,500.00</u></b>
<b>Total</b>	<b>\$3,000.00</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 Blasco, seconded by Swanson as outlined and recommended above.  
Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl.  
Motion carried unanimously. 8 - 0

**b. Recommendation for Big Spring Middle School Fundraisers**

**(Action Item)**

Big Spring Middle School is requesting permission to conduct the fundraisers listed for the 2018-2019 school year.

**Fall Great American Fundraiser - Tumbler, Gourmet Cookie Dough, Snacks, Treats**  
**KidStuff Coupon Savings Book**

The administration recommends the Board of School Directors approve the Middle School fundraisers listed above.

Motion by Blasco, seconded by Swanson as outlined and recommended above.  
Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl.  
Motion carried unanimously. 8 - 0

### **XIII. NEW BUSINESS (. . .continued)**

#### **c. Recommendation for Oak Flat Fundraisers (Action Item)**

The Oak Flat Elementary School PTO is requesting permission to conduct the fall and spring fundraisers listed for the 2018-2019 school year.

##### **5K Run (Fall)**

##### **Workathon for Education (Spring)**

The administration recommends the Board of School Directors approve the fundraisers listed above.

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

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

Motion carried unanimously. 8 - 0

#### **d. Approval of Oak Flat Elementary School PTO Financial Report (Action Item)**

The Big Spring School District has received a copy of a letter and a financial report from Trina Manetta, advising that the Oak Flat Elementary School PTO annual audit report was accepted with auditing standards for the 2017-2018 school year. A copy of the letter and financial report are included with the agenda.

The administration recommends the Board of School Directors accept the 2017-2018 Oak Flat Elementary School PTO annual audit, as presented.

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

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

Motion carried unanimously. 8 - 0

#### **e. Approval to Create a Student Activity Account for Key Club (Action Item)**

The administration received a request from High School Administration to create a new student activity account for Key Club. Information regarding the request for the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for Key Club under the supervision of High School Administration.

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

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

Motion carried unanimously. 8 - 0

**XIII. NEW BUSINESS (. . .continued)**

**f. Approval of the Proposed 2018-2019 FFA Program of Activities (Action Item)**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2018-2019 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 organizations standing committees.

The administration recommends that the Board of School Directors approve the 2018-2019 Program of Activities for the Big Spring FFA, as presented.

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

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

Motion carried unanimously. 8 - 0

**g. Proposed June,2020 Trip to France (Action Item)**

Ms. Angelique Flory and Ms. Angela Schneider are requesting permission for Big Spring High School students to travel to France, tentatively scheduled for June, 2020. A detailed itinerary will be submitted to the Board of School Directors for review mid-September, 2019.

The administration recommends the Board of School Directors grant Ms. Angelique Flory and Ms. Angela Schneider approval for the Big Spring High School students to travel to France, pending approval of the detailed itinerary which will be submitted September, 2019.

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

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

Motion carried unanimously. 8 - 0

**XIII. NEW BUSINESS (. . .continued)**

**h. Approve Payments from Capital Projects Reserve Fund (Action Item)**

The administration received the following pay application for the Capital Projects Reserve Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
American Abatement	Pay App3 - MS abatement	\$47,934.00	\$24,846.00
Tecta	Pay App 3 - Mr Roof Project	\$269,800.00	\$47,000.00
Prismworks	NV Clocks	\$743.00	-
Prismworks	Data Cabling Inv 10447	\$24,340.00	-
Prismworks	Data Cabling Inv 10449	\$30,830.00	-
Prismworks	Data Cabling Inv 10451	\$18,067.00	-
Prismworks	Data Cabling Inv 10452	\$3,213.99	-
Tanner	Flex Furniture Pilot Adds	\$2,386.22	
Walmart	Flex Furniture Pilot Adds	\$59.04	
Ikea	Flex Furniture Pilot Adds	\$181.13	
Amazon	Flex Furniture Pilot Adds	\$2,249.16	

The administration recommends the Board of School Directors approve the payment of \$47,934 to American Abatement Group, Inc.; \$269,800 to Tecta America; \$77,193.99 to Prismworks Technology, Inc.; \$2,386.22 to Tanner Furniture; \$59.04 to Walmart; \$181.13 to Ikea and \$2,249.16 to Amazon.

Motion by Swanson, seconded by Blasco as outlined and recommended above.  
Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl.  
Motion carried unanimously. 8 - 0

**XIII. NEW BUSINESS (. . .continued)**

**i. Approve Payments from Newville Projects Fund (Action Item)**

The administration received the following pay application for the Newville Projects Fund:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
CRA	Professional Services	<b>\$4,923.30</b>	\$7,157.65
Frey Lutz	NV HVAC Pay App 6	<b>\$315,583.46</b>	\$159,615.00
Lobar, Inc	NV EC Pay App 7	<b>\$321,953.67</b>	\$48,775.81
Lobar, Inc	NV GC Pay Aapp 7	<b>\$849,821.40</b>	\$259,187.30

The administration recommends the Board of School Directors approve the payment of \$4,923.30 to Crabtree, Rohrbaugh & Associates; \$315,583.46 to Frey Lutz Corp.; \$321,953.67 to Lobar, Inc. (EC); and \$849,821.40 to Lobar, Inc (GC).

Motion by Swanson, seconded by Blasco as outlined and recommended above.  
Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl.  
Motion carried unanimously. 8 - 0

**j. Approve Payment from Mt. Rock 2018 Projects Fund (Action Item)**

The administration received the following pay application for the Mt. Rock 2018 Projects Fund:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	CRA	Prof Svc Invoice 3106-8	\$9,695.01	\$5,627.00
Phase II	CRA	Prof Svcs Invocie 3196-1	\$11,249.27	n/a
HS	eci Construction	GC PayApp 3	\$299,034.75	\$102,410.51
MS-MR- HS	Lobar, Inc	EC Pay App 4	\$156,053.96	\$37,020.87
MR	eci Construction	GC PayApp 3	\$462,304.84	\$202,547.10
MS	eci Construction	MS GC Pay App 3	\$626,424.23	\$353,693.02
MR	Rodney B. Smith	MS GC Pay App 3	\$38,756.25	\$7,990.00

The administration recommends the Board of School Directors approve the payment of \$9,695.01 to Crabtree Rohrbaugh & Associates (3106); \$11,249.27 to Crabtree Rohrbaugh & Associates (3196); \$299,034.75 to eci Construction (GC-HS); \$156,053.96 to Lobar, Inc. (EC); \$462,304.84 to eci Construction (GC MR); \$626,424.23 to eci Construction (GC MS); and \$38,756.25 to Rodney B. Smith.

Motion by Swanson, seconded by Blasco as outlined and recommended above.  
Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Over and Deihl.  
Motion carried unanimously. 8 - 0

**XIII. NEW BUSINESS (. . .continued)**

**k. Approve Construction Change Orders (Action Item)**

CRA submitted several change order proposals (actual documents attached) for approval:

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	CO7	eci (GC)	delete bulkhead installation	(\$837.00)
NV	CO10	Lobar (EC)	Added door security changes	\$1,813.93

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

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

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

Motion carried unanimously. 8 - 0

**l. Approve 5-year Cummins Maintenance Contract (Action Item)**

This is for the new Middle School Generator.

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

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

Motion carried unanimously. 8 - 0

**13. New Business - Information Item**

**a. Proposed Adoption for Elementary Keyboard Grades 3-5**

Listed below is an Elementary Keyboard Curriculum which will be utilized in grades 3-5 to support keyboarding instruction. The software will be utilized within the library curriculum for direct instruction and as a self-directed activity within classrooms. The expanded curriculum introduces students to more than 300 entertaining new keyboard activities that cover touch-typing, fluency, numbers, and symbols. All curriculum is available in the Curriculum Center for review by the Board of School Directors.

**TypeTastic School Edition**

#### **XIV. Future Board Agenda Items**

#### **XV. Committee Reports**

- a. District Improvement Committee - Mr. Kanc, Mr. Over**  
No meeting was conducted and no report was offered.
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl Saturday Cross Country Meet**  
No meeting was conducted and no report was offered.
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper No Report**  
No meeting was conducted and no report was offered.  
Mr. Wolf communicated that Vo-Tech had a good start to the beginning of the year.
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**  
No meeting was conducted and no report was offered.  
Dr. Fry communicated that the moisture in the Middle School Library is moving in a good direction.
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**  
No meeting was conducted and no report was offered.
- f. South Central Trust - Mr. Blasco No Report**  
No meeting was conducted and no report was offered.
- g. Capital Area Intermediate Unit - Mr. Wolf No Report**  
No meeting was conducted and no report was offered. IU next week.
- h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**  
No meeting was conducted and no report was offered. Will Meet Firsts week in Oct.
- i. Future Board Agenda Items**  
No Items
- j. Superintendent's Report**
  - **Enrollment Report – Dr. Fry stated 2,506 was the state projection for this year and three weeks into the school year we are at 2,531.**
  - **Act 55 – Dr. Fry communicated that Act 55 will mandate School Board Training which will be implemented after the next election. Two hours of training will be required for all seated Board members. Dr. Fry communicated that he is one of two Superintendents statewide reviewing programs that will be provided through PDE. PSBA will also be a provider.**
  - **HB 2329 – Dr. Fry communicated that HB 2329 was introduced in Spring, 2018. This bill focuses on property tax reform based on utilizing 100% of Homestead/Farmstead Exemption. This is the concept that has been discussed by our Board.**

## **XVI. Meeting Closing**

### **a. Business from the Floor**

There was no business from the floor.

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

There was no public comment regarding future Board agenda items.

### **c. Adjournment**

Motion by Blasco, seconded by Kanc to adjourn the meeting.

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

Motion carried unanimously. 8 – 0

The Meeting adjourned at **8:33 p.m., September 17, 2018.**

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William L. Piper, Secretary

Next scheduled meeting is: **Monday, October 1, 2018.**