

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, SEPTEMBER 18, 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 8:03 P.M. with President Wilbur Wolf, Jr, presiding. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Todd Deihl, William Piper, Richard Roush, Bob Kanc, and Kingsley Blasco.

Absent – David Gutshall and Robert Barrick

\*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; Robert Krepps, Director of Technology; and Carol Frace, Board Minutes.

### **II. PLEDGE TO THE FLAG**

President Wolf led all individuals present in the Pledge to the Flag.

### **III. APPROVAL OF THE SEPTEMBER 5, 2017 REGULAR BOARD MEETING MINUTES, THE SEPTEMBER 5, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE SEPTEMBER 5, 2017 BUILDING AND PROPERTY MINUTES.**

Motion by Blasco, seconded by Roush for approval of the September 5, 2017 Building and Property Minutes; the September 5, 2017 Committee of the Whole Meeting Minutes; and the September 5, 2017 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Roush, Piper, Deihl, and Blasco. Motion carried unanimously. 7 – 0

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### **IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

Zoe Marinacci and Emily Webber presented a student report.

### **V. FINANCIAL REPORTS – PAYMENT OF BILLS**

General Fund	\$ 893,623.27
Capital Projects	\$ 106,981.03
Newville Reno Projects	\$ 535,742.90
Cafeteria Fund	\$ 6,394.21
Student Activities	<u>\$ 14,617.63</u>
Total	\$ 1,557,359.04

Motion by Swanson, seconded by Roush 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, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

### **VI. TREASURER REPORT**

General Fund	\$ 17,277,828.48
Capital Projects	\$ 5,239,949.41
Cafeteria Fund	\$ 476,623.99
Student Activities	\$ 219,756.98
Newville Reno Projects	<u>\$ 10,934,591.89</u>
Total	\$ 34,148,750.75

The Treasurer's Report showed balances as outlined above as of September 15, 2017. Motion by Swanson, seconded by Kanc for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 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.

**VII. YTD GENERAL FUND REPORT AND YTD TAXES (...continued)**

Motion by Swanson, seconded by Roush to accept Year-to-Date General Fund and Tax Reports as outlined above. Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

**VIII. READING OF CORRESPONDENCE**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Matthew Stern, Deputy Secretary of the Pennsylvania Department of Education. The Pennsylvania Department of Education determined that the Big Spring School District was in compliance and has met all requirements of Part B of the IDEA. Correspondence is included with the agenda.

**IX. RECOGNITION OF VISITORS**

Cory Latchford, Hannah Martin, Becky Webster, Morgan Bear, Allyson Shively, McKenzie Myers, Madison Wickard, Olivia Monismith, Sara Beth Fulton, Sherisa Nailor, Zoe Marinacci, and Emily Webber.

**X. PUBLIC COMMENT PERIOD**

**XI. STRUCTURED PUBLIC COMMENT PERIOD**

**XII. OLD BUSINESS**

**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Ms. Holly Kennedy**

Ms. Holly Kennedy has submitted her resignation as a part-time middle school custodian, retroactive to September 15, 2017. Ms. Kennedy has requested to be placed on the custodian substitute list.

The administration recommends the Board of School Directors accept Ms. Kennedy's resignation, retroactive to September 15, 2017 as well as her request to be placed on the custodian substitute list.

**(ACTION ITEM)**

**2) Recommendation for Oak Flat Quiz Bowl Coaches**

Mrs. Stacey Kimble, Oak Flat Elementary School Principal would like to recommend the individuals listed as the 2017-2018 Oak Flat Elementary School Quiz Bowl Coaches.

**Ms. Jen Ferrante  
Ms. Megan Larsen  
Ms. Sara VanderHeijden  
Ms. Michelle Holtry**

The administration recommends the Board of School Directors approve the above listed individuals as the 2017-2018 Oak Flat Elementary School Quiz Bowl Coaches, as presented.

**(ACTION ITEM)**

**3) Coaching Recommendation**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics & Student Activities would like to recommend the individuals listed as coaches for the teams noted.

**Timothy Bowers - Volunteer Football Coach  
Tyler Pion - Volunteer Boys Basketball Coach  
Brian Motter - Volunteer Golf Coach  
Les Stover - Head Swim Coach**

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

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

**(ACTION ITEM)**

#### 4) **Recommendation for District Calendar Developer – Ms. Christa Daugherty**

The administration would like to recommend Ms. Christa Daugherty for the position of District Calendar Developer, replacing Ms. Julie Wallace who has resigned.

The administration recommends the Board of School Directors approve Ms. Christa Daugherty as the District Calendar Developer, as presented.

**(ACTION ITEM)**

#### 5) **Approval of Additional 2017-2018 Mentors**

Based on 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. The recommended mentors are listed below.

##### **Inductee**

**Jenna McIntire - Middle School LTS/Ag/Tech Ed.**

##### **Mentors**

**SaraBeth Fulton/Sherisa Nailor**

The administration recommends that the Board of School Directors approve the 2017-2018 mentor teachers as presented.

**(ACTION ITEM)**

#### 6) **Approval for Custodial Transfer**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Mr. Tim Nye to be transferred from a 9 month High School part-time custodian to a 11 month Middle School part-time custodian. Through this transition Mr. Nye will acquire vacation days per the classified compensation plan.

The administration recommends the Board of School Directors approve the transfer of Mr. Nye, as presented.

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

**VOTE ON XIII., NEW BUSINESS, A-1 – A-6, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Roush to combine and approve Items A -1 through A - 6 as outlined and recommended above. Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

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

**(ACTION ITEM)**

**B) Credit Pay**

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

**Courtney Wiser \$1,440.00**

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 Swanson, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

**(ACTION ITEM)**

**C) Recognition of 2017-2018 Foreign Exchange Students**

The high school administration has approved Miss Marie Skrobek, a citizen of Germany and Miss Paola Rivera Gonzalez, a citizen of Mexico as foreign exchange students for the 2017-2018 school term. The administration welcomes foreign exchange students and looks forward to learning with and from Miss Skrobek and Miss Gonzalez during the 2017-2018 school year.

The administration recommends the Board of School Directors authorize the high school administration to write a letter of welcome to Miss Skrobek and Miss Gonzalez on behalf of the Board of School Directors.

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

Motion by Swanson, seconded by Roush to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

Dr. Fry informed the Board of School Directors that we hope to get any Foreign Exchange Students to you a little earlier. This is a formality at this point. These organizations timelines are not their strengths. These foreign exchange students are with the Brenda Line Family.

#### **(ACTION ITEM)**

#### **D) Fundraiser Recommendation – 2017-2018 Post Grad**

The 2017-2018 Post Grad Committee is requesting permission to conduct the fundraisers listed below during the 2017-2018 school year.

##### **\$50 Buyout Option**

**Letters to Friends and Family**

**Business Letters**

**Chicken BBQ**

**Bulldog Yard Sale Signs**

**Spirit Wear**

**Thirty One**

**Class of 2018 Keychains & Bracelets**

**Family Night**

**Paint Night**

**Bingo**

**Easter Pies**

**Sandwiches**

**Bulldog Beach Towels**

**Golf Tournament**

The administration recommends the Board of School Directors approve the Post Grad Committee's request to conduct the fundraisers listed above during the 2017-2018 school year.

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

**(ACTION ITEM)**

**E) Fundraiser Recommendation – Mt. Rock Elementary School**

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

**Race for Education (Fall)**

**Little Ceasars Pizza Kit Sale and Beeman Bakery Sale (Spring)**

The administration recommends the Board of School Directors approve the Mt. Rock Elementary School PTO fundraiser's listed for the 2017-2018 school year.

**(ACTION ITEM)**

**F) Fundraiser Recommendation – Middle School**

The Big Spring Middle School PTO would like to conduct the fundraisers listed for the 2017-2018 school year.

**Kristy Kreme Sale (Fall)**

**Beemans Bakery Sale (Winter)**

The administration recommend the Board of School Directors approve the above listed fundraisers, as presented.

Motion by Swanson, seconded by Roush to combine and approve Item D, E and F as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

**(ACTION ITEM)**

**G) Approval of the Mt. Rock Elementary School PTO Financial Report**

The Big Spring School District has received a copy of a letter from Karen Heishman, advising that the Mt. Rock 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 Mt. Rock Elementary School PTO annual audit report as presented.



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

**(ACTION ITEM)**

**H) Approval of the Newville Elementary School PTO Financial Report**

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

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

**(ACTION ITEM)**

**I) Approval of the Middle School PTO Financial Report**

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

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

Motion by Swanson, seconded by Kanc to combine and approve Item G, H, and I as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

**(ACTION ITEM)**

**J) Approval of the Proposed 2017-2018 FFA Program of Activities**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2017-2018 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 committee's

The administration recommends that the Board of School Directors approve the 2017-2018 Program of Activities for the Big Spring FFA, as presented.

Motion by Kanc, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

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

#### (ACTION ITEM)

#### K) Approval of the Proposed Big Spring School District Comprehensive Plan

Mr. Kevin Roberts, Assistant Superintendent would like to recommend that the July, 2018 - June, 2021 Comprehensive Plan receives Board approval. The Comprehensive Plan was an information item on the August 7, 2017 board agenda.

The administration recommends the Board of School Directors approve the July, 2018 - June, 2021 Comprehensive Plan, as presented.

Motion by Swanson, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco.  
Motion carried unanimously. 7 – 0

Dr. Fry reminded that Board that what we presented you tonight was a quick snapshot on the strategic plan. This is the document that we have to give to the state. This is just a compliance exercise.

#### (ACTION ITEM)

#### L) Approve Change Orders to the Network Tower Upgrades

Henkels & McCoy submitted two change orders to their project to upgrade the District WiFi WAN structure. The first is for \$2,591.32 to lift up the 85-foot tower on the MS in order to replace the roof under it. The second is for \$10,120 to provide additional steel structure installation at OF as recommended by the District engineer, WCE.

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

Motion by Swanson, seconded by Kanc to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco.  
Motion carried unanimously. 7 – 0

#### (ACTION ITEM)

#### M) Approve HS Roof IR Scan

As part of the Newville Projects, the Board last bond included a coating of the HS roof to extent it's life for another 10-15 years. Professional Roof Services submitted proposals to do an IR scan at a cost of \$7,800.

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

The administration recommends the Board of School Directors accept the proposal for the IR roof scan submitted by Professional Roof Services, Inc. to be paid from the Capital Projects Reserve Fund.

Motion by Swanson, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco.  
Motion carried unanimously. 7 – 0

**(ACTION ITEM)**

#### N) **Approve Payments from the Capital Project (Reserve) Fund**

The District received the invoices for the following projects/amounts:

<b>Project</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
Track & Field	W. Pennsboro Twnshp	Engineer Srvs	\$349.08
PennDOT grant	W. Pennsboro Twnshp	Engineer Srvs	\$395.00
HS Auditorium Reno	A/V Solutions	Sound System	\$7,185.79

The administration recommends the Board of School Directors to approve payment of \$744.08 to West Pennsboro Township and \$7,185.79 to A/V Solutions.

Motion by Roush, seconded by Kanc to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco.  
Motion carried unanimously. 7 – 0

**(ACTION ITEM)**

#### O) **Approve Payment from the Newville Projects Fund**

The district received the following invoices:

<b><u>Project</u></b>	<b><u>Vendor</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Remaining</u></b>
NV Reno	Diffenbaugh Wadel	Permit Fee	\$300.00	
NV Reno	Crabtree Rohrbaugh Assoc.	Inv 11	\$61,409.20	\$268,690.00

The administration recommends the Board of School Directors approve payment of \$300 to North Newton Township and \$61,409.20 to Crabtree, Rohrbaugh Associates.

Motion by Swanson, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Kanc, Deihl, Piper, Roush, and Blasco.  
Motion carried unanimously. 7 – 0

## **Big Spring School Board Meeting Minutes ~ Monday, September 18, 2017**

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

#### **(DISCUSSION ITEM)**

#### **P) LERTA**

Dr. Richard W. Fry led the Board of School Directors in a discussion on LERTA. This is a second offer from this group to the Board. There is a three-year LERTA, a five-year LERTA, and a ten-year LERTA. I feel like in time that land will move. I think giving where we are at, I recommend that we do not accept this in totality. I would like some direction from the Board.

Mr. Wolf summarized the discussion from the Board by saying that we are not interested in this proposal at this point in time.

### **XIV. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

### **XV. COMMITTEE REPORTS**

#### **A. District Improvement Committee – Mr. Kanc**

No meeting was conducted and no report was offered. Next meeting is scheduled for November 9<sup>th</sup>.

#### **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 and no report was offered.

#### **D. Buildings and Property Committee – Mr. Barrick, Mr. Piper, Mr. Swanson Mr. Roush, Mr. Gutshall**

No meeting was conducted and no report was offered.

**XV. COMMITTEE REPORTS (...continued)**

**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**

No meeting was conducted and no report was offered. They are still searching for an executive director.

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

There will be a budget meeting on Tuesday. Budget will be slightly lower next year. Big Spring will see about a \$400 difference. There might be a small rebate at the end of this school year.

**XVI. SUPERINTENDENT'S REPORT**

1. **Opening** – We had a great opening. I hope if you talk to staff, they would feel the same way. Things are going really well. We had some internet challenges the first week or so. The internet is through the CAIU. We think it has been addressed to this point. When you are a district that counts on digital learning, the internet disruption cause challenges.
2. **Thank You** – Thank you for those of you that were able to attend Friday night. We retired one of our alumnus jersey. I think it was a very nice ceremony for the family and well deserved.

**XVI. SUPERINTENDENT'S REPORT**

3. **Construction** – As you drive around, you will continue to see work on those projects that need to be completed. We had some discussion on the MS roof project. They are making great progress. It will probably be the middle of October before that is complete. We continue to work on the field in front of the High School with stadium bleachers. We appreciate the guidance as we work toward the plans for future projects. This planning addresses every building and the vision of this administration. This allows us to move forward with the planning of a 4 – 5 building.

Mr. Wolf inquired the situation at the field at the high school with lighting.

Dr. Fry informed the Board of School Directors that they are nightlights are on sensors. They come on when it goes dark and goes off at sunrise. They are dusk to dawn lights that are energy efficient. They are not for participation but for security.

Mr. Roush inquired about the lights at the High School and Mt. Rock. Parents are wondering why it is dark when they are picking up their child.

Mr. Kanc questioned the use of the track by the community. Can the new track be used at night?

Mr. Piper stated I think it is a good idea for security lights to be on dusk to dawn.

**XVII. BUSINESS FROM THE FLOOR**

Mr. Wolf was at the Ben Bloser Cross Country meet on Saturday. A gentleman asked me what class the school is. He said this is a remarkable campus. We do not have anything like this where I am from.

**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

## **Big Spring School Board Meeting Minutes ~ Monday, September 18, 2017**

### **XIX. ADJOURNMENT**

Motion by Swanson, seconded by Roush to adjourn the meeting. Roll call vote:  
Voting Yes: Wolf, Swanson, Kanc, Roush, Blasco, Piper, and Deihl. Motion  
carried unanimously. 7 – 0

The meeting was adjourned at 8:30 PM.

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Wilbur Wolf, Jr., President

**NEXT SCHEDULED BOARD MEETING: Monday, October 2, 2017**