

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 2, 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 8:01 P.M. with President Wilbur Wolf, Jr, presiding. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, William Piper, David Gutshall, Kingsley Blasco, Richard Roush, John McCrea, and Richard Norris.

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Nicole Donato, Supervisor of Curriculum & Instruction; Richard Kerr Jr, Business Manager; Brandie Shatto, Director of Educational Technology; 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 AUGUST 18, 2014 REGULAR BOARD MEETING MINUTES, AND THE AUGUST 18, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Blasco, seconded by Norris for approval of the August 18, 2014 Committee of the Whole Meeting Minutes; and the August 18, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, Blasco, Barrick, McCrea, Gutshall, and Roush. Motion carried unanimously. 9 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

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

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the fourth quarter of the 2013-2014 school year.

Grade 10	Isaac Eshenour	American Studies
Grade 10	Toby Peck	American Studies
Grade 11	Tyler Allen	Logistics & Warehouse Management 2
Grade 11	Lauren Baker	Advertising Art & Design I
Grade 11	Marissa Boldosser	Nursing Assisting I
Grade 11	Jaedanne Kutz	World Studies
Grade 11	Bailey Rebuck	Diesel Technology 2
Grade 12	Tiffany Grimes	Criminal Justice 3

President Wolf and Vice President Swanson congratulated the students for their outstanding hard work and accomplishments. The students received a certificate for their accomplishments.

V. PAYMENT OF BILLS

General Fund		-
Procurement Card	\$	14,559.38
Checks/ACH/Wires	\$	1,104,129.54
Capital Projects	\$	30,754.70
Cafeteria Fund	\$	-
Student Activities	\$	7,998.66
Total	\$	1,157,442.28

Motion by Gutshall, seconded by Blasco 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, Blasco, McCrea, Norris, and Roush. Motion carried unanimously. 9 – 0

VI. READING OF CORRESPONDENCE

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

VII. RECOGNITION OF VISITORS

Stacey, Shively Curtis Garland, Kim Wickard, Angie Bistline, Angela Chumbley, Dianne Singer, Michelle Adams, Ruth Cohick, Sandy Parson, Susan Wilson, Ericka Zimmerman, Tamara Dobson, Brian Peck, Sondra Peck, Toby Peck, Jessica Peck, Teresa Eshenour, Isaac Eshenour, Daniel Eshenour, Sam Tigyer, Jaedanne Kutz, Margie McMullen, Marissa Boldosser, Mike Heiser, Donna Heiser, Bill Beck, Charlene D'Amore, Jeanine Osman, and Sam Sharp.

VIII. PUBLIC COMMENT PERIOD

Jeanine Osman, Mechanicsburg, PA. I am speaking on behalf of a parent of a student at Mt. Rock Elementary. There was a bus issue with this student. The student was lost for over an hour. What are the policies and procedures to ensure that this doesn't happen again?

Rev Bill Beck, 18 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Per Diem Substitute Teachers

Emily Cramer - Elementary Education

Emily Lehman-Harbold - Mathematics Education 7-12

Sarah Hodge - Science Education 7-12

Samantha Hyson - Mathematics Education 7-12

Jessica Lowery - Language Arts/Mathematics/Elementary Education

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

Kimberly Miller - Elementary Education

Susann Palmerchuck - Elementary Education

Nicole Sunderland - Health/Physical Education

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

(ACTION ITEM)

2) Part-Time Custodian Recommendation

The administration would like to recommend the individual listed as a part-time evening custodian for the High School, replacing Ms. Deihl who has resigned.

Sharon Fisher

The administration recommends that the Board of School Directors approve the recommendation listed for the 2014-2015 school year.

(ACTION ITEM)

3) Part-Time Aide Recommendation – Joan Ellis

The administration would like to recommend the individual listed as a part-time life skills aide at Oak Flat Elementary School replacing Mrs. Janet Walker who has transferred. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. This position is not permanent. Continued employment, hours, location and duties are subject to change based on the needs of the students and District.

Joan Ellis

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

(ACTION ITEM)

4) Part-Time Aide Recommendation – Beth Stewart

The administration would like to recommend the individual listed as a part-time life skills aide at Oak Flat Elementary School replacing Mrs. Marilyn Zinn who has transferred.

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. This position is not permanent. Continued employment, hours, location and duties are subject to change based on the needs of the students and District.

Beth Stewart

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

(ACTION ITEM)

5) Resignation – Courtney Wiser

Mrs. Courtney Wiser is resigning from her position as middle school field hockey coach, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Wiser's resignation as middle school field hockey coach, effective immediately.

(ACTION ITEM)

6) Resignation – Paulette Rosevear

Mrs. Paulette Rosevear is resigning from her position as an aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Rosevear's resignation as an aide at Oak Flat Elementary School, effective immediately.

(ACTION ITEM)

7) Resignation – Michael Statler

Mr. Michael Statler, Accounting Controller has submitted his letter of resignation as District Accounting Controller, effective September 26, 2014.

The administration recommends that the Board of School Directors accept Mr. Statler's resignation as District Accounting Controller, effective September 26, 2014.

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

8) Transfer of Classified Employee

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employee whose name is listed below:

<u>Employee</u>	<u>From</u>	<u>To</u>
Tanya White	Clerical Aide for the Special Education Department	190 Day Secretary - 5.75 hours per day at Oak Flat Elementary School

The administration recommends that the Board of School Directors approve the transfer of the above listed individual as presented, effective the beginning of the 2014-2015 school year.

(ACTION ITEM)

9) Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as middle school football coach for the 2014-2015 school year.

Shane Cohick

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

(ACTION ITEM)

10) Vonda Kelso – Accounting Controller for the Business Office

Education: Shippensburg University – Bachelor’s Degree/Accounting

Experience: Upper Frankford Township – Municipal Secretary/Treasurer
Pennsylvania Blue Shield – Payroll Tax & Project Analyst
Pennsylvania Blue Shield – Financial Services Accountant

The administration recommends that the Board of School Directors appoint Mrs. Vonda Kelso as Accounting Controller for the Business Office beginning approximately , replacing Mr. Michael Statler who has resigned. Mrs. Kelso’s compensation for this position should be established at \$44,00.00.

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

11) Recommendation for Eighth Grade Maroon Team Leader

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Eighth Grade Maroon Team Leader for the 2014-2015 school year.

Johnathan Hocker

The administration recommends that the Board of School Directors approve the individual listed as Eighth Grade Maroon Team Leader as presented.

(ACTION ITEM)

12) Recommendation for Seventh Grade Maroon Team Leader

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Seventh Grade Maroon Team Leader for the 2014-2015 school year.

Katie Magee

The administration recommends that the Board of School Directors approve the individual listed as Seventh Grade Maroon Team Leader as presented.

(ACTION ITEM)

13) Approval of Additional 2014-2015 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. The recommended mentors are listed below.

Inductee	Mentor
Danielle Gibb	Jacqueline Springer
Christina Hagood	Heath Myers

The administration recommends that the Board of School Directors approve the additional 2014-2015 mentor teachers as presented.

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

14) Recommendation for Kindergarten Classroom Aides-Discussion/Action Item

Our official kindergarten enrollment via our third day enrollment data is 223 students. The state projected our kindergarten enrollment for this year to be 191. Over the course of the last six years our state projections have consistently been on target. Based on the unanticipated increase in kindergarten enrollment the administration is recommending hiring six (6) kindergarten aides for the 2014-2015 school year.

When full-day kindergarten was implemented at Big Spring we employed six (6) kindergarten aides for support. Those aides were funded via the Accountability Block Grant. When that funding was drastically reduced by our current Governor the aides were cut. As part of Governor Corbett's most recent budget there were some additional funds provided to school districts via the Ready to Learn Block Grant. The administration is proposing to utilize that increase, roughly \$140,000, to fund the six (6) aide positions for this school year. This would be one time funding.

The administration requests permission to advertise for and hire six (6) additional instructional aides to service the increased enrollment in kindergarten.

VOTE ON XIII., NEW BUSINESS, A-1 – A-14, PERSONNEL CONCERNS

Motion by Blasco, seconded by Norris to combine and approve Items A-1 through A-14 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

B) Credit Pay

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amount in accordance with the negotiated contract and Act 93 Agreement.

Judy Breneman	\$ 1,311.00
Kimberly Flood	\$ 1,311.00
Jennifer Keller	\$ 1,311.00
Stacey Kimble	\$ 5,304.00
Katie Magee	<u>\$ 1,311.00</u>
Total	\$10,548.00

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . . continued)

contract between the Big Spring Education Association, the Act 93 Agreement and the Big Spring School District.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

C) Tuition Exemption Students

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.

Hannah Fortney

Motion by Norris, seconded by Swanson to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

D) Student Eligible for Early Graduation

Based on successful completion of semester one course work the student listed will be eligible for early graduation for the 2014-2015 school year.

Naomi Ruth George

The administration recommends that the Board of School Directors approve January 16, 2015 graduation for the student listed based on their successful completing of all graduation requirements.

Motion by Norris, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

E) Proposed FFA Trips

The High School Administration is requesting permission for Big Spring High School FFA students and FFA staff members travel to the various locations listed below beginning October 28, 2014 through June 18, 2015. All trips are overnight trips and as such the administration is requesting Board approval.

**National FFA Convention
October 28th - November 1st - Louisville, KY**

**State FFA ACES Leadership Conference
February 14th – February 15th – Harrisburg, PA**

**State FFA State Legislative Leadership Conference
March 15th – March 17th – Harrisburg, PA**

**FFA Spring Trip (Details TBD)
April or May 2015 - Gatlinburg, TN**

**State FFA Convention
June 16th – June 18th - State College, PA**

The administration recommends that the Board of School Directors approve the proposed FFA trips as presented

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

F) Cornerstone Federal Credit Union License Agreement

Over the last several years, the District has partnered with Cornerstone Federal Credit Union to provide in-class lessons on financial literacy and also established a branch location within the Big Spring High School. Each year our District enters into an agreement with Cornerstone FCU for the services that they provide to our students and District. There have been no changes to the agreement. The agreement is included with the agenda.

The administration recommends that the Board of School Directors approve the agreement between Big Spring School District and Cornerstone Federal Credit Union.

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . . .continued)

Motion by Norris, seconded by Blasco to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

G) Appointment of the School District Dentist

Contracted Services

Dr. Thomas Filip \$4.50 per exam

The administration recommends that the Board of School Directors approve Dr. Filip as school district dentist for the 2014-2015 school year.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

H) Approval of Proposal of Update District Master Plan

McKissick completed the District's last facilities Master Plan 2008 (attached). Typically these are done as a prelude to a PlanCon project. Although we don't have a project on the immediate horizon, we've seen many changes since then and it is appropriate to update this document for Board use in prioritizing our future major projects along with our summer improvements. In discussions with Tobie Wolf, he has developed a proposal to undertake that process on behalf of the District. This would be an iterative process beginning this month with a target completing date of January 2015 and briefing to the Board in February.

The administration recommends the Board of School Directors approve the Proposal for Engineering Services to prepare the Big Spring School District Master Plan Update at a cost not to exceed \$19,500 with funding to come from the Capital Projects fund.

Motion by Barrick, seconded by Roush to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

I) Construction Payment Applications

The District received the following payment applications for ongoing projects. Of note, this payment completes the Oak Flat Project Fund and the final payments for the change orders will come from the Capital Project Fund.

Project	Contractor	This Payment	Balance
Oak Flat PC	Honeywell	\$ 0.00	\$ 260,340.00
MS Tunnel	Wayne S. Leshar	\$ 23,800.00	\$ 0.00
MS Tunnel	CV Services, Inc	\$ 2,828.00	\$ 0.00
DAO/MS Pave	Valley Quarries, Inc	\$ 75,129.05	\$ 137,887.55

The administration recommends the Board of School Directors approve payment from the capital project fund of \$23,800.00 to Wayne S. Leshar, Inc.; \$2,828.00 to CV Services, Inc.; and \$75,129.05 to Valley Quarries, Inc.

Motion by Barrick, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(ACTION ITEM)

J) Approval of Phone and Network Services Contract with CAIU

The District is moving toward leveraging shared services with the Capital Area Intermediate Unit. At the end of last school year the service contracts for the phone system and Exchange (mail) server expired with the current vendor. After consultation with the IU and sending out an RFP for phones, the recommendation is to move these services to the CAIU to leverage our existing network with them.

The administration recommends the Board of School Directors approve the contracts with the Capital Area Intermediate Unit for VoIP Solution Services and Managed Network Services as presented in the agenda. Subject to Solicitor review, the administration is authorized to sign the contracts and other documents required to implement the services.

Motion by Barrick, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

K) Approval of Capital Project Expense

As part of the summer renovation projects, the Maintenance depart incurred some additional expense and the administration recommends those be paid from the Capital Project Fund. The water softener replacement was caused by a failure at Mt. Rock. The additional hardware is to support additional security the District requested as part of the Honeywell security project. This hardware would be purchased off COSTARS or other state contract.

The administration recommends the Board of School Directors approve payment from the Capital Project Fund of \$18,620.00 for the MS Water Softener and up to \$13,200 for additional security material and hardware.

Motion by Barrick, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously. 9 – 0

(INFORMATION ITEM)

L) Proposed Planned Course Adoption

Listed below is a completed planned course for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the September 15, 2014, Board of School Directors meeting.

Eighth Grade Family and Consumer Science

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

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

No meeting was conducted and no report was offered.

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered.

XIII. COMMITTEE REPORTS (...continued)

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

One of the instructors at vo-tech is trying to set up a process that someone in the logistics program can return after their senior year to get one more certification. The vo-tech had a smooth opening to school with the new principal.

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.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

There was a meeting last week. The numbers in the CAOLA program up almost four times. There are 80 districts that are part of the program. They have provided a big savings to school districts. Most of the positions have been filled.

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

No meeting was conducted and no report was offered. The committee will meet next week.

IX. SUPERINTENDENT'S REPORT

1. Thank you to Board members who attended the staff opening day on August 19th. We had a tremendous opening with staff. We got off to the right foot. Third day enrollment district wide was 2626. There were a total of 15 less students from last year. This is also 29 more students than the state projection. This is predominantly in our kindergarten area. We will continue to monitor enrollment numbers.
2. **Invitation** – I received an invitation from Mrs. Hetrick for October 21st we are going to have a class field trip with the Social Studies and English department. We are going to Washington DC. Last year was the first year that Arlington National Ceremony was included in that field trip. This year our students will lay a wreath on the tomb of the unknown soldier. We will have four students walk out with the guards. She has extended an invitation to Board members to attend. We will take a van down on Tuesday October 21st.

X. BUSINESS FROM THE FLOOR

Mr. McCrea stated that in the first four days of school and then over the weekend. I have experienced a ground swell of opposition to the reduction in library services. I think this is something the administration and board members could reconsider if it was a wise decision to cut the number of librarians.

Mr. McCrea asked about the tax collection situation. The judgment action by Jim Flower Jr. and then by Michael Cassidy where does that stand. Mr. Fry stated that we would have a written report by the end of September.

XI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XII. ADJOURNMENT

Motion by Blasco, seconded by Norris to adjourn the meeting to executive session to discuss negotiations. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, Norris, and Roush. Motion carried unanimously.
9 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, September 2, 2014

The meeting was adjourned at 8:34 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, September 15, 2014