

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JANUARY 12, 2015

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 Barrick, David Gutshall, John McCrea, William Piper, Richard Roush, and Richard Norris.

Absent – Kingsley Blasco.

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent, Richard Kerr Jr, Business Manager; 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 DECEMBER 2, 2014 REGULAR BOARD MEETING MINUTES, THE DECEMBER 2, 2014 BUILDING AND PROPERTY MEETING MINUTES AND THE DECEMBER 2, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Norris, seconded by Barrick for approval of the December 2, 2014 Building and Property Meeting Minutes, the December 2, 2014 Committee of the Whole Meeting Minutes; and the December 2, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, McCrea, Gutshall, Roush, and Barrick. Motion carried unanimously. 8 – 0

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IV. PAYMENT OF BILLS

Procurement Card	\$ 11,695.37	November
Procurement Card	\$ 44,960.14	December
Checks/ACH/Wires	\$ 5,678,925.41	
Capital Projects	-----	
Cafeteria Fund	\$ 96,509.75	
Student Activities	<u>\$ 76,733.33</u>	
Total	\$ 5,908,824.00	

Motion by Gutshall, seconded by Norris for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Norris, Roush, Barrick, Gutshall, and Swanson. Motion carried unanimously. 8 – 0

V. TREASURER REPORT

General Fund	\$ 20,471,462.64
Capital Projects	\$ 6,411,619.54
Cafeteria Fund	\$ 261,587.05
Student Activities	<u>\$ 206,124.91</u>
Total	\$ 27,350,794.14

The Treasurer’s Report showed balances as outlined above as of December 31, 2014. Motion by Gutshall, seconded by Norris for acceptance of the Treasurer’s Report. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Norris, Roush, Barrick, Gutshall, and Swanson. Motion carried unanimously. 8 – 0

VI. 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 Norris, seconded by Barrick to accept Year-to-Date General Fund and Tax Reports as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Norris, Roush, Barrick, Gutshall, and Swanson. Motion carried unanimously. 8 – 0

Mr. McCrea asked if this is a general comment by all tax collectors or one in particular.

VII. READING OF CORRESPONDENCE

VIII. RECOGNITION OF VISITORS

Carol Shriner, Eric Shriner, Andy Shriner, Bob Baldwin, William Paulus, and Curtis Garland.

IX. PUBLIC COMMENT PERIOD

Bob Baldwin Strawberry Court, Carlisle, PA addressed the members of the Board of School Directors by reading a poem on "Another New Year" and offered a prayer of encouragement for the Board members and community.

Mr. McCrea stated that his recollection of the policy on public comment is restricted to residence of the District. We need to review our policy on public comments so someone like Mr. Baldwin would not be restricted from speaking.

Mr. Fry informed the Board of School Directors that he believes the policy was already addressed. He will check and provide the information to the Board at the next meeting.

X. STRUCTURED PUBLIC COMMENT PERIOD

XI. OLD BUSINESS

XII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Per Diem Substitute Teachers

**Rebecca Black - Middle School Education
Jamie Burns-Reisinger - Social Studies Education
Mariah Rutter - Middle School Education
Zachary Stroh - Physical/Health Education**

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

XII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

2) Child-Rearing Leave of Absence - Stephanie Weller

Mrs. Stephanie Weller, Life Skills Teacher at Oak Flat Elementary School is requesting child-rearing leave of absence from approximately Monday, April 20, 2015 through approximately Monday, June 1, 2015. 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. Weller's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, April 20, 2015 through approximately Monday, June 1, 2015.

(ACTION ITEM)

3) Leave Without Pay - Katie Sands

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mrs. Katie Sands is requesting two days leave without pay for February 4, 2015 and February 5, 2015.

The administration recommends that the Board of School Directors approve the following request for leave without pay as presented.

(ACTION ITEM)

4) Resignation – Kari Dillman

Ms. Kari Dillman has submitted her resignation as a special education aide, retroactive to December 16, 2014.

The administration recommends that the Board of School Directors approve Ms. Dillman's resignation as a special education aide, retroactive to December 16, 2014.

(ACTION ITEM)

5) Resignation – Kristen Kitchen

Ms. Kristen Kitchen has submitted her resignation as assistant varsity field hockey coach, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Kitchen's resignation as assistant varsity field hockey coach, effective immediately.

XII. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

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6) Resignation – Jessica Winesickle

Mrs. Jessica Winesickle has submitted her resignation as Middle School Student Assistance Coordinator, retroactive to December 31, 2014.

The administration recommends that the Board of School Directors approve Mrs. Winesickle's resignation as Middle School Student Assistance Coordinator, retroactive to December 31, 2014.

(ACTION ITEM)

7) Resignation – Carol Madden

Mrs. Carol Madden has submitted her resignation as high school club care adviser, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Madden's resignation as high school club care adviser, effective immediately.

(ACTION ITEM)

8) Resignation – Daniel Tigyer

Mr. Daniel Tigyer has submitted his resignation as High School Quiz Bowl Coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Tigyer's resignation as High School Quiz Bowl Coach, effective immediately.

(ACTION ITEM)

9) Coaching Appointment

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as Head Varsity Football Coach.

Cory Hoffman Head Varsity Football Coach

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

XII. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

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10) Club Care Advisor Recommendation

The administration would like to recommend the individual listed as the High School Club Care Adviser for the remainder of the 2014-2015 school year.

Christa Daugherty

The administration recommends that the Board of School Directors approve the appointment of the above listed individual as High School Club Care Adviser for the remainder of the 2014-2015 school year, as presented.

(ACTION ITEM)

11) High School Quiz Bowl

The administration would like to recommend the individual listed as the High School Quiz Bowl Coach for the remainder of the 2014-2015 school year.

Tim Kireta

The administration recommends that the Board of School Directors approve the appointment of the above listed individual as High School Quiz Bowl Coach for the remainder of the 2014-2015 school year, as presented.

(ACTION ITEM)

12) Part-Time One-On-One Student Aide Recommendation at Oak Flat Elementary

The administration would like to recommend the individual listed as a part-time one-on-one student aide at Oak Flat Elementary School for the remainder of the 2014-2015 school. This position is 5.75 hours per day and 180 days per year with a starting rate of \$10.20 per hour. The hours for this position as a part-time one-on-one aide could change based on the needs of the student as determined by the Director of Pupil Services.

Ginger Kunkel

The administration recommends the Board of School Directors approve the above listed individual as a part-time one-on-one student aide at Oak Flat Elementary School for the remainder of the 2014-2015 school. This hire is subject to the Probationary Period and other restrictions as spelled out in the Classified Compensation Plan.

XII. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

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13) Part-Time Kindergarten Aide Recommendation

The administration would like to recommend the individual listed as a part-time kindergarten aide for one year only at Oak Flat Elementary School for the remainder of the 2014-2015 school year only. This position is 5.75 hours per day and 180 days per year with a starting rate of \$10.20 per hour.

Stefanie Wenger

The administration recommends the Board of School Directors approve the above listed individual as a part-time kindergarten aide for one year only at Oak Flat Elementary School for the remainder of the 2014-2015 school year only. This hire is subject to the Probationary Period and other restrictions as spelled out in the Classified Compensation Plan.

(ACTION ITEM)

14) High School Aide Recommendation

The administration would like to recommend the individual listed as a part-time high school aide for the remainder of the 2014-2015 school year. This position is 5.75 hours per day and 180 days per year with a starting rate of \$10.20 per hour.

Kristina Hansford

The administration recommends the Board of School Directors approve the above listed individual as a part-time high school aide for the remainder of the 2014-2015 school year. This hire is subject to the Probationary Period and other restrictions as spelled out in the Classified Compensation Plan.

(ACTION ITEM)

15) Approval of Middle School Guidance Secretary

This position is 5.75 hours per day and 197 days per year with a starting rate of \$12.91 per hour. It does not include medical benefits. Ms. Holtry retired in December creating this opening. The interview committee recommends the following person to fill the position:

Mary E. Miller

The administration recommends the Board of School Directors approve the above listed individual as a part-time secretary in The Middle School Guidance Office. This hire is subject to the probationary period and other provisions of the Classified Compensation Plan.

XII. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

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16) Approval of Additional Bus Driver

Misty Peck

The administration recommends that the Board of School Directors acknowledge the bus driver listed for the 2014-2015 school year, as presented.

(ACTION ITEM)

17) Middle School Instructional Coach Recommendation – Crystal Grossman

Education:

Gettysburg Area School District - General Education
Slippery Rock University - Elementary Education
Harrisburg Community College - Early Childhood Education
Edinboro University - Reading Education

Experience:

Agora Cyber Charter School – Middle School Academic Coach/Reading Specialist
Celebree Learning Centers - Center Director
Littlestown Area School District - English Teacher

The administration recommends that the Board of School Directors appoint Ms. Crystal Grossman as the Middle School Instructional Coach, replacing Ms. Amy Kyle who has resigned. Ms. Grossman's compensation for this position should be established at Master's Degree, Step 10, \$58,717.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

18) Long-Term Substitute High School Guidance Counselor – Erin Hughes

Education:

Shippensburg University - Counseling Degree
West Chester University - Music Degree

Experience:

Carlisle Area School District - Long-Term Substitute School Counselor
Shippensburg University - School Counselor Graduate Assistant

The administration recommends that the Board of School Directors appoint Ms. Erin Hughes as the Long-Term Substitute High School Guidance Counselor, replacing Mrs. Sherri Mains who is on leave. Ms. Hughes will begin in this position on January 19, 2015 and end her duties on approximately March 20, 2015. Ms. Hughes' compensation for this position should be established at Master's Degree, Step 1, \$49,418.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

XII. NEW BUSINESS (. . .continued)

VOTE ON XII., NEW BUSINESS, A-1 through A-8; & A-10 through A18, PERSONNEL CONCERNS

Motion by Swanson, seconded by Barrick to combine and approve Items A-1 through A-8 and A-10 through 1-18 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Gutshall, McCrea and Norris. Motion carried unanimously. 8 – 0

Mr. McCrea made a motion that we table Item A9 because of the very important job the Head Football Coach has been entrusted to perform. I feel the Board needs to hear from Mr. Hockenbroch at the February 2nd Board meeting on why he feels that Mr. Hoffman is better able to lead this program and change it from the way it has been over the last several years. Mr. Norris seconded the motion. Voting Yes: McCrea and Norris. Voting No: Wolf, Swanson, Barrick, Piper, Gutshall, and Roush. Motion failed 2 – 6.

Mr. Fry informed the Board that we follow the same process for hiring all head coaches. We have Board members sit in on the process to hire head coaches. If it is something that we need to bring back and have a discussion on, please let me know.

Mr. Gutshall stated that he was on the committee to select the new head coach. This man, I think, is going to be a great coach. I think the kids will like him and he will recruit kids to play.

Mr. Swanson commented that he has a problem changing the process. We have done this process every time we hire a coach. We have never altered that procedure and I would not support changing it tonight. I also was on this committee.

Motion by Swanson, seconded by Norris to approve Items A-9 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Gutshall, Roush, and Norris. Voting No: McCrea. Motion carried. 7 - 1

(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.

John Beeman	\$2,622.00
Judy Breneman	\$1,311.00
Charlene D'Amore	\$ 437.00
Christa Daugherty	\$2,124.00
Amanda Frankford	\$1,311.00
Laura Fritz	\$1,311.00

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XII. NEW BUSINESS (. . .continued)

B) Credit Pay (continued)

Sarah Hammaker	\$1,311.00
Johnathan Hocker	\$2,622.00
Jennifer Keller	\$1,311.00
Ryan Kelley	\$2,622.00
Abigail Leonard	\$1,816.00
Katie Magee	\$2,622.00
Dwain Messersmith	\$1,311.00
Joshua Putt	\$ 915.00
Sarah Roller	\$2,622.00
Brandie Shatto	\$1,650.00
Marsha Stellfox	\$ 600.00
Frances Stewart	\$1,748.00
Heidi Weston	<u>\$2,622.00</u>
Total	\$32,888.00

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association, the Act 93 Agreement and the Big Spring School District.

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

(ACTION ITEM)

C) Acceptance of Financial Audit for 2013-2014

Mr. James Lyons from Greenawalt & Company presented the District's 2013-2014 audit and financial statements this evening, January 12, 2015 at the Committee of the Whole meeting. Board members received copies of the financial audit report prior to the January 12, 2015 Committee of the Whole meeting.

The administration recommends that the Board of School Directors accept the District's 2013-2014 financial audit report as presented by Mr. James Lyons from Greenawalt & Company.

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

XII. NEW BUSINESS (. . .continued)

D) Approval of Special Olympics Student Activity Account (ACTION ITEM)

The administration received a request from the Special Education Department to create a new student activity account in support of the Special Olympics. The Big Spring School District will be hosting the Special Olympics this year which will include the participation of seven other School Districts. The request, by-laws and initial budget are included in the agenda.

The administration recommends the Board of School Directors approve the creation of the Big Spring Special Olympic Club organization and the associated student activity account under the supervision of the Director of Pupil Services.

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

(ACTION ITEM)

E) Cumberland Perry Area Vocational Technical School General Fund Budget Proposal

The Cumberland Perry Area Vocational Technical School has developed a General Fund Budget Proposal for the 2015-2016 school year. The proposed budget reflects a -1.01% decrease for the 2015-2016 school year. The dollar value of this decrease for Big Spring School District is \$6,592.00.

The administration recommends that the Board of School Directors approve the proposed 2015-2016 CPAVTS budget as presented.

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

F) Approve of Agriculture Advisory Board (ACTION ITEM)

Ms. SaraBeth Wanbaugh and Ms. Sherisa Nailor, high school agricultural education teachers, have requested that the Board of School Directors approve the members of the Agriculture Advisory Council listed below. Information is included with the agenda.

**Mr. and Mrs. Glenn and Cindy Finkenbinder
Mr. Duff George
Mr. and Mrs. Andy and Mary Ellen Kurnath
Ms. Amy Galford
Ms. Michele Donovan**

XII. NEW BUSINESS (. . .continued)

The administration recommends that the Board of School Directors approve the appointment of the members to the Big Spring's Agriculture Advisory Council as presented.

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

(INFORMATION ITEM)

G) Proposed Updated Policies

The administration has submitted the updated policies listed below for Board review. The updated Policies are included with the agenda.

004	Membership
113.1	Behavior Support
204	Attendance
216	Student Records
302	Employment of Superintendent/Assistant Superintendent
304	Employment of District Staff
305	Employment of Substitutes
306	Employment of Summer School Staff
307	Student Teachers Interns
309	Assignment and Transfer
317	Conduct Disciplinary Procedures
317.1	Educator Misconduct
806	Child Student Abuse
818	Contracted Services

The updated policies will be an action item on the February 2, 2015 School Board Agenda.

XV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XVI. COMMITTEE REPORTS

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

The next meeting is scheduled for February 12th.

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered.

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

Mr. Wolf stated the vo-tech is operating very well right now.

D. Buildings and Property Committee – Mr. Barrick

Big meeting is coming up in February. Please come out to hear Mr. Wolf's presentation.

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.

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

No meeting was conducted and no report was offered.

XVII. SUPERINTENDENT'S REPORT

1. **January Meeting** – Remember this is our last month of just one meeting. February through June we are back to two meetings a month.
2. **January**- January is Board appreciation month. On behalf of the Administrative Team and the entire staff at Big Spring, we thank you very much for all your volunteer efforts to support our community and students on a daily basis. The continuity we have on this Board serves our students well. We are very proud of the board and all they do.

XVI. BUSINESS FROM THE FLOOR

Mr. Piper distributed to the Board information on the Farm Show. On Page 23, Mr. Mike Waugh was the Senator from York County. Mr. Waugh passed away on October 8th. He was an outstanding individual. We will miss him very much.

Mr. Barrick stated that next year is the 100th anniversary of the Farm Show.

XX. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XXI. ADJOURNMENT

Motion by Norris, seconded by Swanson to adjourn the meeting to executive session to discuss negotiations. The Board met in executive session prior to the Committee of the Whole to discuss negotiations. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Piper, Roush, McCrea, and Norris. Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:24 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, February 2, 2015