

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JANUARY 13, 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 8:00 P.M. with President Wilbur Wolf, Jr, presiding. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; John McCrea; Richard Norris, Kingsley Blasco, and David Gutshall.

Absent: William Piper and Richard Roush.

*Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum & Instruction; Richard Kerr, 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 16, 2013 REGULAR BOARD MEETING MINUTES, AND THE DECEMBER 16, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Norris, seconded by Barrick for approval of the December 16, 2013 Committee of the Whole of the Board Meeting Minutes; and the December 16, 2013 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Megan Carr & Daulton Hershey presented a student report. [Student report is attached.](#)

V. PAYMENT OF BILLS 2013-2014

General Fund	\$	3,299,562.19
Capital Projects	\$	182,521.52
Cafeteria Fund	\$	89,143.40
Student Activities	\$	<u>47,956.95</u>
Total	\$	3,619,184.06

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

VI. TREASURER'S FUND REPORT 2013-2014

General Fund	\$	19,378,153.28
Capital Projects	\$	5,367,341.17
Cafeteria Fund	\$	264,278.93
Student Activities	\$	<u>204,461.21</u>
Total	\$	25,214,234.59

The Treasurer's Report showed balances as outlined above as of December 31, 2013. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

VII. BUDGET TRANSFERS

The Business Office prepared a budget transfer report for December that is included with the agenda.

VIII. READING OF CORRESPONDENCE

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IX. RECOGNITION OF VISITORS

Tobie Wolf, Curtis Garland, April Messenger, and Brian Motter.

X. PUBLIC COMMENT PERIOD

Brian Motter, 98 Hilltop Lane, Newville, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

XI. STRUCTURED PUBLIC COMMENT PERIOD

XII. OLD BUSINESS

XIII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Mr. Washington

Mr. Joseph Washington has submitted his resignation as varsity assistant football coach, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Washington's resignation as varsity assistant football coach, effective immediately.

(ACTION ITEM)

2) Resignation – Mrs. Dana Sheaffer

Mrs. Dana Sheaffer has submitted her resignation as an instructional aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors accept Mrs. Sheaffer's resignation as an instructional aide, effective immediately.

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XIII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

3) 2013-2014 Lifeguard

Danielle Hoover

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

(ACTION ITEM)

4) Part-Time Custodian Recommendation

Mr. Rick Gilliam, Supervisor of Building/Grounds and Transportation would like to recommend the individual listed as a part-time evening custodian at the High School replacing Amanda Gilbert who has resigned.

Randy Coldsmith

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a part-time evening custodian at the high school as presented.

(ACTION ITEM)

5) Per Diem Substitute Teacher

Emily Bower – Elementary Education

David Mosher – Elementary Education

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

(ACTION ITEM)

6) Instructional Aide Recommendation

The administration would like to recommend the individual listed as a Middle School Instructional Aide, replacing Tammy Bobb who has resigned.

Jan Roberts

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a Middle School Instructional Aide as presented.

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XIII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

- 7) **Francis Stewart** Sixth Grade Learning Support Teacher

Carlisle, PA 17013

Education:

Shippensburg University – Special Education Degree
Boston College – English Degree

Experience:

Carlisle NHS School – Teacher
Big Spring School District – Special Education Instructional Aide

The administration recommends that the Board of School Directors appoint Ms. Stewart to serve as a sixth grade learning support teacher at the Middle School, replacing Mrs. Cathy Hing who has retired. Mrs. Stewart's compensation for this position should be established at Master's, step 1, 49,418.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 8) **Adam Nobile** High School Instrumental Music/Band Director

Ephrata, PA 17522

Education:

Messiah College –Music Master's (Conducting)
York College – Music Education (Bachelor's Degree)

Experience:

Ephrata High School – Marching Band Director
Graystone Academy Charter, Coatesville – Band Director/General Music Instructor
Dallastown Area High School – High School Band Director/Music Theory Instructor

The administration recommends that the Board of School Directors appoint Mr. Nobile to serve as a High School Instrumental Music/Band Director, replacing Mr. Daryl Balseiro who has resigned. Mr. Nobile's compensation for this position should be established at \$49,978.00, step two (2), Master's Degree, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

- 9) **Child-Reading Leave of Absence**

Mrs. Tracey Cook, Reading Teacher at Newville Elementary School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, April 7, 2014 through the end of the 2013-2014 school year. 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

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XIII. NEW BUSINESS (. . .continued)

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. Cook's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, April 7, 2014 through the end of the 2013-2014 school year.

(ACTION ITEM)

10) Wellness & Professional Development Committee Recommendation

Mr. Kevin Roberts, Director of Curriculum and Instruction would like to recommend the individuals listed to serve on the Wellness and Professional Development Committee.

Lorraine Ferrell	Mount Rock
Heather Schwartzmiller	Mount Rock
Jason Shover	Newville
Sue Blasco	Oak Flat
Judy Breneman	Oak Flat
Charlene D'Amore	Oak Flat
Teresa Boegel	Middle School
Micah Artz	High School
Jill Davis	High School
Heather Detwiler	High School
SaraBeth Fulton	High School
Sherisa Nailor	High School

The administration recommends that the Board of School Directors appoint the above listed individuals to serve on the Wellness and Professional Development Committee as presented.

(ACTION ITEM)

11) Long-Term Substitute Learning Support Aide Recommendation

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

Shirley Sheaffer

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XIII. NEW BUSINESS (. . .continued)

The administration recommends that the Board of School Directors appoint the above individual as a long-term substitute learning support aide at Oak Flat Elementary School as presented.

VOTE ON XIII., NEW BUSINESS, A-1 – A-11, PERSONNEL CONCERNS

Motion by Blasco, seconded by Swanson to combine and approve Items A-1 through A-11 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

(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.

Heidi Badda	\$ 1,311.00
Krista Boynton	\$ 2,185.00
Meghan Bullock	\$ 1,311.00
Amanda Craig	\$ 1,664.00
Charlene D'Amore	\$ 2,622.00
Amanda Frankford	\$ 1,311.00
Richard W. Fry	\$ 550.00
Sarah Hammaker	\$ 1,311.00
Johnathan Hocker	\$ 1,311.00
Chelsea Jackson	\$ 2,466.00
Ryan Kelley	\$ 1,311.00
Jennifer Kump	\$ 1,233.00
Abigail Leonard	\$ 1,311.00
Dwain Messersmith, Jr.	\$ 1,284.00
Sarah Roller	\$ 2,622.00
Stacey Shively	\$ 1,311.00
Michael Statler	\$ 2,622.00
Megan VanDenHengel	\$ 1,311.00
Heidi Weston	\$ 1,311.00
Deborah Whitmoyer	<u>\$ 2,622.00</u>
Total	<u>\$32,980.00</u>

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 Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 - 0

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XIII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

C) Case B of 2013-2014

The parents of the student in Case B of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case B of the 2013-2014 school year for a period of forty-five (45) days. During the forty-five (45) day period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

(ACTION ITEM)

D) Transfer of Deitch Contract

On December 19, 2013, Richard S. Deitch notified the District that his bus company would be incorporating. After consultation with our Solicitor, the transfer of the existing contract to the Corporation is permitted under Section 19 of the contract.

The administration recommends the Board of Directors approve the transfer of the bus contract from Richard S. Deitch to Deitch Buses Incorporated as of January 1, 2014.

Motion by Norris , seconded by Blasco to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 - 0

(ACTION ITEM)

E) Construction Payment Applications

The administration received two payment applications from vendors working on District projects.

Project	Contractor	Payment	Balance
MS Window Replacement	McCoy	\$0	\$0
HW Heater & UV Light	Lugaila Mech	\$0	\$0
OF Engineering	Barton Assoc.	\$50,487.62	\$0
OF HVAC	Honeywell	\$189,292.00	\$2,459,622.00

The administration recommends the Board of School Directors approve payment from the Capital Project fund to Barton Associates, Inc. in the amount of \$50,487.62 and from the Oak Flat Project Fund to Honeywell in the amount of \$189,282.00.

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XIII. NEW BUSINESS (. . .continued)

Motion by Barrick , seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

(ACTION ITEM)

F) Approval of Design & Inspection Services for High School Pool Roof Replacement Project

At the December 18 meeting of the Building and Property Committee they discussed the replacement of the HS pool roof with Blaine Chipola of Professional Roof Services. A copy of his report is included for review. The Committee recommendation was to proceed with the project. This contract is for the first step including the project design and bid specifications. The Board would also need to approve the final bid specification and ultimately the winning bid. Mr. Tobie Wolf will consult and review the project for structural issues.

The administration recommends the Board of School Directors approve the proposal from Professional Roof Services for the design and inspection of the HS Pool roof replacement project at a cost of \$15,500 to be paid from the Capital Project Fund.

Motion by Barrick , seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

(ACTION ITEM)

G) Approval of Middle School Tunnel Dehumidification Project

At the December 18 meeting of the Building and Property Committee they discussed the dehumidification of the tunnels with Mr. Tobie Wolf and the staff of Centerpoint Engineering. The Committee recommendation was to proceed with the project. This project approval is the first step. Mr. Wolf will then develop a bid specification that the board would approve/release for bid and ultimately the Board will need to vote to accept the winning bid for the project to begin. The goal is to complete the project in the summer of 2014.

The administration recommends the Board of School Directors approve the Middle School Tunnel Dehumidification project at an estimated cost of \$190,000.00 to be paid from the Capital Project Fund.

Motion by Barrick , seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

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XIII. NEW BUSINESS (. . .continued)

(ACTION ITEM)

H) Approval of Resolution to Not Exceed the Act I Adjusted Index for the 2014-15 Budget

As a result of the December 16th meeting of the Finance Committee, it was the Committee's recommendation that the Board develop the 2014-2015 budget within the Act 1 adjusted index. A copy of the Committee Meeting handout (BudgetBinder_131216.pdf) is included.

The administration recommends the Board of School Directors adopt the resolution provided indicating that the Board will not raise property taxes above the PDE adjusted index of 2.7% as provided for under Section 311 of the Taxpayer Relief Act of Special Session No.1 of 2006.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

(ACTION ITEM)

I) Approval of Comprehensive Plan

Mrs. Jeanne Temple, Assistant Superintendent would like to recommend that the Comprehensive Plan which was an information item on the December 3, 2013 board agenda receive approval.

The administration recommends the Board of School Directors approve the Comprehensive Plan as presented.

Motion by Norris , seconded by Swanson to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

(ACTION ITEM)

J) Approval of Century Link Mini Grant

Mr. Kevin Roberts, Director of Curriculum and Instruction would like to pursue a grant opportunity with Century Link to assist the offset of initial startup costs of an Electrical Engineering course. This course will replace the current Screen Printing class. The justification behind replacing the Screen Printing course is increased relevance of Electrical Engineering for the students and decreased recurring course cost to the District.

The administration recommends that the Board of School Directors authorize Mr. Kevin Roberts to pursue the grant opportunity with Century Link as presented.

Motion by Blasco, seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco.
Motion carried unanimously. 7 – 0

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XIII. NEW BUSINESS (. . .continued)

(INFORMATIONAL ITEM)

K) Updated Policy

The administration has submitted the updated policy listed for Board review.

Volunteers

The updated policy will be an action item on the February 3, 2014 School Board Agenda.

(INFORMATIONAL ITEM)

L) Tenure Status

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

**Meghan Bullock
Jennifer Keller**

**Middle School Learning Support Teacher
Speech and Language Pathologist**

Additional information regarding the professional employees has been prepared by Dr. Linda Wilson, Middle School Principal and Mrs. Linda Slusser, Mt Rock Elementary School Principal.

XIV. UPDATED YEAR-TO-DATE SUMMARIES/TAXES AND GENERAL FUND

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

XV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XVI. 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. The next meeting is scheduled for Thursday, January 16, 2014.

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XVI. COMMITTEE REPORTS (...continued)

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

No meeting was conducted and no report was offered. Congratulations to Randy Coldsmith for Mechanicsburg Rotary Student of the Quarter.

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

No meeting was conducted. Superintendent of West Perry will become the new Assistant Executive Director.

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

No meeting was conducted and no report was offered.

XVII. SUPERINTENDENT'S REPORT

1. **Frankford/Plainfield Update** - We received communication from the courts. There will be a petition of sale for Frankford and also for Plainfield on March 24. This will go beyond the extension that the Board approved. I will bring an additional extension before the Board.
2. **Cold Weather Related Issues** – We had boiler issues at Oak Flat that was remedied. We also experienced some issues at Mt. Rock. A sprinkler head at the High School became an issue on Tuesday. Make up day will be February 17th.
3. **Calendar 2014-2015** – A sample calendar for the 2014-15 school year will be distributed for your review at the next board meeting.

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XVII. SUPERINTENDENT'S REPORT (....continued)

4. **State Cross Country Meet** – We will be sending off our bid to host the state cross country meet. We should hear back in the spring. If our school district would be selected, we will host this meet for the next four years.
5. **Pilot Program at the Vo-Tech for 9th Grade** – We are in discussions with the vo-tech. More information will be shared with the Board in the near future. Administratively it is something we would like to see next year for our 9th graders.
6. **Board Appreciation Month** – January is Board Appreciation month. We would like to thank all our Board Members for their service. Two Board Members have given us 24 years of service. They will receive plaques - Mr. Barrick and Mr. Wolf.

XVIII. BUSINESS FROM THE FLOOR

Mr. McCrea stated that a senior girl is in prison. I was wondering if there is any provision for her education while in prison.

Mr. Fry informed the Board that through the Cumberland Valley School District provisions would be made for her education.

Mr. Blasco offered congratulations to Mr. Wolf and Mr. Barrick for their 24 years of service.

On Thursday, January 9th the Board met in Executive Session for the purpose of negotiations.

XIX. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XX. ADJOURNMENT

Motion by Blasco, seconded by Norris to adjourn the meeting and to executive session to discuss a personnel and negotiation issues. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, McCrea, and Blasco. Motion carried unanimously. 7 – 0

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The meeting was adjourned at 8:27 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, February 3, 2014