

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, OCTOBER 2, 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 7:59 P.M. with President Wilbur Wolf, Jr, presiding. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Todd Deihl, William Piper, Bob Kanc, Richard Roush, and Kingsley Blasco.

*Others in attendance: Richard W. Fry, Superintendent; Vonda Kelso, Accounting Controller; Rick Gilliam, Director of Buildings, Grounds, and Transportation; 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 18, 2017 REGULAR BOARD MEETING MINUTES, THE SEPTEMBER 18, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE SEPTEMBER 18, 2017 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Blasco, seconded by Roush for approval of the September 18, 2017 Building and Property Meeting Minutes; the September 18, 2017 Committee of the Whole Meeting Minutes; and the September 18, 2017 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, Piper, Deihl, Kanc, and Blasco. Motion carried unanimously.

9 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Tucker Williams and Seth Franklin presented a student report.

V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 37,276.03
Checks/ACH/Wires	\$ 2,856,676.80
Capital Projects	\$ 7,929.87
Newville Reno Projects	\$ 68,133.20
Cafeteria Fund	\$ 3,886.22
Student Activities	<u>\$ 17,871.07</u>
Total	\$ 2,991,773.19

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Newville Reno Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

VI. READING OF CORRESPONDENCE

VII. RECOGNITION OF VISITORS

Sherri Webber-Mains, Bill August, Wendy Hanks, Sharon Beatty, Luke Nerone, Bill Beck, Jenny Franklin, Becca Franklin, Seth Franklin, and Tucker Williams.

VIII. PUBLIC COMMENT PERIOD

Mr. Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community. Mr. Beck asked anyone who wanted to participate to observe a moment of silent meditation for the Bill Wolfe Family and other families in Nevada.

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Jennifer Ott

Ms. Jennifer Ott, part-time custodian at Oak Flat Elementary School has submitted her letter of resignation, effective immediately.

The administration recommends the Board of School Directors accept Ms. Ott's resignation as a part-time custodian at Oak Flat Elementary School, effective immediately.

(ACTION ITEM)

2) Resignation – Professional Development/Wellness Committee Member

Mrs. Susan Blasco has submitted her resignation as a member of the Professional Development/Wellness Committee, effective immediately.

The administration recommends the Board of School Directors approve Mrs. Blasco's resignation as a member of the Professional Development/Wellness Committee, effective immediately.

(ACTION ITEM)

3) Recommendation for Middle School TV Studio – Mrs. Crystal Grossman

Dr. Linda Wilson, Middle School Principal would like to recommend Mrs. Crystal Grossman for the position of Middle School TV Studio Adviser, replacing Ms. Kasey Priestner who has resigned.

The administration recommend the Board of School Directors approve Mrs. Grossman as Middle School TV Studio Adviser, as presented.

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

4) Approval for a Long-Term Substitute Custodian

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Mr. Leroy Sheriff, substitute custodian as a long-term substitute custodian for an estimated 90 days at Oak Flat Elementary School, replacing Ms. Jennifer Ott who has resigned.

The administration recommends the Board of School Directors approve Mr. Sheriff as a long-term substitute custodian, as presented.

(ACTION ITEM)

5) 2017-2018 Extracurricular Personnel List

A list of the 2017-2018 extracurricular positions and recommended personnel has been prepared, and a copy of the list has been included with the agenda for Board approval as well as resume's for new Big Spring School District employees who have been added to the list. The 2017-2018 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District but subject to change based on a new contract.

The administration recommends that the Board of School Directors approve the 2017-2018 extracurricular personnel list, and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

VOTE ON XI., NEW BUSINESS, A-1 – A-5, PERSONNEL CONCERNS

Motion by Blasco, seconded by Barrick to combine and approve Items A - 1 through A - 5 as outlined and recommended above. Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

XI. 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.

Dana Sheaffer \$1,410.00

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XI. NEW BUSINESS (. . .continued)

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

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

(ACTION ITEM)

C) Case A 2017-2018

The parents of the student of Case A of the 2017-2018 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 A of the 2017-2018 school year for the period of fifteen days with participation in the SAP program. During the 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 without direct approval from the high school principal.

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

(ACTION ITEM)

D) Approval of a Tuition Exemption Student

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 student listed for the 2017-2018 school year.

Madison Sterner - High School

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

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

E) Facilities Utilization Request – AP Language and Composition Exam

Ms. Bethany Pagze is requesting to utilize the High School LGR for the AP Language and Composition practice exam. The date of the request is Sunday, November 5, 2017 from 1:00 p.m. - 5:15 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Ms. Pagze's request to utilize the High School LGR for the AP Language and Composition practice exam, as presented.

(ACTION ITEM)

F) Facilities Utilization Request – Phoenix Warrior Softball

Mr. Mike Gutshall, representative for Phoenix Warrior Softball is requesting to utilize the Mt. Rock Elementary School Gym for softball practices from November, 2017 - February, 2018 from 1:00 p.m. - 7:00 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize Mt. Rock Elementary School Gym for softball practices, as presented.

(ACTION ITEM)

G) Facilities Utilization – Big Spring Jr. Olympic Wrestling

Mr. Mick Hutchinson, Big Spring Jr. Olympic Wrestling Representative is requesting to utilize the High School gym, commons, adaptive gym and locker rooms for a Big Spring Jr. Olympic Wrestling meet on Sunday January 28, 2018 from 9:00 a.m. - 6:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Hutchinson's request to utilize the High School gym, commons, adaptive gym and locker rooms, for a Big Spring Jr. Olympic Wrestling meet, as presented.

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

H) Facilities Utilization Request – Big Spring Girls Basketball

Ms. Randy Jones, High School Girls Head Basketball Coach is requesting to utilize the High School Gym beginning January 7 - February 25, 2018 from 1:00 p.m. - 5:00 p.m. for 5th and 6th grade girls basketball winter league games. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration request the Board of School Directors approve Ms. Jones' request to utilize the High School Gym for 5th and 6th grade girls basketball winter league games, as presented.

(ACTION ITEM)

I) Facilities Utilization Request – Wyldlife Youth Group

Mrs. Susan Martin, representative for the Wyldlife Youth Group is requesting to utilize the Middle School gym and commons for gym activities and fellowship, beginning December, 2017 through February, 2018 from 2:30 p.m. - 5:15 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration request the Board of School Directors approve Mrs. Martin's request to utilize the Middle School gym and commons for gym activities and fellowship, as presented.

Motion by Blasco, seconded by Roush to combine and approve Items E, F, G, H, and I as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

(ACTION ITEM)

J) Approval of Guidelines for Medical Standing Orders and Standing Orders for Opioid

The District's guidelines for medical standing orders and standing orders for opioid have been reviewed and approved by the Administration, District School Nurses and Dr. Darryl Guistwite, School Physician. A copy of the documents have been included with the agenda.

The administration recommends the Board of School Directors approve the guidelines for the medical standing orders and the standing orders for opioid for the 2017-2018 school year, as presented.

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XI. NEW BUSINESS (. . .continued)

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

(ACTION ITEM)

K) Approval for the Agreement for Professional Learning Consultant Services

Mrs. Robyn Euker, Director of Curriculum and Instruction and Dr. Richard W. Fry, Superintendent of Schools have reviewed the Agreement for Professional Learning Consultant Services with Dr. Christine Royce, Shippensburg University president-elect of The National Science Teacher Association. Dr. Royce also serves as co-director of the Master of Arts Teaching. She will be working with Middle School Science Teachers on inquiry based learning and the 5E instruction model for a consulting service cost of \$2,000. The agreement is included with the agenda for your review.

The administration recommends the Board of School Directors approve the Agreement for Professional Learning Consultant Services, as presented.

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

(ACTION ITEM)

L) Receipt & Transfer of Hoover Trust

This past spring, M & T Trust contacted the District regarding terminating Hoover Trust to avoid the overhead cost for the District. Working with our Solicitor, we completed the required paperwork to accept the Trust funds and the intent to turn the money over to the Bulldog Foundation, who will continue to use the funds as the Hoovers intended.

The administration recommends the Board accepts the \$35,881.94 from the Levan Hoover Charitable Trust and transfer the funds to the Bulldog Foundation to manage the funds as the original Trust directed.

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

Mr. Kanc questioned the recommendation mentioned F & M Trust but the attorney general says report says M & T.

Dr. Fry informed the Board it should state M & T.

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

M) CAIU Proposal for Comprehensive Website Compliance Solution

The administration is requesting Board approval for the CAIU proposal for Comprehensive Website Compliance Solution. This proposal will assist districts in proactively analyzing their current website to ensure it meets the current standards as set forth by the Americans with Disabilities Act (ADA). Under Section 508 of the Rehabilitation Act, all school and government websites must conform to the Web Content Accessibility Guideline 2.0 standard. The Comprehensive Website Compliance Solution has a three phase approach which can be purchased individually or as a package.

The administration recommends the Board of School Directors approve the CAIU proposal for Comprehensive Website Compliance Solution for a one-time site evaluation and a one-time resolution for a total cost of \$3,100 as well as a follow up compliance after the initial resolution which will be handled by the District through the use of free compliance tools and training of website administrators.

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

Dr. Fry informed the Board of School Directors that individuals with disabilities have to be able to get onto the websites. If individuals need large print or a variety of tools, they have to be available to those individuals. This compliance is being reviewed and monitored. The CAIU is making sure that we are in compliance for all individuals.

(ACTION ITEM)

N) Accept Proposal for the Specification & Inspection Services for HS Roof Restoration

Professional Roof Services submitted a proposal for the design of the roof project, preparation of the bid documents and inspection of the construction at a cost of \$47,600.

Phases I, II & III = \$29,000.00

Phase IV (Inspection Services) = \$18,600.00

Budget = \$830,000.00

The administration recommends the Board of School Directors accept the proposal from Professional Roof Services, Inc. to manage the High School roof renovation project.

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

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XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

O) **Approve Payment for Water Tap Fees**

Diffenbaugh Wadel is working on the NV Elem renovation as the civil engineer. Included with the agenda is an application of the tap fees to be paid from the Newville Projects Fund.

The administration recommends the Board of School Directors approve the application and payment of \$6,724 to Newville Water and Sewer Authority for sewer tap fees, as presented.

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

(ACTION ITEM)

P) **Approve Payments from Newville Projects Fund**

The District received the following invoices:

Project	Vendor	<u>Description</u>	Amount	<u>Remaining</u>
MS Roof	JM Young & Sons, Inc.	Pay App 4	\$124,637.40	\$182,480.10

The administration recommends payment of \$124,637.40 to JM Young & Sons, Inc.

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

(ACTION ITEM)

Q) **Approve Change Orders to Crabtree Rohrbaugh Agreement**

Crabtree, Rohrbaugh & Associates submitted the following amendments to their professional services agreement with the District to cover the following additional services:

Geotechnical Engineering Services	\$ 5,675
Food Design Consultant Services	\$12,600
Civil Engineering Services	\$24,650 plus \$1,300 in submission fees

The administration recommends the Board of Directors approve the amendments as submitted in the agenda.

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XI. NEW BUSINESS (. . .continued)

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

Dr. Fry reminded the Board of School Directors that we have to classify these items as change orders. These are services. We knew we would have to do these items before we began the projects. All items will be paid for from the capital projects.

(ACTION ITEM)

R) **Approve Payment from Capital Projects Fund**

The District received an invoice from Henkels & McCoy, Inc. for the effort to raise and fix the MS tower as part of the roof replacement project.

The administration recommends the Board of School Directors approve the payment of \$2,591.32 to Henkels & McCoy, Inc. from the Capital Projects Reserve Fund.

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

(DISCUSSION ITEM)

S) **PSBA Information on Constitutional Amendment**

On November 7, 2017, voters across Pennsylvania will be asked to consider a proposed amendment to the Pennsylvania Constitution regarding property tax reductions. Information regarding the proposed Constitutional Amendment on Property Taxes is included with the agenda for your review.

Mr. Barrick inquired if this information should be placed on the district website.

Dr. Fry stated informed the Board of School District it will be placed on the website.

(DISCUSSION ITEM)

T) **Voting for PSBA Officers**

An information item was placed on the September 5, 2017 Board Agenda regarding the electronic voting for PSBA Officers, which opened August 24, 2017 and will close October 12, 2017. Please submit the names of the selected individual PSBA Officers to Mr. Robert Barrick, Board Secretary for voting purposes. Information is included with the agenda and has also been placed in your board folders for review.

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XI. NEW BUSINESS (. . .continued)

(INFORMATION ITEM)

U) Proposed Updated Job Descriptions

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the October 16, 2017 Board meeting.

Dr. Fry informed the Board of School Directors that we talked about this at the last Board meeting. This covers the administration and teaching positions. The school solicitor has reviewed this. There are no substantial changes.

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

No meeting was conducted and no report was offered. A meeting is scheduled for Nov. 9th at 6:00 pm in the District Office.

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. We looked at changing the electronics program. We reviewed the budget. Our contribution will be slightly higher because our numbers are higher. They are in need of some roof work. They did a very nice presentation on their pre-school program.

XIII. COMMITTEE REPORTS (...continued)

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

No meeting was conducted and no report was offered. Mr. Barrick inquired about snow removal bids.

**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 and Mr. Swanson

No meeting was conducted and no report was offered.

XIV. SUPERINTENDENT'S REPORT

1. **Information** – Public attendance can be sparse at Board meetings. Therefore, we are trying to do a better job with posting items to the district website. If anyone wants information concerning any of our committee meetings or regular meetings, it is on the website. As we move forward with this process, we are going to utilize a planned social media communication process. This will keep the public better advised.
2. **Reminder** – The next Finance Committee Meeting will be October 16th at 6:00 pm. The auditors at that point will be able to give us a figure to transfer some funds. You will see some action items on where to move money based on end of year budget numbers.

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

3. **Code to the Future** – We have visited two buildings in Baltimore County. This is an elementary program for coding. We would be the first school district in Pennsylvania to utilize this program. We will be sharing information with you. It will require expensive professional development for our staff. The program is not expensive but the professional development will be. I watched a 4th grader working with java and computer code. She designed computer code for transportation using an Uber car. This is the language of the future. We want to look at this for the elementary level.

XV. BUSINESS FROM THE FLOOR

Mr. Kanc stated thoughts and prayers for Mr. Bill Wolfe and his family and everyone else in Nevada.

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVII. ADJOURNMENT

Motion by Blasco, seconded by Kanc to adjourn the meeting. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, Kanc, Blasco, Piper, and Deihl. Motion carried unanimously. 9 – 0

The meeting was adjourned at 8:25 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 16, 2017