

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 16, 2017**

*The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.*

### **I. CALL TO ORDER**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 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; Kevin C. Roberts, Jr., Assistant Superintendent; Richard Kerr Jr, Business Manager; 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 OCTOBER 2, 2017 REGULAR BOARD MEETING MINUTES, THE OCTOBER 2, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE OCTOBER 2, 2017 BUILDING AND PROPERTY MINUTES.**

Motion by Blasco, seconded by Roush for approval of the October 2, 2017 Building and Property Minutes; the October 2, 2017 Committee of the Whole Meeting Minutes; and the October 2, 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

Zoe Marinacci and Emily Webber presented a student report.

Presentation attached.

### V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	\$ 808,373.63
Capital Projects	\$ 12,711.32
Newville Reno Projects	\$ 124,637.40
Cafeteria Fund	\$ 0.00
Student Activities	\$ <u>8,720.14</u>
Total	\$ 954,442.49

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

### VI. TREASURER REPORT

General Fund	\$ 26,588,710.69
Capital Projects	\$ 5,128,017.88
Cafeteria Fund	\$ 520,798.36
Student Activities	\$ 223,466.50
Newville Reno Projects	\$ <u>10,340,274.45</u>
Total	\$ <b>42,801,267.88</b>

The Treasurer's Report showed balances as outlined above as of October 15, 2017. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

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**VII. YTD GENERAL FUND REPORT AND YTD TAXES**

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion by Swanson, seconded by Blasco to accept Year-to-Date General Fund and Tax Reports as outlined above. Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

**VIII. READING OF CORRESPONDENCE**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education, Susan McCrone, Division Chief to inform the district that the Division of Federal programs has determined that Big Spring School District has maintained fiscal effort when comparing the fiscal year ending June 30, 2015 to the fiscal year ending June 30, 2016. The correspondence is included with the agenda.

**IX. RECOGNITION OF VISITORS**

Charlene D'Amore, Michael Reifsnyder, Zoe Marinacci, and Emily Webber.

**X. PUBLIC COMMENT PERIOD**

**XI. STRUCTURED PUBLIC COMMENT PERIOD**

**XII. OLD BUSINESS**

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**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Source4Teachers (Mission One) – Aide Recommendation**

The administration requests permission to move forward with the recommendation of Mr. Dean Petikas as a Middle School MDS aide with Source4Teachers (Mission One), the District substitute teaching/aide contractor. Mr. Petikas will be replacing Ms. Shirley Benner who has resigned as an MDS aide at the Middle School.

**(ACTION ITEM)**

**2) Coaching Recommendation**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend Mrs. Dani Teter as a volunteer cheer coach.

The administration recommends the Board of School Directors approve the appointment of Mrs. Teter as a volunteer cheer coach, effective immediately.

**VOTE ON XIII., NEW BUSINESS, A-1 – A-2, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Barrick to combine and approve Items A -1 through A - 2 as outlined and recommended above. Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Piper, Roush, Kanc, and Blasco. Motion carried unanimously. 9 – 0

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

**(ACTION ITEM)**

**B) Credit Pay**

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

**Mary Beth Helbig \$898.02**

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

Motion by Swanson, seconded by Blasco 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

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

**(ACTION ITEM)**

**C) Case B 2017- 2018**

The parents of the student of Case B 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 B 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 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)**

**D) Approval for Additional 2017-2018 Post Grad Fundraiser**

The 2017-2018 Post Grad Committee is requesting permission to conduct the additional fundraiser listed for the 2017-2018 school year.

**Rada (Cutlery and Kitchen Items)**

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

Motion by Swanson, 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

Dr. Fry informed the Board of School Directors that this is cutlery. They will be selling knives. The distribution will be after school hours. I just want to make the Board aware.

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

**(ACTION ITEM)**

**E) Approval of Proposed Job Descriptions**

The administration has updated the job descriptions listed and copies of the job descriptions have been included with the agenda.

- 106 Middle School Principal**
- 108 High School Principal**
- 111 Director of Pupil Services**
- 206 Teacher**
- 103 Director of Curriculum and Instruction**
- 105 Elementary Principal**
- 107 Middle School Assistant Principal**
- 109 High School Assistant Principal**
- 112 Assistant Supervisor of Special Education**
- 101 Superintendent**
- 104 Assistant Superintendent**

The administration recommends the Board of School Directors approve the job descriptions, as presented.

Motion by Kanc, seconded by Blasco 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

Dr. Fry informed the Board of School Directors that Dr. Roberts reported on this a few meetings ago. This is really formatting changes and the verbiage has stayed the same. We will be working through the process for all job descriptions.

**(ACTION ITEM)**

**F) Approve Capital Project Fund Transfer**

In coordination with the local audit, now is the time to make the planned transfer to the Capital Project Reserve Fund. Based on the presentation in the finance conference, we recommend that the transfer be the same as the prior year: \$2,600,000.

The administration recommends the Board of School Directors approve the transfer of \$2,600,000 from the General Fund to the Capital Project Reserve Fund as of June 30, 2017.

Motion by Kanc, 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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**XIII. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**G) Approve Capital Projects Fund Payments**

The administration received the following invoices for capital projects:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Track & Field	Turf, Track & Court, LLC	Engineer Svcs	\$3,295.32
MS Roof Replace	Prof Roof Svcs, Inc	Roof scan	\$8,800.00

The administration recommends the Board of School Directors approve the payment of \$3,295.32 to Turf, Track & Court, LLC and \$8,800 to Professional Roof Services, 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)**

**H) Approve Newville Projects Fund Payment**

The administration received the following invoices for the Newville Projects Fund:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Track & Field	Horst Excavating	Pay App 7	\$23,739.83	\$113,253.30

The administration recommends the Board of School Directors approve the payment of \$23,739.83 to Horst Excavating.

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

**XIV. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XV. COMMITTEE REPORTS**

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

No meeting was conducted and no report was offered.

**B. Athletic Committee – Mr. Swanson, Mr. Gutshall, Mr. Deihl**

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

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

Mr. Barrick made a motion to accept the rate submitted by Blue Mountain Inc. Blue Mountain provided a current quote today for 2017-18 snow removal during year two of a 3-year contract; the rates are the same as last year.

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

Please note updated Newville drawings will be posted to the district website under "Construction".

**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.

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### XV. COMMITTEE REPORTS (...continued)

#### G. Capital Area Intermediate Unit – Mr. Wolf

The date for submitting resumes for the executive director position ended yesterday. We received 12 applications.

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

No meeting was conducted and no report was offered.

### XVI. SUPERINTENDENT'S REPORT

1. **Thank You** – Thank you for moving on the snow removal contract renewal. Just a reminder the snow removal and the mowing contract were one-year contracts with the option to renew up to two additional years. The mowing contract will be handled in a similar fashion.
2. **PSBA Conference** – Mr. Barrick will be representing the Board at the PSBA Conference. Dr. Fry will be in and out at Hershey with various meetings and presentations. Mr. Barrick will speak at the conference. There is some interesting proposed changes.
3. **Committee** – We are gearing up committee work for the planning of the Mt. Rock project. We will have some recommendations for Board discussion sometime in January on items like the middle school auditorium. Committee work will be taking place in November and December.

### XVII. BUSINESS FROM THE FLOOR

Mr. Barrick informed the Board that the Friday night football game was rather exciting. Even though we didn't win, we played a good game. I was really pleased with our team. Also, can we have an executive session to discuss the letter we received.

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

There was no public comment regarding future Board agenda items.

**XIX. ADJOURNMENT**

Motion by Blasco, seconded by Swanson to adjourn the meeting to executive session not to return to the regular session to discuss legal issues. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, Blasco, Piper, Kanc, and Deihl. Motion carried unanimously. 9 – 0

The meeting was adjourned at 8:20 PM.

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Robert L. Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, November 6, 2017**