

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 17, 2011**

*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 Mount 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 8:07 P.M. with President Wilbur Wolf, Jr., presiding. Seven (7) directors present: Wilbur Wolf, Jr., President; Robert Lee Barrick, Secretary; Terry Lopp, Treasurer; David Gutshall; Richard Norris; William Piper; and Richard Roush.

Kingsley Blasco joined the meeting in progress at 8:09 P.M.

William Swanson, Vice President, was absent.

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Rick Gilliam, Food Service and Transportation Director; Rick Sample, Director of Buildings and Grounds; Sammi Burke, Wade Reichelderfer, Student Representatives to the Board of School Directors; and Brenda Line, Board Minutes.

### **EXECUTIVE SESSION**

*The Board met in Executive Session to address personnel issues from 7:46 to 8:05~P.M.*

### **II. PLEDGE TO THE FLAG**

President Wolf led all individuals present in the Pledge to the Flag.

### **III. PRAYER**

Director Lopp offered a prayer.

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### **IV. APPROVAL OF THE OCTOBER 3, 2011 REGULAR BOARD MEETING MINUTES, THE OCTOBER 3, 2011, COMMITTEE OF THE WHOLE MEETING MINUTES AND THE OCTOBER 3, 2011 BUILDING AND PROPERTY MEETING MINUTES**

Motion by Norris, seconded by Roush for approval of the October 3, 2011 Buildings and Property Committee Meeting Minutes; the October 3, 2011 Committee of the Whole of the Board Meeting Minutes and the October 3, 2011 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Gutshall, Norris, Piper, Roush, Lopp, Barrick, and Wolf. Motion carried unanimously.

*Director Blasco joined the meeting in progress at 8:09 P.M.*

### **V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS – Sammi Burke Wade Reichelderfer**

- A.** At a recent college fair, Big Spring hosted 64 post-secondary institutions, including two- and four-year colleges, technical schools, the four military branches, ROTC programs, and nursing schools. All students spent approximately a half hour at the fair.
- B.** Wednesday, October 12, 2011, 158 sophomores and juniors took the PSAT, the biggest turnout ever for this test.
- C.** A Cumberland-Perry Vocational Technical School assembly was held on Thursday, October 13, 2011. Freshmen interested in applying to vo-tech will visit the school on Tuesday, October 25, 2011.
- D.** Big Spring hosted approximately 900 runners at the Mid Penn cross country event on Saturday, October 15, 2011. Big Spring's boys placed ninth, and the girls placed tenth. Vinnie Todaro finished sixth for the varsity boys.
- E.** Eight students, along with Mrs. Nailor and Mrs. Fulton, will travel to Indianapolis, Indiana, from Tuesday, October 18, to Saturday, October 22, 2011, for the FFA national convention. Students will compete in marketing and agriscience events.
- F.** Ms. Daugherty's leadership class is sponsoring Bulldog bingo, a game in which students are invited to earn bingo prizes by meeting academic challenges, maintaining a good attendance record, displaying school spirit, and participating and supporting extracurricular events. Among the bingo prizes are gift certificates and items from the school store.
- G.** Mr. Balseiro is representing the Big Spring School District as the 2011-2012 Shippensburg University School Study Council "Teacher of the Year." Mr. Balseiro was honored last week at Shippensburg University, along with 44 other teachers from an 8-county area.
- H.** Grade 9 teachers will participate in professional development on October 20-21, 2011. A *High School That Works* (HSTW) coach worked with the staff in June, and HSTW Coach Lois Barnes will return to offer the professional development sessions this week. The focus of the event will be the implementation of common course syllabi, common assessments, grade level projects, and higher order thinking skills.

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### V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS (Continued)

- I. Channel 8's "Football Friday Night" will broadcast live from Big Spring following the Big Spring-Northern football game on October 28<sup>th</sup>, 2011. The event will include activities for our students after the game in the commons and gymnasium.
- J. Club Care will host 35 vendors at their fall craft fair slated for Saturday, October 29, 2011, from 9:00 A.M. to 4:00 P.M.
- K. A Ben Bloser Memorial 5K Run is being planned. Top runners will earn t-shirts and medals. Proceeds will benefit the "Dirt Hurts Foundation," a group whose goal is to raise money for a track overhaul.

The students recognized and thanked Mr. Sam Sheeler for his outstanding work maintaining the District's athletic fields. A tree will be planted in honor of Mr. Sheeler's exemplary work.

President Wolf thanked Mr. Sheeler and presented him with a Big Spring School District Excellence in Education award pen, and those in attendance applauded Mr. Sheeler for going above and beyond the call of duty.

Mr. Fry commended Mr. Sheeler and noted that many positive comments have been offered by visiting school districts with regard to the excellent shape of the District's athletic fields. Mr. Fry added that Big Spring's fields are "by far the best in the Mid Penn."

President Wolf thanked the students for the report.

### VI. TREASURER'S REPORT (Balances as of September 30, 2011)

General Fund	\$ 18,418,871.98
Cafeteria Fund	\$ 101,904.04
Student Activity Fund	\$ 179,451.84
Capital Projects	\$ 3,147,714.51
Newville Projects	\$ 845,386.19

The Treasurer's Report showed balances as outlined above as of September 30, 2011. Motion by Lopp, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Roush, Lopp, Barrick, and Wolf. Motion carried unanimously.

### VII. PAYMENT OF BILLS

General Fund	\$ 1,136,628.15	Checks #63753-63906, 100511, 100611, and 930111
Cafeteria Fund	\$ 102,161.15	Checks #5498-5514
Miscellaneous Fund	\$ 18,094.18	Checks #12866-12894
Capital Projects	\$ 16,526.36	Checks #594-599
Newville Project	\$ 258,450.38	Checks #189-191
Total		\$ 1,531,860.22

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### **VII. PAYMENT OF BILLS (Continued)**

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

### **VIII. READING OF CORRESPONDENCE**

There was no reading of correspondence.

### **IX. RECOGNITION OF VISITORS**

Kay Bear, Bob Kanc, April Messenger, and Sam Sheeler.

### **X. PUBLIC COMMENT PERIOD**

No public comment was offered.

### **XI. STRUCTURED PUBLIC COMMENT PERIOD**

No structured public comment was offered.

### **XII. OLD BUSINESS**

There was no old business.

(NOTE: The Board addressed  
XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-7,  
following Item A-7.)

### **XIII. NEW BUSINESS**

#### **A. PERSONNEL CONCERNS**

##### **1. 2011-2012 Lifeguard**

**(ACTION ITEM)**

**Joshua Hawbaker**

The administration recommended that the Board of School Directors approve the individual listed above to serve as a lifeguard during the 2011-2012 school year, pending receipt of all required paperwork.

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**XIII. NEW BUSINESS (Continued)**

**A. PERSONNEL CONCERNS (Continued)**

- (ACTION ITEM)**
2. **Carrie Gutshall** Long-Term Substitute Kindergarten Teacher  
Newville, PA 17241 (replacing Rebecca Fry who is on medical leave)

**Education:**

Shippensburg University – Elementary Education (Bachelor's Degree)

**Experience:**

Big Spring School District – Substitute Teacher

The administration recommended that the Board of School Directors appoint Ms. Gutshall to serve as a Long-Term Substitute Kindergarten Teacher at Mount Rock Elementary School, effective immediately replacing Mrs. Fry, who will be on medical leave of absence through approximately October 31, 2011. Ms. Gutshall's compensation for this position should be established at Bachelor's, Step 1, \$41,551.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

- (ACTION ITEM)**
3. **Mrs. Joann Schoonover** submitted her letter of resignation as an aide, retroactive to October 14, 2011.

A copy of Mrs. Schoonover's letter was included with the agenda.

The administration recommended that the Board of School Directors accept Mrs. Schoonover's resignation as an aide, retroactive to October 14, 2011.

- (ACTION ITEM)**
4. **Cafeteria Worker**

The individual whose name is listed below is recommended to serve as a cafeteria worker at the middle school for the 2011-2012 school year.

**Ms. Kathleen Shaw**

The administration recommended that the Board of School Directors approve the appointment of Ms. Shaw as a cafeteria worker in the Middle School for the 2011-2012 school year.

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### XIII. NEW BUSINESS (Continued)

#### A. PERSONNEL CONCERNS (Continued)

##### 5. Approval of Child-Rearing Leave for Stefani Bower

**(ACTION ITEM)**

Mrs. Stefani Bower, learning support teacher at Oak Flat Elementary School, requested leave of absence under the Family & Medical Leave Act from approximately January 16, 2012, through approximately April 23, 2012. According to Section 3.08 of the 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.

A copy of Mrs. Bower's letter was included with the agenda.

The administration recommended that the Board of School Directors approve Mrs. Bower's request for leave under the Family & Medical Leave Act and a child-rearing leave of absence from approximately January 16, 2012 through approximately April 23, 2012.

**(ACTION ITEM)**

##### 6. Ashley Robinson

Walnut Bottom, PA 17266

Long-Term Substitute High School Art Teacher  
(replacing Michael McVitty who is on medical leave)

##### Education:

Millersville University – Art Education (Bachelor's Degree)

##### Experience:

Big Spring School District – Substitute Teacher

The administration recommended that the Board of School Directors appoint Ms. Robinson to serve as a long-term substitute high school art teacher effective immediately, replacing Mr. McVitty, who will be on medical leave of absence through approximately November 15, 2011. Ms. Robinson's compensation for this position should be established at Bachelor's, Step 1, \$41,551.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

##### 7. Contract for Business Manager

**(ACTION ITEM)**

Mr. Richard Kerr, Jr., Business Manager, initial three (3) year contract is set to expire on January 5, 2012. The Board has developed a successor contract that commences on January 5, 2012 and concludes on January 4, 2016.

The contract was included with the agenda.

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### **XIII. NEW BUSINESS (Continued)**

#### **A. PERSONNEL CONCERNS (Continued)**

##### **7. Contract for Business Manager (Continued)**

**(ACTION ITEM)**

The administration recommended that the Board of School Directors motion to approve an employment contract for Mr. Richard Kerr, Jr., to serve as Business Manager for the Big Spring School District from January 5, 2012 and conclude on January 4, 2016.

##### **VOTE ON XIII., NEW BUSINESS, A., PERSONNEL CONCERNS**

Motion by Blasco, seconded by Norris to combine and approve XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-7, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Roush, Lopp, Barrick, and Wolf. Motion carried unanimously.

### **XIII. NEW BUSINESS (Continued)**

#### **B. Credit Pay**

**(ACTION ITEM)**

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.

**Barbara Dellinger**

**\$1,161.00**

The administration recommended 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 Lopp, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Roush, Lopp, Barrick, and Wolf. Motion carried unanimously.

#### **C. Job Description**

**(ACTION ITEM)**

Mrs. Jeanne Temple, Assistant Superintendent, developed the job description listed below. A copy of the job description was included with the agenda.

##### **Elementary Secretary**

The administration recommended that the Board of School Directors approve the updated job description as presented.

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

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### **XIII. NEW BUSINESS (Continued)**

#### **D. Facilities Utilization Request**

**(ACTION ITEM)**

The Newville Wrestling Association requested permission to use the high school commons for a season kick-off dinner on Sunday, November 20, 2011. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve the Newville Wrestling Association's request to use the high school commons as presented.

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

#### **E. National Junior Honor Society Fundraiser**

**(ACTION ITEM)**

Mrs. Sue Piper requested Board approval for the National Junior Honor Society to conduct a hoagie fundraiser to begin February 14, 2012.

Additional information regarding the fundraiser was included with the agenda.

The administration recommended that the Board of School Directors approve Mrs. Piper's request to conduct the fundraiser for the National Junior Honor Society to begin February 14, 2012.

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

#### **F. Enterprise Upgrade for Technology**

**(ACTION ITEM)**

As discussed at the October 3 Building Properties meeting, the District proposes an enterprise wide upgrade to the technology infrastructure as shown in the Board packet. Included in the project are: 1) Purchase and install rack mount uninterruptible power supplies to 20+ data closets, 2) Purchase and install a new high speed storage area network (SAN) with 10 terabytes of storage and 10-gigabyte connections, 3) purchase and install two enterprise servers for virtual hosting and connection to the SAN, 4) install and setup of Microsoft System Center Configuration Manager to support 2900 clients. This would be paid for using infrastructure upgrades budgeted in the capital projects fund. The project will be done in phases and will be completed prior to the start of the 2012-13 school year.

The administration recommended the Board of School Directors approve the Enterprise Technology Upgrades listed in the board packet to be funded by the Capital Projects fund at a cost not to exceed \$99,400.

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



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### **XIII. NEW BUSINESS (Continued)**

#### **G. Improving Youth Nutrition and Activity Grant**

**(ACTION ITEM)**

Mr. Kevin Roberts, Director of Curriculum/Instruction and Technology Education requested permission to pursue grant funding in the amount of approximately \$50,000 to support youth nutrition and activity in the Big Spring School District.

Information was included with the agenda.

The administration recommended the Board of School Directors authorize the administration to apply for the Youth Nutrition and Activity Grant in the amount of approximately \$50,000, as presented.

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

#### **H. Agriculture Advisory Council Agenda and Minutes**

**(INFORMATION ITEM)**

Ms. SaraBeth Wanbaugh and Mrs. Sherisa Nailor submitted a copy of the Agriculture Advisory Council agenda and meeting minutes to the Big Spring Board of School Directors as a requirement by the State to keep the program in approval status.

A copy of the Agriculture Advisory agenda and minutes were included with the agenda.

President Wolf noted that a photograph of Big Spring's FFA Farm Show exhibit was included in the FFA section of a recent issue of *Lancaster Farming*.

#### **I. Updated Year-to-Date Summaries/Taxes and General Fund** **(INFORMATION ITEM)**

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

Mr. Kerr indicated that the recent earned income tax receipts are low; however, he believes EIT receipts in the coming months should increase.

### **XIV. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

### **XV. COMMITTEE REPORTS**

#### **A. District Improvement Committee – Mrs. Lopp**

Mrs. Temple indicated that a District Improvement Committee meeting summary would be provided at the next Board meeting.

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### **XV. COMMITTEE REPORTS (Continued)**

#### **B. Athletic Committee – Mr. Swanson**

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**

No meeting was conducted, and no report was offered.

#### **E. Finance Committee – Mr. Blasco**

No meeting was conducted, and no report was offered.

The Finance Committee is scheduled to meet this evening immediately following the regular Board meeting.

#### **F. South Central Trust – Mr. Blasco**

No meeting was conducted, and no report was offered.

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

The CAIU Board will meet on October 27, 2011.

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

A TCC budget has been developed and will be presented at the November 2011 meeting.

### **XVI. SUPERINTENDENT'S REPORT**

#### **A. Oak Flat Elementary School Waiver**

Superintendent Fry reported that the Pennsylvania Department of Education has waived the day when school was not in session at Oak Flat Elementary School because a milk truck hit a transformer, knocking power from the school. Students are accountable for 900 hours of instruction; however, the State is not requiring the students to make up this day, and there will be no loss in State subsidy.

The State has not yet waived the days missed in school districts affected by the flooding resulting from a recent hurricane.

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### **XVI. SUPERINTENDENT'S REPORT (Continued)**

#### **B. Tax Appeal**

Mr. Fry and Mr. Kerr attended a tax appeal for the Rook property that was purchased by the District recently. Cumberland County issued an exemption for Big Spring School District, and the property will no longer be taxed.

#### **C. Mifflin/Frankford/Plainfield Elementary School Status**

Superintendent Fry reported that River Rock is interested in leasing the Plainfield Elementary School, and he indicated that he would pursue the creation of a lease structure over the next couple months. The proposed lease would begin at the start of the 2012-2013 school term.

Mr. Fry indicated that he would make the appropriate contacts with regard to the disposition of the Mifflin facility and bring options for the Board's consideration.

Mr. Fry added that he would begin discussions with the tenant of Frankford Elementary School to determine if the current tenant would be interested in purchasing the facility.

President Wolf suggested that Mr. Fry alert West Pennsboro Township officials regarding the tentative future of the Plainfield facility, especially with regard to sewage issues.

#### **D. Cafeteria Visits**

Superintendent Fry invited Board members to visit two schools that have two different outside contractors providing cafeteria services.

Big Spring's proposed contracted cafeteria services issue would be an item for discussion at a December Board meeting. All information and requests for proposal (RFPs) would be available by the February 6, 2012 Board meeting where the Board would review and discuss the proposals. The Board would make a final decision on this issue on February 20, 2012.

The RFPs are being written to provide the Board with two choices:

1) employees would remain on Big Spring's payroll, with staff reduction by attrition only; 2) existing employees would be transferred to the contractor's payroll.

RFPs are being written now and will be forwarded to the State for approval soon.

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### **XVII. BUSINESS FROM THE FLOOR**

#### **A. Local Events**

Director Barrick announced that the Newville Halloween Parade is slated for Monday, October 24, 2011, and he added that Halloween is Monday, October 31, 2011.

Mr. Barrick encouraged everyone to attend Big Spring's football games. Two recent games have been won in the final moments.

#### **B. Cumberland County 4-H Annual Meeting**

Director Lopp invited everyone to the Cumberland County 4-H annual meeting on November 10, 2011, at the New Kingstown Fire Hall.

#### **C. Positive Comments About Big Spring**

Director Roush indicated that recently he attended a field hockey game in Palmyra where two spectators from neighboring school districts said wonderful things about Big Spring School District. The two spectators were headed to Big Spring later that day for the cross country event, and they noted that they like visiting Big Spring and "never mind driving there."

President Wolf noted that a "well-behaved crowd" visited the District for the Mid Penn cross country event at Big Spring recently.

### **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 Norris to adjourn. Roll call vote: Voting Yes: Blasco, Gutshall, Norris, Piper, Roush, Lopp, Barrick, and Wolf. Motion carried unanimously.

The meeting was adjourned at 8:30 P.M.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, November 7, 2011**