

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, OCTOBER 17, 2016

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; Bob Kanc, Kingsley Blasco, Richard Roush, Todd Deihl, and William Piper.

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr Jr, Business Manager; Robyn Euker, Director of Curriculum and Instruction; Rick Gilliam, Director of Buildings, Grounds, and Transportation; and Carol Frace, Board Minutes. Mr. 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 OCTOBER 3, 2016 REGULAR BOARD MEETING MINUTES; THE OCTOBER 3, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES; AND THE OCTOBER 3, 2016 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Blasco, seconded by Roush for approval of the October 3, 2016 Building and Property Meeting Minutes; the October 3, 2016 Committee of the Whole of the Meeting Minutes; and the October 3, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Roush, Piper, Kanc, Gutshall, Blasco, Diehl, and Barrick. 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.

[Student report attached.](#)

V. PAYMENT OF BILLS

General Fund	
General Fund	\$ 826,488.33
Checks/ACH/Wires	\$
Capital Projects	\$ 0.00
Stadium/Track Project	\$ 46,359.42
Cafeteria Fund	\$ 3,775.54
Student Activities	\$ <u>23,629.94</u>
Total	\$ 900,253.23

Motion by Gutshall, seconded by Blasco 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, Swanson, Barrick, Roush, Piper, Gutshall, Blasco, Deihl, and Kanc. Motion carried unanimously. 9 – 0

VI. TREASURER'S FUND REPORT

General Fund	\$23,835,235.39
Capital Projects	\$ 3,503,553.24
Cafeteria Fund	\$ 524,776.29
Student Activities	\$ 205,087.95
Stadium/Track Project	\$ <u>1,015,889.41</u>
Total	\$29,084,542.28

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

Mr. Kerr informed the Board of School Directors we are \$100,000 ahead of last year on EIT and on real estate we are about \$400,000 higher than last year. This is subject to change. The trend lines are good in both cases right now.

VIII. READING OF CORRESPONDENCE

Mr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education, Division of Federal Programs, stating that Big Spring School District has maintained fiscal effort when comparing the fiscal year ending June 30, 2014 to the fiscal year ending June 30, 2015. The Big Spring School District continues to stay eligible for full participation in federal grant funding for the 2016-2017 school year. The correspondence is included with the agenda.

Mr. Fry reminded the Board that they got this letter from the state. For us to receive the Federal grant funds that we get for Title I and IDEA B, we have to do what is called maintenance of effort. We have to spend as much money as the year before. When we talk about cutting budgets if you do that in the areas affected by these grants, you forfeit the grant. It is over a million dollars when you combine all the grants. It is a Federal guideline that is mandated.

IX. RECOGNITION OF VISITORS

Heather Keller, Mallory Farrands, Jenna Brobst, Chelsea McCabe, Olivia Leitzel, William August, Mike Reifsnyder, Curtis Garland (VTS), Donald Snyder, Karla Dechene, Janial Marck, Emily Webber, Rich Webber, Zoe Marinacci, Kendra Shaffer, and Jennifer Marinacci.

X. PUBLIC COMMENT PERIOD

Mr. Donald Snyder, Crossroad School Road Carlisle, PA 17015 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 – Seth Stover

Mr. Seth Stover has submitted his resignation as the Assistant Swimming and Diving Coach and has requested to assist as a volunteer coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Stover's resignation as the Assistant Swimming and Diving Coach as well as his request to assist as a volunteer coach, effective immediately.

(ACTION ITEM)

2) Recommendation for MS Assistant Memory Book Advisor – Patty Chastain

Dr. Linda Wilson, Middle School Principal is recommending Ms. Patty Chastain as the Middle School Assistant Memory Book Advisor, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Chastain as the Middle School Assistant Memory Book Advisor, as presented.

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

3) Recommendation for District Calendar Developer – Julie Wallace

Mr. Kevin Roberts, Assistant Superintendent would like to recommend Ms. Julie Wallace for the Classified Position of District Calendar Developer, replacing Mrs. Brandie Shatto who has resigned. The responsibility of this position will require Ms. Wallace to work with students, staff and administration to facilitate the development of the annual District calendar. The position is an extra-duty classified position with a stipend of \$2500 per school year.

The administration would like to recommend the Board of School Directors approve Ms. Julie Wallace as the District Calendar Developer, as presented.

(ACTION ITEM)

4) Recommendation for School Police – Shawn Rickabaugh

Mr. Rick Gilliam, Director of Building and Grounds is recommending Mr. Shawn Rickabaugh to be added to the School Police roster to assist with athletic events for the 2016-2017 school year. Mr. Rickabaugh's hourly rate will be \$10.02.

The administration recommends that the Board of School Directors approve Mr. Rickabaugh to be added to the School Police roster, as presented.

(ACTION ITEM)

5) Recommendation for Part-Time Custodians – Kelly Varner and Lisa Chestnut

Mr. Rick Gilliam, Director of Building and Grounds would like to recommend Ms. Kelly Varner and Ms. Lisa Chestnut as part-time custodians for Mt. Rock Elementary School, replacing Mr. Larry Darr who has resigned. Ms. Varner and Ms. Chestnut will be sharing this five hour five day a week custodial position. The hourly rate for this position will be \$12.39.

The administration would like to recommend the Board of School Directors approve Ms. Varner and Ms. Chestnut as part-time custodians for Mt. Rock Elementary School, as presented.

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

6) Recommendation for Part-Time Life Skills Aide – Desiree Pelletier

The administration would like to recommend Ms. Desiree Pelletier as a Life Skills aide at Oak Flat Elementary School. Ms. Pelletier will work 5.75 hours per day, five days a week with an hourly wage of \$11.77.

The administration recommends that the Board of School Directors approve Ms. Pelletier as a Life Skills aide at Oak Flat Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

(ACTION ITEM)

7) Recommendations for a Part-Time Learning Support Aide – Celeste Negley

The administration would like to recommend Ms. Celeste Negley as a Learning Support aide at Newville Elementary School. Ms. Negley will work 5.75 hours per day, five days a week with an hourly wage of \$10.60.

The administration recommends that the Board of School Directors approve Ms. Negley as a Learning Support aide at Newville Elementary School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

VOTE ON XIII., NEW BUSINESS, A-1 – A-7, PERSONNEL CONCERNS

Motion by Blasco, seconded by Swanson to combine and approve Items A-1 through A-7 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Roush, Piper, Blasco, Gutshall, Deihl, and Kanc. Motion carried unanimously. 9 – 0

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

B) Approve Stadium & Track Fund Payments

The District received the following applications for payment:

<u>Work Submitted</u>	<u>Pay To</u>	<u>Amount</u>	<u>Balance</u>
MS/DAO/MR Roof	Garland/DBS, Inc.	\$15,940.77	\$0.00
MR Pave Project	New Enterprise Stone & Lime Co.	\$210,072.00	
Network equipment & install	R.L. Snyder Electric, Inc.	\$3,954.35	
Track Permit Fees	Cumberland Cnty Conservation District	\$2,700.00	
Track Permit Fees	Cumberland Cnty Planning Dept	\$115.00	
Track Permit Fees	Commonwealth of PA Clean Water Fund	\$800.00	
Track Permit Fees	W. Pennsboro Township	\$547.00	
Security Camera Install	Honeywell International, Inc	\$456.91	
Security Camera Install	Honeywell International, Inc	\$2,124.80	

The administration recommends the Board of School Directors approve payments from the Stadium & Track Project Fund for \$15,940.77 to Garland/DBS, Inc., \$210,072 to New Enterprise Stone & Lime Co., \$3,954.35 to R.L. Snyder Electric, Inc., \$2,815 to Cumberland County, \$800 to the Commonwealth of PA, \$547 to West Pennsboro Township and \$2,581.71 to Honeywell International, Inc.

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

(ACTION ITEM)

C) Approve Sale of Items by Sealed Bid

The Director of Buildings and Grounds has identified 2 welders, a car and a truck for sale.

The administration recommends the Board of Directors approve the sale by sealed bid of property listed on the included advertisement.

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XIII. NEW BUSINESS (...continued)

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

(INFORMATION ITEM)

D) **Proposed Draft of the Big Spring School District Comprehensive Plan**

Mr. Kevin Roberts, Assistant Superintendent would like to submit the July, 2017 - June, 2020 Comprehensive Plan for Board review. It is mandatory for the Comprehensive Plan to have a 28 day public review which will require the Comprehensive Plan to be placed on the October 17th Board agenda as an information item before becoming an action item at the November 7, 2016 Board meeting.

This is the second board meeting. Information Item. Submitting after the board meeting in November.

(INFORMATION ITEM)

E) **Recommendation for School Resource Officer Staffing – Brian Grzyboski**

Following a thorough interview process including Cumberland County Sheriff's Office leadership and Big Spring School District, District Office leadership, Deputy Brian Grzyboski has been chosen to serve as the School Resource Officer. Deputy Grzyboski comes to the position with more than eight years of successful law enforcement service including service in an educational environment. In addition, Deputy Grzyboski comes to the position as a trainer in First Aid, CPR, AED and is a certified member of South Central Region Police Crisis Intervention Team. Given his successful years of service, credentials earned throughout his experiences, and proven track record in an educational setting, Deputy Brian Grzyboski has been selected to serve as the School Resource Officer.

Mr. Fry informed the Board of School Directors that he stated last week and is doing really well.

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. Deihl, Mr. Gutshall

The Athletic Council Meeting will be held in the District Office Conference Room on Wednesday, October 26, 2016 at 7:00 am.

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

We met with Turf Track & Court at 3:15 this afternoon to discuss progress on the track design. Meeting went well.

I, move to authorize the administration and Professional Roof Services to prepare bid specifications for replacement of the Middle School roof using alternate specifications for both a modified built up system and a single ply EPDM with alternates for both systems showing 1 or 2 year installation, wind speed and warranty length; both systems are to have a white surface for UV protection. (30 year spec on both roofs)

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

E. Finance Committee – Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall

There will be a Finance Committee Meeting before the Committee of the Whole meeting on November 21, 2016.

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

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

XVI. SUPERINTENDENT'S REPORT

1. **PSBA** – The PSBA Conference was held last week. On Friday, Mr. Wolf and I presented as part of a panel on financial literacy. On Saturday, Mr. Kerr and Mr. Roberts presented on analytical package that we use here. Attendance was great. Vendors were sold out at Hershey. PSBA continues to go through some growing pains and adjustments based on governance platform.
2. **Principal Briefing** – We just finished up our principal briefings today. We will be getting back to the Board on updates about building goals, process for goals, how they align to the District mission, and where things are moving as a District.

XVI. BUSINESS FROM THE FLOOR

Mr. Kanc would like to thank the District for circulating a flyer for the building up our youth program for Cumberland Perry Kiwanis Club last Wednesday. An FYI, session two is this coming Wednesday from 6:00 to 8:30 pm at the Outreach Center.

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

No public comment regarding future board agenda items.

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XVIII. ADJOURNMENT

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

The meeting was adjourned at 8:13 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, November 7, 2016