

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, OCTOBER 7, 2019

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 nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; John Wardle, Kingsley Blasco, Robert Over, Richard Roush and Bob Kanc

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard E. Kerr, Jr., Business Manager; Cathy Seras, Board Minutes and Andy Milone, VTS Reporter.

II. Approval of the September 16, 2019 Regular Board Meeting Minutes and the September 3, 2019 Committee of the Whole Meeting Minutes.

Motion by Blasco seconded by Roush for the approval of the September 16, 2019 Regular Board Meeting Minutes and the September 16, 2019 Committee of the Whole Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Blasco, Gutshall, Kanc, Roush and Wardle
Motion Carried unanimously. 9 – 0

III. Student/Staff Recognition and Board Reports – Everett Baker and Darren Neidigh

- Everett and Darren shared information on the items below with the Board of School Directors.
 - The FFA participated in a Chesapeake Bay Foundation Tour.
 - September 20th was the 40th anniversary of the prisoners of war and missing in action service members. In honor of the service members BSSD had a helicopter land near the football field and a gold star mother participated in the coin toss. The TEMPUS Club handed out American Flags and both BSSD and Waynesboro wore red, white and blue.
 - The Bulldog Band Brawl took place on September 21st which included five bands.
 - The FFA competed in a Career Development Event on September 24th. Approximately eleven FFA students placed in events and won awards for their participation in the Career Development Event.
 - BSSD hosted an event called Senior Parent Survival 101 on September 25th to help ease parents of senior's stress.
 - The STEM Summit event took place which teaches freshman students about jobs in the trade and academic field.
 - Student Council hosted a staff breakfast on September 13th to thank the staff for all they do.
 - The events of the Homecoming Pep Rally, Homecoming Football Game and the Homecoming Dance were shared.

IV. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	53,918.20
Checks/ACH/Wires	\$	3,647,452.32
Capital Projects Reserve Fund	\$	18,684.00
Mount Rock Projects-2018 Fund	\$	1,176,838.93
Newville Projects Fund	\$	2,129.53
Cafeteria Fund	\$	9,288.12
Student Activities	\$	<u>17,681.58</u>
Total	\$	4,925,992.68

Motion to approve the payment of bills as presented.

Motion by Gutshall, seconded by Blasco for acceptance of the Payment of Bills as outlined above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Roush, Over, Blasco, Kanc and Wardle.

Motion Carried unanimously. 9- 0

V. Reading of Correspondence

VI. Recognition of Visitors - Charlene D'amore and Frank Myers

VII. Public Comment Period

VIII. Structured Public Comment Period - Mr. John McCrea, North Newton Township

- Mr. McCrea shared his thoughts regarding bus routes to and from Newville Elementary School and the parking on West Street during the school day.
- Mr. McCrea talked about the buses traveling on West Street and shared his thoughts on the Michael Baker International traffic study.
- Mr. McCrea discussed the resolution that the Newville Borough adopted on July 2, 2019.
- Mr. Swanson noted that the Big Spring Board of School Directors did receive a copy of the resolution from the Borough Council.
- Dr. Fry communicated and discussed the letter from the Engineer of Michael Baker International with the Board of School Directors.
- Mr. Blasco and Mr. Over continued discussions regarding parking on West Street.
- Mr. Kerr stated the District cannot control parking within Newville Borough.
- Dr. Fry discussed the PennDOT Grant with the Board of School Directors.

IX. Old Business

X. New Business – Action Items

a. Resignation - Mrs. Jamie Swenski

Mrs. Jamie Swenski, has submitted her letter of resignation as a first grade teacher at Oak Flat Elementary School, effective December 1, 2019.

The administration recommends the Board of School Directors approve Mrs. Swenski's resignation as a first grade teacher at Oak Flat Elementary School, effective December 1, 2019.

b. Resignation - Mrs. Marsha Stellfox

Mrs. Marsha Stellfox, has submitted her resignation as a Learning Support Teacher at Oak Flat Elementary School.

The administration recommends the Board of School Directors approve Mrs. Stellfox's resignation as a Learning Support Teacher at Oak Flat Elementary School, as presented.

c. Resignation - Mt. Rock Quiz Bowl Coach

Ms. Shannon Arnold has submitted her resignation as Mt. Rock Elementary School Quiz Bowl Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Arnold's resignation as Mt. Rock Elementary School Quiz Bowl Coach, effective immediately.

d. Approval for Leave of Absence

Mrs. Jacqueline Springer is requesting leave of absence retroactive to September 16, 2019 through approximately December 16, 2019.

The administration recommends the Board of School Directors approve Mrs. Springer's leave of absence retroactive to September 16, 2019 through approximately December 16, 2019.

e. 2019-2020 Extracurricular Personnel List

A list of the 2019-2020 extracurricular positions and recommended personnel has been prepared, and a copy of the list has been included with the agenda. The 2019-2020 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District.

The administration recommends that the Board of School Directors approve the 2019-2020 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.

X. New Business - Action Items

f. Recommended Approval for ESS Aides

The administration request approval for the ESS aides listed below.

Kelsi Minich - New full-time aide in the Mt. Rock Elementary School kindergarten program.

Taunya Nenninger - New full-time aide in the Mt. Rock Elementary School kindergarten program.

Katelyn Batton - New full-time aide in the Oak Flat Elementary School kindergarten program.

Jessica Waggoner - Transferred from Oak Flat Elementary School to the Middle School.

Andrea Moreno - Aide in the MDS classroom at Oak Flat Elementary School replacing Jess Waggoner who has moved to the Middle School.

The administration recommends the Board of School Directors approve the aides and their positions listed above.

g. Recommended Approval for Long-Term Substitute Teachers

The administration requests permission to move forward with the recommendation for the long-term substitute teachers listed below.

Brooke Brownawell - Long-Term Substitute for Mrs. Chelsey Piper, 5th grade teacher at Newville Elementary School, who will be on child-rearing leave of absence.

Andrea Kreamer - Long-Term Substitute for Mrs. Jackie Springer, Learning Support teacher at Mt. Rock Elementary School, who will be on leave of absence.

The administration recommends the Board of School Directors approve the above listed individuals as long-term substitute teachers for the assignments listed.

h. Recommended Approval for a Maintenance Technician - General and a Groundskeeper

The administration recommends the individuals for the positions as noted for the 2019-2020 school year.

Mr. Jacob Lautsbaugh - Filling the vacant position of Maintenance Technician -General. This is a full-time position with a starting wage of \$17.00 an hour.

Mr. Dustin Durf - Filling the Groundskeeper position. This is a full-time position with a starting wage of \$20.67 an hour.

The administration recommends the Board of School Directors approve the individuals that are listed above for the positions noted. These hires are subject to the Probationary Period as spelled out in the Classified Compensation Plan.

i. Recommended Approval for a Substitute Custodian

The administration would like to recommend Ms. Tonia Fasnacht to be added to the substitute custodial list.

The administration recommends the Board of School Directors approve Ms. Fasnacht to be added to the substitute custodial list, as presented.

VOTE ON X., NEW BUSINESS A-I, PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to approve and combine Items A –I as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9- 0

X. New Business - Action Items

a. 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.

Charlene D'Amore	\$ 245.00
Allison Fry	<u>\$1,704.99</u>
Total	\$1,949.99

The administration recommends 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 Roush, seconded by Kanc as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

b. Approval to Create a Student Activity Account for the Class of 2023

The administration received a request from the High School Principal to create a new student activity account for the Class of 2023. Information regarding the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Class of 2023 under the supervision of the High School Principal.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

c. Approve Forecast5-5Lab 3 Year Agreement

The administration held several meetings with the Forecast 5 folks exploring a better analytics solution that incorporates student demographics with performance data. The recommendation is to incorporate their 5Lab product to provide those analytics.

The administration recommends the Board of School Directors approve the three-year agreement, as presented.

Dr. Fry discussed the agreement and stated that the software is an analytics tool that can be utilized for student achievement and will allow the district to collect data and set goals. Discussions continued between the Board of School Directors and the Administration.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

X. New Business - Action Items

d. Approve Construction Change Orders

CRA submitted the following change orders - [link to documents](#).

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
HS	1	Oyler Elect	#1-Add'l Demo & wiring not on plans	\$1,735.00
HS	2	Oyler Elect	#2-Proposal for Paint Rm wiring	\$5,275.00
OF	3	Oyler Elect	#3-Add'l & cancelled work	(\$5,775.00)
HS	unk	SMC	tbd Addl electric & fan for paint rm	<u>\$3,619.08</u>
			Total	\$4,854.08

The administration recommends the Board of School Directors approve the changer orders listed.

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

e. Approve Payment from Capital Project Reserve Fund

The administration received the following applications for payment from the Capital Project Reserve Fund - [link to documents](#).

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
MBI	Prof Svc for Ped Safety Grant	\$21,400.00	\$0.00
Rogelee	PayApp5 Ped Dafety Grant	\$13,501.35	\$99,898.64
Honeywell	Upgrade DVM Software for New Cams	\$19,691.62	
Total		\$54,592.97	\$99,898.64

The administration recommends the Board of School Directors approve payment of \$21,400 to Michael Baker Intl; \$13,501.35 to Rogelee, Inc. and \$19,691.62 to Honeywell Int.

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

X. New Business – Action Items

f. Approve Payment from Newville Projects Fund

The district received the following application for payment from the Newville Project Fund - [link to document](#).

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV	QA+	HVAC Commissioning	\$11,746.00	\$17,346.80

The administration recommends the Board of School Directors approve the payment of \$11,746 to Quality Assurance Plus.

Motion by Roush, seconded by Kanc as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

g. Approve Tech Payments from Mt. Rock Projects 2018 Fund

The District received the following applications for payment from the Mt Rock Projects 2018 Fund - [link to documents](#).

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	Prismworks	Data cable Progress Bill #5	\$18,000.00
MR	Prismworks	Bogen Speakers & Clock Kits	\$1,462.50
Total			\$19,462.50

The administration recommends the Board of School Directors approve the payment of \$19,462.50 to Prismworks Technology, Inc.

Motion by Kanc, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

h. Approve Construction Payments from Mt Rock Projects 2018 Fund

The administration received the following applications for payment - [link to documents](#).

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2 MS	Honeywell	Inv5249346991 MS Cameras	\$7,299.84	\$0.00
Ph2 MS	eciConstruction	PayApp #9 MS GC	\$4,440.00	\$0.00
Ph2 HV	Stouffer	HVAC PayApp #6	\$20,890.22	\$14,100.00
Ph2 PL	Stouffer	Plumb Pay App # 6	<u>\$25,628.07</u>	<u>\$24,095.86</u>
Total			\$58,258.13	\$38,195.86

The administration recommends the Board of School Directors approve the payments of \$7,299.84 to Honeywell; \$4,440 to eciConstruction, LLC and \$46,518.29 to Stouffer Mechanical Contractor.

Motion by Roush, seconded by Blasco as outlined and recommended above. Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall. Motion carried unanimously. 9-0

X. New Business – Action Items

i. Approve Van Sale

With the arrival of the new van for the athletic van, the old one was put on Municibid.

The administration recommends the Board of School Directors approve the sale of the 2010 GMC 3500 Savana 10 passenger van to Paul Cavage for \$8,760.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

13. New Business - Information Item

a. Tenure Status Recommendation

The following professional employee has completed the required years of service as a temporary professional employee and has earned tenure based on his satisfactory performance.

Sean Stevenson

Additional information regarding the professional employee has been prepared by Mr. William August, High School Principal.

b. Proposed Updated Policies

The administration has provided copies of the proposed policies listed, which are included with the agenda. After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policies for Board approval at the October 21, 2019, Board meeting.

201 Admission of Students

204 Attendance

208 Withdrawal from School

209 Health Examinations

14. Discussion Item

15. Future Board Agenda Items

16. Board Reports

a. District Improvement Committee - Mr. Kanc, Mr. Over

- Mr. Kanc communicated that Thoughtexchange opened on October 2nd and will close October 13th. Mr. Kanc stated there has been 130 responses to date.

b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl

- Mr. Swanson communicated to the Board of School Directors that the Athletic Council minutes were in their folders.
- Mr. Swanson talked about the new schedule changes that will be in effect for the 2020-2021 school year.

c. Vocational-Technical School - Mr. Piper, Mr. Kanc

- Mr. Piper shared the items listed regarding the Vo-Tech meeting.
 - o Emerging Health Professionals Curriculum. The course is functioning in cooperation with UPMC and Messiah College. There are 21 students enrolled.
 - o Vo-Tech will be implementing a new staff position to assist with the social and emotional needs of students.
 - o An electronic sign will replace the current sign along Route 114. Students will be involved with a lot of the work.
 - o A resignation from the new Carpentry Instructor was submitted on October 2nd.
 - o A Big Spring School District Vo-Tech student, Bryce Baker who is enrolled in the Electrical Program gave an outstanding presentation to JOC regarding his Co-Op experience with E & G Electrical Contractors.
 - o The 2020-2021 Budget will be presented to the Superintendents at the next JOC meeting on October 28, 2019.

d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over

- Mr. Roush communicated in anticipation of the Michael Baker request for an additional \$13,000; Mr. Roush made a motion that the Board of School Directors not approve the request due to excessive cost overruns in the engineering of this project.

The motion was seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Piper, Over, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9– 0

e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall

No report

f. South Central Trust - Mr. Blasco

No report

g. Capital Area Intermediate Unit - Mr. Swanson

- Mr. Swanson shared that the CAIU minutes are in the Board of School Directors folders.
- Mr. Swanson talked about the Enola House which is an historic home in East Pennsboro Township and the Historical Society is wanting to reclaim the home from the CAIU. The CAIU, the Historical Society and the East Pennsboro Township are working together to move the home onto an acre of the CAIU property.
- Mr. Swanson stated the township will maintain the house and the property.
- Mr. Swanson continued discussions on the Enola House.

h. Tax Collection Committee - Mr. Swanson

No report

i. Future Board Agenda Items

No Future Board Agenda Items.

j. Superintendent's Report

- o Dr. Fry talked about the September 30, 2019 enrollment report. Dr. Fry shared the final enrollment for September 30th was 2,559.
- o Dr. Fry shared there are 86 Cyber students outside of the Big Spring School District. Dr. Fry also shared the cost of Cyber Charter students.

- Dr. Fry communicated that this is the time of year the district sends ninth, tenth and eleventh grade enrollment figures to PIAA.

Superintendent's Report continued.

- Dr. Fry communicated that on November 11th at 12:20 p.m. at Penn State Mt. Alto the memorial dedication of Mr. Wolf's stone will take place. Dr. Fry requested to let him know if any board members were interested in attending the ceremony.
- Dr. Fry shared that Mr. Sinkovich will be submitting a proposal to host the NCAA regional and potentially the Division III National Championship.
- Dr. Fry communicated that the Bulldog Hall of Fame dinner will take place on November 2nd at 5:00 p.m. in the High School. Dr. Fry communicated to contact Mrs. Seras for the Bulldog Hall of Fame event.
- Dr. Fry talked about the two-hour early dismissal that will take place this Friday, October 11th.
- Dr. Fry talked about the events that will take place at the Monday, October 14th In-Service Day.

17. Meeting Closing

a. Business from the Floor

- Mr. Piper and Dr. Fry shared the process for PSBA elections.
- Mr. Piper thanked Mr. Nobile and the band for their participation in the Walnut Bottom Bicentennial Parade.
- Mr. Kanc communicated he was very happy the district adopted Rachel's Challenge.
- Mr. Kanc communicated there were great presentations to the 6th, 7th and 8th graders as well as to the community. Mr. Kanc shared that twenty students joined the friends of Rachel's Challenge Club.
- Mr. Kanc discussed a paved walkway from the lower parking lot to the football field.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Blasco seconded by Roush to adjourn the meeting.

Voting Yes: Swanson, Deihl, Piper, Over, Roush, Wardle, Kanc, Blasco, and Gutshall.

Motion carried unanimously. 9-0

Meeting adjourned at **8:53 PM, October 7, 2019.**

William L. Piper, Secretary

Next scheduled meeting is: **October 21, 2019.**