

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 seven (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; John Wardle, Robert Over and Bob Kanc

Absent: Roush, Blasco

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

II. Approval of Minutes

Approval of the October 21, 2019 Regular Board Meeting Minutes and the October 21, 2019 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Gutshall for the approval of the October 21, 2019 Regular Board Meeting Minutes and the October 21, 2019 Committee of the Whole Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Gutshall, Kanc and Wardle
Motion Carried unanimously. 7 – 0

III. Student/Staff Recognition and Board Reports - Regan Donato & Darren Neidigh

Regan and Darren talked about the topics listed.

- District Cross Country Championships held on October 25th.
- FFA Convention during the week of October 28th.
- Military Veteran, Ted Wheeler spoke about his brother's experiences and his experiences in the military.
- Artist Fran Piper, local artist and illustrator taught art students how to use watercolor pencil.
- Club C.A.R.E hosted a costume contest for teachers.
- The football team lost against Hamburg on November 1st in the Eastern Conference Championship Football Game.
- Big Spring Bulldog Foundation Dinner held on November 2nd.
- Three students made District Chorus; Emilee Fulkroad, Anna Hankins and Tyler Hunt.
- Pulsera Project; an event the Spanish Club bring to BSSD every year which employs artists in Central America.

IV. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | | |
| Procurement Card | \$ | 40,535.84 |
| Checks/ACH/Wires | \$ | 1,707,282.62 |
| Capital Projects Reserve Fund | \$ | 0.00 |
| Mount Rock Projects-2018 Fund | \$ | 73,067.86 |
| Newville Projects Fund | \$ | 0.00 |
| Cafeteria Fund | \$ | 209,691.98 |
| Student Activities | \$ | <u>17,929.33</u> |
| Total | \$ | 2,048,507.63 |

Motion to approve the payment of bills as presented.

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

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

Motion Carried unanimously. 7- 0

V. Reading of Correspondence

VI. Recognition of Visitors

VII. Public Comment Period

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, administration, staff, students and the community.

VIII. Structured Public Comment Period

IX. Old Business

X. New Business - Action Items

a. Resignation - Middle School Boys Soccer Coach

Mr. Michael Ginter submitted his resignation as a Middle School Boys Soccer Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Ginter's resignation, as presented.

X. New Business - Action Items

b. Resignation - Middle School Wrestling Coach

Mr. Chad Brough submitted his resignation as a Middle School Wrestling Coach, effective immediately. Mr. Brough has requested to assist as a volunteer wrestling coach.

The administration recommends the Board of School Directors approve Mr. Brough's resignation as a Middle School Wrestling Coach and his request to assist as a volunteer wrestling coach, as presented.

c. Recommended Approval for an Additional ESS Aides

The administration request approval for the ESS aides listed below.

Samara Rook - full-time High School Learning Support Aide/Bus Aide to assist with a student. Samara is replacing an aide who has resigned.

Emily Young - full-time Elementary MDS Aide.

The administration recommends the Board of School Directors approve the aides and their assignments, as presented.

d. Recommended Approval for a First Grade Teacher - Miss BrieAnn Arnsberger

Education:

Shippensburg University - Early Childhood Education/Special Education
(Bachelor's Degree 12/2019)

Experience:

Dillsburg Elementary School - Autism Support Class (Student Teaching)
Middlesex Elementary School - Kindergarten Class (Student Teaching)
Summer Camp Teacher

The administration recommends the Board of School Directors appoint Miss BrieAnn Arnsberger as a first grade teacher at Oak Flat Elementary School, replacing Mrs. Jamie Swenski who has resigned. Miss Arnsberger will begin in her assignment on approximately December 16, 2019 and her compensation for this position should be established at a Bachelor's Degree, step 1, \$52,313.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

e. Child-Rearing Leave - Mrs. Jeannette Cahill

Mrs. Jeannette Cahill, School Psychologist, is requesting child-rearing leave of absence to begin approximately February 7, 2020 through the end of the 2019-2020 school year. According to Section 3.07 of the current 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.

The administration recommends the Board of School Directors approve Mrs. Cahill's requested child-rearing leave of absence to begin approximately February 7, 2020 through the end of the 2019-2020 school year.

X. New Business - Action Items

f. Recommended Approval for 2019-2020 Mentors

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentors are listed below.

| INDUCTEE | BUILDING / SUBJECT | CURRICULUM MENTOR |
|----------------------|-----------------------------------|--------------------------|
| Jesse Marpoe | Elementary – Art | Tammy Kiehl |
| Leah Williams-Rensel | MS – 7th Grade Mathematics | Millie Gilbert |
| Rebecca Whigham | MS – Family and Consumer Sciences | Crystal Grossman |
| Carl Seils | HS- Chemistry | Heath Myers |
| Shania Reese | OF- Second Grade | Tessa Lindsey |
| Tara Barnard | MS – Special Education | Meghan Bullock |
| Christie Katora | HS Special Education | Michelle Bear |
| Brett Foor | HS - Mathematics | Wendy Hanks |
| Genelle Walden | HS – Special Education | Cecilia Warthin |
| Jessica Shover | NV – Fifth Grade | Amy Lehman |
| Bradly Fry | MS- 6th Grade Social Studies | Shawn Britcher |
| Kelly Schenk | HS-English | Angela Schneider |

The administration recommends that the Board of School Directors approve the 2019-2020 mentor teachers as presented.

g. Recommended Approval for 2019-2020 School Police

The administration has submitted a list of names of recommended school police officers for the 2019-2020 school year. A copy of the list has been included with the agenda for Board review.

The administration recommends that the Board of School Directors approve the 2019-2020 school police roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring School District's 2019-2020 school police roster is approved by Cumberland County Court.

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

Motion by Deihl, seconded by Gutshall to approve and combine Items A –G as outlined and recommended above. Voting Yes: Swanson, Deihl, Piper, Over, Wardle, Kanc and Gutshall. Motion carried unanimously. 7- 0

X. New Business - Action Items

a. Recommended Approval for France, England and Ireland Itinerary

At the September 17, 2018 Board meeting the Big Spring Board of School Directors granted approval for high school students and staff to travel to France, England and Ireland, June, 2020, pending approval of the detailed itinerary. The itinerary of the trip is complete and has been included with the agenda for review.

The administration recommends the Board of School Directors grant approval of the itinerary for the trip to France, England and Ireland for high school students and staff June, 2020.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

b. Recommended Approval of the Agriculture Advisory Council Members, Board Agenda and Board Minutes

Mrs. SaraBeth Fulton and Mrs. Sherisa Nailor, High School Agriculture Education Teachers have requested the Board of School Directors to approve the council members of the Agriculture Advisory Council, the Agriculture Advisory Board meeting agenda and minutes, which are included with the agenda.

The administration recommends the Board of School Directors approve the council members of the Agriculture Advisory Council, the Agriculture Advisory Board meeting agenda and minutes, as presented.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

c. Recommended Approval for the 2019-2020 School Safety and Security Grant

Dr. Kevin Roberts, Jr., Assistant Superintendent, has submitted the proposed 2019-2020 Safety and Security Grant Summary Program for review. The Big Spring School District is requesting \$40,000 for Part A of this grant application to support Section 1306-B (j) expenses 12; security planning and purchase of security related technology. The funds will support updated two-way radios (\$30,000), Stop the Bleed Kits and Go Bags (\$5,000) for school nurses and a service animal (\$5,000) for the district.

The administration recommends the Board of School Directors approve the 2019-2020 School Safety and Security Grant, as presented.

Mr. Kanc asked about the service dog; Dr. Roberts stated the District hopes to have the service dog in place within the next 2 months. Dr. Fry stated staff have been trained to assist with the dog.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

X. New Business - Action Items

d. Approve Construction Change Orders

The administration received the following change order recommendations from CRA ([link to document](#)):

| <u>Loc</u> | <u>CO#</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> |
|--------------|------------|--------------|-----------------------------------|-------------------|
| HS | | Oyler Elect. | Add'l Raceway / Outlets in Ag | \$2,443.00 |
| OF | | Oyler Elect. | Change Card Access Wiring & power | <u>\$2,275.00</u> |
| Total | | | | \$4,718.00 |

The administration recommends the Board of School Directors approve the change orders as submitted.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

e. Approve Capital Project Reserve Fund Payment

The administration received this payment application as overdue from July 2019 ([link to document](#)):

| <u>From</u> | <u>Description</u> | <u>Amount</u> |
|-------------|----------------------------------|---------------|
| MBI | Construction Services Inv1055484 | \$9,519.00 |

The administration recommends the Board of School Directors approve the payment of \$9,519 to Michael Baker International.

Mr. Kerr stated the engineer services are extended due to other services they are called to the District to review.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

f. Approve Newville Project Fund Payment

The administration recommends the Board of School Directors received the following application for payment ([link to document](#)).

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> |
|-------------|-------------|-----------------------|---------------|
| Ph2 MS | Honeywell | DVM R700 installation | \$4,922.91 |

The administration recommends the Board of School Directors approve the payment of \$4,922.91 to Honeywell International, Inc.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

X. New Business - Action Items

g. Approve Mt. Rock Projects 2018 Fund Payments

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

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> |
|--------------|-----------------|----------------------------------|--------------------|
| Tech-MS | AV Solutions | AVS-6642 TV/Video Switch/Install | \$10,404.29 |
| Tech-MS | AV Solutions | AVS 6662 Aud Light Controller | \$3,312.00 |
| Tech-MS | AV Solutions | AVS-6665 Aud Audio Equip | \$6,297.60 |
| Tech-MR | AV Solutions | AVS-6705 Sennheiser Mic Equip | \$793.00 |
| Tech-MS | AV Solutions | AVS-6705 Sennheiser Mic Equip | \$1,634.46 |
| Tech-OF | Schaedler Yesco | S5382152 Copper Cabling | <u>\$42,247.60</u> |
| Total | | | \$64,688.95 |

The administration recommends the Board of School Directors approve the payments of \$22,441.35 to A/V Solutions, LLC and \$42,247.60 to Schaedler-Yesco Distribution

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

h. Approve Purchase of Ford Ranger for Maintenance Dept.

With the replacement of Rick Gilliam into two supervisor positions, we are short a vehicle. Working with our COSTARS vendor we received a proposal for a very basic extended cab mid-size pickup for the Director of Maintenance. See link to [purchase proposal](#).

The administration recommends the Board of School Directors approve the purchase of a 2020 Ford Ranger at a cost of \$26,000 as detailed in the agenda.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

X. New Business - Action Items

I. Approve Mt. Rock Projects 2018 Fund Payments

The administration received two Pay Applications (link to documents). Also shown is the amount left on the projects.

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|--------------|-----------------|--------------------|---------------------|---------------------|
| HS | EastCoast | GC Pay App #4 | \$11,507.60 | \$9,098.99 |
| HS | Oyler Electric | EC | | \$14,566.57 |
| MS | EastCoast | GC Pay App #5 | \$303,062.46 | \$89,924.17 |
| MS | Lobar | EC | | \$5,000.00 |
| OF | eciConstruction | GC | | \$23,636.94 |
| OF | Oyler Electric | EC | | \$15,695.95 |
| All | Stouffer | HVAC | | \$12,300.00 |
| <u>All</u> | <u>Stouffer</u> | <u>PC</u> | | <u>\$2,965.21</u> |
| Total | | | \$314,570.06 | \$173,187.83 |

The administration recommends the Board of School Directors approve the payment of \$314,570.06 to East Coast Contracting, Inc.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

j. Approve Transfer to Capital Projects Reserve Fund

As the administration and Greenawalt finalize statements for June 30, 2019 the Board has an opportunity to move funds as part of those closing statements.

Mr. Piper is recommending the Board of School Directors make a motion to approve the transfer of \$500,000 from the General Fund to the Capital Projects Reserve Fund as of June 30, 2019.

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

Voting Yes: Swanson, Deihl, Piper, Over, Wardle Gutshall and Kanc. Motion carried unanimously. 7-0

XI. New Business - Information Item

a. Tenure Recommendation

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

Dr. Jeannette Cahill

Additional information regarding the professional employee has been prepared by Mr. William Gillet, Director of Student Services.

XI. New Business - Information Item

b. Cumberland-Perry Area Vocational Technical Proposed General Fund Budget

Included with the agenda for Board review is the proposed 2020-2021 Cumberland-Perry Area Vocational Technical School Budget.

The proposed 2020-2021 Cumberland-Perry Area Vocational Technical School Budget will be recommended for Board action at the November 18, 2019 Board of School Directors meeting.

c. Proposed Adoption of Revised Curriculum

Listed below are revised high school curriculum for board approval. All completed curriculum is available in the Curriculum Center for review by the Board of School Directors.

Curriculum -- **Living On Your Own**

Department -- **TechEd/Agriculture**

XII. Discussion Item

XIII. Future Board Agenda Items

XIV. Board Reports

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

- Mr. Kanc stated the presentation by Dr. Fry, Dr. Roberts and Mrs. Nace was amazing.
- Mr. Over also shared that it was a wonderful presentation from Administration.

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

No report

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

- Mr. Piper shared the Vo-Tech items listed with the Board of School Directors.
 - Seeking applicant for the vacant Carpentry Instructor.
 - Two day tours of Vo-Tech for ninth graders with a total of 3,200 perspective 9th graders coming from thirteen school districts.
 - Vo-Tech budget review and stated there is an increase for all districts which will be spread over a two year budget.
 - Health Occupation Improvements within Vo-Tech
- Mr. Piper stated that the Vo-Tech project renovations will begin fall of 2020 with a completion date of August, 2021.

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

No report

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

No report

f. South Central Trust - Mr. Blasco

Mr. Kerr reminded members about the health care carve out.

g. Capital Area Intermediate Unit - Mr. Swanson

Mr. Swanson stated the CAIU meeting summary are within Board members packets for review.

XIV. Board Reports (. . .continued)

h. Tax Collection Committee - Mr. Swanson

No reports

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report - Enrollment Report, October 31, 2019

- Dr. Fry shared that the enrollment numbers were nearly identical to last month's numbers and the Districts overall enrollment was exactly the same. Dr. Fry stated the cyber numbers remain steady.
- Dr. Fry thanked Mr. Deihl and Mr. Piper for attending the Bulldog Hall of Fame Dinner on behalf of the Board of School Directors.
- Dr. Fry asked board members to see the handout within their folders regarding the Veteran's Day Events, brunch and the wreath ceremony. Dr. Fry encouraged the members to attend the events. Dr. Fry mentioned that all elementary and secondary buildings are involved in celebrating Veterans Day.
- Dr. Fry reminded board members of the November 11th Veterans Day Event 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 communicated the student of the quarter breakfast will take place on Friday, November 15th at 7:00 a.m.; he shared there is an invitation within members folders. The administration would love to have all board members present.

XV.. Meeting Closing

a. Business from the Floor

- Mr. Deihl commented that the Bulldog Hall of Fame Dinner was very nice and Dr. Fry's speech regarding Mr. Wilbur Wolf, Jr. was wonderful; Mr. Deihl stated it was an amazing evening.
- Mr. Piper shared it was a wonderful, moving, evening. Mr. Piper communicated that Dr. Fry's words describing Mr. Wolf were outstanding.
- Mr. Swanson communicated the Veterans Day Event taking place at Mont Alto on November 11th, honoring Mr. Wolf at PSU, Mont Alto Veteran's Memorial. Mr. Swanson stated he hopes everyone is able to attend the event.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Deihl seconded by Kanc to adjourn the meeting.

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

Motion carried unanimously. 7-0

Meeting adjourned at **8:20 PM, November 4, 2019.**

William L. Piper, Secretary

Next scheduled meeting is: **November 18, 2019.**