

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, NOVEMBER 5, 2018**

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### **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 8:08 p.m. with President Wilbur Wolf, Jr., presiding. Nine (9) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice-President; William Piper, Secretary; David Gutshall, Treasurer; Bob Kanc, Robert Over, Richard Roush, Kingsley Blasco and Todd Deihl

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Robyn Euker, Director of Curriculum & Instruction; Richard Kerr, Jr.; Cathy Seras, Board Minutes; Andy Milone, 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 15, 2018 Regular Board Meeting Minutes and the October 15, 2018 Committee of the Whole Meeting Minutes.**

Motion by Roush, seconded by Blasco for approval of the October 15, 2018 Regular Board Meeting Minutes, the October 15, 2018 Committee of the Whole Meeting Minutes and the October 15, 2018 Building and Property Meeting Minutes as outlined above.

Roll call vote: Voting yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Over, Deihl and Blasco  
Motion carried unanimously. 9-0

### **IV. Student/Staff Recognition and Board Reports - Gabi Reifsnnyder & Melanie Macioce**

Gabi and Melanie shared the events below that took place throughout the couple of weeks.

- **FFA Updates**

- Fall Leadership Conference was attended by student officers.
- National FFA Convention attended by Abby Biedel, McKenzie Myers and Kailee Shotto
- FFA Members, Cheyenne Dyarmen and Courtney Matthews received their American Degree in which 1% of all FFA members receive.
- Dr. Fry was recognized and given an Honorary American Degree for his support and leadership of Big Spring and its Agriculture Department.

- **Fifth Grade Career Day**
  - Led by Club Care, fifth graders found their way to the high school for career day.
- **Yearbook Update**
  - Big Spring High School received word that last year's yearbook received a gold medal from the Columbia Scholastic Press Association. This a prestigious recognition given to very few schools. Congratulations to Ms. Daugherty and her students!
- **Volleyball Makes Districts**
  - The volleyball made district for the fourth year in a row this year. By stringing together wins late in the season, they qualified as the 15<sup>th</sup> seed.
- **Field Hockey Districts**
  - Field Hockey also made districts this year.
  - Field Hockey had a great season winning their division title.
- **Cross Country States**
  - Boys cross country team of Ishmael Kirkwood, Ian ward, Ian Lay, Trevor Moyer, Dain Valley, Trevor Richwine and Mathew Ward made the state competition to be held at Hershey Pennsylvania. The boys team placed 10<sup>th</sup> overall.
  - Gabi Reifsnyder and Fawn Bennett qualified individually.
- **Teacher Halloween Costumes**
  - High School teachers had the opportunity to dress up in different Halloween costumes which the students were able to vote for the best costume. Over 300 students voted.
- **Trip to Washington D.C.**
  - High School students had the opportunity to go to Washington D.C. They had the opportunity to watch the change of the guard at the Tomb of the Unknown Soldiers at Arlington Cemetery and also took part in replacing the wreath.
- **Pulsera Project**
  - Big Spring annually participates in the Pulsera Project sponsored by the Spanish Club. Artisans from Central America make bracelets that students then sell at lunches. All profits are donated back to the Artisans.
- **Career Exploration**
  - Congratulations to Hanna Durff and Katelyn Cornman as they complete the Geisinger Holy Spirit Program.
- **Students Against Destructive Decisions Week**
  - The SADD club got together to try to inform students of the dangers of drug use this past week. Students would become educated and then sign pledges to be drug-free.

## V. Financial Reports

### Payment of Bills

General Fund		
Procurement Card	\$	45,631.53
Checks/ACH/Wires	\$	1,835,362.53
Capital Projects Fund	\$	45,376.63
Mount Rock Projects-2018 Fund	\$	371,296.42
Newville Projects Fund	\$	117,979.30
Cafeteria Fund	\$	175,071.73
Student Activities Fund	\$	<u>24,374.74</u>
<b>Total</b>	<b>\$</b>	<b>2,615,092.88</b>

Motion to approve payment of bills, as presented.

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects Fund, Mount Rock Projects-2018 Fund, Newville Projects Fund, Cafeteria Fund, and Student Activities Fund payments of bills as outlined above.

Roll call vote: Voting yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Over, Deihl and Blasco  
Motion carried unanimously. 9-0

## VI. Reading of Correspondence

## VII. Recognition of Visitors

Charlene D'Amore, Scott Penner, Mike Reifsnyder, Ian Johnson and Lykesia Truss

## VIII. Public Comment Period

Mr. 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 and community.

## IX. Structured Public Comment Period

## X. Old Business

## XI. New Business

## **A. Personnel Items - Action Items (1- 4)**

### **1. Resignation - High School Life Skills Aide**

Ms. Lisa Bowermaster has submitted her resignation as a high school life skills aide, retroactive to Friday, October 26, 2018.

The administration recommends the Board of School Directors approve Ms. Bowermaster's resignation, retroactive to Friday, October 26, 2018.

### **2. Recommended Approval for Aide Transfers**

Mr. William Gillet, Director of Pupil Services would like to recommend the transfer of the individuals listed.

**Ms. Marilyn Zinn to transfer from part-time learning support aide to a Principal's discretion aide at Oak Flat Elementary School, retroactive to October 29, 2018.**

**Ms. Kim Krause to transfer from a full-time MDS classroom aide at Oak Flat Elementary School to a Middle School full-time MDS classroom aide, retroactive to October 24, 2019.**

### **3. Recommended Approval for Child-Rearing Leave Request - Mrs. Laura LaRose**

Mrs. Laura LaRose, High School Spanish Teacher is requesting child-rearing leave of absence to begin approximately April 5, 2019 through the end of the 2018-2019 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. LaRose's request for child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately April 5, 2019 through the end of the 2018-2019 school year.

### **4. Recommended Approval for a Long-Term Substitute Secretary**

The administration requests permission to move forward with the recommendation of the Long-Term Substitute Neville Elementary School Secretary, Ms. Cassie Shughart, replacing Mrs. Caitlin Pepper who will be on child-rearing leave of absence. Ms. Shughart will begin in the position on approximately October 31, 2018 through approximately January 23, 2019. The administration is requesting two transition days before Mrs. Pepper's leave and two transition days upon Mrs. Pepper's return.

The administration recommends the Board of School Directors approve Ms. Shughart as a long-term substitute secretary at Neville Elementary School, as presented.

## **XI. New Business (. . . continued - Action Items 5-9)**

### **5. Recommended Approval for a Learning Support Aide**

Mr. William Gillet, Director of Pupil Services would like to recommend the individual listed as a full-time Learning Support Aide hired through ESS, the District's substitute aide service.

**Ms. Donna Blain - Full-time Learning Support Aide at Oak Flat Elementary School, retroactive to October 29, 2018, replacing Ms. Marilyn Zinn who has transferred.**

### **6. Recommended Approval for a Part-Time Middle School Custodian**

Mr. Rick Gilliam, Director of Building and Grounds would like to recommend Mr. John Stoker as a nine month part-time custodian at the Middle School, retroactive to October 17, 2018. Mr. Stoker will work 5.5 hours per day at an hourly rate of \$13.07.

The administration recommends the Board of School Directors approve Mr. Stoker as a nine month part-time custodian at the Middle School, retroactive to October 17, 2018. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

### **7. Recommended Approval for a Custodial Substitute**

Mr. Rick Gilliam, Director of Building and Grounds would like to recommend Ms. Amber Lehman to be placed on the substitute custodial list, effective immediately.

The administration recommends the Board of School Directors approve Ms. Lehman to be placed on the substitute custodial list, effective immediately.

### **8. Recommended Approval for Coaching Staff**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coach's listed.

**Ryan Long - Volunteer Girls Basketball Coach**

**Todd Pedrick - Volunteer Wrestling Coach**

**Jordan Stepanchik - Volunteer Wrestling Coach**

The administration recommends the Board of School Directors approve the above listed coach's, as presented

### **9. Recommended Approval for Band Field Staff**

Mr. Adam Nobile, High School Music Teacher/Band Director would like to recommend the individuals listed below for Band Field Staff for the 2018-2019 school year.

**Michael Daniel**

**Brian Magee**

The administration recommends the Board of School Directors approve Mr. Daniel and Mr. Magee as the Band Field Staff for the 2018-2019 school year, as presented.

## **XI. New Business (. . . continued)**

### **10. Recommended Approval for a Questeq Employee**

The administration request permission to move forward with the recommendation of the Questeq employee listed due to a resignation.

**Brandon Shoop - Questeq Multimedia Coordinator**

### **VOTE ON XI . . .NEW BUSINESS, A-1 – A -10, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Roush to combine and approve items A-1 through A-10 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over, Blasco and Deihl. Motion carried unanimously. 9 – 0

## **XI. New Business (. . . continued -- Action Items a – b)**

### **a. Credit Pay**

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contracts.

<b>Abigail Leonard</b>	<b>\$ 1,800.00</b>
<b>Emily Moyer</b>	<b>\$ 1,500.00</b>
<b>Sherisa Nailor</b>	<b>\$ 750.00</b>
<b>Jessica Sprecher</b>	<b>\$ 1,500.00</b>
<b>Lauren Swigart</b>	<b><u>\$ 224.47</u></b>
<b>Total</b>	<b>\$ 5,774.47</b>

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, the ACT 93 Agreement and the Big Spring School District.

Motion by Swanson seconded by Kanc as outlined and recommended above.

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

Motion carried unanimously. 9– 0

### **b. Facilities Utilization Request - PA Accelerated Field Hockey**

Ms. Carly Zinn, representative for PA Accelerated Field Hockey is requesting to utilize Mt. Rock Elementary School and Oak Flat Elementary School Gym for PA Accelerated field hockey practices from November 4, 2018 - February 24, 2019 from 1:00 p.m. - 7:00 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration recommends the Board of School Directors approve Ms. Zinn's request to utilize Mt. Rock Elementary School and Oak Flat Elementary School Gym for PA Accelerated field hockey practices, as presented.

## **XI. New Business (. . . continued -- Action Items c-e)**

### **c. Facilities Utilization - Big Spring Girls Basketball Winter League**

Ms. Randy Jones, Head Coach for girls basketball is requesting to utilize the High School Gym for girls basketball fifth and sixth grade Winter League from January 6, 2019 - February 24, 2019 from 1:00 p.m. - 4:00 p.m. Because the utilization requests are on Sunday's during the months listed, Board action is necessary.

The administration recommends the Board of School Directors approve Ms. Jones' request to utilize the High School Gym for girls basketball fifth and sixth grade Winter League, as presented.

### **d. Facilities Utilization Warrior Softball**

Mr. Mike Gutshall, Warrior Softball Representative is requesting to utilize the Mt. Rock Elementary School Gym from January 6, 2019 through February 24, 2019 for Warrior softball practices.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize Mt. Rock Elementary School Gym for Warrior softball practices, as presented.

### **e. Facilities Utilization Request - Swim Banquet**

Mr. Matthew Kump, High School Swim Coach is requesting to utilize the high school pool, commons, gym and locker rooms for the end of the season banquet on Sunday, March 3, 2019 from 1:00 p.m. - 5:30 p.m. Because the utilization request is on Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Kump's request to utilize the high school pool, commons, gym and locker rooms for the end of the season swim banquet, as presented.

Motion to combine items b-e by Swanson seconded by Roush as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over, Blasco and Deihl. Motion carried unanimously. 9 – 0

## **XI. New Business (. . . continued -- Action Items f-h)**

### **f. 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 Blasco seconded by Roush as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over, Blasco and Deihl.

Motion carried unanimously. 9-0

### **g. Recommended Approval for the Resolution Opposing Legislation for Statewide Collection and Distribution of Local Earned Income Tax**

The administration reviewed the Resolution opposing legislation for statewide collection and distribution of local earned income tax. This resolution supports to maintain the status quo related to EIT collection and distribution, such that political subdivisions within the Cumberland Tax Collection District maintain local control of EIT collection, as provided in Act 32. The resolution shall be distributed to all elected state representative and senators representing residents of any political subdivision within the Cumberland Tax Collection District.

The administration recommends the Board of School Directors approve the Resolution opposing legislation for statewide collection and distribution of local earned income tax, as presented.

Motion by Blasco seconded by Roush as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Kanc, Roush, Gutshall, Over, Blasco and Deihl.

Motion carried unanimously. 9 - 0

### **h. Approve Payments from the Newville Projects Fund**

<b><u>From</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Remaining</u></b>
Lobar Inc. (GC)	Pay App 1801108	\$262,171.17	\$40,000.00
Horst Excavating	Pay App – Retainage Release	\$25,000.00	\$0.00
Frey Lutz Corp.	Pay App 7	\$74,626.68	\$84,988.32
Lobar Inc. (EC)	Pay 8 (1801208)	\$45,998.72	\$13,569.87

The administration recommends the Board of School Directors approve the payment of \$262,171.17 to Lobar, Inc. (GC) \$25,000 to Horst Excavating; \$74,626.68 to Frey Lutz Corp. and \$45,998.72 to Lobar, Inc. (EC).

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

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

Motion carried unanimously. 9- 0



## **XI. New Business (. . . continued -- Action Items i-k)**

### **i. Approve Payments from Mt. Rock 2019 Projects Fund**

The administration received the following applications for payment from the Mt. Rock Projects Fund:

<u>Project</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	eciConstruction	Pay App 4	\$187,020.97	\$166,672.05
MS	Lobar, Inc (EC)	EC Pay App 5 (180605)	\$32,020.67	\$5,000.00

The administration recommends the Board of School Directors approve the payment of \$187,020.97 to eciConstruction and \$32,020.67 to Lobar, Inc. (EC).

Motion by Roush seconded by Swanson as outlined and recommended above.

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

Motion carried unanimously. 9 – 0

### **j. Approve Payments from the Capital Projects Reserve Fund**

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Balance to Pay</u>
Michael Baker, Inc	Professional Service: PennDOT grant	\$2,004.00	
Prismworks	OF bells intercom speakers cabling	\$4,405.30	
Tecta America East, LLC	Closeout - MR Roof	\$57,750.00	Closeout
American Abatement Grp	Closeout - MS Abatement	\$6,410.00	Closeout
EFS	Furniture for the HS Collaboration Lab	\$25,589.50	
Cumberland Analytical Lab	IAQ Survey for MS	\$2,175.00	

The administration recommends the Board of School Directors approve payment of \$2,004 to Michael Baker International; \$4,405.30 to Prismworks Technology, Inc.; \$57,750 to Tecta America East, LLC.; \$6,410 to American Abatement Group, Inc.; \$25,589.50 to Educational Furniture Solutions; and \$2,175 to Cumberland Analytical Laboratories, Inc.

Motion by Swanson seconded by Diehl as outlined and recommended above.

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

Motion carried unanimously. 9– 0

### **k. Approve Construction Change Order**

CRA forwarded the attached change order for the Newville project that adds selected circuits in the Newville kitchen to the backup generator system at a cost of \$1,794.84.

The administration recommends the Board of School Directors approve the change order, as presented.

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

## **XI. New Business (. . . continued)**

### **I. Approve Transfer to Capital Projects Reserve Fund**

**(Action Item)**

As the administration and Greenawalt finalize the financial statements for June 30, 2018 the Board has an opportunity to move funds as part of those closing statements.

The administration recommends the Board of School Directors approve the transfer of \$1,500,000 from General Fund to the Capital Projects Reserve Fund as of June 30, 2018.

Motion by Roush seconded by Swanson as outlined and recommended above.

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

Motion carried unanimously. 9 - 0

## **XII. New Business - Information Item**

## **XIII. Future Board Agenda Items**

## **XIV. Committee Reports**

### **a. District Improvement Committee - Mr. Kanc and Mr. Over**

There will be a meeting November 8<sup>th</sup> at 6:00 p.m.

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

The Athletic Council met on October 22, 2018.

Mr. Swanson shared the Athletic Council Minutes with the Board of School Directors.

### **c. Vocational-Technical School - Mr. Wolf and Mr. Piper**

Mr. Wolf talked about a program that Vo-Tech will be implementing regarding emerging health care professionals. Students will not be attending the Vo-Tech facilities but will spend four days a week in hospitals or a medical facility being guided by the individuals that work within these facilities.

### **d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**

No Report

### **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. Wolf**

Mr. Wolf shared that AgendaManager has expanded outside of the state of Pennsylvania such as New York and New Jersey.

Mr. Wolf shared that the CAIU transportation is suffering.

### **h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**

No report

**i. Future Board Agenda Items**

**j. Superintendent's Report**

1. Dr. Fry shared the Veterans Day activities that were going on within the District at the elementary level, middle school and high school.
2. Dr. Fry communicated that the Safety Committee will meet on November 12<sup>th</sup>.
3. Dr. Fry shared that he provided testimony to the IRS in Washington D.C. regarding the EITC program.
4. Dr. Fry stated that there were twenty-six individuals that provided testimony. Dr. Fry shared that he was one of two Superintendents that provided testimony.
5. Dr. Fry communicated that the Finance Committee will be meeting on November 19<sup>th</sup> at 6:00 p.m.
6. Dr. Fry shared the names of the individuals that were inducted in the Bulldog Hall of Fame during the Bulldog Foundation dinner.

**XV. Meeting Closing**

**a. Business from the Floor**

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

Meeting adjourned at **8:29 PM, November 5, 2018.**

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Next scheduled meeting is: **November 19, 2018.**