

BIG SPRING SCHOOL DISTRICT
Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, NOVEMBER 18, 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 eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; Kingsley Blasco, John Wardle, Richard Roush and Bob Kanc

Absent: Over

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

II. Approval of Minutes

Approval of the November 4, 2019 Regular Board Meeting Minutes, the November 4, 2019 Committee of the Whole Meeting Minutes and the November 4, 2019 Building and Property Meeting Minutes.

Motion by Blasco, seconded by Deihl for the approval of the November 4, 2019 Regular Board Meeting Minutes, the November 4, 2019 Committee of the Whole Meeting Minutes and the November 4, 2019 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Roush, Blasco, Gutshall, Kanc and Wardle
Motion Carried unanimously. 8 – 0

III. Student/Staff Recognition and Board Reports – Gabrielle Reifsnnyder

Gabrielle shared the topics listed:

- Pulsera Project sponsored by the Spanish Club.
- Cavalcade of the Bands Event.
- Veterans Day events at the High School.
- T.E.M.P.U.S Club seniors attending an event at Mt. Alto honoring Veterans and Mr. Wolf.
- Students of the Quarter honored at a breakfast.
- Fall Concert Band performance.
- Big Spring High School will welcome career speakers to assist students with their career paths.
- Club C.A.R.E hosting a winter sign painting night.
- Tenth Graders will be taking the Armed Services Vocational Aptitude Battery test.

IV. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | \$ | 604,371.16 |
| Capital Project Reserve Fund | \$ | 9,519.00 |
| Mount Rock Projects-2018 Fund | \$ | 379,259.21 |
| Newville Projects Fund | \$ | 4,922.91 |
| Cafeteria Fund | \$ | 106,535.71 |
| Student Activities | \$ | <u>5,090.88</u> |
| Total | \$ | 1,109,698.87 |

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, Blasco, Roush, Kanc and Wardle.

Motion Carried unanimously. 8- 0

b. Treasurer's Fund Report

| | | |
|-------------------------------|-----------|----------------------|
| General Fund | \$ | 27,664,827.83 |
| Capital Project Reserve Fund | \$ | 6,810,950.80 |
| Cafeteria Fund | \$ | 481,217.18 |
| Student Activities | \$ | 286,202.33 |
| Newville Project Fund | \$ | 22,001.59 |
| Mount Rock Projects-2018 Fund | \$ | <u>907,073.48</u> |
| Total | \$ | 36,172,273.21 |

Motion to approve the treasurer's fund report and budget transfers, as presented.

Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Fund Report as outlined above.

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

Motion Carried unanimously. 8- 0

c. 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 to accept Year-To-Date General Fund and Tax Reports, as submitted.

Motion by Blasco, seconded by Roush for acceptance of the YTD General Fund Report and YTD Taxes as outlined above.

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

Motion Carried unanimously. 8- 0

V. Reading of Correspondence - PDE Division of Federal Programs

Dr. Richard W. Fry, Superintendent of Schools has received correspondence from Ms. Susan McCrone, Division Chief of Division of Federal Programs. The correspondence states that the Division of Federal Programs has determined that Big Spring School District has maintained fiscal effort when comparing the fiscal year ending June 30, 2017 to the fiscal year ending June 30, 2018. The Big Spring School District is eligible for full participation in federal grant funding for school year 2019-2020.

Dr. Fry talked about the letter received from PDE.

VI. Recognition of Visitors

VII. Public Comment Period

Pastor Molly Haggerty, Pastor of Big Spring United Lutheran Church, P.O. Box 103, Newville, 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.

Mrs. Becky Byers, 390 Mohawk Road, Newville, PA, talked about the Post Grad Party. Mrs. Byers talked about the fundraiser, Saylor's Supermarket Sweep and shared that the grand prize is a \$1,500 shopping spree at Saylor's Market. Mrs. Byers thanked Mr. August and the Board of School Directors for their support. Mr. Piper encouraged fellow board members to purchase a ticket to support Post Grad 2020.

VIII. Structured Public Comment Period

IX. Old Business

X. New Business – Action Items

a. Recommended Approval for a Learning Support Teacher - Miss. Lisa Bahmueller

Education:

Shippensburg University - Elementary Ed. (PreK-4), Special Ed. (PK-8), Minor in Reading (Bachelor's Degree earned, Dec. 2019)

Experience:

Northside Elementary School, Grades 1-3, General Ed. and Special Ed. (Student Teaching)
Shippensburg University - Writing Tutor

The administration recommends the Board of School Directors appoint Miss Bahmueller as a learning support teacher at Oak Flat Elementary School, replacing Mrs. Marsha Stellfox who has resigned. Miss Bahmueller will begin in her assignment on December 16, 2019 and her compensation for this position should be established at a Bachelor's Degree, step 1, \$52,313.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

X. New Business – Action Items

b. Recommended Approval for a Long-Term Substitute - Ms. Mary Christina Mattise

The administration recommends Ms. Mary Christina Mattise as a long-term substitute High School Guidance Counselor for Ms. Judy Creps, High School Guidance Counselor who is on leave, retroactive to November 4, 2019 through approximately December 19, 2019.

The administration recommends the Board of School Directors approve Ms. Mattise as a long-term substitute High School Guidance Counselor retroactive to November 4, 2019 through approximately December 19, 2019.

c. Recommended Approval for a Long-Term Substitute - Riley Smith

The administration recommends Ms. Riley Smith to serve as a long-term substitute learning support teacher at Mt. Rock Elementary School for Mrs. Jackie Springer. Ms. Riley will begin in this position on November 18, 2019 through the end of the 2019-2020 school year.

The administration recommends Ms. Smith as a long-term substitute learning support teacher at Mt. Rock Elementary School to begin November 18, 2019 through the end of the 2019-2020 school year.

d. Recommended Approval for a Long-Term Substitute - Ms. Erin Bishop

The administration recommends Ms. Erin Bishop to serve as a long-term substitute for a position that is being created at Oak Flat Elementary School as support to an existing classroom. Ms. Bishop will serve as a primary Learning Support Teacher to begin on November 26, 2019 through the end of the 2019-2020 school year.

The administration recommends the Board of School Directors approve Ms. Bishop to serve as a long-term substitute at Oak Flat Elementary School, as presented.

e. Recommended Approval for an ESS Aide

The administration request approval for the ESS aide listed below.

Emilie Digiaco - Full-Time Learning Support Aide at Mt. Rock Elementary School to fill a vacant position.

The administration recommends the Board of School Directors approve the ESS aide and assignment, as presented.

f. Recommendation for Child-Rearing Leave - Mrs. Caitlin Pepper

Mrs. Caitlin Pepper, Newville Elementary School 190 day secretary, is requesting child-rearing leave of absence to begin approximately January 21, 2020 through approximately April 14, 2020.

The administration recommends the Board of School Directors approve Mrs. Pepper's request for child-rearing leave to begin approximately January 21, 2020 through approximately April 14, 2020.

X. New Business – Action Items

g. Coaching Recommendations

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

Kelsi Minich - Junior High Girls Basketball Coach

Tucker Brough - High School Assistant Wrestling Coach

Trenton Snader - Middle School Assistant Wrestling Coach

Colton Drawbaugh - Transfer from Middle School Assistant Wrestling Coach to Middle School Head Wrestling Coach

Taylor Yancy - Volunteer Youth Girls Basketball Coach

Chelsey Schlusser - Volunteer Youth Girls Basketball Coach

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

h. Resignation – Mrs. Jackie Springer

Mrs. Jackie Springer, Learning Support Teacher at Mt. Rock Elementary School has submitted her letter of resignation, effective December 16, 2019.

The administration recommends the Board of School Directors approve Mrs. Springer's resignation, effective December 16, 2019.

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

Motion by Deihl, seconded by Roush to approve and combine Items A –H as outlined and recommended above. Voting Yes: Swanson, Deihl, Piper, Roush, Blasco, Wardle, Kanc and Gutshall. Motion carried unanimously. 8- 0

X. New Business - Action Items

a. Recommended Approval for the Adoption of Revised Curriculum

Listed below is revised curriculum for board approval.

| <u>Curriculum</u> | <u>Department</u> |
|--------------------|---------------------|
| Living On Your Own | Tech Ed/Agriculture |

The administration recommends the Board of School Directors approve the revised curriculum, as presented.

Motion by Deihl, seconded by Roush as outlined and recommended above.
Voting Yes: Swanson, Deihl, Piper, Roush, Blasco, Wardle Gutshall and Kanc.
Motion carried unanimously. 8-0

X. New Business - Action Items

b. Facilities Utilization Request

Ms. Carol March, Co-Owner/Program Director of Bulldog Prep Academy has requested to utilize the cafeteria and gym at Newville Elementary School for a before school program to begin January 6, 2020 through June 5, 2020 from 6:30 a.m. to 9:00 a.m.

The administration recommends the Board of School Directors approve Ms. March's request to utilize the cafeteria and gym at Newville Elementary School for a before school program to begin January 6, 2020 through June 5, 2020, as presented.

Mr. Swanson recommended to combine items b and c.

c. Facilities Utilization Request

Mr. Matthew Tiffany and Mr. Adam Nobile are requesting to host the District Seven PMEA Youth Honors Band Festival utilizing the Big Spring Middle School Auditorium, band room, chorus room and cafeteria on Friday, November 13, 2020 from 6:00 p.m. to 9:00 p.m. for rehearsal and on Friday and 8:00 a.m. to 4:00 p.m. for rehearsal and concert.

The administration recommends the Board of School Directors approve Mr. Tiffany and Mr. Nobile's request to host the District Seven PMEA Youth Honors Band Festival utilizing the Big Spring Middle School Auditorium, band room, chorus room and cafeteria on November 13 & 14, 2020, as presented.

Motion by Blasco, seconded by Roush to combine items b and c as outlined and recommended above.
Voting Yes: Swanson, Deihl, Piper, Roush, Blasco, Wardle Gutshall and Kanc.
Motion carried unanimously. 8-0

d. Approve EFM/FMX Proposals

The District's facilities directors began looking for a replacement for School Dude work order system. Using an old Tuscarora connection, we have a local expert available who can provide assistance in the transition ([link to proposals](#)). Facilities Management eXpress (FMX) would handle maintenance work orders, transportation requests, asset inventory and facility reservations -- at around half the price of School Dude.

The administration recommends the Board of School Directors approve the proposals from Empowered Facilities Management, LLC (EFM) and FMX as a replacement for School Dude.

Motion by Deihl, seconded by Blasco as outlined and recommended above.
Voting Yes: Swanson, Deihl, Piper, Roush, Blasco, Wardle Gutshall and Kanc.
Motion carried unanimously. 8-0

X. New Business - Action Items

e. Approve Construction Payments from Mt Rock Projects 2018 Fund

The district received the following pay application ([link to docs](#)):

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|-------------|-------------|----------------------|---------------|------------------|
| Ph2 | CRA | Prof Svc Inv#3196-15 | \$4,994.04 | - |
| Ph2-MR | eci | Pay App 30.19011.8 | \$17,644.35 | \$56,122.44 |
| Ph2-OF | eci | Pay App 30.19012.8 | \$1,539.00 | \$22,097.94 |
| | | Total | \$24,177.39 | \$78,220.38 |

The administration recommends the Board of School Directors approve the payments of \$4,994.04 to Crabtree, Rohrbaugh & Associates; and \$19,183.35 to eciConstruction, LLC.

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

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

Motion carried unanimously. 8-0

f. Approve Payment from Newville Projects Fund

The district received the following ([link to invoice](#)) from CRA for the 2018 project management fees:

| <u>Proj</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> | <u>Remaining</u> |
|-------------|-------------|----------------------|---------------|------------------|
| Ph2 | CRA | Prof Svc Inv 3106-20 | \$82.75 | |

The administration recommends the Board of School Directors approve payment of \$82.75 to Crabtree, Rohrbaugh & Associates.

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

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

Motion carried unanimously. 8-0

g. Approve Construction Change Order

The district received this change order to correct air return vents in the MS auditorium ([link to docs](#)):

| <u>Loc</u> | <u>CO#</u> | <u>From</u> | <u>Description</u> | <u>Amount</u> |
|------------|------------|-------------|--------------------------------|---------------|
| HS | 9 | East Coast | Add 2 louvers to MS auditorium | \$7,373.27 |

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

Mr. Piper asked about the louvers. Mr. Kerr defined the purpose of the louvers.

XI. New Business - Information Item

XII. Discussion Item

XIII. Future Board Agenda Items

XIV. Board Reports

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

No Report Offered.

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

No Report Offered.

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

Mr. Piper stated that the CPVTS budget will be voted on December 9th.

Dr. Fry stated BSSD will then vote on the CPVTS budget in January, 2020.

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

Dr. Fry stated the administration will be revitalizing the Capital Projects and it will be discussed at the next committee meeting.

Mr. Kerr talked about the replacement software for School Dude and defined the system.

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

No report offered.

f. South Central Trust - Mr. Blasco

link to [SCT financials at 30 Sept 2019](#)

Mr. Kerr talked about the financial information in the trust and stated it is a healthy reserve.

g. Capital Area Intermediate Unit - Mr. Swanson

No report offered.

h. Tax Collection Committee - Mr. Swanson

No report offered

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

- Dr. Fry thanked the Board of School Directors who were in attendance at the Veterans Day activities. Dr. Fry stated that the Penn State Mont Alto event honoring Mr. Wolf and other veterans was very well received.
- Dr. Fry shared thank you notes from parents regarding their Veterans Day experience at the buildings. Parents were honored and overwhelmed by their experiences as they attended Veterans Day activities throughout the district. It was stated that the experience was packed with respect for Veterans.
- Dr. Fry commented that he appreciates the boards support in having school opened on Veterans Day. It helps staff emphasize to students the importance of the day and what it's all about.
- Dr. Fry shared that Oak Flat will be having Genius Hour Showcase on Friday, November 22nd from 2:30 - 3:30 p.m. and invited the Board of School Directors to attend the event.
- Dr. Fry updated the board on House Bill 1800.

XV. Meeting Closing

a. Business from the Floor

- Mr. Piper shared he was very impressed with the Veterans Ceremony at the High School as well as the student body.
- Mr. Piper thanked Andy Milone, VTS Reporter for his wonderful coverage of BSSD.
- Dr. Fry thanked Mr. Kanc for being a fantastic board member. He appreciated all he has done for BSSD during his term as board member. Dr. Fry stated "you will be missed."
- Mr. Kanc thanked the Board of School Directors and the Administration for all they did for him during his term as School Board Member. Mr. Kanc stated he enjoyed his time on the District Improvement Committee as well as Vo-Tech.
- Mr. Kanc shared he had an amazing experience throughout his term. He stated it was enjoyable and rewarding.
- Mr. Swanson thanked Mr. Kanc for his involvement with the district and the community.
- The Administration and the Board of Directors applauded Mr. Kanc for his time as a School Board Member.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Blasco seconded by Deihl to adjourn the meeting.

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

Motion carried unanimously. 8-0

Meeting adjourned at **8:24 PM, November 18, 2019.**

William L. Piper, Secretary

Next scheduled meeting is: **December 9, 2019.**