

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, NOVEMBER 2, 2015

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. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, William Piper, David Gutshall, Richard Roush, John McCrea, and Richard Norris.

Absent – Kingsley Blasco

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr Jr, Business Manager; Brandie Shatto, Director of Educational Technology; and Carol Frace, Board Minutes.

II. PLEDGE TO THE FLAG

President Wolf led all individuals present in the Pledge to the Flag.

III. APPROVAL OF THE OCTOBER 19, 2015 REGULAR BOARD MEETING MINUTES, THE OCTOBER 19, 2015 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE OCTOBER 19, 2015 BUILDINGS AND PROPERTY MEETING MINUTES.

Motion by Norris, seconded by Barrick for approval of the October 19, 2015 Buildings and Property Meeting Minutes; the October 19, 2015 Committee of the Whole Meeting Minutes; and the October 19, 2015 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, Roush, Barrick, McCrea, and Gutshall. Motion carried unanimously. 8 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Noah Powell and Kenny Blessing presented a student report.
[Student report is attached.](#)

V. PAYMENT OF BILLS

General Fund	-	
Procurement Card	\$	11,840.12
Checks/ACH/Wires	\$	1,069,604.64
Capital Projects	\$	64,624.19
Cafeteria Fund	\$	3,903.09
Student Activities	\$	33,312.53
Total	\$	1,183,284.57

Motion by Gutshall, seconded by Norris for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2015-2016 as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Gutshall, Roush, McCrea, and Norris. Motion carried unanimously.

8 – 0

VI. READING OF CORRESPONDENCE

VII. RECOGNITION OF VISITORS

David Roberts, Michael Fronk, Sharon Reifsnyder, Michael Reifsnyder, Cindy Kanc, Bob Kanc, April Messenger, Curtis Garland, Elizabeth Richwine, Trevor Richwine, Joe Conklin, Joseph Conklin, Kenny Blessing, Noah Powell, and Kate Jackson.

VIII. PUBLIC COMMENT PERIOD

Joe Conklin and Joseph Conklin, 378 Roxbury Road, Newville, PA. They are inquiring about six or seven acres by Mifflin Elementary School and the possibility of purchasing that land.

President Wolf advised them that we have a signed agreement of sales with River Rock for that property.

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VIII. PUBLIC COMMENT PERIOD (...continued)

Trevor Richwine, 813 Mt. Rock Road , 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 CONCERNS

(ACTION ITEM)

1) Leaving Without Pay – Mary Beth Helbig

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that “The Board may grant leave without pay to an employee who requests prior approval for such leave. Ms. Helbig, is requesting three days leave without pay for May 18, 19, & 20, 2016.

The administration recommends that the Board of School Directors approve the following request for leave without pay as presented.

(ACTION ITEM)

2) Resignation – Part-Time Custodian

Mr. Donn Reid has submitted his resignation as a part-time evening custodian at Mt. Rock Elementary School, retroactive to October 30, 2015.

The administration recommends that the Board of School Directors approve Mr. Reid's resignation as a part-time evening custodian, retroactive to October 30, 2015.

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XI. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

3) Resignation – Part-Time Custodian

Mr. Timothy Barrett has submitted his resignation as a part-time evening custodian at the High School, retroactive to October 28, 2015.

The administration recommends that the Board of School Directors approve Mr. Barrett's resignation as a part-time evening custodian at the High School, retroactive to October 28, 2015.

(ACTION ITEM)

4) Resignation – Part-Time High School Learning Support Aide

Ms. Lisa Michelini has submitted her resignation as a part-time high school learning support aide, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Michelini's resignation as a part-time high school learning support aide, effective immediately.

(ACTION ITEM)

5) Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2015-2016 school year.

**Levi Smeltzer - Junior High Wrestling Coach
Danielle Zettle-moyer - Volunteer Cheerleading Coach
Judy Schreiber - Volunteer Swim Coach**

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented.

(ACTION ITEM)

6) Approval of Lifeguards

**Gregory Kinch
Emily Thrush**

The administration recommends that the Board of School Directors approve the individuals listed to serve as lifeguards, pending receipt of all required paperwork.

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

7) 2015-2016 Approval of Additional School Police

The administration recommends that the Board of School Directors approve the additional school police listed for the 2015-2016 school year. In turn, the administration will take the necessary steps to ensure that Big Spring's 2015-2016 additional school police officers' are approved by Cumberland County Court.

William Lynch

(ACTION ITEM)

8) Approval of Additional Hours for Custodians

Mr. Rick Gilliam, Director of Building and Grounds/Transportation, would like to recommend additional hours for the custodians listed to compensate for the resignation of Mr. Donn Reid, part-time custodian at Mt. Rock Elementary School.

**Mr. Dennis Witmer - 15 additional hours which will total 25 hours per week
(Part-Time Mt. Rock Elementary Custodian)**

**Ms. Darlene Barrick - 10 additional hours which will total 25 hours per week
(Part-Time Mt. Rock Elementary Custodian)**

The administration recommends that the Board of School Directors approve the recommendation of additional hours for Mr. Witmer and Ms. Barrick, as presented.

(ACTION ITEM)

9) Approval of Custodian Reduction of Hours

The administration recommends reducing the hours for Mr. Albert McQuillen, Maintenance Department General Laborer, from eight hours per day to five hours per day, retroactive to October 19, 2015. Mr. McQuillen will remain a 232-day employee with part-time hours.

The administration recommends that the Board of School Directors approve the reduced hours for Mr. McQuillen, retroactive to October 19, 2015.

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

10) Substitute Custodian Recommendation

The administration would like to recommend the individual listed as a substitute custodian.

Mr. Timothy Nye

The administration recommends that the Board of School Directors approve the individual listed as a substitute custodian.

(ACTION ITEM)

11) Recommendation of Aide Transfer

Mr. William Gillet, Director of Pupil Services, recommends the transfer of Mrs. Rhonda Stokes from a seven hour per day aide at the Middle School to a seven hour per day aide at Oak Flat Elementary School, retroactive to October 23, 2015 through approximately January 15, 2016.

The administration recommends that the Board of School Directors approve the transfer of Mrs. Stokes, as presented.

VOTE ON XI., NEW BUSINESS, A-1 – A-11, PERSONNEL CONCERNS

Motion by Norris, seconded by Barrick to combine and approve Items A-1 through A-11 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously.
8 – 0

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

B) Credit Pay

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

Judy Breneman	\$ 1,395.00
Kevin Roberts	\$ 2,460.00
Total	\$ 3,855.00

XI. NEW BUSINESS (. . .continued)

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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 Norris, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

(ACTION ITEM)

C) Approval of State Police Memorandum of Understanding

The State Police submitted an updated Memorandum of Understanding (MOU) between the Pennsylvania State Police, Troop H Carlisle Station and the Big Spring School District. Mr. Gareth D. Pahowka, School Solicitor has reviewed the updated Memorandum of Understanding.

The administration recommends that the Board of School Directors approve the Memorandum of Understanding between the Pennsylvania State Police and the Big Spring School District, as presented.

Motion by Norris, seconded by Barrick to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

Mr. McCrea inquired if this is the first time one of these has been brought before the board. Rarely do I see something so long that says so very little.

Mr. Fry informed the Board of School Directors that this occurs every two years.

(ACTION ITEM)

D) Approval of Middle School PTO Fall Fundraisers

The Middle School PTO would like to conduct the fundraisers listed for the 2015-2016 school year.

**Spiritwear from Screenwerx
Beemans Apple Dumplings and Stromboli**

XI. NEW BUSINESS (. . . .continued)

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The administration recommends that the Board of School Directors approve the Middle School PTO fundraisers listed for the 2015-2016 school year.

Motion by Norris, seconded by Barrick to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Gutshall, Roush, McCrea, Barrick, Piper, and Norris. Motion carried unanimously. 8 - 0

(ACTION ITEM)

E) Approval of Employer Group Recognition with Members 1st Federal Credit Union

Mr. Richard W. Fry, Superintendent of Schools is requesting approval to submit an application with Members 1st Federal Credit Union to become a select employer group. The select employer group designation will allow Big Spring School District employees and students the opportunity to take advantage of the benefits the credit union provides.

The administration recommends that the Board of School Directors approve the submission of an application seeking select employer group recognition with Members 1st Federal Credit Union, as presented.

Motion by Norris, seconded by Barrick to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

(ACTION ITEM)

F) Approval of Payment Applications

The District received the following payment applications for ongoing projects. Copies of the payment requests are included with the agenda.

Project	Contractor	Payment	Balance
Stadium	WCE	\$ 3,340.00	\$68,594.25
Pave Phase III Eng (MR)	CenterPoint Eng	\$ 916.89	\$28,000.00 (est.)

The administration recommends the Board of School Directors approve payment of \$3,340 to Wolf Consulting Engineer and \$916.89 to CenterPoint Engineering, Inc. from the Capital Project Fund.

Motion by Norris, seconded by Barrick to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

XI. NEW BUSINESS (. . . .continued)

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(ACTION ITEM)

G) Approve Proposal for Architect Services

Attached is a proposal from Turf, Track & Court LLC to manage the construction of a track. Their proposal is \$38,670 to perform the following: design, construction documents, bidding and construction administration. In essence, they would be the architect and engineer for the project and work directly for the Board. Tobie Wolf would be a consultant only in this arrangement.

The administration recommends the Board of School Directors approve the proposal from Turf, Track and Court, LLC, including the changes suggested by the Solicitor, in the amount of \$38,670 to be paid from the capital project fund.

Motion by Norris, seconded by Barrick to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

(ACTION ITEM)

H) Approve Addendum One to Chartwells Contract

As part of the Growler construction in the High School, Chartwells agreed to invest \$60,000 up front if we amortize the cost over the remaining two years of the contract.

The administration recommends the Board of School Directors approve Addendum One to Food Service Management Company (FSMC) Request for Proposals (RFP) and Contract and authorize the administration to sign the addendum.

Motion by Norris, seconded by Barrick to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

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A. District Improvement Committee – Mr. Norris/Mr. McCrea

No meeting was conducted and no report was offered.

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered.

C. Vocational-Technical School – Mr. Wolf/Mr. Piper

There was a discussion at the vo-tech to look at the masonry program. There is talk about modifying the program in some form.

D. Buildings and Property Committee – Mr. Barrick

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

IX. SUPERINTENDENT'S REPORT

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1. **Curriculum** – We had a discussion at the last meeting on the curriculum revision process. This is well under way in two non-core subjects - World Language and Health and Physical Education. One is 6 to 12 and the other is K to 12. Also from a math prospective grades 6 to 12. The process has kicked off and is going very well. Staff is very involved and motivated. Things are moving in the directions we need to go.
2. **Achievement** – School Performance Profiles. You will remember that SPP are only going to be communicated from the state for high schools or those schools that have 11th grade aggregates of Keystones. They will be communicated this Wednesday publicly. We will be communicating back to the board once we have had a chance to review the results. Our number is 70.2. I have no idea how that compares to the rest of the state. This is almost identical to where we were last year.
3. **Poverty issues** – Later this week, I will be working with the other superintendents and the two executive directors from the CAIU about poverty issues and digital learning. As we look at Central Pennsylvania, we want to see how the poverty trends have changed and how communities are being affected.
4. **Representative** – I am the Superintendent Representative on the Capital Region United Way Educational Task Force. We meet twice a month. The task force consists of people from Harrisburg to make sure the resources and the understanding from our public is there in regard to educational public school needs of a six county area.

X. BUSINESS FROM THE FLOOR

Mr. McCrea stated that tomorrow is national sandwich day. Giving the slate of the ballot you would be better off to buy a sandwich than to spend too much time at the polls. He inquired if there has been any reexamination of the anti-bullying policy that was brought up at the last meeting. What was the date of the signing of the River Rock agreement and was the down payment received as well?

Mr. Roberts informed the Board of School Directors that the policy was revised to include the district property as well as the devices. We can reach into the use of the device for the bullying as well.

Mr. Fry stated the date was last Thursday. I will double check on the rest.

XI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

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There was no public comment regarding future Board agenda items.

XII. ADJOURNMENT

Motion by Norris, seconded by Barrick to adjourn the meeting to executive session to discuss negotiations. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, McCrea, Piper, and Norris. Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:19 PM.

Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, November 16, 2015