

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, NOVEMBER 20, 2017**

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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 8:03 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Todd Deihl, Bob Kanc, Richard Roush, and Kingsley Blasco.

Absent – William Piper

\*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard Kerr Jr, Business Manager; Robert Krepps, Director of Technology; Robyn Euker, Director of Curriculum and Instruction; 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 NOVEMBER 6, 2017 REGULAR BOARD MEETING MINUTES, THE NOVEMBER 6, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE NOVEMBER 6, 2017 BUILDING AND PROPERTY MINUTES.**

Motion by Blasco, seconded by Roush for approval of the November 6, 2017 Building and Property Minutes; the November 6, 2017 Committee of the Whole Meeting Minutes; and the November 6, 2017 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, Kanc, Deihl, and Blasco. Motion carried unanimously. 8 – 0

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### IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Seth Franklin presented a student report.

### V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	\$ 358,565.18
Capital Projects	\$ 43,240.99
Newville Reno Projects	\$ 288,401.90
Cafeteria Fund	\$ 31.15
Student Activities	<u>\$ 34,967.57</u>
Total	\$ 725,206.79

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Newville Reno Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Kanc, Roush, and Blasco. Motion carried unanimously. 8 – 0

### VI. TREASURER REPORT

General Fund	\$ 27,163,617.27
Capital Projects	\$ 5,105,978.44
Cafeteria Fund	\$ 418,238.18
Student Activities	\$ 257,037.71
Newville Reno Projects	<u>\$ 10,198,074.95</u>
Total	<b>\$ 43,142,946.55</b>

The Treasurer's Report showed balances as outlined above as of November 15, 2017. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Kanc, Roush, and Blasco. Motion carried unanimously. 8 – 0

**VII. 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 by Blasco, seconded by Roush to accept Year-to-Date General Fund and Tax Reports as outlined above. Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Kanc, Roush, and Blasco. Motion carried unanimously. 8 – 0

**VIII. READING OF CORRESPONDENCE**

**IX. RECOGNITION OF VISITORS**

Kristen Day, Seth Franklin, Carol Graham, and Melinda Campbell.

**X. PUBLIC COMMENT PERIOD**

Carol Graham, 2565 Walnut Bottom Road, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

**XI. STRUCTURED PUBLIC COMMENT PERIOD**

**XII. OLD BUSINESS**

**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Assistant Marching Band Director**

Ms. Sarah Rhan has submitted her resignation as Assistant Marching Band Director, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Ms. Rhan's resignation as Assistant Marching Band Director, as presented.

**(ACTION ITEM)**

**2) Coaching Recommendations**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the individuals as coaches for the teams listed.

<b>Colton Drawbaugh</b>	<b>Junior High Wrestling Assistant Coach</b>
<b>Frank Landis</b>	<b>High School Assistant Varsity Wrestling Coach</b>
<b>Gregory Walker</b>	<b>High School Assistant Swimming &amp; Diving Coach</b>
<b>Steven Gayman</b>	<b>Volunteer Girls Basketball Coach</b>
<b>Kelsi Minich</b>	<b>Volunteer Girls Basketball Coach</b>

The administration recommends the Board of School Directors approve the appointments of the individuals listed as coaches, effective immediately.

**(ACTION ITEM)**

**3) Recommendation for Source4Teachers Long-Term Substitute**

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers, the District substitute teaching contractor.

**Ms. Andrea Kreamer**, Long-Term Substitute Mt. Rock Ele. Third Grade Teacher, replacing Mrs. Lorraine Ferrell who will be on leave.

**(ACTION ITEM)**

**4) Recommendation for Source4Teachers (Mission One) Aide**

The administration requests permission to move forward with the recommendation of the aide listed below with Source4Teachers (Mission One), the District substitute teaching/aide contractor, retroactive to November 13, 2017.

**Dave Delp - Replacing Roberta Deitrich who has transferred to the Middle School**

**(ACTION ITEM)**

**5) Recommendations for Student Council Advisers**

Dr. Linda Wilson, Middle School Principal would like to recommend Ms. Emma Leuschen and Mr. Shane Miller to serve as co-advisers for Middle School Student Council, replacing Mr. Matthew Tiffany who has resigned.

The administration recommends the Board of School Directors approve the recommendation of Ms. Emma Leuschen and Mr. Shane Miller to serve as co-advisers for Middle School Student Council, as presented.

**(ACTION ITEM)**

**6) Recommended Approval for a Part-Time Custodian**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation would like to recommend Ms. Esther Rea as a part-time custodian at Mt. Rock Elementary School, replacing Ms. Kelly Varner who has resigned. Ms. Rea's hourly wage will be \$12.72, effective November 15, 2017. Ms. Rea has also requested to be placed on the substitute custodian list to assist when needed.

The administration recommends the Board of School Directors approve Ms. Rea as a part-time custodian at Mt. Rock Elementary School and approve her request to be placed on the substitute custodian list. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**VOTE ON XIII., NEW BUSINESS, A-1 – A-6, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Roush to combine and approve Items A -1 through A - 6 as outlined and recommended above. Voting Yes: Wolf, Swanson, Barrick, Gutshall, Deihl, Kanc, Roush, and Blasco. Motion carried unanimously. 8 – 0

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### XIII. 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.

<b>Jenna McIntire</b>	<b>\$ 705.00</b>
<b>Dana Sheaffer</b>	<b>\$1,410.00</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 and the Big Spring School District.

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

(ACTION ITEM)

#### C) Approval of Proposed Job Descriptions

The administration has updated the job descriptions listed and copies of the job descriptions have been included with the agenda.

**201 Department Chairperson**  
**202 Department Assistant Chairperson**  
**203 Middle School Team Leader**  
**208 Dean of Students**  
**216 Elementary Grade Level Coordinator**  
**217 Middle School Intervention Specialist**  
**218 Elementary Intervention Specialist**  
**317 Elementary Instructional Coach**  
**319 Secondary Instructional Coach**  
**320 Title I Coordinator**

The administration recommends the Board of School Directors approve the job descriptions, as presented.

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

**XIII. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**D) Approval of the Registration Gateway Service Agreement**

Dr. Kevin Roberts, Assistant Superintendent, Mr. Robert Krepps, Questeq Technology Director and the District solicitor have reviewed the Registration Gateway Service Agreement and are requesting approval of the agreement. Registration Gateway will enable the District to automate the student registration process to ensure a more efficient and family friendly process. In addition, it will initiate the movement of cumulative files to a digital format.

The administration recommends the Board of School Directors approve the Registration Gateway Service Agreement, as presented.

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

**(ACTION ITEM)**

**E) Approval for Plancon F**

Prior to releasing the bid spec for the NV project, PDE must approve PlanCon Part F which authorizes a district to receive bids and enter into construction contracts. The architect and a district administrator must attend a review conference with PDE.

The administration recommends the board of school directors approve the included Plancon F document for submission to PDE.

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

**(ACTION ITEM)**

**F) Approve Capital Project Fund Transfer**

The administration received an invoice from Professional Roof Services for the Middle School Roof Project in the amount of \$9,600.00.

The administration recommends the Board of School Directors approve the payment of \$9,600.00 to Professional Roof Services from the Capital Projects Fund.

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### XIII. NEW BUSINESS (. . .continued)

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

**(ACTION ITEM)**

#### G) **Approve Payments from the Newville Projects Fund**

The administration received an invoice and a letter from the Newville Borough Council requiring Big Spring School District to make a \$2,500 escrow payment for the land development and storm water review by the Borough Engineer. An invoice from Crabtree Rohrbaugh & Associates was received as well for the Newville renovation project in the amount of \$76,032.38.

The administration recommends the Board of School Directors approve the payment of \$2,500 to the Borough of Newville and \$76,032.38 to Crabtree, Rohrbaugh & Associates.

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

**(ACTION ITEM)**

#### H) **Accept Proposal from WCE for Engineering Services**

WCE submitted a proposal to review engineering services from January, 2018 through December, 2020.

The administration recommends the Board of School Directors accept the proposal for engineering services from Wolf Consulting Engineers as included in the agenda.

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

**(INFORMATION ITEM)**

#### I) **High School Roof Coating**

The Board hired PRSI to develop the specification for the HS roof coating project (Included). There are two coating types -- acrylic or polyurethane -- and PRSI asked the District which one the District wants in the spec. After meeting with PRSI, the administration recommends polyurethane and PRSI is working to present a bid specification at the December meeting.



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### **XIV. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

### **XV. COMMITTEE REPORTS**

#### **A. District Improvement Committee – Mr. Kanc**

We had a recent meeting in which Dr. Roberts unveiled a great tool to communicate. We can reach out and get feed back to any segment of the community whether it be a business, a parent, staff or student. We will be putting out a survey in mid-January. This is a great digital tool.

#### **B. Athletic Committee – Mr. Swanson, Mr. Gutshall, Mr. Deihl**

Athletic council met on Nov. 14<sup>th</sup> at 7:00 am. We had 28 student recognized for different honors. A discussion was held on how we can recognize all these students. We talked about a digital display. We had a discussion on Altoona joining the Mid-Penn Conference. Interviews for the head coach position for track and field is continuing. We held a discussion on college use on our Cross Country facilities. Physicals can not be given on the last day of school. They will have to be given over the summer. The athletic committee will meet every other month for the rest of the year.

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

No meeting was conducted and no report was offered.

#### **D. Buildings and Property Committee – Mr. Barrick, Mr. Piper, Mr. Swanson Mr. Roush, Mr. Gutshall**

A. Based on the meeting with Mr. Barnett, of CRA, at the last board meeting and a subsequent meeting with the administration, he provided an updated list of the MR projects - [at this link](#).

B. As part of the agenda, the Board approved Plancon F document for the Newville renovation & expansion -- which is a request to release the bid specification. Mr. Barnett also provided a draft bid specification (included) for the Solicitor to review with the intent of following this bidding schedule:

1. Advertise bids 27 Nov > 20 Dec
2. Bid specifications available on 20 Dec
3. Pre-bid conference on 10 Jan @ 10:00
4. Bids due on 30 Jan 2018 @ 14:00

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### XV. COMMITTEE REPORTS (...continued)

Mr. Barrick made a motion to authorize the administration to advertise the bid specification for the Newville Renovation Project starting on 27 November and, pending Solicitor review, release the bid specification on 20 December.

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

C. The Board hired PRSI to develop the specification for the HS roof coating project (Included). There are two coating types -- acrylic or polyurethane -- and PRSI asked the District which one the District wants in the spec. After meeting with PRSI, the administration recommends polyurethane and PRSI is working to present a bid specification at the December meeting.

Mr. Barrick made a motion to approve the release of the bid specification to coat the HS roof and to use a urethane coating in that specification as PRSI recommended.

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

D. Based on the technology presentation and the need to fix the HS gymnasium, the administration has a COSTARS proposal AV Solutions to fix the gym sound system.

Mr. Barrick made a motion to accept the COSTARS proposal from AV Solutions to repair the HS gymnasium sound system at a cost not to exceed \$24,900 to be paid from the Capital Projects Reserve Fund.

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

Mr. Kanc inquired if there were any other competitive bids for this project.

Dr. Fry informed the Board of School Directors that COSTARTS is the organization that handles the bids. This is a cooperative purchasing process.

**XV. COMMITTEE REPORTS (...continued)**

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

We have a meeting scheduled for December 5<sup>th</sup> at 7:00 am in the District Office.

**F. South Central Trust – Mr. Blasco**

No meeting was conducted and no report was offered.

**G. Capital Area Intermediate Unit – Mr. Wolf**

We have a candidate for the executive director. They will be introduced and approved on December 7<sup>th</sup>.

**H. Tax Collection Committee (TCC) – Mr. Wolf and Mr. Swanson**

No meeting was conducted and no report was offered.

**XVI. SUPERINTENDENT'S REPORT**

1. **Thanksgiving Holiday** – Our Thanksgiving holiday for students starts tomorrow.
2. **Conferences** – Conferences begin tonight for elementary and middle school. They continue all day tomorrow and into the evening. Our high school has a work day tomorrow.
3. **State Wide Survey** – In front of you, I gave you a hand out of the state-wide budget survey. Every year PASBO/PASA does a budget survey. They had 300 responses'. The areas of concern were impact on property taxes, physical deterioration, program cuts, and furloughs. The board has done a great job. Some schools are in poor conditions. Kudos to our Board.
4. **Tuition Tax Programs** – I gave you a hand-out on tuition tax programs. It is great reading. We are one of 18 states that offers these. We had 75 million in a prior budget. Foundations can apply for these. The Bulldog Foundation can also apply. This budget goes to 85 million.

**XVI. SUPERINTENDENT'S REPORT**

5. **Financial Impact on Cyber Schools** – This is a report that takes a closer look at 6 Pennsylvania school district throughout the state on how the cyber schools affect them. This is a project that has gone awry. Of the 15 state approved charter schools, they are abysmal academically and fleece our tax payers. We are working as a District to bring students back. We offer our own cyber program through the IU which is an option for some families. The funding formula is completely off.
6. **Hosted** – Last Wednesday, we hosted 8 Superintendents and executive directors at Oak Flat Elementary. They did instructional rounds and looked at our learning process. We had mini PBL's around the 4 "C". They were amazed. They didn't know this existed in central PA. Kudos to our staff. They visited 8 different teachers across grade levels. All positive comments.
7. **Reminder** – We only have one meeting in December. It is December 11<sup>th</sup> and a reorganization meeting.
8. **Thank you** – Mr. Barrick thank you for all your service to the Big Spring School District. Your contributions are immeasurable. You can not walk into a building in Big Spring that you haven't touched from a physical plant and perspective. Most of the community doesn't realize this, this Superintendent does and so do your colleagues. Thank You Very Much.

Mr. Barrick commented "I leave the Board with this challenge. When your tenure is up, look back and say the school district is better off now than when I got on the Board."

**XVII. BUSINESS FROM THE FLOOR**

President Wolf and the Board members thanked Mr. Barrick for all his years of service to the Big Spring School District.

Mr. Kanc reminded everyone to have a safe and Happy Thanksgiving

**XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

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### **XIX. ADJOURNMENT**

Motion by Blasco, seconded by Roush to adjourn the meeting. Roll call vote:  
Voting Yes: Wolf, Swanson, Barrick, Gutshall, Roush, Blasco, Kanc, and Deihl.  
Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:41 PM.

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Robert L. Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, December 11, 2017**