

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, NOVEMBER 21, 2016

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 8:01 P.M. with President Wilbur Wolf, Jr, presiding. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Bob Kanc, Kingsley Blasco, and William Piper.

Robert Barrick arrived at 8:15 pm.

Absent: Todd Deihl, Richard Roush

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr Jr, Business Manager; Rick Gilliam, Director of Buildings, Grounds, and Transportation; and Carol Frace, Board Minutes. Ms. Ruby Woodley, The Valley Times Star.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE NOVEMBER 7, 2016 REGULAR BOARD MEETING MINUTES; THE NOVEMBER 7, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES; AND THE NOVEMBER 7, 2016 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Blasco, seconded by Kanc for approval of the November 7, 2016 Building and Property Meeting Minutes; the November 7, 2016 Committee of the Whole of the Meeting Minutes; and the November 7, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Piper Swanson, Kanc, Gutshall, and Blasco. Motion carried unanimously. 6 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

No student reports were offered.

V. PAYMENT OF BILLS

General Fund	
General Fund	\$ 755,817.95
Checks/ACH/Wires	\$
Capital Projects	\$ 7,613.89
Stadium/Track Project	\$ 5,538.19
Cafeteria Fund	\$ 100,834.94
Student Activities	<u>\$ 32,404.99</u>
Total	\$ 902,209.96

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Blasco, and Kanc. Motion carried unanimously. 6 – 0

VI. TREASURER'S FUND REPORT

General Fund	\$26,270,985.25
Capital Projects	\$ 5,878,520.76
Cafeteria Fund	\$ 413,127.22
Student Activities	\$ 240,189.35
Stadium/Track Project	<u>\$ 963,393.23</u>
Total	\$33,766,215.81

The Treasurer's Report showed balances as outlined above. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Blasco, and Kanc. Motion carried unanimously. 6 – 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 Swanson, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

VIII. READING OF CORRESPONDENCE

IX. RECOGNITION OF VISITORS

K. John Gazsi, Brian Bingeman, Mallory Farrands, Sam Sheeler, Ruby Woodley , Don Snyder, Janal Mack, and Karla Dechene.

X. PUBLIC COMMENT PERIOD

Mr. Donald Snyder, 461 Crossroad School Road Carlisle, PA 17015 addressed the members of the Board of School Directors and offered a pray 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 – Part-Time Life Skills Aide – Christine Stottle

Ms. Christine Stottle has submitted her resignation as a part-time life skills aide at Oak Flat Elementary School, retroactive to Friday, November 18, 2016.

The administration recommends that the Board of School Directors accept Ms. Stottle's resignation as a part-time life skills aide, as presented.

(ACTION ITEM)

2) Resignation – Part-Time Newville Elementary Aide – Amanda Mixell

Ms. Amanda Mixell has submitted her resignation as a part-time Newville Elementary School Aide, effective December 2, 2016.

The administration recommends that the Board of School Directors accept Ms. Mixell's resignation as a part-time Newville Elementary School Aide, as presented.

(ACTION ITEM)

3) Resignation – Kyna Morgan

Ms. Kyna Morgan would like to resign from her position as Assistant Softball Coach. Ms. Morgan has requested to volunteer with the girls' softball team.

The administration would like to recommend that the Board of School Directors approve Ms. Morgan's resignation as an Assistant Softball Coach as well as Ms. Morgan's request to volunteer with the girls' softball team.

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

4) Approval of Leave Without Pay – Sean Stevenson

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. Mr. Sean Stevenson, is requesting three days leave without pay retroactive to November 16, 17, and 18, 2016.

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

(ACTION ITEM)

5) MS Seventh Grade Social Studies Teacher Recommendation – Frank Landis

Education:

Pennsylvania State University - Bachelors/Secondary Social Studies

Experience:

Big Spring School District - Long-Term Middle School Seventh Grade Substitute Teacher

Yellow Breeches Educational Center - Social Studies Teacher/Case Manager
Transition Teacher

The administration recommends that the Board of School Directors appoint Mr. Frank Landis as a Middle School Seventh Grade Social Studies Teacher, replacing Mr. Steve Elsier who has resigned. Mr. Landis' compensation for this position should be established at Bachelor's Degree, Step 1, \$48,142.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

6) **HS Social Studies Teacher Recommendation – Sean Stevenson**

Education:

Messiah College – Bachelors/Secondary Social Studies/History

Experience:

Big Spring School District - Long-Term Substitute High School Social Studies Teacher

Carlisle High School – Long-Term Substitute High School History Teacher

The administration recommends that the Board of School Directors appoint Mr. Sean Stevenson as a High School Social Studies teacher, replacing Ms. Deborah Whitmoyer who has resigned. Mr. Stevenson's compensation for this position should be established at a Bachelor's Degree, step 1, \$48,142.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

7) **Recommendations for Substitute School Nurses**

The administration would like to recommend the individuals listed as substitute nurses for the 2016-2017 school year.

Christine Lentz

Derrick Luszik

The administration recommends that the Board of School Directors approve the above individuals as substitute school nurses, as presented.

VOTE ON XIII., NEW BUSINESS, A-1 – A-7, PERSONNEL CONCERNS

Motion by Blasco, seconded by Kanc to combine and approve Items A-1 through A-7 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

B) Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Tracey Cook \$748.02

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, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

(ACTION ITEM)

C) Approval for Tuition Exemption for a Non-Resident Student

Miss Jewel Armolt, Big Spring High School senior, is requesting to complete her senior year at Big Spring High School as per the conditions outlined in Board Policy 202.3: "Non-resident students in the senior class may be given special consideration to continue their education in the district at the discretion of the Superintendent of Schools provided they have been enrolled in the Big Spring School District a minimum of two (2) full years immediately preceding their senior year." The parents are required to provide the necessary transportation.

The administration recommends that the Board of School Directors approve Miss Armolt's request for a tuition exemption for the 2016-2017 school year, as per the conditions outlined in Board Policy 202.3.

Motion by Swanson, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

D) Approval for Learning By Doing Grant Application

Mrs. Robyn Euker, Director of Curriculum and Instruction and Mrs. Sherisa Nailor, High School Agriculture Teacher is requesting to pursue grant funds of \$1,000 through the State FFA Foundation. The funds will be used to purchase Vernier Science equipment, specifically LabQuest sensors, in support of inquiry based labs in the Agriculture classes. Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mrs. Euker's and Mrs. Nailor's request to pursue the grant funds to support Vernier Science equipment, as presented.

Motion by Swanson, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

(ACTION ITEM)

E) Approve Snow Removal Bid/Contract

After advertising for snow removal, the district received one bid response from Blue Mountain. Analysis of Blue Mountain's proposals for base bid and alternate bid, it is in the District's best interest to accept the alternate bid; the District Solicitor agreed with this course of action.

The administration recommends the Board of School Directors accept the alternate bid from Blue Mountain Excavating, Inc. at the hourly rates shown for snow removal during the 2016-17 school year.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

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XIII. NEW BUSINESS (...continued)

(ACTION ITEM)

F) Approve Equipment Sale

The District advertised over three weeks in the VTS and online the sale of 4 pieces of equipment.

The administration recommends the Board of School Directors approve the sale of the two Lincoln welders to Jack Putt for \$197 and \$187 respectively and the 1998 Chevy 2500 Pickup to Faye Drawbaugh for \$5,595. No bids were received on the 2000 Cirrus car and the administration is authorized to salvage the car.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

(ACTION ITEM)

G) Approve Release of Abatement Bid

Mr. Roush prepared the abatement bid spec for release and advertisement on 23 Nov with a pre-bid at 4 pm on 30 Nov and bids due at 1300 on 8 Dec. See attached proposed advertisement.

The administration recommends the Board of School Directors approve the release of the NV Elementary Abatement bid specifications as prepared by Cumberland Analytical Laboratories, Inc.

Motion by Kanc, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

(ACTION ITEM)

H) Approve Addendum to Turf, Track & Court Contract

Based on the Administration and Building & Property Committee requests to address utilities in the project, Turf, Track & Court, LLC has submitted an amendment to the original Agreement for the inclusion of Barton Associates services for the utility engineering services.

The administration recommends the Board of School Directors amend the agreement with TTC in the additional amount of \$13,500 for utility design services.

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XIII. NEW BUSINESS (...continued)

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 6 – 0

(INFORMATION ITEM)

I) Newville Water & Sewer Authority Resolution to Abandon Water Line

The proposed all-weather track location has an abandoned utility easement underneath it; while the Authority has stated that it abandoned the easement, our Solicitor recommends we have the Authority pass the attached resolution.

Mr. Fry informed the Board of School Directors this is just for the Board's review. It will now go before that authority for the abatement process to continue.

(INFORMATION ITEM)

J) Draft Bid Response From the MS Roof Replacement Project

Professional Roof Services submitted the bid response form to show how they met the Board's guidance to look at both a built up roof (as base bid) and the single ply system (alternate 1). Please send any concerns or comments to Rick Kerr.

Mr. Fry informed the Board that this pulls everything together. Mr. Kerr has been working with Blaine on this process. This is just for Board members to see that we will be bidding both roofs. This includes what we discussed for specs. We hope to move forward with the timeline that was outlined.

XIV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XV. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

Mr. Roberts stated a meeting was held on November 10th. We were able to update the District strategic plan. Mrs. Clarissa Nace gave an update on her building goals and how they align to the strategic plan.

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XV. COMMITTEE REPORTS (...continued)

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

No meeting was conducted and no report was offered.

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

Addendum: Find attached the following documents for school board approval from WCE; Tobie anticipates providing Final Applications for Payment for Mid-State and Ellsworth for Dec 12 SB approval. CE Frantz – CO-02 was required because of Barton omission of some gas piping on the bid documents and also some revisions to locations, types, quantity of kitchen equipment. WCE negotiated with CE Frantz to bring this down from the original CO amount submitted of \$11,010.98 to \$7,444.34. WCE approves this CO for payment based on the work completed. The “Date of Substantial Completion” established for this project is August 26, 2016. The one-year warranty period is based on that date.

<u>What</u>	<u>Pay To</u>	<u>Amount</u>	<u>Balance</u>
C02-Gas Piping	CE Frantz	\$7,444.34	-
PayApp#7	CE Frantz	\$6,699.91	\$25,186.83
PayApp#8 Final	CE Frantz	\$25,186.83	-
Pay App 8 Final	eciConstruction, LLC	\$73,628.62	-

Motion by Swanson to pay \$39,331.08 to CE Frantz, Inc. and \$73,629.62 to eciConstruction, Inc. from the Stadium and Track Project Fund, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Roush, Piper, Blasco, and Kanc. Motion carried unanimously. 6 – 0

XV. COMMITTEE REPORTS (...continued)

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

A meeting was held this afternoon at 5:30 pm. Good outlook for health care for 2017-2018. We discussed tax collector compensation. We looked at the 2017-2018 budget.

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, Mr. Swanson

No meeting was conducted and no report was offered.

XVI. SUPERINTENDENT'S REPORT

1. **Reminder** – There will be one meeting in December which is December 12th. One meeting in January which is January 17th. The December meeting will be Board reorganization. January is Board appreciation month. In conjunction with that, we will do one other night for Board conference in which we will review items for the strategic plan. More information will follow.
2. **Committee of the Whole** – At the next meeting, there will be a review of drug testing from our SAT team. Our student support team at the high school and middle school has been working with the administration with our pays survey. This is one of the items that they want to bring information to the Board about programs that are utilized from District around us. Mr. Gillet will be making that presentation. Just to give you some information on how student drug testing works for student athletes. They will provide information on how it works and what it costs.

XVI. SUPERINTENDENT'S REPORT

3. **Tri-Valley League** – I gave you information last time about the Tri-Valley Conference. After that update, the conference did a straw vote and decided that they were not interested in Big Spring joining them. I got a call later Friday afternoon saying they had a change of heart. The straw vote changed and was now unanimous in Big Spring becoming a member. What I need from the Board is a nod so that I can submit a letter of interest. This letter would allow us to begin the process of examining that potential. The examination would start with a coaches meeting. We would meet with all head coaches. This would happen in December. We would also have community meetings and meetings for parents in the January timeframe. We would need a decision by the end of February for scheduling purposes. We would be looking at the change for the 2018-2019 school year. We would stay in Mid Penn for the 2017-2018 school year. We have received a lot of healthy information. In general, they offer all the same sports that we offer with the exception of swimming. We would have to have a discussion on whether to go independent for swimming or the potential of staying in Mid Penn. We would have to make some adjustments to the junior high sports. We need to find a spot for our athletes to compete with other school districts at similar demographics. This will not be a popular discussion with many. We need to at least have this discussion for our athletes.

Mr. Kanc inquired what happen from then to now to cause a change in things. Can we still have the same rivalries?

XVI. BUSINESS FROM THE FLOOR

Mr. Kerr informed the Board of School Directors that another finance committee meeting is needed. I have tentatively scheduled a meeting for December 8th at 7:00 am. Please let me know if this works.

Mr. Kanc wished everyone a Happy Thanksgiving.

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

No public comment regarding future board agenda items.

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XVIII. ADJOURNMENT

Motion by Blasco, seconded by Swanson to adjourn the meeting. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, and Kanc. Motion carried unanimously. 7 – 0

The meeting was adjourned at 8:23 PM.



Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, December 12, 2016