

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, NOVEMBER 3, 2014**

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

Absent – Richard Roush.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Nicole Donato, Supervisor of Curriculum & Instruction; Richard Kerr Jr, Business Manager; Brandie Shatto, Director of Educational Technology; and Carol Kuntz, Board Minutes.

### **II. PLEDGE TO THE FLAG**

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

### **III. APPROVAL OF THE OCTOBER 20, 2014 REGULAR BOARD MEETING MINUTES, THE OCTOBER 20, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE OCTOBER 20, 2014 BUILDINGS AND PROPERTY MEETING MINUTES.**

Motion by Blasco, seconded by Norris for approval of the October 20, 2014 Buildings and Property Meeting Minutes; the October 20, 2014 Committee of the Whole Meeting Minutes; and the October 20, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Norris, Piper, Blasco, Barrick, McCrea, and Gutshall. Motion carried unanimously. 8 – 0

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

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

Sam Tigyer and Katelyn Jackson presented a student report. [Student report is attached.](#)

**Mr. Justin Bruhn**, Administrative Director, Cumberland Perry Area Vocational Technical School, will introduce and recognize our vocational technical students, Dalton Barr, Auto Technology and Jaedanne Kutz, Culinary Arts.

**V. PAYMENT OF BILLS**

General Fund		-
Procurement Card	\$	30,925.71
Checks/ACH/Wires	\$	791,712.65
Capital Projects	\$	160,542.37
Cafeteria Fund	\$	170,127.39
Student Activities	\$	21,294.12
<b>Total</b>	<b>\$</b>	<b>1,174,602.24</b>

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2014-2015 as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Gutshall, Blasco, McCrea, and Norris. Motion carried unanimously.  
8 – 0

**VI. READING OF CORRESPONDENCE**

Mr. Richard W. Fry, Superintendent of Schools received correspondence that the district level plan for Big Spring School District has been accepted by the Pennsylvania Department of Education for implementation during the July 1, 2014 to June 30, 2017 cycle.

Correspondence has been included with the agenda.

**VII. RECOGNITION OF VISITORS**

Judy Creps, Denise Bonura, Bob Kanc, and Bill Beck.

**VIII. PUBLIC COMMENT PERIOD**

Rev. 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 CONCERNS

**(ACTION ITEM)**

1) **Per Diem Substitute Teachers**

**Jenifer Bedford - Early Childhood PreK-4**  
**Alexandra Arnold - Health/Physical Education**

The administration recommends that the Board of School Directors approve the additions listed to the 2014-2015 per diem substitute teacher list as presented.

**(ACTION ITEM)**

2) **Approval of Additional 2014-2015 Mentor Teacher**

Based upon the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

**Inductee**  
**Alicia Frey**

**Mentor**  
**Wendy Hankes**

The administration recommends that the Board of School Directors approve the additional 2014-2015 mentor teacher as presented.

**(ACTION ITEM)**

3) **Resignation - Amy Kyle**

Ms. Amy Kyle has submitted her resignation as a seventh grade English Language Arts teacher and Instructional Coach, effective January 2, 2015.

The administration recommends that the Board of School Directors accept Ms. Kyle's resignation letter as presented, effective January 2, 2015.

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . . continued)**

**(ACTION ITEM)**

**4) Resignation – Cara Rhone**

Ms. Cara Rhone has submitted her resignation as a Middle School Volleyball Coach, effective immediately. Ms. Rhone is requesting to assist as a volunteer coach.

The administration recommends that the Board of School Directors accept Ms. Rhone's resignation letter as presented, effective immediately and approve Ms. Rhone's request to assist as a volunteer coach.

**(ACTION ITEM)**

**5) Resignation – Jacob Geary**

Mr. Jacob Geary has submitted his resignation as Assistant Girls' Soccer Coach, effective immediately.

The administration recommends that the Board of School Directors accept Mr. Geary's resignation letter as presented, effective immediately.

**(ACTION ITEM)**

**6) Substitute Athletic Trainer – Jess Bonner**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individual listed as a substitute Athletic Trainer in the absence of Mrs. Susan Cappelli.

**Ms. Jess Bonner**

The administration recommends that the Board of School Directors approve the individual listed as a substitute Athletic Trainer for the 2014-2015 school year as presented.

**(ACTION ITEM)**

**7) Approval of Substitute Aides**

**Tressa Palmateer  
Gregory Walker**

The administration recommends that the Board of School Directors approve the additions listed to the 2014-2015 substitute aide list as presented.

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**8) Child-Rearing Leave of absence – Stephanie Devonald**

Mrs. Stephanie Devonald, grade two teacher at Mt. Rock Elementary School is requesting child-rearing leave of absence from approximately Monday, March 16, 2015 through the end of the 2014-2015 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 that the Board of School Directors approve Mrs. Devonald's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately Monday, March 16, 2015 through the end of the 2014-2015 school year.

**(ACTION ITEM)**

**9) Karyn Cunningham – Long-Term Substitute Second Grade Teacher**

**Education:**

University of Pittsburgh - Elementary Education (Bachelor's Degree)  
Shippensburg University - Master's in Education

**Experience:**

Big Spring School District – Long-Term Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Cunningham to serve as a Long-Term Substitute Second Grade Teacher at Mt. Rock Elementary School, from approximately Monday March 16, 2015 through the end of the 2014-2015 school year, replacing Mrs. Stephanie Devonald who is on child-rearing leave of absence. Mrs. Cunningham's compensation for this position should be established at Master's, Step 1, \$49,418.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**10) Recommendation for Seventh Grade maroon Team Leader**

Dr. Linda Wilson, Middle School Principal would like to recommend the individual listed as Seventh Grade Maroon Team Leader for the 2014-2015 school year.

**Stephen Elsier**

The administration recommends that the Board of School Directors approve the individual listed as Seventh Grade Maroon Team Leader as presented.

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

Motion by Blasco, seconded by Norris to combine and approve Items A-1 through A-14 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Gutshall, Blasco, McCrea, Piper, and Norris. Motion carried unanimously.  
8 – 0

**XI. 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.

**Brent Stroh \$394.98**

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

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**C) Oak Flat Elementary School PTO Annual Audit**

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta, Accountant advising that Oak Flat Elementary School PTO's records were accepted with auditing standards for the 2013-2014 school year.

A copy of the letter from Ms. Manetta is included with the agenda.

The administration recommends that the Board of School Directors accept the 2013-2014 Oak Flat Elementary School PTO's annual audit report as presented.

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

**(ACTION ITEM)**

**D) Facilities Utilization Request**

Mr. Tobey Lay is requesting permission to utilize the High School gym, commons, adaptive gym and concession area for DAWG Duals, on Sunday, February 1, 2015 from 8:30 a.m. - 4:00 p.m. Because the utilization date will be on Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mr. Lay's request to utilize the High School gym, commons, adaptive gym and concession area for DAWG Duals, on Sunday, February 1, 2015 from 8:30 a.m. - 4:00 p.m., as presented.

Motion by Blasco, seconded by Norris to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Gutshall, Blasco, McCrea, Piper, and Norris. Voting No: Barrick. Motion carried unanimously. 7 – 1

**(ACTION ITEM)**

**E) Case J of 2014-2015**

The parents of the student in Case J of the 2014-2015 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors assign the student in Case J of the 2014-2015 school year for a period of forty-five (45) days, to an alternative educational placement. During the period of exclusion, the student will have prior

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . .continued)**

administrative approval to be on school property, and may not attend or participate in any school related extra-curricular activities.

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

**(ACTION ITEM)**

**F) Adoption of Proposed Planned Course**

Listed is a completed planned course for board approval.

**Elementary Library (K-2)**

The administration recommends the Board of School Directors approve the proposed course as presented.

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

**(INFORMATION ITEM)**

**G) Proposed Updated Job Description**

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

- 311 Network Coordinator**
- 312 Computer Systems Technician**
- 315 K-12 Technology Integrator**
- 319 Software Applications Coordinator**
- 414 Educational Technologist**

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the November 17, 2014 Board meeting.

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**XI. NEW BUSINESS (. . .continued)**

**(INFORMATION ITEM)**

**H) Proposed Adoption of Textbooks**

Mrs. Nicole Donato, Supervisor of Curriculum and Instruction, is recommending the following books to the Superintendent of Schools. The books are available for review in the curriculum office by any member of the Board of School Directors who wishes to review the book, prior to the November 17, 2014 Board of School Directors meeting.

<u>Course</u>	<u>Title</u>
French I	T'es branche Level 2 - Passport
French II	T'es branche Level 2 - Passport
French III	T'es branche Level 3 - Passport
Spanish (all levels)	Spanish iCulture

**XII. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XIII. COMMITTEE REPORTS**

**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**

No meeting was conducted and no report was offered.

**D. Buildings and Property Committee – Mr. Barrick**

No meeting was conducted and no report was offered.

**XIII. COMMITTEE REPORTS** (...continued)

**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**

1. Veteran's Day Activities – The high school will be holding a breakfast and will have the Flag changing ceremony. Middle School will hold a ceremony at the flag pole. Stars will be displayed throughout the building to honor veteran's families. Newville Elementary will have a Hero's lunch and grade level discussion on the significance of the date. Mt. Rock will have a veteran's lunch on November 11<sup>th</sup>. Oak Flat will have a veteran's program along with their awards assembly. Tons of activities at all five buildings.
2. **Grant Proposal** - A significant portion of the grant proposal has been approved by Penn Dot. There were 86 projects approved in 35 counties throughout the state. They awarded funding of over 84 million. We received roughly \$525,000. This will complete safety improvements to include the insulation of new school zone signs, and also upgrade current school zone signs. Also the design of a pedestrian tunnel connecting the high school to Mt. Rock Elementary was approved. After the design is completed, we then can review various options for this safety improvement in the future if the Board would want to consider it.

**Big Spring School Board Meeting Minutes ~ Monday, November 3, 2014**

**X. BUSINESS FROM THE FLOOR**

Mr. Piper would like to thank Mrs. Hetrick and other staff members who accompanied our students to the tomb of the unknown soldier and the changing of the wreath. The students were very respectful of the activities there.

Mr. Barrick attended PSBEA state wide conference. Mr. Fry was also there. Tomorrow is election day, please vote.

Mr. Wolf stated that while they were at the tomb of the unknown soldier. We got a research project for Mrs. Hetrick's class. There were several infants buried in the cemetery. They did research to find out about the infants. It was a really good experience.

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

There was no public comment regarding future Board agenda items.

**XII. ADJOURNMENT**

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

The meeting was adjourned at 8:31 PM.

---

Robert L. Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, November 17, 2014**