

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, DECEMBER 9, 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 President William Swanson, presiding. Seven (7) directors present: William Swanson, President; Todd Deihl, Vice-President; William Piper, Secretary; David Gutshall, Treasurer; Robert Over, Richard Roush and Frank Myers

Absent – Blasco, Wardle

*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Richard Kerr, Jr., Business Manager; Vonda Kelso, Accounting Controller; Cathy Seras, Board Minutes; Andy Milone, Valley Times Star

II. PLEDGE TO THE FLAG

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

III. Election of the Temporary President

(Refer to Sections 402 and 404 of the Public School Code of 1949)

"... there shall be elected from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Motion by Deihl to nominate Mr. Over for Temporary President, Seconded by Roush.

Motion by Myers to close the nominations. Roll call vote to elect Robert Over as Temporary President: Voting Yes: Gutshall, Deihl, Piper, Over, Swanson, Roush, Myers.

Motion carried unanimously. 7 – 0.

IV. Oath of Office of Newly Appointed and Re-Elected Board Members

When there are newly-elected, appointed or re-elected Board members, the Temporary President will administer the oath of office:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that will discharge the duties of my office with fidelity."

V. Election of Officers

Refer to Sections 402 and 404 of the Public School Code of 1949.

A. Election of President – One Year Appointment

Motion by Deihl to nominate Mr. William Swanson, for President.

Roll call vote on the motion by Piper to elect Mr. William Swanson as President.

Roll call vote: Voting Yes: Gutshall, Deihl, Piper, Roush, Over, Swanson and Myers.

Motion carried unanimously. 7 – 0.

The 2019 Board President, Mr. William Swanson began his duties.

B. Election of the Vice-President - One Year Appointment

Motion by Gutshall to nominate Mr. Todd Deihl for Vice President.

Roll call vote on the motion by Myers to elect Mr. Todd Deihl Vice President.

Voting Yes: Swanson, Gutshall, Deihl, Piper, Over, Roush and Myers.

Motion carried unanimously. 7 – 0

Appointments of Committee Members

a. Pennsylvania School Boards Association Legislative Chairperson - One Year Appointment

Current Representative - Mr. Bob Kanc

Mr. Frank Myers was appointed to a one-year term as the Pennsylvania School Boards Association Legislative Chairperson.

b. Capital Area Intermediate Unit - One Year Appointment

Current Representative - Mr. William Swanson

Mr. William Swanson was appointed to a one-year term as the Capital Area Intermediate Unit representative.

c. Athletic Council - One Year Appointment

Current Representative - Mr. William Swanson, Mr. David Gutshall and Mr. Todd Deihl

Mr. Todd Deihl, Mr. Frank Myers and Mr. John Wardle were appointed to serve a one-year term on the Athletic Council.

d. District Improvement Committee - One Year Appointment

Current Representative - Mr. Bob Kanc and Mr. Robert Over, Jr.

Mr. Robert Over, Jr. and Mr. Frank Myers were appointed to serve a one-year term on the District Improvement Committee.

e. Meet and Discuss Committee for Classified Employees - One Year Appointment

Current Representative - Mr. Kingsley Blasco

Mr. William Piper and Mr. John Wardle were appointed to serve a one-year term on the Meet and Discuss Committee for Classified Employees.

f. Cumberland Perry Area Vocational Technical School - One Year Appointment

Current Representatives - Mr. William Piper

Mr. William Piper and Mr. John Wardle were appointed to serve a one-year term on the Cumberland Perry Area Vocational Technical School Committee.

Appointments of Committee Members (. . .continued)

g. Pennsylvania School Boards Association Regional Cabinet Member - One Year Appointment

Current Representative – Vacant

Mr. Frank Myers was appointed to serve a one-year term on the Pennsylvania School Boards Association as a Regional Cabinet Member.

h. Buildings and Property Committee - One Year Appointment

Current Representatives - Mr. Richard Roush, Co-Chairperson, Mr. William Piper, Co-Chairperson, Mr. William Swanson and Mr. Robert Over, Jr.

Mr. Richard Roush, Co-Chairperson, Mr. William Piper, Co-Chairperson, Mr. William Swanson and Mr. Robert Over, Jr. were appointed to serve a one-year term on the Buildings and Property Committee.

i. Finance Committee - One Year Appointment

Current Representative - Mr. Kingsley Blasco, Chairperson, Mr. William Piper, Mr. William Swanson and Mr. David Gutshall

Mr. Todd Deihl, Chairperson, Mr. William Piper, Mr. William Swanson and Mr. David Gutshall were appointed to serve a one-year term on the Finance Committee.

j. South Central Trust Board - One Year Appointment

Current Representative - Mr. Kingsley Blasco

Mr. Todd Deihl was appointed to serve a one-year term as a representative to the South Central Trust Board.

k. Tax Collection Committee - One Year Appointment

Current Representative – Mr. William Swanson

Mr. William Swanson was appointed to serve a one-year term as representative to the Tax Collection Committee.

VI. Approval of the November 18, 2019 Regular Board Meeting Minutes and the November 18, 2019 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Roush for approval of the November 18, 2019

Regular Board Meeting Minutes and the November 18, 2019 Committee of the Whole Meeting Minutes as outlined above.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Myers, Roush and Gutshall.

Motion carried unanimously. 7- 0

VII. Student/Staff Recognition and Board Reports – Darren Neidigh & Regan Donato

Darren Neidigh and *Regan Donato* presented a student report sharing the information below:

- BSSD's Craft of Acting Class trip to Messiah College to watch a performance.
- BSSD's students traveled to Red Land on November 25 & 26 for the Cumberland County Chorus Festival.
- Spanish Club held an event about Papel Picados on December 3rd.
- BSSD's Mass Media Class was invited to ABC 27 News Studio. Valerie Pritchett gave a tour of the studio.
- TEMPUS held their annual Veteran's Brunch on December 5th.
- BSSD's Club CARE hosted the annual "Nutquaker" Suite; a tradition for over a decade.

Student's Report (. . . continued)

- TEMPUS held their annual Winter Movie Night on December 7th.
- The One Stop Dawg Shop is preparing for a talent show taking place on December 13th.
- BSHS students will be participating in a twelve day spirit week.
- The Capital Division All Stars were mentioned; Allison Frick, Marlee Johnson and Mattea Penner
- PennLive named sophomore Matthew Raudabaugh the "Swimmer to Watch" for the 2019-2020 boys swim season.
- Dalton Eberts, Elise Eddy, Jack Patterson and Gavin Hunt were chosen for PMEA District Seven Upper Band Festival.

VIII. Financial Reports**a. Payment of Bills**

General Fund		
Procurement Card	\$	36,137.10
Checks/ACH/Wires	\$	1,481,587.02
Capital Projects Reserve Fund	\$	0.00
Mount Rock Projects-2018 Fund	\$	24,177.39
Newville Projects Fund	\$	82.75
Cafeteria Fund	\$	1,080.23
Student Activities	\$	<u>27,623.38</u>
Total	\$	1,570,687.87

Motion to approve payment of bills, as presented.

Motion by Gutshall, seconded by Roush for approval of the Payment of Bills as outlined above.

Roll call vote: Voting Yes: Swanson, Piper, Over, Deihl, Myers, Gutshall and Roush.

Motion carried unanimously. 7-0

IX. Reading of Correspondence**X. Recognition of Visitors** – Lauren Hetrick, High School Social Studies Teacher**XI. Public Comment Period**

Pastor Kevin Dunlap, 315 Nealy Road, Newville, PA addressed the Board of School of Directors and offered a prayer of encouragement for administration, the Board of School Directors, staff and students.

XII. Structured Public Comment Period**XIII. Old Business****XIV. New Business**

XIV. New Business – Action Items

a. Resignation - Mr. Zach Reed

Mr. Zach Reed has submitted his resignation for the position of a part-time assistant grounds keeper, effective December 20, 2019. Mr. Reed is requesting to continue his employment with Big Spring School District as a seasonal part-time assistant grounds keeper.

The administration recommends the Board of School Directors approve Mr. Reed's resignation for the position of a part-time assistant grounds keeper, effective December 20, 2019 and authorize approval for Mr. Reed's request to continue with Big Spring School District as a seasonal part-time grounds keeper, as presented.

b. Resignation - Mrs. Vonda Kelso

Mrs. Vonda Kelso has submitted her resignation for the position of Accounting Controller. Mrs. Kelso's resignation date is pending due to assisting the District Administration with the training of the new Accounting Controller.

The administration recommends the Board of School Directors approve Mrs. Kelso's resignation as Accounting Controller, as presented.

c. Resignation – Middle School Volleyball Coach

Ms. Melissa Carlson has submitted her resignation for the position of Middle School Volleyball Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Carlson's resignation for the position of Middle School Volleyball Coach, effective immediately.

d. Child-Rearing Leave - Mrs. Amber Rhinehart

Mrs. Amber Rhinehart, second grade teacher at Newville Elementary School is requesting child-rearing leave of absence to begin approximately March 9, 2020 through approximately May 26, 2020. 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 the Board of School Directors approve Mrs. Rhinehart's requested child-rearing leave of absence to begin approximately March 9, 2020 through the approximately May 26, 2020.

e. Recommended Approval for 2019-2020 Mentors

Based on 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 mentors are listed below.

INDUCTEE	BUILDING/SUBJECT	CURRICULUM MENTOR
Lisa Bahmueller	Oak Flat Elementary Special Education	Megan Frantz
BrieAnn Arnsberger	Oak Flat First Grade Teacher	Caitlin Steinly

The administration recommends that the Board of School Directors approve the 2019-2020 mentor teachers as presented.

XIV. New Business – Action Items

f. Recommended Approval for High School Musical Positions

Mr. William August, High School Principal would like to recommend the individuals listed for the positions as noted.

High Musical Choreographer (one position to be split)

- Haley Kruger
- Catherine Rogers

High School Musical Vocal Coach

- Edward Wilson

High School Musical Pit Director

- Susan Travis

High School Musical Tech Director

- Adam Nobile

The administration recommends the Board of School Directors approve the individuals listed for the positions as noted.

g. Recommended Approval for a ESS Aides

The administration request approval for the ESS aides listed below.

Afi Wethington - full-time one on one student aide.

Madilyn Martin - full-time kindergarten aide at Oak Flat Elementary School, replacing Ms. Batton who has resigned.

The administration recommends the Board of School Directors approve the aides and their assignments listed.

h. Recommended Approval for Accounting Controller - Caleb Barwin

Education:

Lebanon Valley College - Bachelor's Degree/Accounting

Experience:

UPMC Pinnacle, Harrisburg, PA - Physician Compensation Accountant

The Hershey Company, Hershey, PA - Financial Analyst Intern

The administration recommends the Board of School Directors appoint Mr. Caleb Barwin as Accounting Controller for the Business Office replacing Mrs. Vonda Kelso who is resigning. Mr. Barwin's compensation for this position should be established at \$55,000.00, with a start date of January 6, 2020. This hire is subject to the Probationary Period as spelled out in the Compensation Plan.

i. Recommend Approval for Paid Student Internship

The business office is facing increasing reporting with state & federal mandates. Rather than hire a part-time employee, the administration recommends we try a long-term student intern to help with routine administrative tasks as well as select accounting reports. Based on a recommendation from Ms. Black, we have a superior candidate.

The administration recommends the Board of School Directors approve hiring Ms. Olivia Weibley as a paid intern in the business office at a rate of \$9.43 per hour not to exceed 15 hours per week.

VOTE ON XIV . . .NEW BUSINESS, A - I, PERSONNEL CONCERNS

Motion by Roush, seconded by Deihl to combine and approve items A - I as outlined and recommended above. Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Roush and Myers. Motion carried unanimously. 7- 0

XIV. New Business (. . .continued)

a. 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 contracts.

Molly Kordes \$1,500.00

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 Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

b. Approve at Index Resolution

The District is required to provide a preliminary budget by January 31, 2020 for the 2020-2021 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 3.2%.

The administration recommends the Board of School Directors adopt the resolution provided indicating that the Board will not raise property taxes above the PDE adjusted index of 3.2% for school year 2020-2021 as provided for under Section 311 of the Taxpayer Relief Act of Special Session No.1 of 2006 and direct the administration to file the appropriate documents with PDE.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

c. Approve Construction Change Order

The administration received this change order for the close out of the Pedestrian Safety Grant project. ([Link to change order](#))

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	
MR	2	Michael Baker	Combined CO curbing, swale repair and unused bid quantities	-\$46,275.79	close out

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

-Mr. Kerr discussed the construction change order with the Board of School Directors.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

XIV. New Business (. . .continued)

d. Approve Payments from Capital Projects Reserve Fund

Along with the change order above, the administration received the following Pay Apps for the finer project and the Pedestrian Safety project ([link to docs](#))

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Celerity	Prof Eng Svc: OF-HS Fiber plan	6,663.75	
Celerity	Prof Eng Svc: DAO-NV Fiber plan	6,727.50	
Rogele, Inc.	PayApp 6	<u>53,622.85</u>	close out
	Total	\$67,014.10	

The administration recommends the Board of School Directors approve payment of \$67,014.10 to Rogele, Inc.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

e. Approve Payments from Mt Rock Projects - 2018 Fund

The administration received the following pay applications for the Mt Rock Projects - 2018 Fund ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2 MR	eciConstruction	GC PayApp 9 (Inv 30.19011.9)	\$ 46,122.44	\$ 10,000.00
Ph2- OF	eciConstruction	GC PayApp 9 (Inv 30.19012.9)	17,097.94	5,000.00
Ph2- OF	Honeywell	Inv 5250039867-Cameras	1,000.00	4,555.30
Ph2-all	Stouffer	HVAC PayApp 8	3,257.17	12,661.91
		Total	\$ 67,477.55	\$ 32,217.21

The administration recommends the Board of School Directors approve the payment of \$63,220.38 to eciConstruction, LLC; \$1,000 to Honeywell International, Inc and \$3,257.17 to Stouffer Mechanical Contractor.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

XIV. New Business (. . .continued)

f. Approve Final Payments from Newville Projects Fund

The administration received the following pay application ([link to docs](#)). Once these are paid the remaining balance of \$269.35 should be transferred to the Mt Rock fund.

Proj	From	Description	Amount	Remaining
Ph2 MR	Honeywell	Inv 5250039866-MR Cameras	\$ 2,000.00	5,224.73
Ph2 MS	Honeywell	Inv 5250073685-MS Cameras	<u>\$14,768.71</u>	close out
Total			\$16,768.71	

The administration recommends the Board of School Directors approve the payment of \$16,768.71 to Honeywell International, Inc. and the transfer of the remaining balance of the fund to the Mt Rock Projects 2018 Fund.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

g. Approve 2019 Financial Statements and Audit

Greenawalt & Co. presented the financial statements and the single audit to the Committee of the Whole prior to this meeting. It is an unmodified opinion with no findings. This must be sent to several state agencies and the CAIU; it will be posted to our website following Board approval.

Link to: Financial Statements Single Audit Report Annual Financial Report (PDE)
All of the District's financial history is available on the District's web-site

The administration recommends that the Board of School Directors accept the District's 2018-19 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

h. Approve Leased Fiber Bid via Erate 2020

The District administration, working with Questeq Erate consultants, prepared the bid documents for the fiber project to connect Oak Flat to the High School and Newville to the DAO. With Board approval, this bid will be released as part of the Erate process in 2020 ([link to the bid spec](#)).

The administration recommends the Board of School Directors approve the bid specification and its release as part of the E-rate program.

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

Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush and Myers.

Motion carried unanimously. 7- 0

XV. New Business – Information Item

a. Review of Pole Attachment Agreement

As part of the fiber project, the above ground fiber will be attached to PPL's power poles. The use of the poles will require the District to have an agreement in place and for the District to pay ~\$31 per pole per year ([link to agreement](#)). Once we have completed a review - including the Solicitor - we'll present for approval.

There was a brief over view and discussion amongst the Administration and the Board of School Directors regarding the Agreement.

XVI. Discussion Item

XVII. Future Board Agenda Items

XVIII. Board Reports

a. District Improvement Committee - Mr. Myers and Mr. Over

- No Report offered.

b. Athletic Committee - Mr. Deihl, Mr. Myers and Mr. Wardle

- It was communicated that the Athletic Council Meeting Minutes are included in member's folders.

c. Cumberland Perry Area Vocational-Technical School – Mr. Piper and Mr. Wardle

- Mr. Piper shared that the Carpentry Instructor vacancy has been filled.
- Mr. Piper communicated the re-organization of the Vo-Tech Board Members.
- It was shared by Mr. Piper that there was \$40,000 in donations to CPAVTS.
- Mr. Piper stated that the CPAVTS enrollment for the 2020-2021 school year is approximately 1,124.

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

No report offered.

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

No report offered.

f. South Central Trust - Mr. Deihl

No report offered.

g. Capital Area Intermediate Unit - Mr. Swanson and Mr.

No report

h. Tax Collection Committee - Mr. Swanson

No report

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

- Dr. Fry shared the November 25, 2019 enrollment report.
- Dr. Fry discussed the upcoming board training with the Board of School Directors and communicated that mileage will be charted and submitted to the Business Office.
- Dr. Fry shared information on school police requirements.
- Dr. Fry shared the Stock and Leader Event, School Law, which is being held on Thursday, January 30, 2020.
- It was communicated that there will be more to come on the Interactive TV's.
- Dr. Fry communicated that the CPAVTS Budget will be on the January 13, 2020 board agenda.

XIX. Meeting Closing

a. Business from the Floor

- Mr. Swanson thanked Vonda Kelso for all she has done for BSSD and wished her luck.
- Mr. Over stated he was looking forward to the next Exhibition Night.
- Mr. Deihl stated that the JT Kuhn Basketball Tournament was a wonderful event.
- Mr. Piper shared information on the PSBA insurance for board members. Mr. Piper stated if interested to fill out the form and return on January 13, 2020.
- Mr. Swanson welcomed Mr. Frank Myers as a new board member.

b. Public Comment Regarding Future Board Agenda Items

No Public Comment.

c. Adjournment

Motion by Roush, seconded by Deihl to adjourn the meeting.

Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Deihl, Myers, Roush and Over

Motion carried unanimously. 7 – 0

Meeting adjourned at **8:31 p.m., December 9, 2019.**

Mr. William L. Piper

Next scheduled meeting is: **January 13, 2020.**