

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, DECEMBER 10, 2018

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; William Piper, Secretary; David Gutshall, Treasurer; Robert Over, Richard Roush, Kingsley Blasco and Todd Deihl

Absent – Bob Kanc

*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts, Assistant Superintendent Robyn Euker, Director of Curriculum & Instruction; Richard Kerr, Jr., Business Manager; Cathy Seras, Board Minutes; Andy Milone, 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 19, 2018, Regular Board Meeting Minutes, the November 19, 2018 Committee of the Whole Meeting Minutes and the November 19, 2018 Finance Committee Meeting Minutes.

Motion by Roush, seconded by Blasco for approval of the November 19, 2018 Regular Board Meeting Minutes, the November 19, 2018 Committee of the Whole Meeting Minutes and the November 19, 2018 Finance Committee Meeting Minutes as outlined above.

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

Motion carried unanimously. 8- 0

IV. Student/Staff Recognition and Board Reports - Gabi Reifsnyder & Regan Donato

Regan and Gabi shared the events below that took place and will be taking place throughout the weeks ahead.

- The month of November was successful for the band and chorus departments. Grace Patterson was selected to represent Big Spring after auditioning for the District competition that will be held in February.
- Nine students auditioned to be involved with the PMEA District 7 Upper Band Festival and the PMEA District 7 Orchestra Festival.

- The students listed were selected to represent Big Spring in the Upper Band Festival and Orchestra Festival.
 - Skylar Diehl, Grace Paterson, Jay Ni, Dalton Eberts and Gavin Hunt
 - Skylar was selected to represent Big Spring in both festivals.
- The Tempus Club hosted their annual winter movie night. The movie featured was “How the Grinch Stole Christmas”.
- The Winter Band and Choral Concert will perform on December 17th.
- The students listed received their FFA jackets.
 - Tomi Branyan, Jacob Bream, Becky Cohick, Meaghan Foreman, Haley Fraker, Caeleigh Mishou, Brayden Myers, Taylor Waggoner.
- The students listed will be presented with the PA State Keystone Degree
 - Kalie Bistline, Makayla Hoch, Hannah Martin, McKenzie Myers, Makayla Orndorff, Emily Stambaugh, Madison Wickard and Tucker Williams
- Earning the Cumberland, Dauphin, and Perry County area degree this year were Clair Cohick, Alexis Feambaugh, Emily Lindsey, Emma Monosmith and Olivia Weibley.
- Fourteen Agriculture students paired with the Chesapeake Bay Foundation to assist to repair buffers at a local farm.
- This year’s fall play was entitled “Scrooge of Rock”.
- The yearbook class took pages from older yearbooks and folded them into mini trees and snowmen. They topped the mini trees with pictures of staff and dispensed them throughout the library.
- Students in the Career Project Class will have the opportunity to participate in mock interviews.
- To assist with raising money for the Mini THON student council put together a 5K Reindeer Run event on December 15th.

V. 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. Swanson for Temporary President.

Motion by Roush to close the nominations. Roll call vote to elect William Swanson as Temporary President: Voting Yes: Gutshall, Deihl, Piper, Over, Swanson, Roush, Blasco, and Wolf. Motion carried unanimously. 8 – 0.

A. Election of President – One Year Appointment

Motion by Blasco to nominate Mr. Wilbur Wolf, Jr., for President.

Roll call vote on the motion by Blasco to elect Wilbur Wolf, Jr. as President. Roll call vote:
Voting Yes: Gutshall, Deihl, Piper, Roush, Swanson, Over, Blasco and Wolf.
Motion carried unanimously. 8 – 0.

The 2019 Board President, Wilbur Wolf, Jr., began his duties.

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

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

Roll call vote on the motion by Roush to elect Mr. William Swanson Vice President.
Voting Yes: Gutshall, Deihl, Piper, Over, Roush, Swanson, Blasco and Wolf. Motion carried unanimously. 8 – 0

Appointments of Committee Members

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

Current Representative - Mr. Bob Kanc

Mr. Kanc 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. Wilbur Wolf, Jr.

Mr. Wilbur Wolf, Jr., 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. Swanson, Mr. Deihl, and Mr. Gutshall 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. Kanc and Mr. Over 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. Blasco, was 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 and Mr. Wilbur Wolf, Jr.

Mr. William Piper and Mr. Wilbur Wolf, Jr., were appointed to serve a one-year term on the Cumberland Perry Area Vocational Technical School Committee.

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

Current Representative - Vacant

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

Mr. Richard Roush, Co-Chairperson, Mr. William Piper, Co-Chairperson, Mr. William Swanson and Mr. Robert Over 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. Kingsley Blasco, 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. Kingsley Blasco 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. Wilbur Wolf, Jr. and Mr. William Swanson

Mr. Wilbur Wolf, Jr. and Mr. William Swanson were appointed to serve a one-year term as representatives to the Tax Collection Committee.

VI. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	24,765.22
Checks/ACH/Wires	\$	1,080,358.76
Capital Projects Fund	\$	14,021.23
Mount Rock Projects-2018 Fund	\$	119,544.51
Newville Projects Fund	\$	36,367.06
Cafeteria Fund	\$	115,414.50
Student Activities Fund	\$	<u>12,674.21</u>
Total	\$	1,403,145.49

Motion to approve payment of bills, as presented.

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects Fund, Mt. Rock Projects-2018 Fund, Newville Projects Fund, Cafeteria Fund, and Student Activities Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Over, Deihl, Blasco, Gutshall and Roush. Motion carried unanimously. 8-0

VII. Treasurer's Fund Report

General Fund	\$	25,790,049.52
Capital Projects Fund	\$	7,388,755.51
Cafeteria Fund	\$	437,844.48
Student Activities Fund	\$	295,381.38
Newville Projects Fund	\$	2,553,526.86
Mt. Rock Projects - 2018 Fund	\$	<u>6,586,184.29</u>
Total	\$	43,051,742.04

Motion to approve the treasurer's fund report and budget transfers, as presented

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects Fund, Mt. Rock Projects-2018 Fund, Newville Projects Fund, Cafeteria Fund, and Student Activities Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Over, Deihl, Blasco, Gutshall and Roush. Motion carried unanimously. 8-0

VIII. 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 to accept Year-To-Date General Fund and Tax Reports, as submitted.

Motion by Blasco, seconded by Roush to accept Year-to-Date General Fund and YTD Taxes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Blasco and Roush. Motion carried unanimously. 8- 0

IX. Reading of Correspondence

a. Correspondence from Pennsylvania Department of Education - Division of Federal Programs

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education, Division of Federal Programs regarding Big Spring School District's eligibility for full participation in federal grant funding for school year 2018-2019. Correspondence is included with the agenda.

b. Correspondence from the Auditor General's Office

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Auditor General Office regarding a performance audit of the Big Spring School District on December 17, 2018. The purpose of this audit is to determine compliance with certain relevant state laws, regulations, contracts, and administrative procedures and to address the efficiency and effectiveness of certain areas as compared to best practices. The audit will cover July 1, 2013 through June 30, 2017.

X. Recognition of Visitors – Charlene D’Amore, Michael Reifsnyder, Jill Davis, Kim Walk and Carol Graham

XI. Public Comment Period

Carol Graham, 2565 Walnut Bottom Road, Carlisle PA 17015 addressed the Board of School of Directors and offered a prayer of encouragement.

Jill Davis, 241 Bullshead Road, Newville, PA 17241 shared three books with the Board of School Directors of three former Big Spring School District students who are now published authors. Ms. Davis shared their success as writers and stated that these individuals continue to write in hopes of future books to be published. Ms. Davis presented the books to the Board of School Directors to be placed in the High School Library.

XII. Structured Public Comment Period

XIII. Old Business

XIV. New Business

A. Personnel Items

(Action Items A1-A3)

1. Resignation - Middle School Computer Science Teacher

Mr. Nicholas Mistishen, Middle School Computer Science Teacher has submitted his letter of resignation for the purpose of retirement, effective June 10, 2019.

The administration recommends the Board of School Directors approve Mr. Mistishen's resignation for the purpose of retirement, effective June 10, 2019

2. Resignation – Middle School Family Consumer Science Teacher

Mrs. Karen Showaker, Family Consumer Science Teacher has submitted her letter of resignation, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Showaker’s resignation, effective the end of the 2018-2019 school year.

3. Coaching Recommendations

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

- Mrs. Kami Kump - High School Assistant Softball Coach**
- Trenton Snader - Volunteer Junior High Wrestling Coach**
- Christian Ruff - Volunteer Wrestling Coach**

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

VOTE ON XIV . . .NEW BUSINESS, A-1 – A -3, PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to combine and approve items A-1 through A-3 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Roush, Gutshall, Over, Blasco and Deihl. Motion carried unanimously. 8– 0

XIV. New Business (. . .continued)

a. Credit Pay

(Action Items a-c)

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 Swanson, seconded by Roush as outlined and recommended above.

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

Motion carried unanimously. 8- 0

b. Case B

The parents of Case B of the 2018-2019 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case B of the 2018-2019 school year for the period of fifteen days with participation in the SAP program. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

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

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

Motion carried unanimously. 8- 0

c. Case C

The parents of Case C of the 2018-2019 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case C of the 2018-2019 school year for the remainder of the 2018-2019 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

Motion by Swanson, seconded by Blasco as outlined and recommended above.

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

Motion carried unanimously. 8- 0

XIV. New Business (. . . continued)

(Action Items d-f)

d. Approve Payments from Capital Reserve Fund

The District received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Cumberland Analytical	IAQ Survey	\$650.00
PRSI	Mt. Rock Inspections	\$800.00

The administration recommends the Board of School Directors approve the payment of \$ \$650 to Cumberland Analytical and \$800 to Professional Roof Services, Inc.

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

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

Motion carried unanimously. 8- 0

e. Approve Payment from Newville Projects Fund

The District received the following applications for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Frey Lutz Corp.	Pay App 8	\$90,515.32	\$19,645.00
eciConstruction	HS GC Pay App 7	\$24,290.75	\$2,000.00
Lobar, Inc	GC Close Out Pay App9	\$39,065.40	\$0.00
Detwiler Roofing	Close Out Pay App 4	\$44,375.00	\$0.00
Blue Mtn Excavation	Install MS Courtyard Drains	\$3,900.00	\$0.00

The administration recommends the Board of School Directors approve the payment of \$90,515.32 to Frey Lutz Corp.; \$24,290.75 to eciConstruction; \$39,065.40 to Lobar, Inc.; \$44,375 to Detwiler Roofing and \$3,900 to Blue Mountain Excavating, Inc.

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

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

Motion carried unanimously. 8- 0

f. Approve Payments from the Mt Rock 2018 Project Fund

The District received the following applications for payment:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MR	eciConstruction	GC Pay App 7	\$110.12	\$45,564.98
MR	eciConstruction	GC Pay App 8	\$34,454.98	\$11,110.00

The administration recommends the Board of School Directors approve the payment of \$34,565.10 to eciConstruction.

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

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

Motion carried unanimously. 8- 0

g. Approve Newville Change Order

The District received the attached change order from CRA. This was initiated at the District's request due to the constant use of the divider and a need for split air handling.

The administration recommends the Board of School Directors approve the \$8,490 change order for the Newville HVAC contract.

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

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

Motion carried unanimously. 8- 0

h. Approve 2018 Financial Statements and Audit

Greenawalt & Co. presented the financial statements and the single audit to the Finance Committee on Monday, 19 November (attached). It is an unmodified opinion with a single finding regarding late final expenditure report for Title I. This must be sent to several state agencies and the CAIU; it will be posted to our website following approval.

Link to: [Financial Statements](#) [Single Audit Report](#) [Annual Financial Report](#) (PDE)

The administration recommends that the Board of School Directors accept the District's 2017-2018 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

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

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

Motion carried unanimously. 8- 0

i. Approve Resolution to Stay Within Index for 2020 Budget

The District is required to provide a preliminary budget by January 31, 2019 for the 2019-2020 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses with the Board Finance Committee on Thursday, 6 December, the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 2.9%.

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 2.9 % for school year 2019-2020 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 Blasco, seconded by Roush as outlined and recommended above.

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

Motion carried unanimously. 8- 0

XIV. New Business (. . . continued)

j. Approve Bid Advertising for 2019 Project

(Action Item)

The District received the attached document with the bid instructions for the 2019 project(s). The intent is to begin advertising this on 19 December with the actual bid specification reviewed with the Board on Monday 14 January, 2019 and release to bidders on the 16th.

The administration recommends the Board of School Directors approve the advertising for bids on the 2019 project beginning on/about 19 December, 2019.

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

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

Motion carried unanimously. 8- 0

XV. New Business - Information Item

a. Discussion of Act 39 - Lead in Drinking Water (Information Item)

With the passage of Act 39, PDE released its [guidance on Lead in Drinking Water](#) to meet the requirements of the legislation:

- Encourage schools to test for lead in their drinking water;
- Require schools that do not test to discuss lead issues at a public meeting; and
- Implement a plan if results exceed the U.S. Environmental Protection Agency's (EPA) national primary drinking water standard of 15 parts per billion (ppb).

b. Cumberland Perry Area Vocational Technical General Fund Budget Proposal

Included with the agenda for Board review is the proposed 2019-2020 Cumberland Perry Area Vocational Technical School Budget. Cafeteria divided.

The proposed 2019-2020 Cumberland Perry Area Vocational Technical School Budget will be recommended for Board action at the January 14, 2019 Board of School Directors meeting.

XVI. Future Board Agenda Items

XVII. Board Reports

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

No Report

b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl

Mr. Swanson shared that the Cheerleading Squad qualified for the national competition in Florida.

No Report

c. Vocational-Technical School - Mr. Wolf and Mr. Piper

No report

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

No report

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

No report

f. South Central Trust - Mr. Blasco

No report

g. Capital Area Intermediate Unit - Mr. Wolf

No report

h. Tax Collection Committee - Mr. Wolf and Mr. Swanson

No report

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

1. Dr. Fry shared the November, 2018 enrollment and stated that the report is identical to the October, 2018 report.
2. Dr. Fry talked about the Artist in Residence Work Program. Dr. Fry shared there was 120 middle school students who were in support of the program. Dr. Fry communicated there were eight different designs which are now being displayed at the Plainfield turnpike terminal. The artwork exhibits various themes throughout the Cumberland Valley area. Dr. Fry communicated that there will be quilts mounted on two barns. Dr. Fry shared that local farmers are interested in displaying the artwork.
3. Dr. Fry reminded the Board of School Directors that students and staff will be in school on January 2, 2019.
4. Dr. Fry communicated to the Board of School Directors they will receive a draft of the 2019-2020 school calendar in January for review.
5. Dr. Fry reminded the Board of School Directors of the next board meeting which will be January 14, 2019.
6. Dr. Fry shared that winter sports have started with a great start to the season.

XVIII. Meeting Closing

a. Business from the Floor

Mr. Piper thanked Mrs. Euker for the presentation as well as thanking Dr. Fry for all he does for the District. Mr. Piper also thanked Jill Davis for her time and support of students during her tenure at Big Spring School District.

Mr. Wolf shared that he attended the Middle School Ag. Tech Class and was amazed at the student's abilities as well as the materials the students had to work with. Mr. Wolf stated that the students displayed amazing work.

b. Public Comment Regarding Future Board Agenda Items

No Public Comment.

c. Adjournment

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

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

Motion carried unanimously. 8 – 0

Meeting adjourned at **8:35 p.m., December 10, 2018.**

William L. Piper, Secretary

Next scheduled meeting is: **January 14, 2019.**