

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, DECEMBER 11, 2017**

*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. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; David Gutshall, Treasurer; William Piper, Bob Kanc, Richard Roush, Kingsley Blasco, Robert Over Jr. and Todd Deihl.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts Jr, Assistant Superintendent; Richard Kerr, Business Manager; Robyn Euker, Director of Curriculum and Instruction; Rob Krepps, Questeq Director of Technology; William August, High School Principal; 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 20, 2017 REGULAR BOARD MEETING MINUTES, AND THE NOVEMBER 20, 2017 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Blasco, seconded by Roush for approval of the November 20, 2017 Committee of the Whole of the Board Meeting Minutes; and the November 20, 2017 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Blasco, Over, and Deihl. Motion carried unanimously. 9 – 0

#### IV. RECOGNITION OF STUDENTS OF THE QUARTER

Mr. William August, High School Principal will recognize those students who have earned the academic achievement award for the first quarter for the 2017-2018 school year.

##### Agriculture Department

Grade 9 Joshua Fertig  
Grade 10 Emma Monismith\*  
Grade 11 Tucker Williams  
Grade 12 Allyson Shively

##### Music Department

Grade 9 Gavin Hunt\*  
Grade 10 Kaylee Enck  
Grade 11 Grace Patterson\*  
Grade 12 Dakota Over\*

##### Art Department

Grade 9 Mariella Guadalupe\*  
Grade 10 Kaitlyn Killian\*  
Grade 11 Hannah Nori\*  
Grade 12 Kelsey Kerrick\*

##### Science Department

Grade 9 Maggie Byers\*  
Grade 10 Anna Wilson  
Grade 11 Zachary Hasco\*  
Grade 12 Emily Webber

##### Business Department

Grade 9 Emma Knouse  
Grade 10 Julia Angeny\*  
Grade 11 Conner Swintosky\*  
Grade 12 Hannah Washington\*

##### Social Studies Department

Grade 9 Sadie Groff\*  
Grade 10 Nathan Fetchkan\*  
Grade 11 Hannah Hess  
Grade 12 Larence "Max" Theoharis

\*Absent

President Wolf and Vice President Swanson congratulated the students for their outstanding hard work and accomplishments. The students received a certificate and a pen.

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

Emma Webber and Zoe Marinacci presented a student report.

#### VI. ELECTION OF THE TEMPORARY PRESIDENT

"...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."

## **Big Spring School Board Meeting Minutes ~ Monday, December 11, 2017**

### **VI. ELECTION OF THE TEMPORARY PRESIDENT (...continued)**

Motion by Gutshall to nominate Mr. Swanson for Temporary President.

Motion by Kanc to close the nominations. Roll call vote to elect William Swanson as Temporary President: Voting Yes: Gutshall, Deihl, Piper, Over, Swanson, Kanc, Roush, Blasco, and Wolf. Motion carried unanimously. 9 – 0.

### **VII. 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.”

### **VIII. ELECTION OF OFFICERS**

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

#### **A. ELECTION OF THE PRESIDENT** (1-year appointment)

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

Roll call vote on the motion by Swanson to elect Wilbur Wolf, Jr. as President. Roll call vote: Voting Yes: Gutshall, Deihl, Piper, Over, Blasco, Roush, Swanson, Kanc, and Wolf. Motion carried unanimously. 9 – 0.

The 2018 Board President, Wilbur Wolf, Jr., began his duties.

#### **B. ELECTION OF THE VICE-PRESIDENT** (1-year appointment)

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

Roll call vote on the motion by Gutshall to elect Mr. William Swanson Vice President. Voting Yes: Gutshall, Deihl, Roush, Blasco, Piper, Over, Swanson, Kanc, and Wolf. Motion carried unanimously. 9 – 0.

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### **VIII. ELECTION OF OFFICERS (...continued)**

#### **C. ELECTION OF BOARD SECRETARY** (1-year appointment)

Motion by Swanson to nominate Mr. William Piper for Board Secretary.

Roll call vote on the motion by Swanson to elect Mr. Piper Board Secretary.

Voting Yes: Gutshall, Deihl, Piper, Over, Blasco, Roush, Swanson, Kanc, and Wolf. Motion carried unanimously. 9 – 0.

### **IX. APPOINTMENTS**

#### **A. Pennsylvania School Boards Association Legislative Chairperson** (1-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** (1 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** (1-year appointment)

Current Representatives - Mr. William Swanson  
Mr. David Gutshall  
Mr. Todd Deihl

Mr. Swanson, Mr. Deihl, and Mr. Gutshall were appointed to serve one-year terms on the Athletic Council.

#### **D. District Improvement Committee** (1-year appointment)

Current Representatives – Mr. Bob Kanc, Mr. Robert Over, Jr.

Mr. Kanc and Mr. Over were appointed to the District Improvement Committee.

**IX. APPOINTMENTS (...continued)**

**E. Meet and Discuss Committee for Classified Employees**

(1-year appointment)

Current Representatives – Mr. Kingsley Blasco, Chairperson

Mr. Blasco, Chairperson, was appointed to serve a one-year term on the Meet and Discuss Committee for Classified Employees.

**F. Cumberland Perry Area Vocational Technical School**

(1-year appointment)

Current Representatives – Mr. William Piper  
Mr. Wilbur Wolf, Jr.

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

**G. Pennsylvania School Boards Association Regional Cabinet Member**

(1-year appointment)

Current Representative – Vacant

The position is vacant at this time.

**H. Buildings and Property Committee**

Current Representatives – Mr. Richard Roush, Co-Chairperson  
Mr. William Piper, Co-Chairperson  
Mr. William Swanson  
Mr. David Gutshall

Mr. Roush & Mr. Piper Co-Chairperson, Mr. Swanson, and Mr. Gutshall were appointed to the Buildings and Property Committee.

## **Big Spring School Board Meeting Minutes ~ Monday, December 11, 2017**

### **IX. APPOINTMENTS (...continued)**

#### **I. Finance Committee**

Current Representatives – Mr. Kingsley Blasco, Chairperson  
Mr. William Piper  
Mr. William Swanson  
Mr. David Gutshall

Mr. Blasco, Chairperson, Mr. Piper, Mr. Swanson, and Mr. Gutshall were appointed to the Finance Committee.

#### **J. South Central Trust Board**

Current Representative - Mr. Kingsley Blasco

Mr. Blasco was appointed to serve as a representative to the South Central Trust Board.

#### **K. Tax Collection Committee**

Current Representative – Mr. Wilbur Wolf, Jr.  
Mr. William Swanson

Mr. Wolf and Mr. Swanson were appointed to serve as a representative to the Tax Collection Committee.

### **X. PAYMENT OF BILLS**

General Fund	
Procurement Card	\$ 24,452.19
Checks/ACH/Wires	\$ 4,229,885.42
Capital Projects	\$ 22,040.31
Newville Project	\$ 78,532.38
Cafeteria Fund	\$ 103,408.64
Student Activities	\$ <u>44,968.47</u>
<b>Total</b>	<b>\$ 4,503,287.41</b>

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### **X. PAYMENT OF BILLS (...continued)**

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, Piper, Gutshall, Deihl, Over, Roush, Blasco, Kanc, and Swanson. Motion carried unanimously. 9 – 0

### **XI. TREASURER'S FUND REPORT**

General Fund	\$24,635,351.07
Capital Projects	\$ 7,644,315.15
Cafeteria Fund	\$ 540,743.10
Student Activities	\$ 254,988.08
Newville Projects Fund	<u>\$ 9,839,742.25</u>
<b>Total</b>	<b>\$42,915,139.65</b>

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, Roush, Over, Deihl, and Kanc. Motion carried unanimously. 9 – 0

### **XII. 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 Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Over, Deihl, Gutshall, Blasco, Roush, and Kanc. Motion carried unanimously. 9 – 0

Mr. Kerr informed the Board of School Directors that the EIT deposit was right on par with previous years. Status quo with history of the EIT.

### **XIII. READING OF CORRESPONDENCE**

**XIV. RECOGNITION OF VISITORS**

Ryan Rhoades, Ava Young, Lindsey Wilson, Charlene D'Amore, David Parthemore, David Fertig, Zoe Marinacci, Allyson Shively, Renee' Shively, Robert Shively, Angela Wilson, Anna Wilson, Bill August, Tucker Williams, Emily Webber, Judy Webber, Chad Enck, Sarah Enck, Hannah Hess, Ronald Hess, Diane Hess, Rachal Monismith, Scott Williams, and Mindy Williams.

**XV. PUBLIC COMMENT PERIOD**

Mr. David Parthemore, 450 Steelstown Road, Newville, PA. Several questions that I would like to ask the Board. As a School Board Member, are you subject to back ground checks like all teachers and other personnel. I would like to confirm that Mr. Kerr is the Right-to-Know Officer. Does the Board practice probable cause when there is suspicion of drug or alcohol? At the end of December, I will go out as a Supervisor of North Newton Township. I know that we just passed the plans for Newville Elementary. I saw that you are to meet with the Kough's. There is a little concern with the property line with the VFW. If the situation ever arise, is the Board of School Directors allowed to be filmed or recorded? Thank you for your time.

Dr. Fry informed Mr. Parthemore that PA school code does not require Board Members to get background checks. If a Board Member has consistent contact with children, they must get background checks. We have a volunteer policy that everyone must follow. Mr. Kerr is the Right-to-Know Officer. Board members are an elected position. There is no criteria for list of offenses that would eliminate someone from being a Board Member. According to Board policy, the Board could be filmed or recorded. In recent memory, the Board has not been filmed or recorded.

**XVI. STRUCTURED PUBLIC COMMENT PERIOD**

**XVII. OLD BUSINESS**



**XVIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Assistant Cross Country Coach**

Ms. Julie Walter has submitted her resignation as Assistant Cross Country Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Walter's resignation as Assistant Cross Country Coach, effective immediately.

**(ACTION ITEM)**

**2) Resignation – Learning Support Aide**

Ms. Heather Swintosky has submitted her letter of resignation as a 4th/5th grade learning support aide at Mt. Rock Elementary School, effective December 15, 2017.

The administration recommends the Board of School Directors approve Ms. Swintosky's resignation as a 4th/5th grade learning support aide at Mt. Rock Elementary School, effective December 15, 2017.

**(ACTION ITEM)**

**3) 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.

**Joshua Barrick - Volunteer Middle School Wrestling Coach**

**Jesse Deutsch - Co-Head Track Coach**

**Les Stover - Co-Head Track Coach**

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

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### XVIII. NEW BUSINESS (...continued)

#### **(ACTION ITEM)**

#### **4) Source4Teachers – Long-Term Substitutes**

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

**Mr. Anthony Casella**, Long-Term Substitute High School Technology Education Teacher, replacing Mr. Dwain Messersmith who has resigned. Mr. Casella will be in this placement through the end of the 2017-2018 school year.

**Ms. Elise Manning**, Long-Term Substitute Middle School Music Teacher, replacing Mrs. Lori Shover who is on medical leave. Ms. Manning will be in this placement through the end of the 2017-2018 school year.

#### **(ACTION ITEM)**

#### **5) Child-Rearing Leave – Mrs. Emily Creek**

Mrs. Emily Creek, Middle School Emotional Support Teacher, is requesting child-rearing leave of absence to begin approximately March 23, 2018 through the end of the 2017-2018 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. Creek's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately March 23, 2018 through the end of the 2017-2018 school year.

#### **(ACTION ITEM)**

#### **6) Leave Without Pay – Mrs. Sara VanderHeijden**

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. Mrs. Sara VanderHeijden is requesting one day leave without pay retroactive to Monday, December 4, 2017.

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

**XVIII. NEW BUSINESS (. . . continued)**

**(ACTION ITEM)**

**7) Additional Chartwells' Personnel Recommendations**

Mrs. Michelle Morgan, Chartwells Director of Dining Services would like to recommend the individuals listed as cafeteria workers.

**Becky Thumma-Bucher  
Jineene Brown  
Sandra Warner  
Kathyrn Griffith  
Ruth Haulman**

The administration recommends the Board of School Directors approve the individuals listed to serve as cafeteria workers, as presented.

**(ACTION ITEM)**

**8) Recommendation for Extra-Curricular Duties**

Dr. Linda Wilson, Middle School Principal and Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the individuals below for the positions listed for the 2017-2018 school year.

**Keith Lavalala - Eighth Grade Maroon Team Leader  
Jennifer Gregoris - Math Assistant Department Chairperson  
Laura Shambaugh - PD/Wellness Committee Member**

The administration recommends the Board of School Directors approve the individuals listed as Eighth Grade Maroon Team Leader, Math Assistant Department Chairperson and PD/Wellness Committee Member, as presented.

**(ACTION ITEM)**

**9) Additional 2017-2018 Mentor Teacher**

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 mentor is listed below.

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### XVIII. NEW BUSINESS (. . .continued)

#### **Inductee**

Anthony Casella, LTS HS Technology Education

#### **Mentor**

Sam Barnouski

The administration recommends that the Board of School Directors approve the 2017-2018 mentor teacher, as presented.

**(ACTION ITEM)**

#### **10) Resignation – Learning Support Teacher**

Mr. Phillip Fassl, Sixth Grad Learning Support Teacher has submitted his resignation as a Sixth Grade Learning Support Teacher, effective January 1, 2018.

The administration recommends the Board of School Directors approve Mr. Fassl's resignation as a Sixth Grade Learning Support Teacher effective January 1, 2018.

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

Motion by Blasco, seconded by Roush to combine and approve Items A-1 through A-10 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 - 1

### XVIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### **B) Approval to Create a Student Activity Account for the Class of 2021**

The administration received a request from the High School Principal to create a new student activity account for the Class of 2021. Information regarding the new account is included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Class of 2021 under the supervision of the High School Principal.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 - 1

**XVIII. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**C) Resolution To Stay Within the Index for the 2018-19 Budget**

The District is required to provide a preliminary budget by January 25, 2018 for the 2018-2019 school year; or, pass a resolution to remain within the adjusted index. After reviewing projected revenues and expenses with the Board Finance Committee on Tuesday 5 Dec, the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 3.0%.

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 3.0 % for school year 2018-2019 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 Kanc, seconded by Blasco to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 - 1

**(ACTION ITEM)**

**D) Approve Forecast 5 Contract**

The administration continues to search for a data analytics tool the effectively integrates financial and student performance. We currently use Eidex; however, it is missing some critical student components. PASBO recommends we look at Forecast 5 product; after several webinars and discussions with Forecast 5, they've agreed to a 6-month trial license at a reduced price to enable use of the program thru June 30, 2018.

The administration recommends the Board of School Directors approve the license agreement with Forecast 5 at a cost of \$2,460 and as included in the agenda.

Motion by Blasco, seconded by Roush to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

**(ACTION ITEM)**

**E) Disposal of Old Textbooks**

Mrs. Robyn Euker, Director of Curriculum and Instruction is requesting permission to dispose of old textbooks, per the guidelines in Board Policy 706.1. The textbooks are outdated editions in Math, English, World Language and Business/Career which are dated back to the year 2000.

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### XVIII. NEW BUSINESS (. . .continued)

The administration recommends the Board of School Directors approve Mrs. Euker's request to dispose of the old textbooks, per Board Policy 706.1.

Motion by Swanson, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

Mr. Kanc inquired if there is any avenues to dispose of the books with a secondary use for libraries, etc.

Mrs. Euker informed the Board that board policy specifies that. Going out for alternative use is number one priority. Most of the books are very outdated. These are books that came over when the new high school was built and have been on shelves for a while.

Dr. Fry informed the Board that in the past we have given books to the Mennonite schools. The Mennonite schools will be given that option again.

#### **(ACTION ITEM)**

#### **F) Approval of Consulting Services**

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to request two days of Curriculum and Instruction Professional Development Services through Lancaster-Lebanon Intermediate Unit 13. This Professional Development Service will assist teachers with additional training for High School Enrichment classes. These services are in effort to support the District's Keystone students in the Biology and Algebra Enrichment classes.

The administration recommends the Board of School Directors approve the two days of Curriculum and Instructional Professional Development Services through Lancaster-Lebanon Intermediate Unit 13, as presented.

Motion by Blasco, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

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### XVIII. NEW BUSINESS (. . .continued)

#### **(ACTION ITEM)**

#### **G) Approve Payments from the Capital Reserve Fund**

The administration received invoices from A/V Solutions for the down payment on the Gym Audio fix approved at the last meeting and a subsequent invoice for an Ethernet Controller for a total \$12,842.61.

The administration recommends the Board of School Directors approve the payment of \$12,842.61 to A/V Solutions from the Capital Reserve Fund.

Motion by Blasco, seconded by Roush to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

#### **(ACTION ITEM)**

#### **H) Approve Release of Bid Specification and Advertising for the HS Roof Coating Project**

As part of the 2017 bond, the District borrowed money to re-coat (most of) the High School roof as preventive maintenance and avoid replacement or an out-of-warranty situation. Last month the Board accepted PRSI proposal for the design of the project and they submitted the attached specification. Link to [bid specification](#).

The administration recommends the Board of School Directors approve the advertisement and release of the bid specification for the High School Roof Coating Project as prepared by PRSI.

Motion by Blasco, seconded by Kanc to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

#### **(ACTION ITEM)**

#### **I) Approve Release of Bid Specification and Advertising for the Pedestrian Safety Improvement Project Specification**

Michael Baker International made a presentation to the Building & Property Committee on the Pedestrian Safety Improvements Project. With that presentation, they prepared the bid specification to begin the process. Link to: [Pedestrian Safety Bid Specification](#)

The administration recommends the Board of School Directors approve the advertisement and release of the bid specification for the Pedestrian Safety Improvements Project as prepared by Michael Baker, International.

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### XVIII. NEW BUSINESS (. . .continued)

Motion by Swanson, seconded by Blasco to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

**(ACTION ITEM)**

#### J) **Approve Financial Statements and Local Audit for 2016-2017**

Greenawalt & Co. presented the financial statements and the single audit to the Finance Committee on Tuesday, 5 December (attached). It is an unmodified opinion without findings or comment. 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](#)

The administration recommends that the Board of School Directors accept the District's 2016-2017 financial statements and single audit report as presented by Greenawalt & Company and authorize the administration to distribute as required.

Motion by Blasco, seconded by Kanc to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

**(ACTION ITEM)**

#### K) **Approve Release of Bid Specification and Advertising for the Abatement of Mt. Rock Elementary and the Middle School Auditorium and Associated Areas**

The administration is developing a plan for the renovation of Mt. Rock Elementary School and the Middle School Auditorium. These spaces have asbestos and will require abatement prior to construction.

The administration recommends the Board of School Directors approve the release and advertisement of the bid specification for the abatement of Mt. Rock Elementary School and the Middle School Auditorium as prepared by Cumberland Analytical Laboratories, Inc.

Motion by Swanson, seconded by Blasco to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Roush, Deihl, and Blasco. Abstention – Over. Motion carried. 8 – 0 – 1

Mr. Piper inquired if we can look into making some seat available to sell.

Dr. Fry informed the Board of School Directors that we can look into selling the seats.



**XVIII. NEW BUSINESS (. . .continued)**

**(INFORMATION ITEM)**

**L) Proposed Job Description for New Custodial Position**

The administration identified a requirement for some additional custodial time, especially for substitutes and as a supplement for construction related services. After discussion with the Board Finance Committee, the administration prepared the draft job description for approval at the January 15, 2018 meeting.

**(INFORMATION ITEM)**

**M) Proposed Updated Job Descriptions**

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. 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 January 15, 2018 Board meeting.

**000 Title IX Coordinator  
209 Gifted Integration Specialist  
301 Home and School Visitor  
303 Elementary Counselor  
304 Middle School Counselor  
304B High School Counselor  
305 Certified School Nurse  
307 School Psychologist  
309 Speech and Language Clinician  
508 Administrative Assistant to the High School Administration/Attendance**

**(INFORMATION ITEM)**

**N) Proposed 2017-2018 Cumberland Perry Area Vo-Tech School Budget**

Included with the agenda for Board review is the proposed 2018-2019 Cumberland Perry Area Vocational Technical School Budget.

The proposed 2018-2019 Cumberland Perry Area Vocational Technical School Budget will be recommended for Board action at the January 15, 2018 Board of School Directors meeting.

**XIX. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XX. COMMITTEE REPORTS**

**A. District Improvement Committee – Mr. Bob Kanc/Mr. Robert Over**

No meeting was conducted and no report was offered.

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

The next meeting is scheduled for January.

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

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

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

A meeting was held last week. We reviewed the audit. The decision was made not to go over the threshold for taxes. PSERS rate lower than expected.

Two Notes for the Board:

1. Presentation from the Finance conference on Tuesday, Dec. 5 attached below.
2. The latest summary of accidents and Worker's Comp claims for the District.

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

No meeting was conducted and no report was offered.

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

We hired new executive director who will begin in January.

**XX. COMMITTEE REPORTS (...continued)**

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

No meeting was conducted and no report was offered. Meeting in January.

**XXI. SUPERINTENDENT'S REPORT**

1. **Enrollment** – You have our monthly enrollment report for November 30, 2017. If you notice the bottom line, the same enrollment number as last month. We had changes in grades but the overall enrollment stayed the same. The cyber enrollment is higher than last month but still lower than last year.
2. **Thought-Exchange** – The Board approved the purchase of Thought-Exchange. We will show case the communication tool to the Board in January. It will be a really good experience for Board Members during the Committee of the Whole to see this tool in action. We will be utilizing this tool to open up our district improvement process as we look to refine our profile of a graduate. This will begin to drive the elementary grade reconfiguration. We will be getting community involvement and community voice.

Mr. Piper inquired about information that Governor Wolf is changing the PSSA testing dates. Question in Julie Walter's resignation it talks about the head track coach position.

Dr. Fry informed the Board that there are less test items. For next year, they are moving it back in the year and eliminating two days of testing. The head track position has been filled by two individuals that will be co-head coaches. They are putting together a list of assistants. You will be acting on this in the near future.

**XXII. BUSINESS FROM THE FLOOR**

President Wolf on behalf of all Board Members welcomed Mr. Robert Over to the Board. Thank you for being willing to serve.

Mr. Piper hopes to fill the shoes of Mr. Bob Barrick as Secretary. I will do my best.

Mr. Kanc congratulated Mr. Over and wished everyone Merry Christmas and Happy New Year.

## **Big Spring School Board Meeting Minutes ~ Monday, December 11, 2017**

### **XXIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

### **XXIV. ADJOURNMENT**

Motion by Blasco, seconded by Roush to adjourn the meeting to executive session not to return to regular meeting to discuss personnel issues. Roll call vote: Voting Yes: Wolf, Piper, Over, Swanson, Deihl, Gutshall, Roush, Blasco, and Kanc. Motion carried unanimously 9 – 0.

The meeting was adjourned at 8:43 P.M.

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William L. Piper, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, January 15, 2018**