

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, DECEMBER 7, 2015**

*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; Robert Lee Barrick, Secretary; Richard Roush, Kingsley Blasco, William Piper, Bob Kanc, and Todd Deihl.

Absent – David Gutshall.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin Roberts Jr, Assistant Superintendent; Richard Kerr, Business Manager; 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 16, 2015 REGULAR BOARD MEETING MINUTES, AND THE NOVEMBER 16, 2015 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Blasco, seconded by Roush for approval of the November 16, 2015 Committee of the Whole of the Board Meeting Minutes; and the November 16, 2015 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Piper, Swanson, Barrick, Blasco, Roush, Kanc and Deihl. Motion carried unanimously. 8 – 0

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

Noah Powell and Kenny Blessing presented a student report.

[Student report is attached.](#)

### V. 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.”

Motion by Barrick to nominate Mr. Wilbur Wolf for Temporary President.

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

### VI. 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.”

### VII. 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: Blasco, Deihl, Piper, Barrick, Swanson, Kanc, Roush, and Wolf. Motion carried unanimously. 8 – 0.

The 2016 Board President, Wilbur Wolf, Jr., began his duties.

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

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

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

**VIII. APPOINTMENTS**

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

Current Representative – Mr. Robert Barrick

Mr. Barrick 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. Kanc was appointed to the District Improvement Committee.

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### VIII. 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 – Mr. Robert Barrick

Mr. Robert Barrick was appointed to serve a one-year term as a Pennsylvania School Boards Association Regional Cabinet Member.

#### H. Buildings and Property Committee

Current Representatives - Mr. Robert Barrick, Chairperson  
Mr. William Piper  
Mr. William Swanson  
Mr. Richard Roush  
Mr. David Gutshall

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

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### VIII. 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.

### IX. PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 29,577.54
Checks/ACH/Wires	\$ 1,332,955.52
Capital Projects	\$ 13,561.56
Cafeteria Fund	\$ 10,354.17
Student Activities	<u>\$ 20,571.92</u>
<b>Total</b>	<b>\$ 1,407,020.71</b>

Motion by Blasco, seconded by Roush 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, Deihl, Barrick, Kanc, Roush, Blasco, and Swanson. Motion carried unanimously. 8 – 0

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**X. READING OF CORRESPONDENCE**

**XI. RECOGNITION OF VISITORS**

Jim Lyons, April Messenger, Bill Beck, Cindy Kanc, Noah Powell, and Kenneth Blessing.

**XII. 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.

**XIII. STRUCTURED PUBLIC COMMENT PERIOD**

**XIV. OLD BUSINESS**

**XV. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Stefanie D’Amore**

The Administration recommends the Board accepts the resignation of Stefanie L. D’Amore and approve said agreement.

**(ACTION ITEM)**

**2) Resignation – Tricia Frampton**

Ms. Tricia Frampton has submitted her resignation as a twenty-nine hour a week aide at Oak Flat Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Tricia Frampton's resignation as a twenty-nine hour a week aide at Oak Flat Elementary School, effective immediately.

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### XV. NEW BUSINESS (. . . continued)

**(ACTION ITEM)**

#### 3) **Resignation – Greg Hershey**

Mr. Greg Hershey has submitted his resignation letter as a full-time High School Emotional Support Aide, effective January 18, 2016.

The administration recommends that the Board of School Directors approve the resignation of Mr. Greg Hershey, effective January 18, 2016.

**(ACTION ITEM)**

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

The administration requests permission to move forward with the recommendation of Mrs. Karyn Cunningham for a long-term substitute position with Source4Teachers, the District substitute teaching contractor. Mrs. Cunningham will be filling the vacancy created by Mrs. Chelsey Piper who will be on child-rearing leave from approximately January 4, 2016 through the end of the 2015-2016 school year.

The administration recommends Mrs. Karyn Cunningham for a long-term substitute position with Source4Teachers, the District substitute teaching contractor, filling the vacancy created by Mrs. Chelsey Piper who will be on child-rearing leave from approximately January 4, 2016 through the end of the 2015-2016 school year.

**(ACTION ITEM)**

#### 5) **Recommendation for Middle School Student Council Advisor**

Dr. Linda Wilson, Middle School Principal, would like to recommend Mr. Matthew Tiffany as Middle School Student Council Advisor for the 2015-2016 school year, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Tiffany as Middle School Student Council Advisor for the 2015-2016 school year, effective immediately.

### **VOTE ON XV., NEW BUSINESS, A-1 – A-5, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Roush to combine and approve Items A-1 through A-5 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Piper, Deihl, Barrick, Blasco, Roush, Kanc, and Swanson. Motion carried unanimously. 8 – 0

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**XV. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**B) Credit Pay**

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amounts in accordance with the negotiated contract.

<b>Shannon Morrison</b>	<b>\$1,314.00</b>
<b>Charlene D'Amore</b>	<b><u>\$ 372.00</u></b>
	<b>\$ 1,686.00</b>

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association and the Big Spring School District.

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

**(ACTION ITEM)**

**C) Lifetouch School Portrait Agreement**

Mr. Kevin Roberts, Assistant Superintendent would like to request permission to accept the two year Lifetouch School Portrait Agreement for the 2016-2017 and 2017-2018 school year.

The administration recommends that the Board of School Directors approve the two year Lifetouch School Portrait Agreement as presented..

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

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**XV. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**D) Student Eligible for Early Graduation**

Based on successful completion of semester one course work for the student listed, he will be eligible for early graduation for the 2015-2016 school year.

**Matthew Watkins-Greenholt**

The administration recommends that the Board of School Directors approve January 15, 2016 graduation for the student listed, based on the success of completing all graduation requirements.

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

**(ACTION ITEM)**

**E) Acceptance of Financial Statements & Audit for 2014-2015**

Mr. James Lyons from Greenawalt & Company presented the District's 2014-2015 audit and financial statements this evening, December 7, 2015 at the Committee of the Whole meeting. Board members received copies of the financial audit report at that meeting. The financial statements will be posted to the website after Board approval.

The administration recommends that the Board of School Directors accept the District's 2014-2015 financial statements and audit report as presented by Mr. James Lyons from Greenawalt & Company.

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

**(ACTION ITEM)**

**F) Approval of Resolution Not to Exceed the Act I Index for the 2016-2017 Fiscal Year**

Despite the lack of a Commonwealth Budget for this current year, the District is still responsible to provide a preliminary budget in January 2016 for the 2016-17 school year or pass a resolution to remain within the index. After reviewing projected revenues and expenses the recommendation is to pass a resolution to remain under the Act 1 adjusted index of 3.1%.

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### XV. NEW BUSINESS (. . .continued)

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 3.1% for school year 2016-17 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 Kanc to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Piper, Deihl, Barrick, Roush, Kanc, Blasco, and Swanson. Motion carried unanimously. 8 – 0

Mr. Fry informed the Board of School Directors we have to do this at this time of year without a state budget. We are bound by school code to move in this direction. This is just saying that we will not go above this percent.

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

### G) **Approve Extension of LIU Joint Purchasing Board Electric Group Participation Agreement**

In February 2014 the Board voted to use the LIU Joint Purchasing Board to take advantage of hedge pricing. As an example, the JPB recently made the last purchase of the 2016 year and the results are in the attached document "Direct Energy 2016 Contract" showing a price of 6.751 c/kWh. This agreement would extend the use of the Joint Purchasing Board to purchase electricity through 2020. The Solicitor reviewed & approved the agreement and transaction confirmation with Direct Energy.

The administration recommends the Board of School Directors approve the continuation of the Lincoln IU Joint Purchasing Board Electric Participation Agreement and Electricity Transaction Confirmation with Direct Energy from December 2015 through December 2020. The administration is authorized to sign the associated documents and contracts with this agreement.

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

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

### H) **Approve Simplex Grinnell Service Contract for NV Fire Alarm Test & Inspect**

The administration recommends the Board of School Directors approve the five year contract with SimplexGrinnell to perform the annual Fire Alarm Test and Inspection at Newville Elementary School at an annual cost of \$950 to be paid from the General Fund.

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**XV. NEW BUSINESS (. . .continued)**

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

Mr. Piper inquired why we are doing this for just the one school.

Mr. Kerr stated the other schools have been updated and have a Honeywell panel.

**(ACTION ITEM)**

**I) Approve Payment Application from MBI**

Previously the District authorized Michael Baker International (MBI) to conduct a series of studies to enable the PennDOT Pedestrian Safety grant. The original agreement was for \$80,245.49 and this is a partial payment of that amount.

The administration recommends the Board of School Directors approve the payment of \$35,346.84 to Michael Baker International from the Capital Project fund.

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

**(ACTION ITEM)**

**J) Approve MBI Contract Addendum for PDE Pedestrian Safety Grant**

The administration and Michael Baker International staff met with PennDOT on 19 Nov at District 8 office in Harrisburg. We received a preliminary approval from PennDOT to proceed with the Pedestrian Safety grant. The Board originally approved spending \$225,000 from the Capital Project fund as its share of this grant. To date, the studies cost the District \$80,245.49; this amendment would authorize MBI to proceed with final design bid documents and construction management at a cost of \$206,173.65.

The administration recommends the Board of School Directors approve the \$119,000 amendment to the original agreement with Michael Baker Intl. and authorize them to proceed with final design. The administration is authorized to sign the appropriate documents for the agreement.

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

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### XV. NEW BUSINESS (. . .continued)

Mr. Piper questioned if this is considered part of the Grant or if we are required to pay this separately.

Mr. Kerr informed the Board of School Directors that this is considered part of the thirty percent that the Board must pay.

**(ACTION ITEM)**

#### K) **Approve Engineering Services for MR Paving**

As a continuation of the District paving master plan, Centerpoint Engineering submitted this proposal for Phase III of the project (MR Elem).

The administration recommends the Board of School Directors approve the proposal for Engineering Services from CenterPoint Engineering, Inc. in the amount of \$37,150 plus the cost of travel and administrative expenses not to exceed \$40,000 from the Capital Project fund.

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

**(ACTION ITEM)**

#### L) **Approve Contract for Roof Design & Bidding Services**

At a 1 Dec meeting of the Building and Property Committee, WCE, administration and PRS, discussed the roof scans of the MS, DAO, MR and HS. A copy of this report is included in the Committee of the Whole agenda. The Committee recommendation was to proceed with repairs and restoration projects in 2016. This contract is for the project design and bid specifications within the US Communities cooperative purchasing agreement. The Board would also need to approve the final bid specification and ultimately the winning bid.

The administration recommends the Board of School Directors approve the proposal from Professional Roof Services for the design and inspection of the 2016 Roof Repair and Restoration project at a cost of \$46,500 plus \$2500 in travel and admin costs for a total not to exceed \$49,000 to be paid from the Capital Project Fund.

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

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**XVI. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XVII. COMMITTEE REPORTS**

**A. District Improvement Committee – Mr. Kevin Roberts**

The District Improvement Committee plans to bring the vision statement and mission statement to the Board at the January Board meeting.

**B. Athletic Committee – Mr. Swanson**

There is a meeting scheduled for Monday, December 21, 2015. There will be a discussion about the concession stand on the agenda.

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

There was a meeting this morning. Three new members were added to the Board from the West Shore School District.

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

I make a motion to approve the Stadium Project bid specification as presented by Wolf Consulting Engineers and approve its release for advertisement for public bid. Once the bids are received, the Board will need to accept or reject the bids; if bids are accepted, then funding would come from the recent 2015 bond.

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

**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.

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### XVII. COMMITTEE REPORTS (...continued)

#### 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.

### XVIII. SUPERINTENDENT’S REPORT

1. **Enrollment Numbers** - You have in your board packet the enrollment numbers. We are at 2597. This is pretty consistent with last month and still above the state projections. The cyber students are less than last year. This is a savings to the District of about \$140,000.
2. **Achievement** – At the January Board Meeting, we will be presenting achievement updates for SPP where we sit as a District and some comparison data.
3. **RFP** – Tomorrow is the walk through for the technology RFP. Entities will be in the District as well as the CAIU to see our buildings and what we have so they can respond to the RFP.
4. **Meeting** – I want to remind the Board there is only one meeting in January. The meeting is January 11<sup>th</sup>.
5. **Summer Work** – As you seen tonight, we are ramping up our items to queue up the process for summer work. Our paving, roofing and stadium work must have the paperwork complete by the end of January.

Mr. Wolf inquired if ESSA is going to adversely affect the testing process.

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**XIX. BUSINESS FROM THE FLOOR**

Mr. Piper reminded the Board that the 100<sup>th</sup> Farm Show is January 9<sup>th</sup> through the 16<sup>th</sup>.

Mr. Kanc made a suggestion that we reconfigure the tables so we could see people at the other end of the table.

Mr. Barrick wished everyone a Merry Christmas.

Mr. Blasco welcomed the new Board members.

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

There was no public comment regarding future Board agenda items.

**XXI. ADJOURNMENT**

Motion by Roush, seconded by Swanson to adjourn the meeting. Roll call vote:  
Voting Yes: Wolf, Piper, Barrick, Swanson, Blasco, Deihl, Roush, and Kanc .  
Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:24 P.M.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, January 11, 2016**