

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, FEBRUARY 1, 2016**

*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 Barrick, David Gutshall, Bob Kanc, William Piper, Kingsley Blasco, and Todd Deihl.

Absent – Richard Roush.

\*Others in attendance: Kevin C. Roberts Jr, Assistant Superintendent, Robyn Euker, Director of Curriculum & Instruction, Brandie Shatto, Director of Educational Technology and Public Relations; Richard Kerr Jr, Business Manager; 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. A moment of silence was observed for individuals in the Big Spring community who recently lost their lives.

### **III. APPROVAL OF THE JANUARY 11, 2016 REGULAR BOARD MEETING MINUTES, THE JANUARY 11, 2016 BUILDING AND PROPERTY MEETING MINUTES AND THE JANUARY 11, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Blasco, seconded by Barrick for approval of the January 11, 2016 Building and Property Meeting Minutes, the January 11, 2016 Committee of the Whole Meeting Minutes; and the January 11, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Kanc, Gutshall, Deihl, Blasco, and Barrick. Motion carried unanimously. 8 – 0

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## IV. RECOGNITION OF STUDENTS OF THE QUARTER

Mr. William August, High School Principal, will recognize those students who have earned achievement award for the first quarter of the 2015-2016 school year.

### Agriculture Department

Grade 9 Mason McCullough  
Grade 10 Shannon McCabe  
Grade 11 Morganne Kerr  
Grade 12 Tiffany Lehman

### Art Department

Grade 9 Isabella Page  
Grade 10 Madison Gutshall  
Grade 11 Roselin Ferrer  
Grade 12 Carly Auchey

### Business Department

Grade 9 Katelyn Cornman  
Grade 10 Ryan Adams  
Grade 11 Tanner Eshenour  
Grade 12 Derek Sweger

### English Department

Grade 9 Seth Franklin  
Grade 10 Dakota Over  
Grade 11 Korrin Henneman  
Grade 12 Garrett Gordon

### Mathematics Department

Grade 9 Logan Logan  
Grade 12 Richard Clapper

### Music Department

Grade 9 Skylar Diehl  
Grade 10 Dakota Over  
Grade 11 Jessica Teter  
Grade 12 Summer Motter

### Physical Ed./Health Department

Grade 9 Parker Yeakel  
Grade 10 Peyton Ramp  
Grade 11 Austin Brownawell  
Grade 12 Danielle Hoover

## V. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Kathelyn Jackson and Morganne Frampton presented a student report.

[Student report is attached.](#)

## VI. PAYMENT OF BILLS

|                    |                     |
|--------------------|---------------------|
| Procurement Card   | \$ 16,105.91        |
| Checks/ACH/Wires   | \$ 1,415,498.26     |
| Capital Projects   | \$ 12,981.54        |
| Cafeteria Fund     | \$ 102,774.66       |
| Student Activities | <u>\$ 25,710.28</u> |
| Total              | \$ 1,573,070.65     |

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, Swanson, Piper, Kanc, Gutshall, Deihl, Blasco, and Barrick. Motion carried unanimously. 8 – 0

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**VII. READING OF CORRESPONDENCE**

**VIII. RECOGNITION OF VISITORS**

Maggie Befort, Joshua Putt, Sam Sheeler, Curtis Garland, Matt Frampton, William August, Katelyn Cornman, Shannon McCabe, Brandy McCabe, Peyton Ramp, Joel Ramp, Kristen Detweiler, Tammy Sweger, Bill Sweger, Derek Sweger, Carly Auchey, Kim Auchey, Andy Auchey, Seth Franklin, Steve Franklin, Jenny Franklin, Jennifer McCullough, Rodger Diehl, Sharon Diehl, Betty Moser, Karen Ponzar, Bill Beck, Tanner Eshenour, Jodee Eshenour, Doug Eshenour, Beverly Eshenour, Jessica Teter, Sumer Motter, Moranne Frampton, Jewely Gillikin, Richard Clapper, Sheri Mell-Motter, Gary Motter, Kim Fisher, Katelyn Jackson, Korrin Henneman, Karla Henneman, Kris Henneman, and Cindy Kanc.

**IX. PUBLIC COMMENT PERIOD**

Rev. Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Director by offering a prayer of encouragement for the Board members and community.

**X. STRUCTURED PUBLIC COMMENT PERIOD**

**XI. OLD BUSINESS**

**XII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Source4Teachers – Long Term Substitute**

The administration requests permission to move forward with the recommendation of Ms. Kyna Moyer for a long-term substitute position with Source4Teachers, the District substitute teaching contractor, retroactive to January 22, 2015.

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**XII. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**2) Middle School Memory Book Co-Adviser Recommendation**

The administration recommends that the individual listed serves as a Co-Adviser for the Middle School Memory Book for the 2015-2016 school year.

**Alicia West**

The administration recommends that the Board of School Directors approve the individual listed as a Co-Adviser for the Middle School Memory Book for the 2015-2016 school year as presented.

**(ACTION ITEM)**

**3) Part-Time High School Custodial Recommendation**

The administration would like to recommend the individual listed as a part-time custodian at the High School, retroactive to December 7, 2015, replacing Mr. Timothy Barrett who has resigned. Ms. Radabaugh is currently a custodial substitute.

**Ms. Debra Radabaugh**

The administration recommends that the Board of School Directors approve Ms. Radabaugh as a part-time custodian at the High School, retroactive to December 7, 2015.

**(ACTION ITEM)**

**4) Aide Transfer – Tiffany Blain**

The administration is recommending the individual listed to be transferred from a full-time learning support aide to a part-time emotional support aide at the High School, replacing Greg Hershey who has retired. Ms. Blain will work 5.75 hours per day, five days a week, with a hourly wage of \$11.57 per hour.

**Tiffany Blain**

The administration recommends the Board of School Directors approve the above listed individual as a part-time emotional support aide at the High School for the remainder of the 2015-2016 school year.

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**XII. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**5) Aide Recommendation – Allison Hutchinson**

The administration would like to recommend the individual listed as a part-time learning support aide at Oak Flat Elementary School, retroactive to January 13, 2016, replacing Ms. Trisha Frampton who has resigned. Ms. Hutchinson will work 5.75 hours per day, five days a week, with an hourly wage of \$11.57 per hour.

**Allison Hutchinson**

The administration recommends that the Board of School Directors approve Ms. Hutchinson as a part-time learning support aide at Oak Flat Elementary School, retroactive to January 13, 2016. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**(ACTION ITEM)**

**6) Aide Recommendation – Megan Adams**

The administration would like to recommend the individual listed as a part-time MDS aide at Oak Flat Elementary School, replacing Ms. Julie March who has resigned. Ms. Adams will work 5.75 hours per day, five days a week, with an hourly wage of \$11.57 per hour.

**Megan Adams**

The administration recommends that the Board of School Directors approve Ms. Adams as a part-time MDS aide at Oak Flat Elementary School, effective February 2, 2016. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**(ACTION ITEM)**

**7) Aide Recommendation – Tiffany Dearth**

The administration would like to recommend the individual listed as a part-time MDS aide at the Middle School, replacing Mrs. Rhonda Stokes who has resigned. Ms. Dearth will work 5.75 hours per day, five days a week, with an hourly wage of \$11.57 per hour.

**Tiffany Dearth**

The administration recommends that the Board of School Directors approve Ms. Dearth as a part-time MDS aide at the Middle School, retroactive to January 19, 2016. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

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**XII. NEW BUSINESS (. . . continued)**

**(ACTION ITEM)**

**8) Aide Recommendation – Heather Arey**

The administration would like to recommend the individual listed as a part-time MDS aide at Oak Flat Elementary School, replacing Ms. Christie Katora who is on leave. Ms. Arey will work 5.75 hours per day, five days a week, with an hourly wage of \$10.40 per hour.

**Heather Arey**

The administration recommends that the Board of School Directors approve Ms. Arey as a part-time MDS aide at Oak Flat Elementary School, effective immediately. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

**(ACTION ITEM)**

**9) Coaching Recommendations**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2015-2016 school year.

**Teresa Graham - Volunteer Volleyball Coach**  
**Meghan Bullock - Junior High Track and Field Coach**

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented, pending all required paperwork.

**(ACTION ITEM)**

**10) Leave Without Pay – Tammy Kiehl**

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. At the January 11, 2016 Board meeting the Board of School Directors approved a leave without pay request for Ms. Tammy Kiehl. Due to the inclement weather and making up the day on February 15, 2016, Ms. Kiehl is requesting one additional day of leave without pay for February 15, 2016.

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

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**XII. NEW BUSINESS (. . . .continued)**

**VOTE ON XII., NEW BUSINESS, A-1 through A-10; PERSONNEL CONCERNS**

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

**(ACTION ITEM)**

**B) Credit Pay**

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

|                         |                           |
|-------------------------|---------------------------|
| <b>Robyn Euker</b>      | <b>\$ 1,800.00</b>        |
| <b>Millie Gilbert</b>   | <b>\$ 1,395.00</b>        |
| <b>Abigail Leonard</b>  | <b>\$ 1,880.00</b>        |
| <b>Shannon Morrison</b> | <b>\$ 2,628.00</b>        |
| <b>Luke Nerone</b>      | <b>\$ 1,395.00</b>        |
| <b>Kevin Roberts</b>    | <b><u>\$ 2,400.00</u></b> |
| <b>Total</b>            | <b><u>\$11,498.00</u></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, the Act 93 Agreement and the Big Spring School District.

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

**(ACTION ITEM)**

**C) Approval of Construction Payments – Stadium and Track Project Fund**

As part of the stadium renovation, WCE has two payments due to West Pennsboro Township as part of the stadium project.

The administration recommends the Board of School Directors approve the payment of \$475 for storm water review plan and \$10,795.00 for zoning permit application to West Pennsboro Township from the Stadium and Track Project fund.

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**XII. NEW BUSINESS (. . .continued)**

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

**(ACTION ITEM)**

**D) Facilities Utilization Request**

The Newville Wrestling Association is requesting permission to utilize the high school gym, commons area, adaptive gym and locker rooms for a Freestyle Wrestling Tournament on April 3, 2016 from 6:00 a.m. to 5:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Newville Wrestling Association's request to utilize the high school gym, commons area, adaptive gym and locker rooms, as presented.

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

**(ACTION ITEM)**

**E) Approval of CenturyLink Grant Application**

Mr. Kevin Roberts, Assistant Superintendent would like to recommend the approval of the CenturyLink Grant Application which will assist in funding projects that advance student success through the innovative use of technology. Information is included with the agenda.

The administration recommends that the Board of School directors approve the CenturyLink Grant Application as presented.

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

**(ACTION ITEM)**

**F) Approval of Caring Foundation Agreement**

Mr. William Gillet, Director of Pupil Services would like to recommend the approval of the one year Caring Foundation Agreement. The Caring Foundation is a nonprofit corporation that makes available, at no cost to the community, certain grief support services for grieving children, teens and their families through the program known as Highmark Caring



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**XII. NEW BUSINESS (. . .continued)**

Place. The Foundation will provide training and support for Big Spring School District's School Counselors to be able to run grief counseling groups for students who have experienced a recent loss.

The administration recommends that the Board of School Directors approve the Caring Foundation Agreement as presented.

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

**(ACTION ITEM)**

**G) Approval of Proposed Guidelines and Standing Orders for Opioid**

The District's guidelines and standing orders for safe and effective management of Opioid overdose in the school setting has been reviewed and approved by the Administration, Mrs. Carol Madden, Head School Nurse and Dr. Darryl Guistwite, School Physician. These guidelines and standing orders for safe and effective management of Opioid is an addition to the Medical Standing Orders that was Board approved on July 20, 2015.

The administration recommends that the Board of School Directors approve the addition of guidelines and standing orders for Opioid overdose for the 2015-2016 school year as presented.

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

**(ACTION ITEM)**

**H) Proposed Spring 2017 Band Trip**

Mr. Adam Nobile, District Band Director is requesting permission for the Big Spring High School marching band students to travel to Atlanta, Georgia tentatively scheduled for April 12, 2017 through April 17, 2017. All funding comes from various fundraising efforts throughout the year as well as payment by students. No District funds are utilized for this trip. A detailed itinerary has been included with the agenda.

The administration recommends that the Board of School Directors grant Mr. Adam Nobile permission to pursue the Spring, 2017 to Atlanta, Georgia as presented.

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**XII. NEW BUSINESS (. . .continued)**

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

**(ACTION ITEM)**

**I) Approval of Construction Payments – Capital Projects**

The District received the following payment applications for ongoing projects. Copies of the payment requests are included with the agenda.

| <u>Project</u> | <u>Contractor</u> | <u>Payment</u> | <u>Balance</u> |
|----------------|-------------------|----------------|----------------|
| MR Pave        | CPE               | \$10,089.01    | \$23,880       |
| Stadium Reno   | WCE               | \$22,137.00    | \$0.0          |

The administration recommends the Board of School Directors approve the payment of \$10,089.01 to CenterPoint Engineering, Inc, and \$22,137.00 to Wolf Consulting Engineers, LLC from the Capital Project Fund.

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

**(ACTION ITEM)**

**J) Approve Participation in LIU Joint Purchasing Board**

The District used LIU Joint Purchasing Board for electricity for part of 2014 and all of 2015. The JPB uses a committee to monitor markets and recommend hedge purchases to the consortium. The committee uses Direct Energy for electricity and PAPCO for diesel & fuel oil as experts and do the actual purchasing. The Districts current CPEC contract ends on June 30 and the administration recommends moving fuel oil purchasing to the JPB.

The administration recommends the Board of School Directors approve procurement of fuel, electricity and other supplies, through the Lincoln IU Joint Purchasing Board and authorizes the administration to sign associated purchase agreements.

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

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### XII. NEW BUSINESS (. . .continued)

**(INFORMATION ITEM)**

#### K) **Proposed 2016-2017 School District Calendar**

The administration drafted a proposed school district calendar for the 2016-2017 school year. A copy of the proposed 2016-2017 school district calendar has been included with the agenda.

This is a Board Information Item that will be included on the February 16, 2016 Board meeting agenda as an action item.

### XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

### XIV. COMMITTEE REPORTS

#### A. **District Improvement Committee – Mr. Kanc**

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

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

Mr. Champion, the computer information system teacher is leaving. They have found a substitute to fill in for the remainder of the year. Things are going well at the vo-tech.

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

I would like to make a motion to direct the administration to engage Crabtree Rohrbaugh & Associates as the architect for the Newville Elementary School Renovation project and to present the Board of School Directors a proposed contract for review by April 18, 2016.

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### XIV. COMMITTEE REPORTS (...continued)

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Kanc, Gutshall, Barrick, Blasco, and Deihl. 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. Attachments for the reports.

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

No meeting was conducted and no report was offered. .

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

No meeting was conducted and no report was offered.

#### H. Tax Collection Committee (TCC) – Mr. Wolf and Mr. Swanson

No meeting was conducted and no report was offered.

### XV. ASSISTANT SUPERINTENDENT'S REPORT

1. **Enrollment** – An enrollment update has been provided to the members of the Board. We are up 11 students from last month and we have five additional students in cyber. The total enrollment is 2608.
2. **Student Reports**- Dillon Novak and Shannon McCabe broke the diving records. We are in the District III wrestling championship. We play Northern tomorrow night at 6:00 pm. We will see where we go from there.
3. **January In-Service** - The Middle School started their work on Making Middle Grades Work. The High School was involved in their transition day. The elementaries had building specific focus.
4. **Thank You** – I just want to take a minute to recognize our staff for all their hard work during the storm. The way our staff rallied around each other to clear the sidewalks and parking lots to get our buildings ready is a true level of commitment. A special thank you to Sam for his commitment to this District.

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5. **Tough Week** – It makes me proud to see our Big Spring Families rally around each other to provide support for our students, staff and our community. It was a tough week all the way around. Thank you to the Board for being a part of that.

**XVI. BUSINESS FROM THE FLOOR**

There was no business from the floor.

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

There was no public comment regarding future Board agenda items.

**XVIII. ADJOURNMENT**

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

The meeting was adjourned at 8:31 PM.

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Robert L. Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Tuesday, February 16, 2016**