

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, FEBRUARY 19, 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 8:08 P.M. with President Wilbur Wolf, Jr, presiding. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; William Piper, Secretary; David Gutshall, Treasurer; Todd Deihl, Bob Kanc, Robert Over, Richard Roush, and Kingsley Blasco.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard Kerr Jr, Business Manager; Robyn Euker, Director of Curriculum & Instruction; Robert Krepps, Questeq Director of Technology; 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 FEBRUARY 5, 2018 REGULAR BOARD MEETING MINUTES, THE FEBRUARY 5, 2018 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE FEBRUARY 5, 2018 BUILDING AND PROPERTY MINUTES.**

Motion by Blasco, seconded by Roush for approval of the February 5, 2018 Building and Property Minutes; the February 5, 2018 Committee of the Whole Meeting Minutes; and the February 5, 2018 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Roush, Over, Kanc, Deihl, and Blasco. Motion carried unanimously. 9 – 0

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

Tucker Williams presented a student report.

### V. FINANCIAL REPORTS – PAYMENT OF BILLS

|                        |                     |
|------------------------|---------------------|
| General Fund           | \$ 620,735.46       |
| Capital Projects       | \$ 29,000.00        |
| Newville Projects Fund | \$ 18,009.57        |
| Cafeteria Fund         | \$ 0.00             |
| Student Activities     | <u>\$ 12,202.46</u> |
| Total                  | \$ 679,947.49       |

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Newville Projects Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Deihl, Kanc, Roush, and Blasco. Motion carried unanimously. 9 – 0

### VI. TREASURER REPORT

|                        |                         |
|------------------------|-------------------------|
| General Fund           | \$ 21,788,971.21        |
| Capital Reserves Fund  | \$ 7,640,916.11         |
| Cafeteria Fund         | \$ 466,706.95           |
| Student Activities     | \$ 227,517.10           |
| Newville Projects Fund | <u>\$ 9,835,032.34</u>  |
| Total                  | <b>\$ 39,959,143.71</b> |

The Treasurer's Report showed balances as outlined above as of February 19, 2018. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, Roush, and Blasco. Motion carried unanimously. 9 – 0

### VII. 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 Blasco, seconded by Roush to accept Year-to-Date General Fund and Tax Reports as outlined above. Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, Roush, and Blasco. Motion carried unanimously. 9 – 0

**VIII. READING OF CORRESPONDENCE**

**IX. RECOGNITION OF VISITORS**

Mary Beth Miller, Melinda Campbell, and Tucker Williams.

**X. PUBLIC COMMENT PERIOD**

Mrs. Mary Beth Miller, 232 Log Cabin Road, Newville, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

**XI. STRUCTURED PUBLIC COMMENT PERIOD**

There was no structured public comment.

**XII. OLD BUSINESS**

There was no old business.

**XIII. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Resignation – Middle School Boys Basketball Coach**

Mr. Tim Scott submitted his resignation as a Middle School Boys Basketball Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Scott's resignation, as presented.

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### XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### 2) **Resignation – Assisting Marching Band Director**

Mr. Edward Wilson, II, submitted his resignation as Assistant Marching Band Director, effective the end of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mr. Wilson's resignation, as presented.

**(ACTION ITEM)**

#### 3) **Coaching Recommendations**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the volunteer coaches listed for the teams as indicated.

|                         |  |
|-------------------------|--|
| <b>Brian Donovan</b>    | <b>Cross Country and Track and Field</b> |
| <b>Bryan Henry</b>      | <b>Track and Field</b>                   |
| <b>John Blosser</b>     | <b>Girls Softball</b>                    |
| <b>Richard Kann</b>     | <b>Baseball</b>                          |
| <b>Scott Koser</b>      | <b>Baseball</b>                          |
| <b>Lance Oburn</b>      | <b>Boys Soccer</b>                       |
| <b>Schuyler Harting</b> | <b>Football</b>                          |

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

**(ACTION ITEM)**

#### 4) **Source4Teachrs (Mission One) Aides Recommendation**

The administration requests permission to move forward with the recommendation of the aides listed below with Source4Teachers (MissionOne), the District substitute teaching/aide contractor.

**Brenda Hawkins - Mt. Rock Learning Support Aide, replacing Heather Swintosky who has resigned. Brenda started in her position, January 3, 2018.**

**Whitney Troup - Middle School MDS Aide, replacing a MissionOne aide that left the organization. Whitney started in her position, February 14, 2018.**

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### XIII. NEW BUSINESS (. . .continued)

#### **VOTE ON XIII., NEW BUSINESS, A-1 – A-4, PERSONNEL CONCERNS**

Motion by Blasco, seconded by Swanson to combine and approve Items A -1 through A - 4 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, Roush, and Blasco. Motion carried unanimously. 9 – 0

### XIII. NEW BUSINESS (. . .continued)

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

#### **B) Approval of the Proposed COSTARS Agreement**

The proposed COSTARS Agreement with AV Solutions, in the amount of \$17,804.32 for replacement of the High School Auditorium speaker system as reviewed at the last meeting, is included in the agenda.

The administration recommends the Board of School Directors approve the proposal, as presented, to be paid from the Capital Projects Reserve Fund.

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

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

#### **C) Approval Re-bid of the Pedestrian Safety Improvement Project**

The District accepted bids for this project on 8 Feb and received no bids; later we found that the Sentinel paper did not advertise the bid. After coordination with Michael Baker, the District is ready to release the same bid specification for a second time.

The administration recommends the Board of School Directors approve the release of the bid specification for the Pedestrian Safety Improvement project.

Motion by Blasco, seconded by Roush to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, Roush, and Blasco. Motion carried unanimously. 9 – 0

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## XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

### D) Accept Bid for HS Partial Roof Repair & Restoration Project

The District accepted bids for this project on 1 Feb -- see attached bid tabulation. After review of the bids and background check of Detwiler Roofing, the district is ready to accept the bid.

The administration recommends the Board of School Directors accept the bid from Detwiler Roofing in the amount of \$392,000.

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

**(ACTION ITEM)**

### E) Accept Bid for Mt. Rock Partial Roof Replacement

The administration recommends the Board of School Directors approve to accept the bid from Tecta America including:

| MR Roof Replacement<br>15 Feb 2018 |                |                                    |                            |                                 |                     |                     |   |
|------------------------------------|----------------|------------------------------------|----------------------------|---------------------------------|---------------------|---------------------|---|
|                                    | Base Bid       | Coat Existing<br>Ductwork roof 2&4 | Sq/Ft Metal Deck<br>Repair | Sq/Ft Metal Deck<br>Replacement | Additional Drain 3" | Additional Drain 4" | Base + Coat Existing +<br>Addl 4" drain |
| Houck Services                     | \$1,128,600.00 | \$28,900.00                        | \$2.90                     | \$8.60                          | \$2,000.00          | \$2,000.00          | \$1,159,500.00                          |
| Tecta America                      | \$1,145,000.00 | \$10,000.00                        | \$3.00                     | \$5.00                          | \$1,500.00          | \$1,500.00          | <b>\$1,156,500.00</b>                   |
| D.A. Noh Inc                       | \$1,198,649.00 | \$12,500.00                        | \$12.00                    | \$10.00                         | \$2,350.00          | \$2,400.00          | \$1,213,549.00                          |
| Raintree Serv Inc.                 | \$1,235,340.00 | \$17,500.00                        | \$3.25                     | \$4.50                          | \$1,200.00          | \$1,350.00          | \$1,254,190.00                          |
| Heidler Roofing                    | \$1,313,600.00 | \$22,770.00                        | \$5.00                     | \$10.00                         | \$750.00            | \$800.00            | \$1,337,170.00                          |
| David Maines Roofing               | \$1,338,000.00 | \$1,900.00                         | \$5.00                     | \$4.00                          | \$1,500.00          | \$1,500.00          | \$1,341,400.00                          |
| Ream Roofing                       | \$1,444,800.00 | \$22,725.00                        | \$3.50                     | \$7.50                          | \$3,000.00          | \$3,300.00          | \$1,470,825.00                          |

|                                 |                |
|---------------------------------|----------------|
| Base Bid                        | \$1,145,000.00 |
| Coat Existing Ductwork roof 2&4 | \$10,000.00    |
| Additional Drain 4"             | \$1,500.00     |
| Total Cost                      | \$1,156,500.00 |

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

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### XIII. NEW BUSINESS (. . .continued)

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

#### **F) Approve of Payment from Newville Projects Fund**

The district received the following invoices:

| <b><u>Project</u></b> | <b><u>Vendor</u></b> | <b><u>Description</u></b> | <b><u>Amount</u></b> | <b><u>Remaining</u></b> |
|-----------------------|----------------------|---------------------------|----------------------|-------------------------|
| NV Reno               | Crabtree Rohrbaugh   | Design Svc #16            | \$20,736.87          | \$55,401.75             |
| HS Track & Field      | Horst Excavating     | Application #8            | \$88,253.30          | \$25,000.00             |

The administration recommends the Board of School Directors approve the payment of \$20,736.87 to Crabtree, Rohrbaugh & Associates and \$88,253.30 to Horst Excavating.

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

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

#### **G) Approve Payment from Capital Projects Reserve Fund**

The administration received the included invoices from A/V Solutions, LLC in the amount of \$12,440.23.

The administration recommends the Board of School Directors approve the payment of \$12,440.23 to A/V Solutions, LLC from the Capital Projects Reserve Fund.

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

## Big Spring School Board Meeting Minutes ~ Monday, February 19, 2018

### XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### H) **Approve Release of Bid Specification for MR, MS & HS Renovation Projects**

Chris Barnett of Crabtree, Rohrbaugh and Associates prepared the advertisement for the bids and it is available now as a draft at [this link](#). Bidding documents will be available on March 16 and bids will be due on April 11.

The administration recommends the Board of School Directors approve the release of the MR, MS and HS Renovation Projects.

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

### XIV. FUTURE BOARD AGENDA ITEM

There were no future board agenda items.

### XV. COMMITTEE REPORTS

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

No meeting was conducted. The next meeting is scheduled for March 1<sup>st</sup> at 6:00 pm.

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

No meeting was conducted and no report was offered. The next meeting is scheduled for March 14<sup>th</sup> 7:00 am.

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

No meeting was conducted and no report was offered.

**XV. COMMITTEE REPORTS (...continued)**

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

No meeting was conducted and no report was offered.

**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.

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

No meeting was conducted. The next meeting is scheduled for Thursday morning.

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

No meeting was conducted and no report was offered.

**XVI. SUPERINTENDENT'S REPORT**

1. **Letters to Families** – I will be sending a letter to our parents/families within the next few days to express our regrets as a District to the Broward County School District in Parkland. I have expressed these feelings to my colleague Rob Runcie in Broward County. Also in my letter, I will remind families of the safety guidelines we currently have in place. This includes some of the following: one public entrance at each building; visitors must be buzzed in at the office; all exterior doors are always locked; if a door is propped open, we get a signal alert; all staff have ID badges; visitor ID are required; we are moving forward with the full implantation of the raptor system for guests; we have a minimum of 9 safety drills at every building during the school year; this also includes lock down drills; we have risk and vulnerable assessments conducted by law enforcement and counselors; we have threat assessments and walk-throughs at each building once every two years with law enforcement and our security consultant, MG Tactical; we have an armed SRO in the district;

**XVI. SUPERINTENDENT'S REPORT (...continued)**

we have monthly meetings with Cumberland County Safe Schools Association which include school administrators, law enforcement, security consultants, county rescue, EMS and Fire; we contract with MG Tactical for security measures and staff training; we have a yearly plan for staff training; we have utilization of interior and exterior cameras to monitor surveillance 24/7. In the letter, we will provide ideas for things parents can do and designate some of the resources for our families and students. As we talk about the potential for student voice, we are going to look at options to provide speakers during those days. We have been in touch with a group from Sandy Hook Promise. They present a program for our students called "Say Something". We are going to try to have them here on one of those dates designated in the near future so our students have an opportunity to hear from a community that has been through it.

Mr. Wolf inquired about the fire alarms. They pulled the fire alarm in Florida. Are our fire alarms open to anyone to pull?

Dr. Fry reminded the Board by school code they have to be open to anyone. We have cameras to help monitor this issue.

Mr. Piper asked if there is a difference in facility configuration of our school versus their school. I saw picture in which he entered their High School.

Dr. Fry stated that down south school district are very different. With the climate change, they have open campuses. Dr. Roberts and I have worked in school district in Virginia where the average high school size was 3,000 students. The school in Broward County was 3,000 students. It was an open campus. They had 12 separate buildings. Their security challenges are vastly different. It is like comparing apples to oranges with the security. They hold open lunches outside in the warmer climates.

Mr. Wolf questioned if our students have time between classes to allow them time outside.

Mr. Kanc asked when we do a safety drill is it on the premise of a fire or is it on the specific premise of something else.

Dr. Fry advised the Board that we do fire drills and bus drills. These drills also include lock downs. We also do stand-alone fire drills. Our training moving forward is going to challenge that process to create situations that brings awareness to our staff. We hope to learn from these drills. We continue to work with the teachers and staff to do the most up-to-date training.

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### **XVII. BUSINESS FROM THE FLOOR**

Mr. Kanc stated that we need to consider an ad hoc committee. Is this something that would need to be done by board motion or administration?

Dr. Fry responded that he is comfortable getting something out to the Board to see how we go about this. This will be in my communications to parents as well. We will address this moving forward.

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

There was no public comment regarding future Board agenda items.

### **XIX. ADJOURNMENT**

Motion by Blasco, seconded by Roush to adjourn the meeting. Roll call vote:  
Voting Yes: Wolf, Swanson, Piper, Gutshall, Kanc, Over, Roush, Blasco, and Deihl.  
Motion carried unanimously. 9 – 0

The meeting was adjourned at 8:29 PM.

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William L. Piper, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, March 5, 2018**