

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, FEBRUARY 5, 2018

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; William Piper, Secretary; David Gutshall, Treasurer; Todd Deihl, Bob Kanc, Robert Over, and Kingsley Blasco.

Richard Roush was absent.

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard Kerr Jr, Business Manager; Robyn Euker, Director of Curriculum & Instruction; Rick Gilliam, Director of Buildings, Grounds, and Transportation; and Catherine Seras, Board Minutes.

II. PLEDGE TO THE FLAG

President Wolf led all individuals present in the Pledge to the Flag.

III. APPROVAL OF THE JANUARY 15, 2015 REGULAR BOARD MEETING MINUTES, THE JANUARY 15, 2018 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE JANUARY 15, 2018 BUILDING AND PROPERTY MINUTES.

Motion by Kanc, seconded by Blasco for approval of the January 15, 2018 Regular Board Meeting Minutes; the January 15, 2018 Committee of the Whole Meeting Minutes; and the January 15, 2018 Building and Property Meeting Minutes; as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Over, Kanc, Deihl, and Blasco. Motion carried unanimously. 8 - 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Tucker Williams and Seth Franklin presented a student report.
The students offered the following report on February 5, 2018.

President Wolf thanked the students for the report.

V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 17,321.87
Checks/ACH/Wires	\$ 1,503,184.13
Capital Reserve Fund	\$ 13,000.00
Newville Projects Fund	\$ 23,240.31
Cafeteria Fund	\$ 0.00
Student Activities	<u>\$ 10,666.36</u>
Total	\$ 1,567,412.67

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Reserve Fund, 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, and Blasco.

Motion carried unanimously. 8 – 0

VI. READING OF CORRESPONDENCE

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Dr. Kerry W. Helm, Chief Division of Planning, Bureau of Curriculum, Assessment, and Instruction, regarding the acceptance of the district level plan for the Big Spring School District. The Pennsylvania Department of Education accepted and approved the implementation of the district level plan during the July 1, 2018 to June 30, 2021 cycle. Correspondence is included with the agenda.

VII. RECOGNITION OF VISITORS

Charlene D'Amore, Bill Beck, Kristen Day, Nicole Donato, Bill August, Aaron Knapp, Robert Hanks, Nikki Barrick, Valerie Sauter, Avis Ward, Ashley Gleeson, Kelsey Hernjak, Mike Ginter and Mike Berry.

VIII. PUBLIC COMMENT PERIOD

Mr. 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.

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IX. STRUCTURED PUBLIC COMMENT PERIOD

No Structured public comment was offered.

X. OLD BUSINESS

There was no old business.

XI. NEW BUSINESS

PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Mt. Rock Elementary School Administrative Assistant

Mrs. Wendy Lehman has submitted her resignation as Administrative Assistant at Mt. Rock Elementary School, effective October 3, 2018.

The administration recommends the Board of School Directors approve Mrs. Lehman's resignation, effective October 3, 2018.

(ACTION ITEM)

2) Coaching Recommendations

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend Ms. Morgan Yealy as an High School Assistant Track Coach and Ms. Jenna McIntire as a Middle School Assistant Track Coach, effective immediately.

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

(ACTION ITEM)

3) Leave Without Pay – Patricia Chastain

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. Patricia Chastain is requesting two days leave without pay, one day retroactive to February 1, 2018 and one day for February 9, 2018.

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

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

4) Child-Rearing Leave – Mrs. Shannon Berry

Mrs. Shannon Berry, High School Math Teacher, is requesting child-rearing leave of absence to begin approximately May 25, 2018, through approximately October 1, 2018. 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. Berry's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately May 25, 2018 through approximately October 1, 2018.

(ACTION ITEM)

5) Additional 2017-2018 Mentor Teachers

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 mentors are listed below.

Inductee

Alexa Moran, 6th Grade Learning Support Teacher
Elise Manning, Middle School Music

Mentor

Erin Zinn
Matthew Tiffany

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

VOTE ON XI., NEW BUSINESS, A-1 – A-5, PERSONNEL CONCERNS

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

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XI. 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 amount in accordance with the negotiated contract.

Lisa Velazquez	\$1,410.00
Courtney Wiser	<u>\$1,410.00</u>
Total	\$2,820.00

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

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

Motion carried unanimously. 8 - 0

(ACTION ITEM)

C) Approval of the Proposed 2018-2019 School District Calendar

The administration drafted a proposed school district calendar for the 2018-2019 school year, and copies of the proposed calendar were provided to the Board of School Directors at the January 15, 2018 Board meeting as an information item.

The administration recommends that the Board of School Directors approve the proposed 2018-2019 school district calendar as presented.

Motion by Swanson, seconded by Blasco to approve the recommended as amended above.

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

Motion carried unanimously. 8 - 0

(ACTION ITEM)

D) Approve Payments from Capital Project Reserve Fund

The administration received the included invoice from PRSI for HS Roof Restoration design:

The administration recommends the Board of School Directors approve the payment of \$29,000 to Professional Roof Services, Inc. from the Capital Projects Reserve Fund.

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, and Blasco.

Motion carried unanimously. 8 - 0

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XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

E) Approve Payment from Newville Projects Fund

The administration received the included invoice from CRA for the Newville project.

The administration recommends the Board of School Directors approve the payment of \$16,685.57 to Crabtree, Rohrbaugh & Associates from the Newville Projects Fund.

Motion by Swanson, second by Blasco to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Kanc, Over, and Blasco.

Motion carried unanimously. 8 - 0

(ACTION ITEM)

F) Accept Newville renovation Bid – General Contractor

On the 30th of January the District opened the bids for the Newville project:

BID SUMMARY

BIG SPRING SCHOOL DISTRICT

2/5/2018

ADDITIONS & RENOVATIONS TO NEWVILLE ELEMENTARY SCHOOL

	GENERAL CONSTRUCTION	HVAC CONSTRUCTION	PLUMBING CONSTRUCTION	ELECTRICAL CONSTRUCTION	TOTAL ALL
	Base Bid / Bidder	Base Bid / Bidder	Base Bid / Bidder	Base Bid / Bidder	Base Bid Amount
BASE BID	\$ 3,712,000 Lobar, Inc.	\$ 1,324,000 Frey Lutz Corp.	\$ 424,481 Mann Plbg & Htg	\$ 940,800 Lobar, Inc	\$ 6,401,281
ALTERNATE BIDS					
GC-1 EXISTING OIL TANK REMOVAL	\$ 17,400				\$ 17,400
GC-2 CLASSROOM DOOR REPLACEMENT	\$ 12,200				\$ 12,200
GC-3 SHELTER LOCKDOWN SYSTEM	\$ 6,500				\$ 6,500
GC-4 TERRAZZO FLOORING	\$ 46,500				not accepted
HC-1 EXISTING OIL TANK REMOVAL		\$ 2,500.00			\$ 2,500.00
	\$ 82,600	\$ 2,500			\$ 6,439,881 Total Bid
	\$ 3,748,100	\$ 1,326,500	\$ 424,481	\$ 940,800	
					\$ 6,517,558 CRA Est
					\$ (77,677) -1.21%

The administration recommends the Big Spring Board of School Directors awards the additions & renovations to the Newville E.S. bid for the GENERAL CONSTRUCTION Base Bid in the amount of **\$3,712,000** to **Lobar, Inc.**, and in doing so approves the submission of PlanCon Part "G" and Attachment "C" of Part "F" to the Pennsylvania Department of Education. The District also selects the following alternates:

Alt GC-1	\$17,400	Remove oil tank
Alt GC-2	\$12,200	Replace classroom doors
Alt GC-3	\$6,500	Lockdown system

for a general construction total contract award of \$3,748,100.

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XI. 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, Deihl, Kanc, Over, and Blasco. Motion carried unanimously. 8 - 0

(ACTION ITEM)

G) Accept Newville Renovation Bid - Mechanical

The administration recommends the Big Spring Board of School Directors award the additions & renovations to Newville E.S. bid for the HVAC CONSTRUCTION Base Bid in the amount of **\$1,324,000 to Frey Lutz, Corp.**, and in doing so approves the submission of PlanCon Part "G" and Attachment "C" of Part "F" to the Pennsylvania Department of Education. The District also selects the alternate HC-1 for storage tank removal in the amount of \$2,500 for a total contract award of \$ 1,326,500 for HVAC Construction.

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, and Blasco. Motion carried unanimously. 8 - 0

(ACTION ITEM)

H) Accept Newville Renovation Bid - Plumbing

The administration recommends the Big Spring Board of School Directors awards the additions & renovations to Newville E.S. bid for the PLUMBING CONSTRUCTION Base Bid in the amount of **\$424,481 to Mann Plumbing & Heating, LLC**, and in doing so approves the submission of PlanCon Part "G" and Attachment "C" of Part "F" to the Pennsylvania Department of Education.

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, and Blasco. Motion carried unanimously. 8 - 0

(ACTION ITEM)

H) Accept Newville Renovation Bid – Electrical

The administration recommends the Big Spring Board of School Directors award the additions & renovations to Newville E.S. bid for the ELECTRICAL CONSTRUCTION Base Bid in the amount of **\$940,800 to Lobar, Inc.**, and in doing so approves the submission of PlanCon Part "G" and Attachment "C" of Part "F" to the Pennsylvania Department of Education.

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, and Blasco. Motion carried unanimously. 8 - 0

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XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

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

No meeting was conducted and no report was offered.

Mr. Kanc asked Dr. Roberts what kind of response are we getting from Thoughtexchange?

Dr. Roberts remarked, that is great question, Dr. Fry will be discussing that during his Superintendent's report.

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

No meeting was conducted and no report was offered.

The February 7th meeting will be postponed due to the prediction of poor weather.

The meeting was rescheduled for March 14th.

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 Mr. Gutshall

Motion from the property committee to recommend to implement the whole building HVAC Commissioning at the Newville Elementary School at the completion of the addition/renovation project to guarantee that the building physical plant facilities are operating to the optimum interactive efficiencies for a cost of \$22,220.00 at the recommendation of Crabtree, Rohrbaugh & Associates Architects.

The administration recommends the Board of School Directors approve to implement the whole building HVAC Commissioning at the Newville Elementary School at the completion of the addition/renovation project to guarantee that the building physical plant facilities are operating to the optimum interactive efficiencies for a cost of \$22,220.00 at the recommendation of Crabtree, Rohrbaugh & Associates Architects.

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, and Blasco. Motion carried unanimously. 8 - 0

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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

Mr. Wolf apologized he missed the meeting and no report was offered.

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

No meeting was conducted and no report was offered.

XIV. SUPERINTENDENT'S REPORT

1. **Enrollment** – January monthly enrollment is 2,532 we are 9 students down from last month. Dr. Fry updated the Board on the enrollment projections from PDE.
2. **Though Exchange Process** – 1,832 residents voted which represents 12% of our community, which is outstanding. Anything over 10% in a process like this is outstanding. We will send out various communication for the District Improvement Team to review and also a packet for the board to review. Again, we are ecstatic on the input from the community at this time, it is going very well.
3. At the January 15, 2018 meeting there were some questions raised about cub scouts. We are still doing research on that. We are looking at ways we can adjust our policy in regards to how we give access to cub scouts for disseminating materials. We continue to work on the solution. Expect something from me possibly by the end of March. I will share with Mr. Gilbert as I get closer to the time.
4. Tonight you approved the Newville Elementary renovation/addition work. Just a reminder we will talk about this on February 19th and we will review at the Committee of the Whole and potentially accept the bids that are in effect for the High School roof coating, the PennDOT highway and safety work, Mt. Rock and Middle School asbestos abatement work which will go on in the auditorium at the Middle School and the entire facility at Mt. Rock Elementary and lastly the roof work at Mt. Rock which you have a diagram of in your packet.

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XV. BUSINESS FROM THE FLOOR

Mr. Kanc shared comments from his wife who went to the senior swimming and diving meet. The evening was recognition of our senior competitors. A very nice evening.

Mr. Blasco questioned the credit pay item. Dr. Fry stated that there has been a debate if it should be moved to an information item, but since it is a payment, all payments should have board action.

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVII. ADJOURNMENT

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

The meeting was adjourned at **8:50 P.M**

William L. Piper, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, February 19, 2018