

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MARCH 21, 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 8:07 P.M. with President Wilbur Wolf, Jr, presiding. Six (6) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; Todd Deihl, Bob Kanc, and William Piper.

Absent : Richard Roush, David Gutshall, 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; Brandie Shatto, Director of Educational Technology; Mr. 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 MARCH 7, 2016 REGULAR BOARD MEETING MINUTES, THE MARCH 7, 2016 BUILDING AND PROPERTY MEETING MINUTES AND THE MARCH 7, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Barrick, seconded by Kanc for approval of the March 7, 2016 Building and Property Meeting Minutes, the March 7, 2016 Committee of the Whole of the Meeting Minutes; and the March 7, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

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

Agriculture Department

Grade 9 Zachary Hasco
Grade 10 Rebecca Webster
Grade 11 Makayla Mainhart
Grade 12 Holly Jones

Mathematics Department

Grade 9 Hannah Hess
Grade 10 Lucas Shenk
Grade 11 Emily Baker
Grade 12 Triston Cooper

Art Department

Grade 9 Donovan Jones
Grade 10 Shannon McCabe
Grade 11 Emily Siwy
Grade 12 Tiffany Scalavino

Science Department

Grade 9 Shelby Miller
Grade 10 Anthony Cleary
Grade 11 Evangeline Kennedy
Grade 12 Morganne Frampton

Business Department

Grade 9 Hunter Gregoris
Grade 10 Demetria Smith
Grade 11 Cierra DeWalt
Grade 12 Trey Piper

Social Studies Department

Grade 9 Zachary Hasco
Grade 10 Baylee Hartman
Grade 11 Olivia Leitzel
Grade 12 Alexis Reed

English Department

Grade 9 Grace Patterson
Grade 10 Madana Tigyer
Grade 11 Isabelle Macioce
Grade 12 Tiffany Scalavino

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

Morganne Frampton presented a student report.

[Student report is attached.](#)

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

VI. PAYMENT OF BILLS

General Fund	\$1,097,264.95
Capital Projects	\$ 58,698.36
Stadium/Track Project	\$ 1,056.76
Cafeteria Fund	\$ 0.00
Student Activities	<u>\$ 15,482.01</u>
Total	\$1,172,502.08

Motion by Swanson, seconded by Barrick 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, Barrick, Piper, Deihl, and Kanc. Motion carried unanimously. 6 – 0

VII. TREASURER’S FUND REPORT

General Fund	\$ 16,846,388.55
Capital Projects	\$ 4,411,530.52
Cafeteria Fund	\$ 423,725.78
Student Activities	\$ 196,982.81
Stadium & Track	<u>\$ 3,005,420.07</u>
Total	\$24,884,047.73

The Treasurer’s Report showed balances as outlined above as of February 29, 2016. Motion by Swanson, seconded by Kanc for acceptance of the Treasurer’s Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Deihl, and Kanc. Motion carried unanimously. 6 – 0

VIII. 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 Blasco for acceptance of the Treasurer’s Report. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Deihl, and Kanc. Motion carried unanimously. 6 – 0

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

IX. READING OF CORRESPONDENCE

X. RECOGNITION OF VISITORS

Jen Keller, William Gillet, Abigail Leonard, Sam Sheeler, Morganne Frampton, Curtis Garland, April Messenger, Bill August, Vincent Scalavino, Tiffany Scalavino, Holly Jones, Mary Jones, Casey Jones, Wyatt Jones, Shelby Miller, Jim Miller, Natalie Miller, Josh Petty, Amberlee Reed, Alexis Reed, Anthony Cleary, Melinda Cleary, Michael Piper, Brook Piper, Eric Mainhart, Makayla Mainhart, Tara Mainhart, Morganne Frampton, Tricia Frampton, Erinne Frampton, Jason Shenk, Lucas Shenk, Evan Shenk, Shani Shenk, Cierra DeWalt, Liberty DeWalt, Dustin DeWalt, Shannon McCabe, Brandy McCabe, Keith McCabe, Grace Patterson, Jen Patterson, Diane Hess, Ronald Hess, Hannah Hess, Trudy Piper, Trey Piper, and Vanessa Scalavino.

XI. PUBLIC COMMENT PERIOD

Mr. Joshua Petty 17 Stamy Road Newville, PA 17241 addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community. He also thanked the school board for allowing him the privilege to serve as the interim head baseball coach.

XII. STRUCTURED PUBLIC COMMENT PERIOD

XIII. OLD BUSINESS

XIV. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Marie Nye

Mrs. Marie Nye, Elementary Reading Specialist, submitted her resignation for the purpose of retirement, effective the end of the 2015-2016 school year.

The administration recommends that the Board of School Directors approve Mrs. Nye's resignation for the purpose of retirement as an Elementary Reading Specialist, effective the end of the 2015-2016 school year.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

2) Resignation – Debra Smith

Mrs. Debra Smith, Seventh Grade Social Studies Teacher, submitted her resignation for the purpose of retirement, effective October 6, 2016.

The administration recommends that the Board of School Directors approve Mrs. Smith's resignation for the purpose of retirement as a Seventh Grade Social Studies Teacher, effective October 6, 2016.

(ACTION ITEM)

3) Resignation – Brandie Shatto

Mrs. Brandie Shatto, Director of Educational Technology and Public Relations, submitted her resignation for the purpose of retirement, effective April 29, 2016.

The administration recommends that the Board of School Directors approve Mrs. Shatto's resignation for the purpose of retirement as Director of Educational Technology and Public Relations, effective April 29, 2016.

(ACTION ITEM)

4) Resignation – Hunter Yingling

Mr. Hunter Yingling, PC Technician, submitted his resignation, effective March 31, 2016.

The administration recommends that the Board of School Directors approve Mr. Yingling's resignation as a PC Technician, effective March 31, 2016.

(ACTION ITEM)

5) Resignation – Michael Fronk

Mr. Michael Fronk, Network Administrator, submitted his resignation for the purpose of retirement, effective March 31, 2016.

The administration recommends that the Board of School Directors approve Mr. Fronk's resignation for the purpose of retirement as a Network Administrator, effective March 31, 2016.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

6) Transfer of Professional Personnel

Based on Big Spring School District outsourcing the Technology Department, the administration will transfer the professional employee whose name is listed below, effective April 1, 2016. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Employee	From	To
David Roberts	K-12 Technology Integrator	Secondary Mathematics

The administration recommends that the Board of School Directors approve the professional employee transfer as presented.

(ACTION ITEM)

7) Approval for Child-Rearing Leave – Ashley Gleeson

Mrs. Ashley Gleeson, High School Learning Support Teacher is requesting child-rearing leave of absence from approximately August 19, 2016 through approximately September 9, 2016. 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. Gleeson's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately August 19, 2016 through approximately September 9, 2016.

(ACTION ITEM)

8) Approval of Resolution for Transitional Benefits for Technology Employees

With the transition to Questeq, the Solicitor prepared a for the technology employees providing transitional and severance benefits. This resolution follows the same guidelines as the resolution that was written for the cafeteria employees during their transition to Chartwells.

The administration recommends the Board of School Directors approve resolution #38 providing transitional and severance benefits to technology employees.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . . .continued)

VOTE ON XIV., NEW BUSINESS, A-1 – A-8, PERSONNEL CONCERNS

Motion by Barrick, seconded by Swanson to combine and approve Items A-1 through A-8 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc and Deihl. Motion carried unanimously. 6 – 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 amounts in accordance with the negotiated contract.

Judy Breneman	\$1,395.00
Kevin Roberts	\$2,460.00
Total	\$3,855.00

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, the Act 93 Agreement and the Big Spring School District.

Motion by Swanson, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

C) Proposed Trip to Washington, DC 2017

Ms. Lauren Hetrick, High School Social Studies Teacher and Ms. Jocelyn Kraus, High School Counselor is requesting permission for Big Spring High School students to travel to Washington, D.C. to attend the Inauguration of the 45th President of the United States, tentatively scheduled for January 18-21, 2017. All funding will come from payments 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 Ms. Hetrick and Ms. Kraus permission to pursue the Washington, D.C. trip, as presented.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 - 0

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

D) Approval of the Proposed Job Description for the Director of Curriculum & Instruction

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

114 Director of Curriculum and Instruction

The administration recommends that the Board of School Directors approve the job description for the Director of Curriculum and Instruction, as presented.

Motion by Swanson, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

E) Approval of the Proposed Updated Policy

The administration has updated the policy listed.

217 Graduation Requirements

The administration recommends that the Board of School Directors approve the policy, as presented.

Motion by Swanson, seconded by Deihl to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

F) Approval Stadium Project Vendor Proposals

Mr. Tobie Wolf presented a proposal for work performed under District oversight on the Stadium project for construction inspection and testing.

The administration recommends the Board of School Directors approve the proposal from F.T. Kitlinski & Associates at an estimated cost of \$8,500. Further, the Business Manager is authorized to pay the invoices from the Stadium and Project Fund pending concurrence from the project engineer (Wolf Consulting Engineers).

Motion by Swanson, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

G) Approval of Construction Payments – Stadium & Track Project Fund

Mr. Tobie Wolf of Wolf Consulting Engineers LLC (WCE) submitted a bill from the Western Cumberland Council of Governments (WCCOG) for the stadium permit fees in the amount of \$9,976.80. We will need to pay this in order to obtain the building permit. R.L. Diffenbaugh submitted an invoice for the Storm Water Management Plan and NPDES Permit application in the amount of \$21,970.

The administration recommends the Board of School Directors authorize the payment from the Stadium and Track Project Fund in the amount of \$9,976.80 to WCCOG and \$21,970 to R.L. Diffenbaugh Associates.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

H) Approval of the Proposed CAIU 2016-2017 General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2016-2017 school year is included in the agenda. A copy of the proposed budget was provided to the members of the Board of School Directors at the March 7, 2016 Board meeting.

The administration recommends that the Board of School Directors approve the Capital Area Intermediate Unit's 2016-2017 General Operating Budget as presented.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

I) Case C of 2015-2016

The parents of the student in Case C of the 2015-2016 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case C of the 2015-2016 school year for a period of ten (10) days. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . .continued)

Motion by Swanson, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(ACTION ITEM)

J) Facilities Utilization Request

The Big Spring Hurricane Softball Organization is requesting permission to utilize Oak Flat Elementary and Mt. Rock Elementary softball fields on Sunday, April 3, 2016 from 4:00 p.m. to 7:00 p.m. for a softball instructional clinic. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve the Big Spring Hurricane Softball Organization's request to utilize Oak Flat Elementary and Mt. Rock Elementary softball fields on Sunday, April 3, 2016 from 4:00 p.m. to 7:00 p.m. for a softball instructional clinic, as presented.

(ACTION ITEM)

K) Facilities Utilization Request

Cumberland County Gymnastics is requesting permission to utilize the High School gym, commons, concession area and the auditorium on April 16 & 17, 2016 from 8:00 a.m. to 10:00 p.m. for a gymnastic competition. Because the utilization request is on Sunday, April 17, 2016 Board action is necessary.

The administration recommends that the Board of School Directors approve Cumberland County Gymnastics to utilize the High School gym, commons, concession area and the auditorium on April 16 & 17, 2016 from 8:00 a.m. to 10:00 p.m. for a gymnastic competition, as presented.

Motion by Swanson, seconded by Barrick to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Kanc, and Deihl. Voting No: Barrick. Motion carried. 5 – 1

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

L) Approve Payment of Debt Service from Capital Project Fund

With the continued failure of the legislators to produce a budget, it is essential that the District protect general fund cash to support operations in June & July. One of the options available is to pay debt service with capital project funds. The District has three remaining payments this school year.

The administration recommends the Board of School Directors authorize payment of debt service from the Capital Project fund; those payments are \$1,333,497.50 to the Wilmington Trust N.A. and \$52,911.74 to F&M Trust Company.

Motion by Barrick, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, and Deihl. Motion carried unanimously. 6 – 0

(INFORMATION ITEM)

M) Proposed 2016-2019 Special Education Plan Report

Mr. William Gillet, Director of Pupil Services, and the Planning Committee have updated and prepared the proposed 2016-2019 Special Education Plan Report. A copy of 2016-2019 Special Education Plan Report is included with the agenda. This is a Board information item.

(INFORMATION ITEM)

N) South Central Trust Payments

With the continued failure of the legislators to produce a budget, it is essential that the District protect general fund cash to support operations -- especially payroll -- in June & July. One of the options available is to use fund balance in the South Central Trust to pay claims. Accordingly, The District won't make contributions in April, May & June. Employee contributions will be deposited in the trust.

XV. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XVI. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

No meeting was conducted and no report was offered.

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

The next meeting will be held Friday April 8, 2016 at 7:00 am in the District Office.

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

No meeting was conducted and no report was offered. Two new instructors we hired. We are glad to have those spots filled.

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

No meeting was conducted and no report was offered.

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

Finance Committee Meeting Agenda from earlier in the evening

1. Update on personnel and healthcare issues from current year.
2. Update on 15-16 budget and the Commonwealth default on District subsidies.
3. Draft 16-17 budget – assumption & guesses

F. South Central Trust – Mr. Blasco

A copy of an updated balance sheet is attached for SCT.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XVII. SUPERINTENDENT'S REPORT

1. **Penn State Program** - We had 11 students present at the information meeting. We have 6 slots. This is a program that we share with Carlisle, South Middleton, and Bermudian Springs School Districts. Those discussions started two years ago. This is a great opportunity for our students. This program allows our students to earn credits for half the price of normal colleges. They can graduate with 24 credits from Penn State. The classes are being held in Carlisle.
2. **Band** – Gina Baldoni is one of the band members performing tonight. She has done an amazing job with her all-state band selection for two consecutive years. Our music program holds its own and continues to grow.
3. **State Budget** – Based on the State Budget, we as a district will make it through. The next local collection cycle for property taxes begins a new revenue cycle. The state owes us \$5 million dollars. Prudent planning by this board allows us to stay in business. Another year like this year, our district finances will not be the same.
4. **Quiz Bowl** – Newville Elementary won the quiz bowl. The Board will be honoring them at a future board meeting.
5. **Weather** – The first snow make up day is this Thursday, March 24. We will also have two more make-up days, June 3 and June 6. Both June 3 and June 6 will be half days.
6. **Resignation** – With us this evening is Brandie Shatto, the Board acted on her resignation tonight. We want to thank Brandie for all her service to the Big Spring School District. She is going to the National Humane Society. We are proud of her and we thank her for all she has done for the District. We wish her well.

XVIII. BUSINESS FROM THE FLOOR

Mr. Barrick inquired the dates of the Musical. Mr. Fry replied the Musical is April 7, 8, and 9th.

Big Spring School Board Meeting Minutes ~ Monday, March 21, 2016

XIX. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XX. ADJOURNMENT

Motion by Kanc, seconded by Swanson to adjourn the meeting to executive session to discuss personnel issues and legal issues.. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Kanc, Piper, and Deihl. Motion carried unanimously.
6 – 0

The meeting was adjourned at 8:38 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, April 4, 2016