

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MARCH 7, 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. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, David Gutshall, Bob Kanc, William Piper, Todd Deihl, Richard Roush, and Kingsley Blasco

*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr Jr, Business Manager; Brandie Shatto, Director of Educational Technology and Public Relations; William August, High School Principal; and Carol Frace, Board Minutes. Curtis Garland, the Valley Times-Star;

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE FEBRUARY 16, 2016 REGULAR BOARD MEETING MINUTES, AND THE FEBRUARY 16, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Kanc, seconded by Swanson for approval of the February 16, 2016 Committee of the Whole Meeting Minutes; and the revised February 16, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Kanc, Gutshall, Deihl, Blasco, Roush, and Barrick. Motion carried unanimously. 9 – 0

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IV. RECOGNITION OF STUDENTS

Mr. William August, High School Principal, will recognize Taylor Farlling and Kelsey Kerrick for their performance at the Skills USA District Competition held this year at CPAVTS and Chester County Technical College High School. Twenty-nine students competed in the event with twenty-three of those students placing. Kelsey took First Place in the Graphics competition and Taylor took First Place in the Auto Technology competition. With this award they will continue on to the State Competition which will be held in April at the Hershey Lodge and Convention Center.

V. RECOGNITION OF VOCATIONAL-TECHNICAL SCHOOL STUDENT OF THE QUARTER

Mr. William August, High School Principal, will also recognize those students who earned "Student of the Quarter" awards for the second quarter of the 2015-2016 school year.

| | | |
|----------|------------------|---------------------------------------|
| Grade 9 | Jarrett Blake | HVAC |
| Grade 9 | Chloe White | Advertising Art & Design |
| Grade 10 | Lee Deihl | World Studies |
| Grade 10 | Kelsey Kerrick | Graphic Communication |
| Grade 10 | Andrew Walker | American Studies |
| Grade 10 | Elwood Yohe | Automotive Collision Technology |
| Grade 11 | Dylan Reidel | Electrical Construction & Maintenance |
| Grade 11 | Brandon Shughart | Automotive Technology |
| Grade 11 | Makayla Slatt | Nursing/Nursing Assisting |
| Grade 12 | Laurel Deihl | Horticulture & Landscaping |
| Grade 12 | Roselen Jenkins | Early Childhood Education |

President Wolf and Vice President Swanson congratulated the students for their outstanding hard work and accomplishments. The students received a certificate and a pen.

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VI. RECOGNITION OF STUDENT OF THE QUARTER

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

Music Dept.

Grade 9 Hailey Barnhart
Grade 10 Brandon Mooney
Grade 11 Noah Harrison
Grade 12 Karly Sheriff

Tech Ed. Dept.

Grade 9 Kollin Henneman
Grade 10 Cody Breon
Grade 11 Lucas Paris
Grade 12 Samantha Holtry

PE/Health Dept.

Grade 9 Jade Uilkema
Grade 10 Andrew Kulp
Grade 11 Yvonne Mullen
Grade 12 Nicholas Boyd

World Language Dept.

Grade 9 Colin Boyd
Grade 10 Theodore Magee
Grade 11 Abigail Schaefer
Grade 12 Olivia Fry

President Wolf and Vice President Swanson congratulated the students for their outstanding hard work and accomplishments. The students received a certificate and a pen.

VII. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Noah Powell presented a student report.

[Student report is attached.](#)

VIII. PAYMENT OF BILLS

| | |
|--------------------|---------------------|
| Procurement Card | \$ 19,890.60 |
| Checks/ACH/Wires | \$ 2,772,675.69 |
| Capital Projects | \$ 31,556.76 |
| Cafeteria Fund | \$.00 |
| Student Activities | \$ <u>13,274.73</u> |
| Total | \$ 2,837,397.78 |

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, Blasco, Deihl, Barrick, Gutshall, Roush, and Kanc. Motion carried unanimously. 9 – 0

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IX. READING OF CORRESPONDENCE

Mr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Education, Connie L. Derr, Audit Coordinator, regarding the Single Audit Report for the fiscal year ending June 30, 2014. The scope of the review covered financial data presented in the Schedule of Expenditures of Federal Awards (SEFA). The reviews established that payments were made by PDE to the District during the fiscal year of the audit and are included on the SEFA in accordance with the Office of Management and Budget Circular A-133 regulations.

X. RECOGNITION OF VISITORS

Mallory Farrands, Bill August, Clarissa Nace, Heather Housel, Wendy Hanks, Stacey Kimble, William Wonders, Leah Richwine, Karen Ward, Crystal Grossman, Deborah Baker, Brian Magee, Heather Magee, Logan Magee, Curtis Garland, Sheri Deihl, Laurel Deihl, Lee Deihl, Michelle Paris, Luke Paris, Jeff Paris, Tanya White, Russ White, Chloe White, Troy Walker, Danielle Rinehart, Sue Walker, Andrew Walker, Bill Harrison, Lisa Harrison, Denny Mooney, Cheryl Mooney, Bill Beck, Trent Badda, Heidi Badda, Abbie Schaefer, Vicki Magee, Dick Magee, Stacy Breon, Tony Breon, Cody Breon, Elwood Yohe, Helen Yohe, Trina Kulp, Kelly Fry, Olivia Fry, Chris Boyd, Colin Boyd, Maria Boyd, Nick Boyd, Jade Uilkema, Vickie Adams, Jacob Eshenour, Elwood Yohe II, Elwood Yohe III, Kris Henneman, Karla Henneman, Korrin Henneman, Kollin Henneman, Allison Kulp, Meghan Blake, Chuck Blake, Janett Blake, Alexis Brown, and El McGraw.

XI. PUBLIC COMMENT PERIOD

Rev. Bill Beck, 108 Lawrence Lane Carlisle, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

XII. STRUCTURED PUBLIC COMMENT PERIOD

XIII. OLD BUSINESS

XIV. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Bonnie Ickes

Ms. Bonnie Ickes has submitted her resignation as a part-time evening custodian at the High School, effective the end of the 2015-2016 school year.

The administration recommends that the Board of School Directors approve Ms. Ickes' resignation as a part-time evening custodian at the High School , effective the end of the 2015-2016 school year.

(ACTION ITEM)

2) Resignation – Miriam Tritt

Mrs. Miriam Tritt, Oak Flat Elementary secretary 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. Tritt's resignation for the purpose of retirement as a secretary at Oak Flat Elementary School, effective the end of the 2015-2016 school year.

(ACTION ITEM)

3) Resignation – Jill Davis

Ms. Jill Davis, High School English Teacher 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 Ms. Davis' resignation for the purpose of retirement as a High School English Teacher, effective the end of the 2015-2016 school

(ACTION ITEM)

4) Resignation – Susan Shuey

Mrs. Susan Shuey submitted her letter of resignation for the purpose of retirement as a High School Vocal Music Teacher, effective the end of the 2015-2016 school year.

The administration recommends that the Board of School Directors approve Mrs. Shuey's resignation for the purpose of retirement as a High School Vocal Music Teacher, effective the end of the 2015-2016 school year.

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XIV. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

5) Resignation – Mary Centola

Mrs. Mary Centola has submitted her resignation letter for the purpose of retirement as an Elementary School Librarian, effective the end of the 2015-2016 school year.

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

(ACTION ITEM)

6) Resignation – Susan Cappelli

Mrs. Susan Cappelli District Athletic Trainer, has submitted her resignation letter 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. Cappelli's resignation for the purpose of retirement as District Athletic Trainer, effective the end of the 2015-2016 school year.

(ACTION ITEM)

7) Resignation – Randy Roth

Ms. Randy Roth has submitted her resignation letter as a Girls Volleyball Coach, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Roth's resignation as a Girls Volleyball Coach, effective immediately.

(ACTION ITEM)

8) Recommendation for Approval of Substitute Aides

The administration would like to recommend the individuals listed to be added to the 2015-2016 substitute aide list.

**Michelle Pugliese
Melissa Rhoads**

The administration recommends that the Board of School Directors approve the individuals listed to be added to the 2015-2016 substitute aide list as presented.

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XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

9) Aide Transfer Recommendation – Sarah Cornman

The administration would like to recommend the transfer of Ms. Sarah Cornman, currently a High School Learning Support Aide to the position of a High School Resource Aide. Ms. Cornman's hourly wage will be adjusted from \$10.40 to \$11.57.

The administration recommends that the Board of School Directors approve Ms. Cornman's transfer and the adjustment of her hourly wage as presented.

(ACTION ITEM)

10) Aide Recommendation – Jenna Hoffman

The administration would like to recommend Ms. Jenna Hoffman as a Learning Support Aide at Mt. Rock Elementary School, replacing Ms. Mary Henry who has resigned. Ms. Hoffman will work 5.75 hours per day with an hourly wage of \$10.40.

The administration recommends that the Board of School Directors approve Ms. Hoffman as a Learning Support Aide at Mt. Rock Elementary School with an hourly wage of \$10.40 working 5.75 hours per day.

(ACTION ITEM)

11) Aide Recommendation – Brian Drake

The administration would like to recommend Mr. Brian Drake as a High School Learning Support Aide, replacing Ms. Tiffany Blain who has transferred into another aide position. Mr. Drake will work 5.75 hours per day with an hourly wage of \$10.40, retroactive to February 25, 2015.

The administration recommends that the Board of School Directors approve Mr. Drake as a High School Learning Support Aide with an hourly wage of \$10.40 working 5.75 hours per day, retroactive to February 25, 2016.

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XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

12) Coaching Recommendations

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the respective teams as noted.

| | |
|-----------------------|--------------------------------------|
| Michael Ginter | Junior High Boys Soccer Coach |
| Ryan Kelley | JV Baseball Coach |
| Josh Petty | Interim Head Baseball Coach |
| Brian Drake | Volunteer Track Coach |

The administration recommends that the Board of School Directors approve the appointments of the above listed coaches as presented.

VOTE ON XIV., NEW BUSINESS, A-1 – A-12; PERSONNEL CONCERNS

Motion by Swanson, seconded by Blasco to combine and approve Items A-1 through A-12 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Barrick, Roush, Gutshall, Kanc, Deihl, and Blasco. Motion carried unanimously.
9 – 0

XIV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

B) Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Brandie Shatto \$1,800.00

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

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XIV. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

C) Approval of the Proposed 2016-2022 Strategic Plan

Mr. Kevin Roberts, Assistant Superintendent, and the District Improvement Committee, have updated and prepared the proposed 2016-2022 Strategic Plan. A copy of the 2016-2022 Strategic Plan was presented to the Board of School Directors at the February 16, 2016 Board meeting as a Board information item.

The administration recommends that the Board of School Directors approve the updated 2016-2022 Strategic Plan as presented.

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

(ACTION ITEM)

D) Approval of the Proposed Questeq Contract

At the end of last year the District issued an RFP for vendors to provide technology services. Subsequently the committee, headed by Mr. Barrick, agreed that Questeq was the unanimous choice. In coordination with Questeq, the administration negotiated for 4 employees to remain on the District payroll initially and two to be terminated as they move to Questeq payroll. A copy of the proposed contract is included with the agenda.

The administration recommends that the Board of School Directors approve the contract with Questeq, Inc. for a period of 5 years. The Superintendent is authorized to sign the contract pending final Solicitor approval and take all necessary steps to implement the contract.

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

(ACTION ITEM)

E) 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.

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XIV. NEW BUSINESS (. . .continued)

| <u>Project</u> | <u>Contractor</u> | <u>Payment</u> | <u>Balance</u> |
|----------------|-------------------|----------------|----------------|
| OF HVAC PC | Honeywell | \$56,805.00 | \$28,403.00 |
| MR Pave | CenterPoint Inc. | \$1,720.14 | \$22,180.00 |
| MR Pave | W.Pennsboro | \$ 173.22 | -- |

The administration recommends the Board of School Directors approve the payments of \$56,805.00 to Honeywell, \$1,720.14 to CenterPoint Engineering, Inc. and \$173.22 to West Pennsboro Township from the Capital Project Fund.

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

(ACTION ITEM)

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

The District received the following payment applications for the ongoing Stadium & Track Project. Copies of the payment requests are included with the agenda.

The administration recommends the Board of School Directors approve the payments of \$341.76 to Western Cumberland Council of Governments and \$240.00 to West Pennsboro Township from the Stadium & Track Project Fund.

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

(ACTION ITEM)

G) Approval of Capital Project List

The administration recommends the Board of School Directors approve the Capital Project List for 2016 as included with the agenda.

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

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XIV. NEW BUSINESS (. . . .continued)

(ACTION ITEM)

H) **Approve Dectron Pool Unit Service Contract**

It is the recommendation of the Director of Buildings & Grounds that we have an annual operation check performed on the new Dectron pool pack. Given the expense of a new one, and the problems encountered with the old unit, we want to ensure optimum operation with preventive maintenance and this annual service.

The administration recommends the Board of School Directors approve the Assured Inspection Agreement with tristate HVAC Equipment, LLC. for one year in the amount of \$1,680 per year. Further, the Director of Buildings & Grounds is authorized to sign the contract agreement.

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

(ACTION ITEM)

I) **Approve Release of Teacher/Student Device RFP**

Ms. Shatto briefed the concept for the teacher device replacement RFP at the February 16, 2016 Committee of the Whole Meeting. Since then we have added in student devices along with [classroom device management software](#) in order to leverage large order pricing and coordinate devices and usage.

The administration recommends the Board of School Directors approve the release of the request for proposals for PC Devices for Teachers & Students.

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

(INFORMATION ITEM)

J) **Proposed Job Description for Director of Curriculum and 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

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XIV. NEW BUSINESS (. . . .continued)

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the March 21, 2016 Board meeting.

(INFORMATION ITEM)

K) **Proposed Updated Policy**

The administration has submitted the updated policy listed for Board review.

217 Graduation Requirements

The updated policy will be an action item on the March 21, 2016 Board Agenda.

(INFORMATION ITEM)

L) **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. The budget reflects no change for the 2016-2017 school year. The Capital Area Intermediate Unit General Operating Budget will be an action item on the March 21, 2016 Board Agenda.

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. Gutshall, Mr. Deihl**

There will be a meeting this month.

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

No meeting was conducted and no report was offered.

XVI. COMMITTEE REPORTS (...continued)

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

This project repairs selected parts of the MR, MS and DAO roofs. The service is contracted through a cooperative purchasing arrangement with US Communities organization. Our recent roof projects have all been done through the US Communities contract. Professional Roofing Services is the District's consultant and develops the specification that we turn over to US Communities to be releases for bid for installation of the Garland roof product(s).

I make a motion to release the roof repair specification for Mt. Rock, Middle School and DAO as presented by Professional Roofing Services, Inc. at a cost not to exceed \$1,050,000.

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

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

There will be a meeting at 6:30 pm on March 21st.

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, Mr. Swanson

No meeting was conducted and no report was offered.

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XVII. SUPERINTENDENT'S REPORT

1. **Enrollment** – The enrollment report is in your packet. Enrollment is very stable. We are a little bit above the state projection.
2. **Personnel Items** – We have several resignations for the purpose of retirement. The professional staff must let us know prior to April 1st via the collective bargaining agreement. I anticipate another two or three retirements. As soon as we get the resignation, we post the position and we will continue to post state wide and through the mid-Atlantic region.
3. **Capital Plan** – I appreciated the Board's diligence on prioritizing the Capital Plan. I will see the priorities are all queued up and back to the board by the second meeting in March. Also, this fall we will queue up a discussion for the work at Newville to begin the summer of 2018.
4. **Question** – We had a question at our last Board meeting about video equipment on buses if weather could affect them. We researched this question. As long as we have no consistent sub-zero temperature, our equipment is fine. To date, we have had no issues with equipment. We have been able to get to or access any videos. Our students can't access the equipment. It is impossible for them to get to it.

XVIII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XIX. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XX. ADJOURNMENT

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

The meeting was adjourned at 8:31 PM.

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Robert L. Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, March 21, 2016