

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

TUESDAY, APRIL 3, 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 8:07 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, Kingsley Blasco, Robert Over, and Richard Roush

Absent – Bob Kanc

*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; Robert Krepps, Questeq Director of Technology; and Carol Frace, Board Minutes. Andy Milone, 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 MARCH 19, 2018 REGULAR BOARD MEETING MINUTES, AND THE MARCH 19, 2018 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Blasco, seconded by Roush for approval of the March 19, 2018 Committee of the Whole Meeting Minutes; and the March 19, 2018 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Roush, Over, Blasco, and Deihl. Motion carried unanimously.

8 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

No student presentation was provided.

V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 33,408.56
Checks/ACH/Wires	\$ 2,756,284.31
Capital Reserve Fund	\$ 0.00
Newville Projects Fund	\$ 80,948.10
Cafeteria Fund	\$ 92,092.38
Student Activities	<u>\$ 15,534.19</u>
Total	\$ 2,978,267.54

Motion by Gutshall, seconded by Roush 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, Blasco, and Roush. Motion carried unanimously. 8 – 0

VI. READING OF CORRESPONDENCE

VII. RECOGNITION OF VISITORS

Nate Gutshall, Scott Penner, Mike Raudabaugh, Matthew Raudabaugh, Andy Milone, Charlene D'Amore, Steven Gibb, Tavia Garland, Jacob Bear, Heather Fickel, Rebecca Fickel, Catherine Long, Douglas Long, and Erica Reall.

VIII. PUBLIC COMMENT PERIOD

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Mrs. Susan Rathburn

Mrs. Susan Rathburn, Middle School Aide has submitted her letter of resignation for the purpose of retirement, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Rathburn's resignation as a Middle School Aide, effective the conclusion of the 2017-2018 school year.

(ACTION ITEM)

2) Resignations – Mrs. Karen Fritz

Mrs. Karen Fritz, High School Guidance Secretary has submitted her resignation for the purpose of retirement as a full-time High School Guidance Secretary, effective July 7, 2018.

The administration recommends the Board of School Directors approve Mrs. Fritz's resignation for the purpose of retirement as a full-time High School Guidance Secretary, effective July 7, 2018.

(ACTION ITEM)

3) Resignation – Dr. Linda Wilson

Dr. Linda Wilson, Middle School Principal submitted her letter of resignation for the purpose of retirement as Big Spring Middle School Principal, effective June 30, 2018.

The administration recommends the Board of School Directors approve Dr. Wilson's resignation for the purpose of retirement as Middle School Principal, effective June 30, 2018.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

4) **Resignation – Ms. Patricia Chastain**

Ms. Patricia Chastain, Middle School Reading Teacher has submitted her letter of resignation, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Ms. Chastain's resignation as a Middle School Reading Teacher, effective the conclusion of the 2017-2018 school year.

(ACTION ITEM)

5) **Resignation – Mrs. Lois Cox**

Mrs. Lois Cox, Middle School Special Education Teacher submitted her letter of resignation for the purpose of retirement, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Cox's resignation for the purpose of retirement as a Middle School Special Education Teacher, effective the conclusion of the 2017-2018 school year.

(ACTION ITEM)

6) **Resignation – Mrs. Amy Wetzel**

Mrs. Amy Wetzel, Newville Elementary School Fourth Grade Teacher has submitted her letter of resignation for the purpose of retirement, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Wetzel's resignation for the purpose of retirement as a fourth grade teacher at Newville Elementary School, effective the conclusion of the 2017-2018 school year.

XI. NEW BUSINESS (. . . continued)

(ACTION ITEM)

7) Resignation – Mrs. April Messenger

Mrs. April Messenger, Oak Flat Elementary School Fifth Grade Teacher has submitted her letter of resignation for the purpose of retirement, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Messenger's resignation for the purpose of retirement as a fifth grade teacher at Oak Flat Elementary School, effective the conclusion of the 2017-2018 school year.

(ACTION ITEM)

8) Resignation – Mrs. Rebecca Fry

Mrs. Rebecca Fry, Mt. Rock Elementary School Kindergarten Teacher has submitted her letter of resignation for the purpose of retirement, effective the conclusion of the 2017-2018 school year.

The administration recommends the Board of School Directors approve Mrs. Fry's resignation for the purpose of retirement as a kindergarten teacher at Mt. Rock Elementary School, effective the conclusion of the 2017-2018 school year.

(ACTION ITEM)

9) Recommended Approval for a Part-Time Custodian

Mr. Leroy Sheriff was approved at the October 2, 2017 Board meeting as a long-term substitute part-time custodian at Oak Flat Elementary School for a period of ninety days. Administration has evaluated Mr. Sheriff's work performance during his ninety day employment with Big Spring School District and would like to recommend Mr. Sheriff as a permanent part-time custodian at Oak Flat Elementary School.

The administration recommends the Board of School Directors approve Mr. Sheriff as a part-time custodian at Oak Flat Elementary School, effective immediately.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . . continued)

VOTE ON XI., NEW BUSINESS, A-1 – A-9, PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to combine and approve Items A -1 through A - 9 as outlined and recommended above. Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, Over, and Roush. Motion carried unanimously. 8 – 0

(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.

Molly Kordes \$1,470.00

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

(ACTION ITEM)

C) Case E

The parents of Case E of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case E of the 2017-2018 school year for the period of fifteen days with participation in the Student Assistance Program. 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.

Motion by Swanson, seconded by Roush to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, Over, and Roush. Motion carried unanimously. 8 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

D) Case F

The parents of Case F of the 2017-2018 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case F of the 2017-2018 school year for the period of fifteen days with participation in the Student Assistance Program. Following the exclusion of fifteen days the student of Case F will be placed in an Alternative Placement for thirty 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.

Motion by Swanson, seconded by Blasco to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, Over, and Roush. Motion carried unanimously. 8 – 0

(ACTION ITEM)

E) Approval for Proposed Updated Policies

The administration has submitted the updated policies and copies are included with the agenda.

906 Public Complaints

918 Title I Parent Involvement

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

Motion by Swanson, seconded by Roush to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, Over, and Roush. Motion carried unanimously. 8 – 0

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

F) Approval of Chartwells' Annual Renewal of Contract and Lunch Prices for the 2018-2019 School Year

Included with the agenda is Chartwells' renewal letter and budget for the 2018-2019 school year. It includes a guarantee of \$40,000 operating profit. While down from the 2017-2018 school year, it reflects the declining enrollment and the cost of adding a full-time chef. The Administration fee will decrease from \$73,350 to \$71,470; the Management will be fixed at \$25,525. Meal prices for the 2018-2019 school year that are included in the budget are:

Meal Prices	<u>2018-19</u>
Elem Lunch	\$2.65
Secondary Lunch	\$2.80
Adult Breakfast	\$2.50
Adult Lunch	\$3.80
Breakfast (all students)	\$1.50
Milk	\$0.60
YB/Headstart Lunch	\$3.05
YB/Headstart Breakfast	\$1.80

The administration recommends the Board of School Directors approve the Chartwells' budget, contract renewal and meal prices for the 2018-2019 school year food service operations and authorize the administration to sign those documents necessary for renewal of the Chartwells' contract.

Motion by Blasco, seconded by Roush to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, Over, and Roush. Motion carried unanimously. 8 – 0

Dr. Fry informed the Board of School Directors that our lunch prices are still below the federal mandate for free and reduced. There is a small increase of 5 cent. It will take us sometime to get to that federal level at the rate that we are reimbursed.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

G) Approval of Therabilities Speech, Occupational Therapy and Physical Therapy Agreements

The proposed 2018-2019 Therabilities Speech, Occupational Therapy and Physical Therapy Agreements have been reviewed by Mr. William Gillet, Director of Pupil Services and Dr. Richard W. Fry, Superintendent of Schools. The agreements are included with the agenda.

The administration recommends that the Board of School Directors approve the 2018-2019 agreements as presented.

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

Dr. Fry noted that this is related services for our special education students. We are mandated to provide these services. This is typical occupations that we cannot find. We contract out for OT and PT. This does not include speech. We have three speech clinicians.

(ACTION ITEM)

H) Approve 2018-2019 Student Accident Insurance

A copy of the application for student accident insurance is included with the agenda. The rates are the same since 2015-2016; \$15,570 for District's athletic policy and the optional (parent purchased) student accident insurance is \$22 for school time and \$88 for 24-hour coverage.

The administration recommends the Board of School Directors approve the Axis Student Accident Insurance policy, as presented.

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

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

(ACTION ITEM)

I) Approve Real Estate Tax Computer Services

Included with the agenda is the proposed contract renewal with GSS for the printing and accounting services of the 2018-19 real estate taxes.

The administration recommends the Board of Directors approve the two Agreements for Computer Services with Government Software Services, Inc. for the 2018-19 school year.

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

Mr. Blasco inquired what this is and how does this help our district.

Mr. Kerr informed the Board of School Director that the government software services is selected by the county to manage the tax collection process. We went with them a couple of years ago so we could all share the same data base and get accurate reports to the district. This is not just a paper report. We can accurately go in and query the data directly. This costs us \$250 per tax collector per year. They also create bills in duplicate and mail them out.

(ACTION ITEM)

J) Approve Payments from Newville Projects Fund

The administration received the invoices listed for payment.

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
NV Reno	Crabtree	Inv 2941-17	\$40,495.40	\$53,787.35
NV Reno	Crabtree	Inv 23106-2	\$14,067.89	-
NV Reno	MDIA	Permit	\$1,847.95	-
NV Reno	Jt WCCOG	Appeal App	\$50.00	-

The administration recommends the Board of School Directors approve the payments of \$54,563.29 to Crabtree, Rohrbaugh & Associates, \$1,847.95 to Middle Department Inspection Agency, Inc. and \$50 to the Joint Western Cumberland County Council of Governments.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

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

(ACTION ITEM)

K) **Approve Payment from the Capital Projects Reserve Fund**

The administration received the enclosed invoice from Michael Baker for engineering services related to the PennDOT grant.

The administration recommends the Board of School Directors approve the payment of \$3,984.90 to Michael Baker International.

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

(ACTION ITEM)

L) **Approve Proposed Final Budget for 2018-2019**

Mill Calculation	2017/18	2018/19
	<i>Final</i>	<i>Proposed</i>
Proposed Final Budget Mills	14.0429	14.3940
March Assessed Value	1,728,353,200	1,752,196,700
Proposed Increase as %	2.50%	2.50%
Gross Tax Revenue	\$23,497,826	\$24,447,855
Assumed Collection rate	95.0%	95.0%
Est. Collected Tax \$\$ from Proposed Mills	\$22,322,935	\$23,225,462

<u>Real Estate Tax Increase as \$\$</u>	<u>Taxes</u>	<u>Taxes</u>
Tax on \$100,000 property =	\$1,404	\$1,439
Increase from prior year per \$100,000 =	\$34	\$35
189242		
Tax on Avg \$189,242 property =	\$2,658	\$2,724
	\$65	\$66

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$50,451,150 for the 2018-2019 school year with a tax rate of 14.3940 mills.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XI. NEW BUSINESS (. . .continued)

Motion by Over, second by Roush to try to reduce the budget by 2 percent without cutting personnel. Voting Yes: Over, Blasco, Roush. Voting No: Deihl, Piper, Gutshall, Swanson, and Wolf. Motion declined. 5 - 3

A discussion by the Board of School Directors was held on the budget.

Motion by Blasco, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Deihl, Blasco, and Roush. Voting No: Over. Motion carried. 7 - 1

(ACTION ITEM)

M) Approve Advertising for NV/MR Abatement Project

The District refused all bids for the Mt Rock and Middle School Abatement Project in order to add the old band room; a revised specification is available online.

The administration recommends the Board of School Directors approve advertising the revised specification for the Mt. Rock and Middle School Abatement Project.

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

(INFORMATION ITEM)

N) Approve Early Renewal of District Copier Lease

The District has been experiencing some copier issues and asked Xerox for a quote to replace the machines early. When this lease was initiated, the machines were sized down to coincide with the one-to-one initiative. Unfortunately, there wasn't a drop in copier usage and the machines are undersized. The District is still confirming the PaperCut software upgrade services. These items will be on the next agenda for approval.

Mr. Kerr advised the Board that we have concerns at the elementary level. Three years ago, we went with Xerox with a one to one device. We under sized the machines thinking we would be using less paper. The machines can't keep up with the demands.

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.

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

No meeting was conducted and no report was offered. Working with the changes due to retirements.

**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. Mr. Kerr will schedule a working meeting.

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.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XIII. COMMITTEE REPORTS (...continued)

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

No meeting was conducted and no report was offered. There is a pension committee meeting later this week.

XIV. SUPERINTENDENT'S REPORT

1. **Enrollment** – You have the enrollment report in front of you. The big take away is cyber enrollment is down 14 students which is a savings to the district of roughly \$250,000 when compared to the same data from 2016. We try to keep our eyes on the cyber enrollment.
2. **Musical** – Phantom of the Opera will be the next two Thursday, Friday, and Saturday's. Any board member who is interested please contact me. I will get you tickets for the musical. Our students and staff work extremely hard. I am sure this will be as good as if not better than past musicals. The sound system seems to be operating optimally at this point.
3. **Thursday, April 5th** – There will be an increase in security in all buildings based on the graffiti at the high school. The most recent update from the PA State Police is they have identified this case as no identified threat. We still are moving forward with a presence from law enforcement in all buildings. There will be a call going out from my office to all families tomorrow afternoon. The details we cannot speak about publicly.
4. **Reminder** – There is a safety meeting on April 12th at 6:00 pm in the Middle School Auditorium. The invitation for those who expressed an interest went out today. There is also a survey to those individuals.
5. **Personnel** – I hope that you noticed in the personnel section that we are losing some fine educators to retirement. We wish them all well. Sadly the process to replace them has already started. We hope to have their replacements solidified by the first meeting in June.

Big Spring School Board Meeting Minutes ~ Tuesday, April 3, 2018

XV. BUSINESS FROM THE FLOOR

Mr. Piper expressed to those individuals leaving us for retirement or other reasons the letters that they forwarded to the District thank you. The input in those letters was very well done and helpful.

Mr. Kanc was unable to attend the board meeting but expressed his sadness and joy to those individuals on the agenda who are retiring. Mrs. Messenger, Mrs. Fritz as well as other names that I do not know, have dedicated themselves to their profession and making our students (including our daughter) the Best that they can be. THANKS for all you have done and enjoy future years.

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVII. ADJOURNMENT

Motion by Swanson, seconded by Blasco to adjourn the meeting to executive session not to return to the regular board meeting to discuss personnel and legal issues. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Gutshall, Blasco, Over, Roush, and Deihl. Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:34 PM.

William L. Piper, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, April 16, 2018