

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES**

**MONDAY, DECEMBER 7, 2009**

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### **I. CALL TO ORDER**

The Committee of the Whole of the Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 7:00 P.M. with President Wilbur Wolf, Jr., presiding. Six (6) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Robert Lee Barrick, Secretary; Terry Lopp, Treasurer; William Piper; and Richard Roush. Also present: Tarin Houpt, Board member-elect.

Richard Norris joined the meeting in progress at 7:02 P.M.

Kingsley Blasco joined the meeting in progress at 7:16 P.M.

Sandra Rosenberry Deaver was absent.

Others in attendance: Richard Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; and Brenda Line, Board Minutes. Also present: Dave Anderson, Gloria Anderson, Josh Anderson, Caitlin Clark, Abby Finkenbinder, Trina Gribble, Hillary Hammon, April Messenger, Cody Miller, Sherisa Nailor, SaraBeth Wanbaugh, and Peggy Wolf.

### **II. PRESENTATIONS**

#### **A. FFA National Convention Trip – Big Spring FFA Students**

Several FFA members described their activities at the recent FFA National Convention in Indianapolis, IN. The students offered a video presentation featuring activities in which they participated while attending the national conference, including a trip to the Indianapolis Motor Speedway, the American Degree ceremony, leadership workshops, agritainment, Divine Farms, a pollination demonstration, and presentations by Mike Rowe and Harvey Alston.

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**II. PRESENTATIONS (Continued)**

**A. FFA National Convention Trip – Big Spring FFA Students (Continued)**

The following FFA news was reported:

1. Six FFA students are slated to attend a confirmation hearing and meet with legislators in the Department of Agriculture next week.
2. Six Big Spring students earned free FFA jackets by applying for scholarships. The students apply for the free jackets by outlining their FFA activities and writing an essay on what it means to them to wear the FFA jacket.
3. Students are excitedly preparing for the Pennsylvania State Farm Show, including the Quiz Bowl team and Abby Finkenbinder, who will compete in the interview contest. Abby was the regional star winner in the Keystone Agribusiness contest and hopes to win a State position.
4. Caitlin Clark is a second-year scholar for the State FFA and was one of 40 applicants chosen to fill six positions. These students help to plan FFA state leadership workshops.

The students thanked the Board for supporting the FFA program and for allowing the students to attend the national convention.

President Wolf thanked the students for the presentation, and he congratulated Abby Finkenbinder for being featured recently in Cumberland County Leaders of Tomorrow.

**B. Reviewing PlanCon Agenda Items – Trina Gribble/McKissick Associates**

Ms. Gribble provided the members of the Board of School Directors with copies of the following:

- A three-page document, including section 00 11 13 – Advertisement for Bids and a December 3, 2009 letter from McKissick Associates to Superintendent Fry.
- A seven-page document outlining PlanCon Part F.
- PDE-3074(a), Non-Reimbursable Work Subject to Advertising and Bidding Requirements/Self-Certification Application for Non-Reimbursable Construction Project.

Please refer to the attached documents.

Ms. Gribble reviewed the attachments, including a scope summary for the Newville Elementary School project. Additional items noted included the following:

1. The project is estimated to cost \$3.4 million.
2. The project goes out to bid on Tuesday, December 15, 2009, and bid opening is slated for January 12, 2010. The Board would make a decision at the January 18, 2010 meeting whether or not to proceed with the project and, if approved, what the scope of the project would be.
3. Many construction firms have expressed interest in the project. This is a good sign the competition could drive down the cost of the project.

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**II. PRESENTATIONS (Continued)**

**B. Reviewing PlanCon Agenda Items (Continued)**

4. The eight-room addition includes a library, art room, seminar rooms, classrooms, music room, elevator, mechanical spaces, gang bathroom ADA upgrade, administration office/building entry renovations, geothermal expansion (20 additional wells), electrical power for the addition, new fire alarm system throughout the entire facility, ADA door hardware upgrades.
5. Deduct alternate bids have been proposed for cost containment.
6. The drawings for the proposed renovations and addition are in the District administration office for the Board's review.

Ms. Gribble indicated that McKissick Associates met with the representatives from the Pennsylvania Department of Education last week to address PlanCon Part E documents for the proposed new two-deep Plainfield Elementary School facility. A Building Advisory Team meeting is slated for Thursday, December 10, 2009, to address the proposed Newville and Plainfield facilities.

**III. PREVIEW OF THE AGENDA**

**A. Agenda Item XVII., NEW BUSINESS, E., Behavior Support Policy #113.1**

Mr. Fry indicated that the first page, fourth bullet point, Item #2, the administration recommends a change from the word "constituted" to the word "designated."

Mr. Fry indicated that he appreciates any policy modifications the Board offers, and he encouraged Board members to contact him with suggested changes to policies.

In response to a question from President Wolf, Mr. Fry indicated that the Behavior Support Policy changes are the result of PSBA and PDE recommendations for the proper use of restraints. The policy is designed to ensure that the professional staff members are equipped to respond to situations that may require restraint.

During the discussion on this issue, the following points were made:

1. A student's individualized education plan (IEP) includes information with regard to those staff members who are designated with authority to work with the student. Those staff members would be trained in the proper techniques to supervise that student, and they would be aware of the appropriate measures to be taken if a situation arose where the student was a danger to himself or others.
2. The teachers who have students in a classroom with IEPs would inform the substitute teachers of any hot-button issues via the lesson plans. Included in the lesson plan would be instructions for the substitute teachers with regard to the professional staff members who are trained in handling any incident that might require a restraint.
3. In response to President Wolf's indication that he did not understand the third bullet point in Item #2, Mr. Fry indicated that he would change the word "preserve" to "maintain."
4. The IEP process is a team approach with the student, parent, and staff as equal players. The terminology included in the Behavior Support Policy has been selected to ensure that the policy is aligned properly from a legal standpoint.
5. There are students engaged in programs that, based on their disabilities, their behavior expectations are different from regular education students.

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**III. PREVIEW OF THE AGENDA (Continued)**

**A. Agenda Item XVII., NEW BUSINESS, E., Behavior Support Policy #113.1**

6. In response to a question from Director Blasco, Mr. Fry indicated that teachers are not required to sign off on Behavior Support Policy #113.1. Teachers review the students' IEPs at the beginning of each year. Managing these students at the middle school and high school level becomes more challenging because students are moving from classroom to classroom. Teachers are required to review students' IEPs and SDIs to ensure that the needs of all the students are met.
7. Teachers have access to Behavior Support Policy #113.1 in the policy manual in the library; however, teachers do not have to sign off on the policy. This is the case with all Board policies. As with all Board policies, administrative guidelines and procedures are written based on Board policy. Teachers are trained based on those administrative guidelines and procedures. The safe physical management training would be based on this policy.
8. This policy is not included in the staff handbook currently.
9. Mr. Blasco suggested that it may be advantageous to provide a copy of the Behavior Support Policy to all teachers because of the possible legalities associated with a violation of the Behavior Support Policy.
10. Mr. Fry indicated that Mr. Roberts and Mr. Boyd are trained to train a core group of teachers in safe physical management. Those teachers are provided with written behavior support guidelines during those training sessions.
11. The teachers who are not trained in safe physical management are informed how to access the core building team of staff members who are trained and authorized to use safe physical restraints, should the need arise. The building principal informs faculty members the names of core members trained for physical intervention.
12. Physical intervention is used only when a student is a harm to himself/herself or others
13. Teachers must be trained for physical intervention before they are permitted to use any physical restraint.
14. Any student restraint must be reported to the State immediately. This includes a staff member separating two students who were pushing each other in the hallway.
15. Mrs. April Messenger, an elementary teacher present this evening, attested to the fact that Big Spring's Behavior Support Policy is effective, and she noted that she does not need to have a copy of the policy. Mrs. Messenger indicated that she appreciates the fact that she has been informed who to contact for assistance if a need arises in her classroom.

**C. Combine and Address**

President Wolf requested that the Board address XVII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-11, as a single action item.

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**III. PREVIEW OF THE AGENDA (Continued)**

**D. Custodial Needs**

In response to a question from Director Blasco, Mr. Fry indicated that the administration has been postponing the hiring of a fitness center custodian for 2.5 years. A need for this position has become critical in light of the recent infection outbreak among football team members.

Mr. Fry noted that the fitness center is used every period of every day for physical education and after school for sports teams. The fitness center custodian would be assigned to work five hours per day during the fall/winter seasons and four hours per day for spring and summer seasons.

In response to a question from Director Blasco, Mr. Fry indicated that the custodial position that was vacated at the high school recently must be filled. The existing custodial staff members on an ongoing basis would be unable to successfully complete the duties of that full-time custodian as well as their own assignments.

**IV. ADJOURNMENT**

Motion by Blasco, seconded by Norris to adjourn. Roll call vote: Voting Yes: Blasco, Houghton, Norris, Piper, Roush, Lopp, Barrick, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 7:43 P.M.



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Robert Lee Barrick, Secretary