



APRIL 1, 2019 BOARD MEETING

1. Opening Meeting

- a. Call to Order (President Swanson)
- b. Pledge to the Flag

2. Approval of Minutes

Approval of the March 18, 2019 Regular Board Meeting Minutes, the March 18, 2019 Committee of the Whole Meeting Minutes and the March 18, 2019 Finance Committee Meeting Minutes.

3. Student/Staff Recognition and Board Reports - Gabi Reifsnyder & Tucker Williams

4. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | | |
| Procurement Card | \$ | 25,431.30 |
| Checks/ACH/Wires | \$ | 2,095,075.46 |
| Capital Projects Reserve Fund | \$ | 3,006.00 |
| Mount Rock Projects-2018 Fund | \$ | 0.00 |
| Newville Projects Fund | \$ | 188,633.11 |
| Cafeteria Fund | \$ | 93,107.14 |
| Student Activities | \$ | <u>22,200.71</u> |
| Total | \$ | 2,427,453.72 |

Motion to approve the payment of bills as presented.

5. Reading of Correspondence

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. Personnel Items - Action Items

a. Resignation - Middle School TV Studio Coordinator/After School Club Leader

Ms. Crystal Grossman, Middle School Instructional Coach submitted her letter of resignation for the extra-curricular positions of TV Studio Coordinator and After School Club Leader, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Ms. Grossman's resignation for the extra-curricular positions listed.

b. Resignation - Mrs. Norma Keefer

Mrs. Norma Keefer has submitted her resignation letter for the position of a part-time learning support aide at Mt. Rock Elementary School for the purpose of retirement, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Keefer's resignation for the purpose of retirement, effective the end of the 2018-2019 school year.

c. Resignation - Ms. Kathy Young

Ms. Kathy Young has submitted her resignation letter for the position of a part-time high school custodian, retroactive to March 22, 2019. Ms. Young has requested to be added to the substitute custodial list.

The administration recommends the Board of School Directors approve Ms. Young's resignation, retroactive to March 22, 2019 and approve her request to be added to the substitute custodial list.

d. Child-Rearing Leave - Mrs. Ashley Gleeson

Mrs. Ashley Gleeson, High School Special Education Teacher, is requesting child-rearing leave of absence to begin approximately early September, 2019 through approximately the end of November, 2019. 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 the Board of School Directors approve Mrs. Gleeson's requested child-rearing leave of absence to begin approximately early September, 2019 through approximately the end of November, 2019.

e. Leave Without Pay - Ms. Judith Creps

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. Ms. Judith Creps is requesting one day leave without pay, retroactive to March 22, 2019.

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

Personnel Items - Action Items

f. Leave Without Pay - Mr. Sean Stevenson

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. Mr. Sean Stevenson is requesting one day leave without pay for May 24, 2019.

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

g. Leave Without Pay - Ms. Susan Ross

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. Ms. Susan Ross is requesting one day leave without pay for October 11, 2019.

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

12. New Business - Action Items

a. Credit Pay

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

| | |
|------------------------|--------------------------|
| Molly Kordes | \$1,500.00 |
| Emily Moyer | \$1,500.00 |
| Sarah O'Donnell | <u>\$3,880.00</u> |
| Total | \$6,880.00 |

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.

b. Facilities Utilization Request

Cumberland Gymnastics is requesting to utilize the High School gym, commons, auditorium and concession area for a gymnastics competition on Sunday April 7, 2019, from 8:00 a.m. - 10:00 p.m. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve the Cumberland Gymnastics request to utilize High School gym, commons, auditorium and concession area for a gymnastics competition on Sunday, April 7, 2019, from 8:00 a.m. - 10:00 p.m.

New Business - Action Items

c. Approval of Planned Courses

Listed below are completed planned courses for board approval.

Art

Intro to Visual Art and Design - Grade 6

Visual Art 2D - Grades 7 & 8

Visual Art 3D - Grades 7 & 8

Music

Grade 6 Music

Guitars, Ukuleles, and Musicals - Grades 7 & 8

Pianos and Music Composition - Grades 7 & 8

Tech Ed/Ag

Introduction to Agriculture and Technology - Grade 6

Technology Education - Grades 7 & 8

Agriculture Education - Grades 7 & 8

Library/Media

Bulldog News 1 - Grades 7 & 8

Bulldog News 2 - Grades 7 & 8

Reading

Readers Workshop - Grade 6

Words Change Worlds - Grades 7 & 8

The administration recommends the Board of School Directors approve the above planned courses, as presented.

d. Approval of the Proposed Updated Job Description - Dean of Students/Assistant Athletic Director

The administration has updated the Dean of Students/Assistant Athletic Director job description and it has been included with the agenda.

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

e. Approval of the Proposed Vista Agreement

Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Pupil Personnel have reviewed the proposed Vista Agreement. The agreement is included with the agenda.

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

New Business - Action Items

f. Approval of the Proposed 2019-2020 Therabilities Agreement for Certified Behavior Analyst Services

The proposed 2019-2020 Therabilities Agreement has been reviewed by Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Pupil Services. The agreement outlines the Board Certified Behavior Analyst services to Big Spring School District for the 2019-2020 school year.

The administration recommends the Board of School Directors approve the 2019-2020 agreement, as presented

g. Approval of the Proposed CAIU 2019-2020 General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2019-2020 school year is included with the agenda. The proposed budget reflects a 0% increase. A copy of the proposed budget was provided to the members of the Board of School Directors at the March 18, 2019 Board meeting.

The administration recommends the Board of School Directors approve the Capital Area Intermediate Unit's 2019-2020 General Operating Budget, as presented.

h. Approval of the Contract for the Assistant Superintendent

The Board of School Directors will vote to reappoint Dr. Kevin Roberts, Jr. A contract that commences July 1, 2019 and concludes on June 30, 2024.

Motion to approve an employment contract for Dr. Kevin Roberts, Jr. to serve as the Assistant Superintendent from July 1, 2019 through June 30, 2024.

i. Approval of the Contract for the Business Manager

The Board of School Directors will vote to reappoint Mr. Richard E. Kerr, Jr. A contract that commences July 1, 2019 and concludes on June 30, 2023.

Motion to approve an employment contract for Mr. Richard E. Kerr, Jr. to serve as the Business Manager from July 1, 2019 through June 30, 2023.

j. Recommended Approval for a Curricular Resource

Mrs. Robyn Euker, Director of Curriculum and Instruction would like to recommend the curricular resource, FUNdations for second grade. FUNdations is a multi-sensory and systematic phonics, spelling, and handwriting program that benefits all K-3 students.

The administration recommends the Board of School Directors approve the resource FUNdations for second grade, as presented.

New Business - Action Items

k. Approve Capital Project Reserve Fund Projects

In coordination with the 2019 summer projects, the administration is recommending the following projects be approved so that procurement can begin now for those items to be upgraded in 2019.

| <u>When</u> | <u>Description</u> | <u>Vendor</u> | <u>Total Cost</u> |
|----------------|---|-----------------|--------------------|
| 2019 | External Wifi Access - All Bldgs | Qesteq/Extreme | \$ 64,500 |
| 2019 | Backup Server & Storage | Prismworks | \$ 75,000 |
| 2019 | Erate/Fiber Study OF & NV | Clerity | \$ 27,500 |
| 2019 | HS Furniture Replacement (10 Classrooms + extras) | CRA Bid | \$ 50,000 |
| 2019 | HS Selected Library Replacement Furniture | CRA Bid | \$ 20,000 |
| 2019 | Gym Light LED Replacement | Schaedler Yesco | \$ 27,000 |
| 2020 | MS -50 Interactive Panel TV - 86" | COSTARS | \$ 500,000 |
| 2021 | HS - 73 Interactive Panel TV - 86" | COSTARS | <u>\$ 750,000</u> |
| Total = | | | \$1,514,000 |

The administration recommends the Board of School Directors approve the projects listed and funding of the projects from the Capital Projects Reserve Fund.

l. Accept Winning Mowing Bid

At the February 19, 2019 board meeting the Board of School Directors approved the release of the [mowing bid specification](#). G2 Commercial presented the lowest bid for Mt. Rock, Newville and Oak Flat Elementary Schools. The bid tabulation sheet is attached to the agenda.

The administration recommends the Board of School Directors accept the mowing bid from G2 Commercial, as presented.

m. Accept Change Order from CRA to Manage Expanded FF&E Purchase.

The administration received the included proposal from CRA for expanded furniture, fixtures & equipment for the 2019 project. The original proposal included NV, MR and the MS auditorium. The District requested that CRA add in the classrooms at Oak Flat, several classrooms at the HS and the MS STEM / library conversion.

The administration recommends the Board of School Directors approve the change order proposal from CRA for expanded furniture services at a cost of \$16,000.

13. New Business - Information Item

a. Proposed Updated Job Descriptions

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the April 15, 2019 Board meeting.

Supervisor of Transportation and Food Services

Director of Custodial Services

Director of Maintenance Services

Administrative Assistant for Public Information & Transportation

14. Future Board Agenda Items

15. Board Reports

a. District Improvement Committee - Mr. Kanc, Mr. Over

b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl

c. Vocational-Technical School - Mr. Piper

d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Over
Initial Mt Rock baseline schedule attached.

e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall

f. South Central Trust - Mr. Blasco

g. Capital Area Intermediate Unit - Mr. Swanson

h. Tax Collection Committee - Mr. Swanson

i. Future Board Agenda Items

j. Superintendent's Report – Enrollment Report

16. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **April 1, 2019.**

Next scheduled meeting is: **April 15, 2019.**