



## APRIL 3, 2018 BOARD MEETING

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### 1. Opening Meeting

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

### 2. Approval of Minutes

Approval of the March 19, 2018, Regular Board Meeting Minutes and the March 19, 2018 Committee of the Whole Meeting Minutes.

### 3. Student/Staff Recognition and Board Reports

### 4. Financial Reports

#### a. Payment of Bills

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

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 - 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.

### **b. Resignation - 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.

### **c. 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.

### **d. 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.

### **e. 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.

### **f. 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.

## **Personnel Items - Action Items**

### **g. 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.

### **h. 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.

### **i. 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.

## **12. New Business - Action Items**

### **a. 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.

### **b. 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.

## **New Business - Action Items**

### **c. 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.

### **d. 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.

### **e. 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:

<b><u>Meal Prices</u></b>	<b><u>2018-19</u></b>
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.

## **New Business - Action Items**

### **f. 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

### **g. Approve 2018-19 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.

### **h. 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.

### **i. 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.

### **j. 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.

## New Business - Action Items

### k. Approve Proposed Final Budget for 2018-19

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption which is scheduled for June 4, 2019. This proposed budget must be available for public inspection 20 days prior to the final adoption and advertised 10-days prior. The administration, working with the Board's Finance Committee, is recommending a budget of \$50,451,150 in expenditures with general fund revenues of \$50,295,188 requiring the use of \$155,962 from general fund balance. These numbers can change for the final budget and these are revised slightly from the recent [Board Conference](#) on the budget. Proposed real estate taxes would increase by 2.5% or to 14.3940 mills

Mill Calculation	2017/18	2018/19
	<i>Final</i>	<i>Proposed</i>
<b>Proposed Final Budget Mills</b>	<b>14.0429</b>	<b>14.3940</b>
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

  

<b>Real Estate Tax Increase as \$\$</b>	<b>Taxes</b>	<b>Taxes</b>
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.

### l. 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.

## 13. New Business - Information Item

### a. 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.

#### **14. Future Board Agenda Items**

#### **15. Board Reports**

- a. District Improvement Committee - Mr. Kanc and Mr. Over**
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper**
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall**
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**
- f. South Central Trust - Mr. Blasco**
- g. Capital Area Intermediate Unit - Mr. Wolf**
- h. Tax Collection Committee - Mr. Wolf and Mr. Swanson**
- i. Future Board Agenda Items**
- j. Superintendent's Report**

#### **16. Meeting Closing**

- a. Business from the Floor**
- b. Public Comment Regarding Future Board Agenda Items**
- c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **April 3, 2018.**

Next scheduled meeting is: **April 16, 2018.**