



MAY 6, 2019 BOARD MEETING

1. Opening Meeting

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

2. Approval of Minutes

Approval of the April 15, 2019 Regular Board Meeting Minutes, the April 15, 2019 Committee of the Whole Meeting Minutes and the April 10, 2019 Finance Meeting Minutes.

3. Student/Staff Recognition and Board Reports - Regan Donato/Gabi Reifsnyder

4. Election of the Treasurer - One Year Appointment

Election of Officer

Refer to Section 402 and 404 of the Public School Code of 1949

Elected _____

5. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	44,372.72
Checks/ACH/Wires	\$	1,950,269.28
Capital Project Reserve Fund	\$	3,231.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	131,931.69
Cafeteria Fund	\$	107,554.79
Student Activities	\$	<u>37,928.68</u>
Total	\$	2,275,288.16

Motion to approve the payment of bills as presented.

6. Reading of Correspondence

a. Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools, received correspondence from Pennsylvania Department of Education, Patricia Hozella, Interim Director of Special Education PA Department of Education, regarding the Special Education Plan Revision Notice (SEPRN). The Big Spring School District's SERPRN has been accepted by the Pennsylvania Department of Education for implementation during the July 1, 2016 to June 30, 2019 cycle. Correspondence is included with the agenda.

7. Recognition of Visitors

8. Public Comment Period

9. Structured Public Comment Period

10. Old Business

11. New Business

12. Personnel Items - Action Items

a. Resignation - Ms. Kathleen Bravin

Ms. Kathleen Bravin has submitted her letter of resignation for the purpose of retirement for the position of Middle School Seventh Grade Math Teacher, effective June 10, 2019.

The administration recommends the Board of School Directors approve Ms. Bravin's resignation for the purpose of retirement, effective June 10, 2019.

b. Resignation - Mr. Alvin McQuillen

Mr. Alvin McQuillen has submitted his resignation for the purpose of retirement for the position of a part-time maintenance worker, effective June 28, 2019.

The administration recommends the Board of School Directors approve Mr. McQuillen's resignation for the purpose of retirement, effective June 28, 2019.

c. Resignation - Fitness Center Coordinator

Mr. Donald Witter submitted his letter of resignation for the position of Fitness Center Coordinator, effective May 17, 2019.

The administration recommends the Board of School Directors approve Mr. Witter's resignation as Fitness Center Coordinator, effective May 17, 2019.

Personnel Items - Action Items

d. Child-Rearing Leave - Mrs. Jennifer Ferrante

Mrs. Jennifer Ferrante, Oak Flat Elementary School Fourth Grade Teacher, is requesting child-rearing leave of absence to begin approximately June 4, 2019 through the end of the 2018-2019 school year. 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 that the Board of School Directors approve Mrs. Ferrante's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately June 4, 2019 through the end of the 2018-2019 school year.

e. Recommended Approval for Professional Transfers

The administration will transfer the professional staff whose names are listed below for the 2019-2020 school year. The transfer is in accordance with Board Policy 309, Assignment and Transfer.

- Millie Gilbert – 6th Grade Mathematics (BSMS) to 7th Grade Mathematics (BSMS)
- Michael Spears – 5th Grade Teacher (Newville Elementary) to 6th Grade Mathematics (BSMS)

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

f. Recommendation for Seventh Grade Math Teacher - Miss Leah Williams

Education:

Messiah College - Bachelor's Degree, Elementary Ed. K-6/Middle Level Math/Science 7-9

Experience:

Work Study for the Field Experience Coordinator - Messiah College

Summer Camp Counselor

STEM Instructor - Carlisle, West Shore, Camp Hill

The administration recommends the Board of School Directors appoint Miss Leah Williams as a Middle School Seventh Grade Math Teacher replacing Mr. David Roberts who is transferring. Miss Williams' compensation for this position should be established at a Bachelor's Degree, step 1, \$52,313.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

Personnel Items - Action Items

g. Recommended Approval for Summer School Coordinator, Grade Level Coordinators, Department Chairs/Assistant Dept. Chairs, and Summer School Positions

The individuals whose names are listed below are recommended to serve as Department Chair members, Grade Level Coordinators, Summer School Teachers and Aides for summer, 2019 as well as the 2019-2020 school year.

Summer School Coordinator

Jennifer Warner

2019 Bulldog Summer Success Program

Teachers

Caitlin Steinly

Alisha Willis

Kathleen Schumacher

Aides

Kristi Witmer

Marilyn Zinn

Michelle Dunkelberger

Elementary Grade Level Coordinators (2 year position)

Kindergarten- Crystal Header and Lindsay Graham (co-chairs)

Second Grade- Leslie Locy

Fourth Grade – Anna Frawley

Department Chairs (2 year position)

K-12 Health & Physical Education – Micah Artz

K-12 Library – Christa Daugherty

K-12 Art – Mike McVitty

Secondary Math – Wendy Hanks

Assistant Department Chairs (2 year position)

Elementary Reading – Lauren Swigart

Secondary ELA – Courtney Rickabaugh

Secondary Math - Tyler Henry

The administration recommends the Board of School Directors approve the appointments listed to serve as Department Chair members, Grade Level Coordinators, Summer School Teachers and Aides for summer, 2019 as well as the 2019-2020 school year.

h. Recommended Approval for Administrative Assistant for the Middle School Guidance Office

The administration would like to recommend Ms. Katelyn Minnich as a 190 day Administrative Assistant for the Middle School Guidance Office, replacing Mrs. Mary Beth Miller who has retired. Ms. Minnich will work 7.5 hours per day at an hourly rate of \$15.02.

The administration recommends the Board of School Directors approve Ms. Katelyn Minnich as an Administrative Assistant for the Middle School Guidance Office, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Personnel Items - Action Items

i. Recommended Approval for Dance Team Advisor

Mr. Joseph Sinkovich, Athletic Director/Assistant High School Principal would like to recommend Ms. Jennie Ortiz as the Dance Team Adviser for the 2019-2020 school year, replacing Ms. Olivia Dechene who has resigned.

The administration recommends the Board of School Directors approve Ms. Jennie Ortiz as the Dance Team Adviser for the 2019-2020 school year, as presented.

j. Recommended Approval for ESS Aides

The administration requests permission to move forward with the recommendations for the ESS aides listed, which is the District substitute teacher/aide contractor.

Melissa Hall-Spriggs - full-time student support aide at Mt. Rock Elementary School.

Caitlin Thomas - full-time aide at Oak Flat Elementary School, replacing Alicia Lutz who has moved to the Middle School.

k. Recommended Approval for Lifeguards

Hunter Bilger

Matthew Raudabaugh

Rylie Ward

Olivia Weibley

Kayla Witter

The administrations recommends the board of School Directors approve the individuals listed to serve as lifeguards, as presented.

l. Recommended Approval for a Part-Time Custodian

Mr. Rick Gilliam, Director of Building and Grounds/Transportation, would like to recommend Mr. Robert Thomas as a nine month part-time second shift custodian at the high school, replacing Ms. Kathy Young who has resigned. Mr. Thomas' hourly rate will be \$13.07.

The administration recommends the Board of School Directors approve Mr. Thomas as a ninth month part-time second shift high school custodian, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

m. Recommended Approval for 2019 Summer Hire List

The Director of Building and Grounds and Technology Director have selected the 2019 summer hire staff which is included with the agenda.

The administration recommends the Board of School Directors approve the summer hire list and the hourly wage, as presented.

Personnel Items - Action Items

n. Leave Without Pay – Ms. Fran Stewart

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. Fran Stewart is requesting two days leave without pay, retroactive to May 1 & 2, 2019.

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

o. Leave Without Pay – Ms. Lorraine Ferrell

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. Lorraine Ferrell is requesting a half-day leave without pay, retroactive to May 3, 2019 and four days leave without pay for May 6, 7, 8, & 9, 2019.

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

13. 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.

Abigail Leonard \$4,050.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Act 93 Agreement and the Big Spring School District.

b. Case D

The parents of Case D of the 2018-2019 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 D of the 2018-2019 school year for the period of fifteen days with participation in the SAP program. Following the exclusion of fifteen days the student of Case D will be placed in an Alternative Placement. 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.

c. Case E

The parents of Case E of the 2018-2019 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 2018-2019 school year for the period of fifteen days with participation in the SAP 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

d. Recommended Approval of FFA Agricultural Advisory Board Agenda, New Board Members, Committee Minutes and Scope and Sequence of the Program

The Big Spring FFA is requesting Board approval of the new Board members listed, Agricultural Advisory Committee Agenda, Committee Minutes and the 2019-2020 Scope and Sequence of the program. All information is included with the agenda.

Mark and Natalie Wickard, Parent Representatives

Bob Barrick, Community Member Representative

The administration recommends the Board of School Directors approve the new Board members listed, FFA Agricultural Advisory Committee Agenda, Committee Minutes and the Scope and Sequence of the program, as presented.

e. Recommended Approval for the Big Spring Middle School FFA Chapter of the National FFA Organization

The administration received a request to implement the Big Spring Middle School FFA Chapter of the National FFA Organization. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education. Details are included with the agenda.

The administration recommends the Board of School Directors approve the Big Spring Middle School FFA Chapter of the National FFA Organization, as presented.

f. Recommended Approval to Create a Student Account for Segovia Chapter of Sociedad Honoraria Hispanica

The administration received a request from Ms. Megan Anderson, Ms. Ashley Oldham and Ms. Laura LaRose to establish Segovia Chapter of Sociedad Honoraria Hispanica at Big Spring High School. This academic honor society maintains the goals of both excellence and interest in all areas of Spanish studies at the secondary level. Details of this organization are included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for Segovia Chapter of Sociedad Honoraria Hispanica under the supervision of Ms. Megan Anderson, Ms. Ashley Oldham and Ms. Laura LaRose, as presented.

g. Recommended Approval of the Special education Services Contract with the Capital Area Intermediate Unit

The Capital Area Intermediate Unit (CAIU) provides special education services to the District. These services help support Big Spring School District's special education population. The proposed 2019-2020 CAIU Special Education Contract has been reviewed by Mr. William Gillet, Director of Pupil Services and Dr. Richard W. Fry, Superintendent of Schools. The contract is included with the agenda.

The administration recommends the Board of School Directors approve the contract for CAIU special education services for the 2019-2020 school year at a cost of \$24,743.00 and authorize to sign the contract and take all necessary steps to implement the contract.

New Business - Action Items

h. Recommended Approval for the 2019-2020 PSBA Services Contracts

The District has received correspondence from Pennsylvania School Boards Association (PSBA) regarding the 2019-2020 membership options and dues. The dues for the All Access Package for the 2019-2020 school year will be \$14,394.64 and the Administrative Regulations dues will be \$764.15. The total of both packages for the 2019-2020 school will be \$15,158.79. Information is included with the agenda.

The administration recommends the Board of School Directors approve the District's PSBA membership renewal for the 2019-2020 fiscal year and authorize the administration to sign the appropriate documents and remit payment to PSBA in the amount of \$15,158.79.

i. Approve Construction Change Orders

The district received the following change orders from CRA for approval:

	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
OF	1	eciConstruction	Delete base & wall cabinet	(\$455.00)
MS	1	Stouffer Mech.	Sub AO Smith Water Heater for Aerco	(\$11,650.00)
MS	1	Lobar, Inc.	Add 12 EX1 fixtrues	\$9,414.76
NV	16	Lobar, Inc.	Add emergency door holders	\$1,976.17

The administration recommends the Board of School Directors approve the change orders as submitted.

j. Approve FY 20 Liability Insurances

Gallagher shopped our Workers Comp with UPMC; however, Brickstreet came through with a pretty significant reduction -- based on our experience -- to retain our business. That is almost a 23% reduction. On the liability side, Utica's increase was only 1.1% which Gallagher recommended we accept based on several claims last year. In the end, our insurances are going down by \$21,191 for FY 20.

The administration recommends the Board of School Directors accept the liability insurance quote from Utica and Workers Comp quote from Brickstreet as shown in the agenda.

k. Approve Construction FFE Purchase for Summer 2019 Projects

As part of the 2019 construction projects, CRA compiled the various furniture requirements and issued the specification to three vendors for quotes under the COSTARS program. One vendor declined to participate. Tanner was the clear winner at \$710,000 with EFS coming in at over \$757,000. CRA recommends we include a \$10,000 contingency in the approved total.

The administration recommends the Board of School Directors approve the FFE proposal from Tanner Furniture in the total amount of \$720,125.55 to be paid from the construction funds.

New Business - Action Items

I. Approve Year End Purchases for 2019

As the administration prepares the FY 20 budget with the Board's guidance to reduce the tax increase, one of the solutions is to move planned purchases for next year into this year. With a scheduled premium holiday this year and estimated year end balances, we have the funds to do that per the attached list.

The administration recommends the Board authorize the year end 2019 purchases in the amount of \$392,954.74 as shown in the agenda and authorizes the subsequent sale of the three vehicles scheduled for replacement.

m. Approve Capital Reserve Payments

The district received the following applications for payment:

From	Description	Amount	Bal To Pay
Michael Baker Intl	Prof Svc - Ped Safety Imprv	\$3,507.00	\$27,054.00
W. Pennsboro Twnshp	HOP Application for Ped Safety Imprv	\$75.00	-

The administration recommends the Board of School Directors approve the payment of \$3,507 to Michael Baker International and \$75.00 to West Pennsboro Township.

n. Approve Newville Projects Fund Payments

The district received the following applications for payment:

Proj	From	Description	Amount	Remaining
Ph2-HS	Whitlock	Inv 1032238 - Mobile Stand	\$1,245.00	
Ph2-OF	Whitlock	Inv 1032240 - Mobile Stand	\$1,245.00	
Ph2-MR	Whitlock	Inv 1032242 - 2 Mobile Stands	\$2,490.00	

The administration recommends the Board of School Directors approve the payment of \$4,980 to Whitlock.

o. Approve Maintenance Contracts for SY 20

The Maintenance department received the following proposal for HVAC & related services:

<u>Vendor</u>	<u>Contract Description</u>	<u>Length</u>	<u>Amount/Yr</u>
Trane	Four preventive maintenance inspection per year	1 Yr	\$40,782.00
Honeywell	Flex Automation Servcies w/ EBI Upgrade	4 Yr	\$49,455.15

The administration recommends the Board of School Directors approve the maintenance contracts as presented and authorize the administration to sign the required documents.

New Business - Action Items

p. Approve Construction Material Testing Contractor

As part of the construction process, the District has to employ an independent contractor to conduct material testing during the construction. After discussion with CRA, the Director of Building & Grounds arranged the attached.

The administration recommend the Board of School Directors approve the use of Advantage Engineers to conduct construction testing using the included fee schedule.

q. Approve Network Wiring Proposals

The Technology Department put out a request for COSTARS quotes to perform network cabling as part of this summer's construction. Three companies submitted quotes as reviewed in the Building & Property Committee meeting.

The administration recommends the Board of School Directors award the Middle School copper wiring to GDC at a cost of \$188,143, the Mt. Rock copper wiring to Snyders Electric at a cost of \$119,800 and the Oak Flat copper and all fiber to Lobar, Inc at a cost of \$140,737.

14. New Business - Information Item

a. Proposed Job Description - 720 Logistics Specialist

The administration has updated the job description listed and a copy of the job description has been included with the agenda. 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 May 20, 2019 Board meeting.

720 Logistics Specialist

15. Discussion Item

a. 2019-2020 Budget in Preparation for the May 20, 2019 Meeting

16. Future Board Agenda Items

17. 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, Mr. Kanc

d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over

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

Please find Tara's initial instructions to tax collectors below.

f. South Central Trust - Mr. Blasco

Board Reports . . . (continued)

g. Capital Area Intermediate Unit - Mr. Swanson

h. Tax Collection Committee - Mr. Swanson

i. Future Board Agenda Items

j. Superintendent's Report
- April, 2019 Enrollment

18. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **May 6, 2019.**

Next scheduled meeting is: **May 20, 2019.**