



## **MAY 8, 2017 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 April 24, 2017 Regular Board Meeting Minutes and the April 24, 2017 Committee of the Whole Meeting Minutes.

### **3. Recognition of Vocational-Technical School Students of the Quarter**

Mr. William August, High School Principal, will recognize Vocational-Technical School students who have earned "Student of the Quarter" awards for the third quarter of the 2016-2017 school year.

Grade 9 Sheldon Kutz, Automotive Technology 1  
Grade 9 Huntier Szczypta, Automotive Collision Technology 1  
Grade 11 Kelsey Kerrick, Graphic Communications  
Grade 11 Anthony Cleary, Electronics Technology 2  
Grade 11 Zebulin Lehman, HVAC 2  
Grade 11 Trevor Perry, Early Childhood Education 3  
Grade 12 Kaitlyn Brehm, Culinary Arts 3  
Grade 12 Tayler Wenger, Cosmetology 3

### **4. Recognition of Students of the Quarter**

Mr. William August will also recognize those students who have earned the academic achievement award for the third quarter for the 2016-2017 school year.

#### **Agriculture Department**

Grade 9 Alexis Fearnbaugh  
Grade 10 Emily Stambaugh  
Grade 11 Rebecca Webster  
Grade 12 Courtney Matthews

#### **English Department**

Grade 9 Kaylee Enck  
Grade 10 Melanie Macioce  
Grade 11 Tammie Showers  
Grade 12 Kaitlyn Brehm

#### **Mathematics Department**

Grade 9 Katrice Roberds  
Grade 10 Julianna Swab  
Grade 11 Rebecca Webster  
Grade 12 Karley Kann  
Grade 12 Madison Frick

#### **World Language Department**

Grade 9 Victoria Kutzmonich  
Grade 10 Taylor Gibboney  
Grade 11 Megan Stambaugh  
Grade 12 Karley Kann

### **5. Student/Staff Recognition and Board Reports - Zoe Marinacci/Kenny Blessing**

## 6. Election of the Treasurer - One Year Appointment

### Election of Officers

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

Elected \_\_\_\_\_

## 7. Election of Board Secretary - Four Year Appointment

School Boards must appoint a board secretary in May of this year to serve a four-year term beginning July 1, 2017 pursuant to section 404 of the School Code. In code, the secretary position must be an appointment of every four (4) years beginning in May, 1953.

Elected \_\_\_\_\_

Board Secretary will begin his/her duties July 1, 2017 and run through July 1, 2021

## 8. Financial Reports

### a. Payment of Bills

General Funds		
Procurement Card	\$	33,689.21
Checks/ACH/Wires	\$	1,144,439.75
Capital Projects	\$	0.00
Stadium & Track Projects	\$	159,182.55
Cafeteria Fund	\$	105,982.45
Student Activities	\$	<u>22,676.91</u>
<b>Total</b>	<b>\$</b>	<b>1,465,970.87</b>

Motion to approve payment of bills, as presented.

## 9. Reading of Correspondence

### a. Cornerstone Federal Credit Union Correspondence

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Cornerstone Federal Credit Union, thanking the school district, administration and staff for the recent nomination for the PA FBLA Business Partner of the Year Award. Cornerstone appreciates the district for allowing them to be a part of the amazing programs offered at Big Spring High School. Correspondence is included with the agenda.

### b. Correspondence from Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Secretary of Education, Pedro A. Rivera, regarding school districts continuing to reduce local property taxes in the 2017-2018 school year as a result of the distribution of state gaming funds through the Taxpayer Relief Act, also known as Special Session Act 1 of 2006. Correspondence is included with the agenda.

**10. Recognition of Visitors**

**11. Public Comment Period**

**12. Structured Public Comment Period**

**13. Old Business**

**14. New Business**

**15. Personnel Items - Action Items**

**a. Resignation - Ms. Julie Wallace**

Ms. Julie Wallace, Oak Flat Elementary School Administrative Assistant has submitted her letter of resignation, effective July 31, 2017.

The administration recommends that the Board of School Directors approve Ms. Wallace's resignation, effective July 31, 2017.

**b. Resignation - Ms. Becky Whigham**

Ms. Becky Whigham, has submitted her resignation as a Middle School Cross Country Coach, effective immediately. Ms. Whigham has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors approve Ms. Whigham's resignation as a Middle School Cross Country Coach and approve her request to assist as a volunteer coach.

**c. Resignation - Mr. Tyler Bennett**

Mr. Tyler Bennett, has submitted his resignation as a High School Boys Soccer Coach, effective immediately. Mr. Bennett has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors approve Mr. Bennett's resignation as a High School Boys Soccer Coach and approve his request to assist as a volunteer coach.

**d. Resignation - Ms. Tiffany Dearth**

Ms. Tiffany Dearth, fifth grade learning support aide at Oak Flat Elementary School has submitted her letter of resignation, effective the end of the 2016-2017 school year.

The administration recommends that the Board of School Directors approve Ms. Dearth's resignation, effective the end of the 2016-2017 school year.

## **Personnel Items - Action Items**

### **e. Resignation - Mr. Robert Rummel**

Mr. Robert Rummel, part-time evening custodian at Oak Flat Elementary School has submitted his letter of resignation, effective June 2, 2017.

The administration recommends that the Board of School Directors approve Mr. Rummel's resignation, effective June 2, 2017.

### **f. Leave Without Pay - Mrs. Tiffany Warner**

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. Mrs. Tiffany Warner is requesting one day leave without pay, retroactive to April 11, 2017 and a half day leave without pay, retroactive to April 28, 2017 and another half day for May 12, 2017.

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

### **g. Transfer of Professional Personnel**

The administration will transfer the professional employees whose names are listed below for the 2017-2018 school year. These transfers are in accordance with the Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

**Denise Mancuso, High School Librarian to Elementary Librarian**

**Christa Daugherty, High School English Teacher to High School Librarian**

**Marshall Policchio, Elementary Keyboard Teacher to High School Business Teacher**

The administration recommends that the Board of School Directors approve the professional employee transfers as presented.

### **h. Elementary Teacher Recommendation - Courtney Benson**

#### **Education:**

Lebanon Valley College - Bachelor's Degree, Early Childhood and Special Education

#### **Experience:**

Student Teacher, Grade 4 - Hershey Intermediate, Hershey PA

Field Experience - Jack & Jill Preschool, Lebanon, PA

Lebanon Middle School, Lebanon, PA

Henry Houck Ele, Lebanon, PA

The administration recommends that the Board of School Directors appoint Ms. Courtney Benson to serve as a fourth grade teacher at Mt. Rock Elementary School. Ms. Benson's compensation for this position should be established at Bachelor's Degree, Step 1, at \$49,600.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

## **Personnel Items - Action Items**

### **i. K-12 Summer School Coordinators Recommendations**

The individuals whose names are listed below are recommended to serve as K-12 Summer School Coordinators, as presented.

**Jennifer Keller/Nathan Gutshall**

The administration recommends that the Board of School Directors approve the appointments listed to serve as K-12 Summer School Coordinators, as presented.

### **j. Department Chair Recommendations**

The individuals whose names are listed below are recommended to serve as Department Chair members for the 2017-2018 school year.

**ELA Department Chair -- Mallory Farrands**

**ELA Assistant Department Chair -- Luke Nerone**

**Math Department Chair -- Wendy Hanks**

**Math Assistant Department Chair -- Johnathan Hocker**

**Tech Ed/Ag Department Chair -- Dwain Messersmith**

**K-12 Health & Phys Ed Department Chair -- Micah Artz**

**K-12 Art Department Chair -- Michael McVitty**

**K-12 Library Department Chair -- Denise Mancuso**

The administration recommends that the Board of School Directors approve the appointments listed to serve as Department Chair members for the 2017-2018 school year.

### **k. Grade Level Coordinators Recommendation**

The individuals whose names are listed below are recommended to serve as Grade Level Coordinators for the 2017-2018 school year as noted.

**Kindergarten Crystal Header (2 year term)**

**Grade 1 Erin Malick (1 year term)**

**Grade 2 Leslie Locy/Stephanie Devonald (shared position 2 year term)**

**Grade 3 Sara VanderHeijden/Alisha Willis (shared position 1 year term)**

**Grade 4 Anna Frawley (2 year term)**

**Grade 5 Amy Lehman (1 year term)**

The administration recommends that the Board of School Directors approve the appointments listed to serve as Grade Level Coordinators for the 2017-2018 school year, as presented.

## Personnel Items - Action Items

### I. Child-Rearing Leave - Mrs. Amanda Frankford

Mrs. Amanda Frankford, High School Science Teacher, is requesting child-rearing leave of absence to begin approximately September 5, 2017 through approximately November 6, 2017. 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. Frankford's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately September 5, 2017 through approximately November 6, 2017.

### m. Approve Summer Hire List

The Directors of Technology and Buildings & Grounds selected their summer hire staff which are shown on the attached document.

The administration recommends the Board of School Directors approve the summer hire list at the rates shown in the attached document.

## 16. New Business - Action Items

### a. Credit Pay

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

<b>Travis Barnes</b>	<b>\$2,880.00</b>
<b>Shannon Berry</b>	<b>\$2,724.00</b>
<b>Greg Ellerman</b>	<b>\$ 936.00</b>
<b>Stacey Gibb</b>	<b>\$ 900.00</b>
<b>Kelsey Hernjak</b>	<b>\$1,375.00</b>
<b>Crystal Martin</b>	<b>\$ 900.00</b>
<b>Dwain Messersmith</b>	<b><u>\$1,440.00</u></b>
<b>Total</b>	<b>\$11,155.00</b>

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

Mrs. Karen Ward, Mt. Rock Elementary School Principal is requesting permission to utilize Mt. Rock Elementary School grounds for a Spring Fair on Sunday, May 21, 2017 from 2:00 p.m. to 5:00 p.m. Because the utilization date is on a Sunday, Board action is necessary.

The administration recommends that the Board of School Directors approve Mrs. Ward's request to utilize Mt. Rock Elementary School grounds for a Spring Fair on Sunday, May 21, 2017 from 2:00 p.m. to 5:00 p.m., as presented.

## **New Business - Action Items**

### **c. Proposed Updated Policy**

The administration has submitted the updated policy and a copy is included with the agenda.

#### **800 Records Management**

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

### **d. Appointment of the School District Solicitor**

#### **2016-2017 Rate**

\$185.00 hourly rate for partners

\$165.00 hourly rate for senior associates

\$160.00 hourly rate for junior associates

#### **2017-2018 Rate**

\$190.00 hourly rate for partners

\$170.00 hourly rate for senior associates

\$165.00 hourly rate for junior associates

The administration recommends that the Board of School Directors appoint Stock and Leader, and Gareth D. Pahowka, Esquire, principal counsel, as the school district solicitor for the period of June 2, 2017 through June 2, 2018.

### **e. Approve Payments from The Stadium and Track Fund**

The District received the following invoice for payment:

<b><u>Project</u></b>	<b><u>Vendor</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Remaining</u></b>
HS Track	Pagoda Electrical, Inc.	Pay App 1	<b>\$5,238.00</b>	\$217,562.00

The administration recommends the Board of School Directors approve payment from the Stadium & Track Fund of \$5,238 to Pagoda Electrical Inc.

### **f. Approve Payments from the Capital Project Reserve Fund**

The District received the following invoice for payment:

<b><u>Project</u></b>	<b><u>Vendor</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Remaining</u></b>
UPS Replacement	Dauphin Datacom	UPS Install	<b>\$4,245.00</b>	\$0.00
HS Track	Diffenbaugh Wadel Inc.	E&S Plan	<b>\$1,133.00</b>	\$0.00

The administration recommends the Board of School Directors approve payment from the Capital Project Reserve Fund of \$4,245 to Dauphin Datacom and \$1,133 to Diffenbaugh Wadel Inc.

## New Business - Action Items

### g. Approve Payment From The Newville Project Fund

The District received the following invoice for payment:

<u>Project</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS Gym Floor	S&S Flooring	Materials Order	<b>\$52,390.00</b>	\$28,210.00

The administration recommends the Board of School Directors approve payment from the Newville Project Fund of \$52,390 to S&S Flooring.

### h. Approve 2017-18 Medical Premiums

Working with Key Insurance & Benefit consultants (formerly First Niagara), the administration calculated new rates for the 2017-18 year that are 10% less than 2016-17. This is on top of a 6% reduction in 2016-17. The proposed rates are:

<i>Final</i>		census as of 170410							
<u>Active</u>	2017-18	Pro Staff Prem Share		Act 93+ Prem Share		Supt Staff-PremShare			
		8%		11.0%		5%			
<u>Medical + Rx</u>		12%		17.5%		9%			
<u>Contract Type</u>	<u>Monthly</u>	<u>Annual</u>	<u>Yr Share</u>	<u>/24Pay</u>	<u>Yr Share</u>	<u>/24Pay</u>	<u>Yr Share</u>	<u>/24Pay</u>	<u>/20Pay</u>
Single	\$ 612.18	\$ 7,346.19	\$ 587.70	\$ 24.49	\$ 808.08	\$ 33.67	\$ 367.31	\$ 15.30	\$ 18.37
EE+1Child	\$ 826.45	\$ 9,917.39	\$ 793.39	\$ 33.06	\$ 1,090.91	\$ 45.45	\$ 495.87	\$ 20.66	\$ 24.79
EE+Children	\$ 1,101.93	\$ 13,223.18	\$ 1,057.85	\$ 44.08	\$ 1,454.55	\$ 60.61	\$ 661.16	\$ 27.55	\$ 33.06
EE+Spouse	\$ 1,254.97	\$ 15,059.68	\$ 1,807.16	\$ 75.30	\$ 2,635.44	\$ 109.81	\$ 1,355.37	\$ 56.47	\$ 67.77
Family	\$ 1,683.51	\$ 20,202.07	\$ 2,424.25	\$ 101.01	\$ 3,535.36	\$ 147.31	\$ 1,818.19	\$ 75.76	\$ 90.91

The administration recommends the Board of School Directors approve the medical premiums for 2017-18 as presented.

### i. Approve Purchase from Year End Budget Reserve

The District Technology Director requested we fund the purchase of 6th & 9th grade student devices now so they will be configured prior to student issue days in August (\$290,108). The Groundsman has requested an upgrade to his large tractor to avoid costly repairs it will need (\$19,695) and the Maintenance dept. requested a smaller/lighter lift to use on wood floors (\$16,708.52). With a mild winter and less than expected medical claims, the District can cover these expenses.

The administration recommends the Board of School Directors authorize the purchase of the items included in the agenda.



## **New Business - Action Items**

### **j. Approve Tax Bill Printing Contract**

Government Software Services, In. (GSS) submitted new contracts for tax bill printing that are included in the agenda.

The administration recommends the Board of School Directors approve the contract with GSS for tax bill printing.

### **k. Approve MS Roof Replacement Project Monitoring & Inspection Proposal**

Professional Roof Services, Inc, submitted a proposal for expanded monitoring and inspection of the MS roof replacement project to prevent recurrence of the failure with the HS roof. The original proposal was for 2 days a week for a total of \$16,000. This proposal increases that to 4-days per week at an estimated total cost of \$32,000.

The administration recommends the Board of School Directors approve the proposal from Professional Roof Services to conduct additional onsite monitoring and inspection in the amount of \$32,000.

## **17. New Business - Information Item**

### **a. Proposed Job Description**

The administration has developed the job description listed. A copy of the job description has been included with the agenda.

#### **219 Summer School Coordinator**

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 22, 2017 Board meeting.

### **b. Proposed Contract with Deitch Buses, Inc.**

The administration met with Deitch Buses, Inc several times to craft a new student transportation agreement. The new agreement is for 5-years and maintains bus route costs at state reimbursement rates. Due to difficulty in finding qualified drivers, hourly rates for dwell time increased. The document is being reviewed by the attorneys and will be available for approval at the next meeting.

### **c. Tenure Status**

The following professional employee has completed the required years of service as a temporary professional employee and has earned tenure based on her satisfactory performance.

#### **Ms. Danielle Morabito - Grade 4 Teacher - Mt. Rock Elementary School**

Additional information regarding the professional employee has been prepared by Mrs. Karen Ward, Mt. Rock Elementary Principal.

**18. Future Board Agenda Items**

**19. Board Reports**

- a. District Improvement Committee - Mr. Bob Kanc
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl
- c. Vocational-Technical School - Mr. Wolf and Mr. Piper
- d. Building and Property Committee - Mr. Barrick, 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 - Monthly Enrollment - April, 2017

**20. Meeting Closing**

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

Meeting adjourned at \_\_\_\_\_ PM, **May 8, 2017**.

Next scheduled meeting is: **May 22, 2017**.