



## **JUNE 3, 2019 BOARD MEETING**

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### **1. Opening Meeting**

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

### **2. Approval of Minutes**

Approval of the May 20, 2019 Regular Board Meeting Minutes, the May 20, 2019 Committee of the Whole Meeting Minutes and the May 20, 2019 Finance Meeting Minutes.

### **3. Student/Staff Recognition and Board Reports – No report from students.**

### **4. Financial Reports**

#### **a. Payment of Bills**

General Fund		
Procurement Card	\$	32,916.63
Checks/ACH/Wires	\$	455,292.24
Capital Projects Reserve Fund	\$	0.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	158,947.37
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>7,289.12</u>
<b>Total</b>	<b>\$</b>	<b>654,445.36</b>

Motion to approve the payment of bills as presented.

### **5. Reading of Correspondence**

#### **a. Pennsylvania Department of Education**

Dr. Richard W. Fry, Superintendent of Schools, received correspondence from the Pennsylvania Department of Education regarding the acceptance of Big Spring School District's special education program profile. The Big Spring School District has met the Chapter 14.104 requirement for submission and an extension for the special education plan. Correspondence is included with the agenda.

## **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 - Assistant Varsity Baseball Coach**

Mr. Kristopher Henneman, has submitted his resignation letter for the position of Assistant Varsity Baseball Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Henneman's resignation, as presented.

### **b. Resignation - Social Studies Assistant Department Chair and National Junior Honors Society Advisor**

Mr. Scott Penner has submitted his resignation as the Social Studies Assistant Department Chair and the National Junior Honors Society Advisor.

The administration recommends the Board of School Directors approve Mr. Penner's resignation, as presented.

### **c. Resignation - Middle School After School Club Advisor**

Ms. Denise Sandell, submitted her resignation for the position of a Middle School After School Club Advisor, effective immediately.

The administration recommends the Board of School Directors approve Ms. Sandell's resignation, as presented.

### **d. Resignation - Ms. Fran Stewart**

Ms. Fran Stewart has submitted her resignation for the position as a Middle School Special Education Teacher, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Ms. Stewart's resignation, effective the end of the 2018-2019 school year.

### **e. Recommended Approval to Request Opening the Position of Head Varsity Swimming and Diving Coach**

Mr. Joseph Sinkovich, Athletic Director/Assistant High School Principal, is requesting to move forward with opening the position of Head Swimming and Diving Coach to advertise for the 2019-2020 school year, effective immediately.

The administration recommends the Board of School Directors approve Mr. Sinkovich's request to open and advertise the position of Head Swimming and Diving Coach, effective immediately.

## **Personnel Items - Action Items**

### **f. Recommended Approval for Fifth Grade Elementary Teacher - Mrs. Jessica Shover**

#### **Education:**

Clarion University - Bachelor of Science /Special Education

Shippensburg University - Master of Science/Special Education, Curriculum & Instruction, Elementary Education

#### **Experience:**

Northern York School District - Third Grade Teacher

Big Spring School District - Kindergarten Teacher/Middle School Learning Support

The administration recommends the Board of School Directors appoint Mrs. Jessica Shover as a Fifth Grade Teacher at Newville Elementary School replacing Mr. Michael Spears who is transferring. Mrs. Shover's compensation for this position should be established at a Master's Degree, step 15, \$69,883.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

### **g. Recommendation for High School Math Teacher - Mr. Brett Foor**

#### **Education:**

Shippensburg University - Bachelor of Science, Mathematics

Slippery Rock University - Master of Science (In progress, graduation date: 12/2019)

#### **Experience:**

Southern Fulton School District - High School Math/Science Teacher

The administration recommends the Board of School Directors appoint Mr. Brett Foor as a High School Math Teacher replacing Mr. Michael Berry who is resigning. Mr. Foor's compensation for this position should be established at a Bachelor's Degree, step 5, \$53,913.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

### **h. Recommended Approval for Sixth Grade Social Studies Teacher - Mr. Bradly Fry**

#### **Education:**

Shippensburg University - Bachelor of Science, Elementary Education

Shippensburg University - Master of Science, School Administration

#### **Experience:**

Bermudian Springs Middle School - Fifth Grade Math/Social Studies Teacher

East Pennsboro Middle School - Fifth Grade Science Teacher

The administration recommends the Board of School Directors appoint Mr. Bradly Fry as a Middle School Sixth Grade Social Studies Teacher replacing Mr. Scott Penner who is transferring. Mr. Fry's compensation for this position should be established at a Master's Degree, plus fifteen, step 11, \$66,413.00 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

### i. Recommended Approval for Administrative Assistant for Public Information and Transportation

The administration would like to recommend Ms. Madison Barrick as an Administrative Assistant for Public Information and Transportation. Ms. Barrick will work 232 days, 7.75 hours per day, with an hourly wage of \$15.86.

The administration recommends the Board of School Directors approve Ms. Madison Barrick as an Administrative Assistant for Public Information and Transportation, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

## 12. 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.

Jocelyn Kraus	\$1,750.00
Emily Moyer	\$1,500.00
Jessica Sprecher	\$1,500.00
Caitlin Steinley	<u>\$1,500.00</u>
Total	\$6,250.00

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 Big Spring Education Association and the Big Spring School District.

### b. Approval of Proposed Updated Job Description

The administration has updated the job description listed and it has been included with the agenda.

#### 705 Maintenance Technician

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

### c. Proposed Adoption of a Learning Program - Lions Quest

The administration would like to recommend the adoption of Lions Quest a PreK-12 Social and Emotional Learning Program in support of mental health instruction. Lions Quest will assist skills for growing; grades PreK-5, skills for adolescence; grades 6-8 and skills for action; grades 9-12. The program will assist with developing positive school behaviors that increase academic performance.

The administration recommends the Board of School Directors approve the adoption of Lions Quest, as presented.

## New Business - Action Items

### d. Recommended Approval for The Meadows Agreement and New Story Agreement

Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director Pupil Services have reviewed the 2019-2020 agreements listed, which are included with the agenda.

**The Meadows Agreement** - The agreement is to ensure cooperative efforts and to facilitate continuity of care when serving individuals enrolled in the Big Spring School District and The Meadows.

**New Story 2019 Extended Tuition Agreement** - Extended school year services for individual students.

The administration recommends the Board of School Directors approve The Meadows and New Story Extended Tuition Agreement, as presented.

### e. Recommended Approval of Guidelines for Medical Standing Orders/Standing Orders for Opioid and TB Test Administration

The District's guidelines for medical standing orders, medical standing orders for opioid and TB test administration have been reviewed and approved by the Administration, District School Nurses and Dr. Darryl Guistwite, School Physician. A copy of the documents have been included with the agenda.

The administration recommends the Board of School Directors approve the guidelines for the medical standing orders, medical standing orders for opioid and TB test administration for the 2019-2020 school year, as presented.

### f. Re-authorization of Taxes and Tax Rates to Support the 2019-20 General Fund Budget

The taxes specified below represent the current 2018-19 taxes and the proposed 2019-2020 taxes that are required to support the final 2020 General Fund Budget. This is re-authorization of Wage & EIT, Realty Transfer Tax and Occupational Privilege Tax and increases the real estate by 2.25% (increase of ~ \$32.23 per \$100,000 in assessment).

<u>Tax</u>	<u>Current</u>	<u>Proposed</u>
Mills Real Estate	14.3238	14.6461
Wage and Other Earned Income Tax	1.15%	1.15%
Realty Transfer Tax	½ of 1%	½ of 1%
Occupational Privilege Tax	\$10.00	\$10.00

The administration recommends the Board of School Directors adopt the taxes and rates shown above and elect not to collect the Per Capita Taxes, Section 679 and Act 511, for the 2019-20 year.

### g. Final Adoption of the 2019-20 General Fund Budget

The District's current 2018-19 budget was \$50,396,578. On April 15th the Board of School Directors adopted the proposed final General Fund Budget for 2019-2020 in the amount of \$52,584,640 following a budget presentation and discussion. After some updates, the final budget is down to \$52,354,735 with details included in the agenda. This budget includes a 2.25% real estate tax increase and requires \$456,416 from the unassigned fund balance to match revenues and expenditures. Updated budget documents are at this [webpage](#).

The administration recommends that the Board of School Directors approve, by roll call vote, the resolution "Implementing the 2019-20 Budget" in the amount of \$52,354,735.

## New Business - Action Items

### h. Homestead/Farmstead Resolution for the 2019-20 Fiscal Year

The Secretary of Education notified the District on May 1, 2019 that its share of the state gaming funds for 2019-2020 is to be \$770,684.93 or \$32 less than last year. The County notified us that we have 5640 approved homesteads and 199 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$189,231 with a median value of \$179,300. Using the PASBO worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$9,100.96 of assessed value or \$133.29 in tax value. A copy of the proposed resolution and worksheet appear in the agenda.

The administration recommends that the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion of \$9,100.96 for the 2019-2020 fiscal year in accordance with the Act 1 of Special Session of 2006.

### i. Approve Construction Change Orders

The administration received the following change orders from CRA:

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
MR	4	eciConstruction	Food Service Modification	\$2,961.00
MR	3	eciConstruction	Replace door @ MR Kitchen	\$3,897.00
OF	2	eciConstruction	LGI Floor Underlayment	\$5,713.00
MS	2	East Coast Contracting	Demo MS Auditorium Catwalk	\$6,165.53
MS	1	East Coast Contracting	Paint Stage Area Black	\$17,339.56
MR	5	East Coast Contracting	Remove mud bed, add concrete in Café	\$6,402.00

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

### j. Approve Payments from Newville Projects Fund

The administration received the following construction applications for payments.

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
MS	AV Solutions	Stadium Sound	\$1,962.88	-
Tech	Dell	Optiplex 3060 Micro XCTO - 107 ea	\$53,498.93	-
MR	eciConstruction	PayApp 1	\$61,724.51	\$1,035,775.49
OF	eciConstruction	Pay App 1	\$25,386.10	\$410,858.90

The administration recommends the Board of School Directors approve the payment of \$1,962.88 to A/V Solutions, LLC; \$53,498.93 to Dell, Inc.; and 87,110.61 to eci Construction, LLC

## **New Business - Action Items**

### **k. Approve Service Agreements**

The administration received two service agreements for renewal. The first is for the local audit of FY 19 and the second is a continuation of our electrical agreement with the LIU to purchase hedge for the 2022 and 2023 years.

<u><b>Agreement Description</b></u>	<u><b>Vendor</b></u>	<u><b>Period</b></u>
Local Audit Engagement	Greenawalt	2019
Electric Purchase Agreement	LIU JPB	2022-2023

The administration recommends the Board of School Directors approve the service agreements as presented in the agenda.

### **l. Approve Capital Projects Funding**

The expansion of the Newville ES gym/kitchen area displaced the playground, which the District committed to funding internally. The Grounds Department, working with the Principal, designed the two playgrounds that will replace the original with the attached estimate.

The Fitness Center has not been retro-filled since it was opened sixteen years ago. Consistent usage from physical education classes, athletic teams and students after school does require equipment retrofit and planning. The attached is not to exceed the estimate and allows for this retrofit as coordinated by the Athletic Director and fitness consultants.

<u><b>Description</b></u>	<u><b>Amount</b></u>
Newville Playground Replacement	\$47,000
Fitness Center Equipment	\$16,000

The administration recommends the Board of School Directors approve Capital Projects Reserve funding for these items as presented.

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

### **a. Proposed Updated Policies**

The administration has provided copies of the proposed policies listed, which are included with the agenda. After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policies for Board approval at the June 17, 2019 Board meeting.

**Policy 006 - Meetings**

**Policy 108 - Adoption of Textbooks**

**Policy 210.0 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors**

**Policy 238 - Bullying/Cyber Bullying**

**Policy 246 - School Wellness**

**Policy 251 - Homeless Students**

**Policy 255 - Educational Stability for Children in Foster Care**

**Policy 704 - Maintenance**

**Policy 810 - Transportation**

**Policy 810.3 - School Vehicle Drivers**

**Policy 818 - Contracted Services Personnel**

## **New Business - Information Item**

### **b. 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 June 17, 2019 Board meeting.

**707 - Maintenance Technician - Facilities Systems**

**708 - Groundskeeper**

**708.1 - Assistant Groundskeeper**

**708.2 - Seasonal Hire - Grounds**

## **14. Discussion Item**

## **15. Future Board Agenda Items**

## **16. 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**
- 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**

## **17. Meeting Closing**

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

Meeting adjourned at \_\_\_\_\_ PM, **June 3, 2019.**

Next scheduled meeting is: **June 17, 2019.**