



## DECEMBER 12, 2016 BOARD AGENDA

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### 1. Opening Meeting

- a. Call to Order
- b. Pledge to the Flag

### 2. Approval of Minutes

Approval of the November 21, 2016 Regular Board Meeting Minutes and the November 21, 2016 Committee of the Whole Meeting Minutes.

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

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

Grade 9	Bryce Baker	Electrical Construction & Maintenance 1
Grade 10	Hunter Branyan	Carpentry 2
Grade 10	Haylei Kelley	Horticulture & Landscaping 2
Grade 10	Dillon Sinick	American Studies
Grade 10	Dillon Sinick	Electronics Technology 1
Grade 11	Anthony Cleary	Electronics Technology 2
Grade 11	Nicholas Kowalski	World Studies
Grade 11	Andrew Kulp	Automotive Technology 2
Grade 11	Andrew Mellott	Automotive Collision Technology 2
Grade 12	Katelyn Hamilton	Cosmetology 3
Grade 12	Tyler Hartzell	Electronics Technology 3
Grade 12	Brock Jumper	HVAC 3
Grade 12	John Nippert	Welding 3
Grade 12	Hunter Spencer	HVAC 2

### 4. Recognition of Students of the Quarter

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

#### Science Department

Grade 9 Leah Eichelberger  
Grade 10 Allison Spencer  
Grade 11 Emily Webber  
Grade 12 Emily Baker

#### Social Studies Department

Grade 9 Regan Donato  
Grade 10 Madalyn Seiler  
Grade 11 Emily Webber  
Grade 12 Thomas Miller

#### Technology Ed. Department

Grade 9 Isabella Pittman  
Grade 10 Dylan Lego  
Grade 11 Bryce Smoker  
Grade 12 Ethan Greve

#### World Language Department

Grade 9 Regan Donato  
Grade 10 Alyssa Teter  
Grade 11 Mackenzie Herman  
Grade 12 Elizabeth Foster

## **5. Student/Staff Recognition and Board Reports - Kenny Blessing and Noah Powell**

### **6. Election of the Temporary President**

"... there shall be elected from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Elected \_\_\_\_\_ (temporary appointment)

### **7. Oath of Office of Newly Appointed and Re-Elected Board Members**

When there are newly-elected, appointed or re-elected Board members, the Temporary President will administer the oath of office:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that will discharge the duties of my office with fidelity."

### **8. Election of Officers**

Refer to Sections 402 and 404 of the Public School Code of 1949.

#### **a. Election of the President - One Year Appointment**

Elected \_\_\_\_\_

The Board President will begin his duties.

#### **b. Election of the Vice-President - One Year Appointment**

Elected \_\_\_\_\_

### **9. Appointments**

#### **a. Pennsylvania School Boards Association Legislative Chairperson - One Year Appointment**

Current Representative - Mr. Robert Barrick

Appointed \_\_\_\_\_

#### **b. Capital Area Intermediate Unit - One Year Appointment**

Current Representative - Mr. Wilbur Wolf, Jr.

Appointed \_\_\_\_\_

#### **c. Athletic Council - One Year Appointment**

Current Representative - Mr. William Swanson

Mr. David Gutshall

Mr. Todd Deihl

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

#### **d. District Improvement Committee - One Year Appointment**

Current Representative - Mr. Bob Kanc

Appointed \_\_\_\_\_

**Appointments ( . . .continued)**

**e. Meet and Discuss Committee for Classified Employees - One Year Appointment**

Current Representative - Mr. Kingsley Blasco

Appointed \_\_\_\_\_

**f. Cumberland Perry Area Vocational Technical School - One Year Appointment**

Current Representatives - Mr. William Piper

Mr. Wilbur Wolf, Jr.

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

**g. Pennsylvania School Boards Association Regional Cabinet Member - One Year Appointment**

Current Representative - Mr. Robert Barrick

Appointed \_\_\_\_\_

**h. Buildings and Property Committee**

Current Representatives - Mr. Robert Barrick, Chairperson

Mr. William Piper

Mr. William Swanson

Mr. Richard Roush

Mr. David Gutshall

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

**i. Finance Committee**

Current Representatives - Mr. Kingsley Blasco, Chairperson

Mr. William Piper

Mr. William Swanson

Mr. David Gutshall

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

**j. South Central Trust Board**

Current Representative - Mr. Kingsley Blasco

Appointed \_\_\_\_\_

**k. Tax Collection Committee**

Current Representatives - Mr. Wilbur Wolf, Jr.

Mr. William Swanson

Appointed \_\_\_\_\_

Appointed \_\_\_\_\_

## 10. Financial Reports

### a. Payment of Bills

General Fund		
Procurement Card	\$	23,713.19
Checks/ACH/Wires	\$	948,690.37
Capital Projects	\$	.00
Stadium & Track Projects	\$	112,959.70
Cafeteria Fund	\$	.00
Student Activities	\$	<u>23,314.76</u>
<b>Total</b>	<b>\$</b>	<b>1,108,678.02</b>

Motion to approve the payment of bills as presented.

### b. Treasurer's Fund Report

General Fund	\$	24,108,428.91
Capital Projects	\$	5,871,959.16
Cafeteria Fund	\$	476,844.14
Student Activities	\$	231,518.71
Stadium & Track Projects	\$	<u>958,129.31</u>
<b>Total</b>	<b>\$</b>	<b>31,646,880.23</b>

Motion to approve the Treasurer's report and budget transfers as presented.

### c. YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-To-Date General Fund and Tax Reports as submitted.

## 11. Reading of Correspondence - Pennsylvania Department of Education

Mr. Richard W. Fry, Superintendent of Schools received correspondence from Pennsylvania Department of Education regarding Big Spring School District's single audit report for the year ended June 30, 2015. The Pennsylvania Department of Education has approved the Single Audit Report for the fiscal year ended June 30, 2015. Correspondence is included with the agenda.

**12. Recognition of Visitors**

**13. Public Comment Period**

**14. Structured Public Comment Period**

**15. Old Business**

**16. New Business**

**17. Personnel Items - Action Items**

**a. Resignation - Head Golf Coach - Doug Lautsbaugh**

Mr. Doug Lautsbaugh has submitted his resignation as Head Golf Coach, retroactive to November 30, 2016.

The administration recommends that the Board of School Directors accept Mr. Lautsbaugh's resignation as Head Golf Coach, retroactive to November 30, 2016.

**b. Leave Without Pay - Sara VanderHeijden**

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. Sara VanderHeijden is requesting one day leave without pay, retroactive to Tuesday, December 6, 2016.

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

**c. Approval of Child Rearing Leave of Absence - Mrs. SaraBeth Fulton**

Mrs. SaraBeth Fulton, High School Agriculture Teacher is requesting child-rearing leave of absence to begin approximately April 18, 2017 through approximately June 1, 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. Fulton's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin approximately April 18, 2017 through approximately June 1, 2017.

## Personnel Items - Action Items

### d. Recommendation for Substitute School Nurse

The administration would like to recommend the individual listed as a substitute nurse for the 2016-2017 school year.

#### **Mary Bradley**

The administration recommends that the Board of School Directors approve the above individuals as substitute school nurse, as presented.

### e. Recommendation for Classified Personnel Transfer

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employee listed below.

**Heather Arey** will transfer from a part-time MDS Aide at Oak Flat Elementary School to a full-time One-on-One Aide for a student at Mt. Rock Elementary School. Ms. Arey will work 7 hours per day, five days a week with an hourly wage of \$11.77.

The administration recommends that the Board of School Directors approve the transfer of the above listed individual, as presented.

### f. Recommendation for a Part-Time Learning Support Aide - Cherie Williams

The administration would like to recommend Ms. Cherie Williams as a part-time Seventh Grade Learning Support Aide at the Middle School, filling a position that has been vacant. Ms. Williams will work 5.75 hours, 5 days a week, with an hourly wage of \$10.60.

The administration recommends that the Board of School Directors approve Ms. Williams' as a part-time Seventh Grade Learning Support Aide at the Middle School, as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

### g. Source4Teachers - Long-Term Substitute

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers, the District substitute teaching contractor.

**Adam Gutshall**, Long-Term Substitute Middle School Seventh Grade Science Teacher, replacing Mrs. Kyna Morgan, Long-Term Substitute for Mrs. Therese Bukousky who is on child-rearing leave of absence through approximately January 19, 2017.

### h. Approve Change to Classified Payscale

In the conversion to a new payscale in 2012 the District decided to keep old employees on the old scale; the administration recommends moving all classified employees onto the new scale so they can participate in the longevity increases. Attached is a spreadsheet showing that change along with the new rates as of January 1, 2017 as well as the annual cost which would equal ~ \$13,339 for the balance of this year. There are two employees annotated for retroactive pay to July 1, 2016 as they moved to positions of increased responsibility and we missed giving them an increase.

The administration recommends the Board of School Directors approve the classified pay adjustments included with the agenda.

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

### **a. Case B 2016-2017**

The parents of the student of Case B of the 2016-2017 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case B of the 2016-2017 school year for the remainder of the 2016-2017 school year with an alternative placement at River Rock Academy.

### **b. Recommendation for Act 80 Days**

The administration requests that two days of inservice activities be used as an Act 80 day for students for the 2016-2017 school year. The dates to be utilized for Act 80 purposes are Monday, October 12, 2016 and Thursday, February 17, 2017. On these dates, Big Spring School District's entire professional staff were involved in relevant educational work in support of our instructional program. A detailed schedule for the day that shows activities completed in support of our instructional program are included with the administration's request.

The administration recommends that the Board of School Directors approve the submission to the Pennsylvania Department of Education (PDE) of two (2) Act 80 days for the 2016-2017 school year on Monday, October 12, 2016 and Thursday, February 17, 2017.

### **c. Approve Release of MS Roof Replacement Bid Specification**

A copy of the specification is included in the agenda and discussed in the Buildings and Property Committee meeting.

The administration recommends the Board of School Directors approve the release of the Middle School roof replacement bid specification as presented.

### **d. Approve Release of Erate Application & Bid for Fiber Links to OF/NV**

A copy of the Bid specification, including Solicitor comments, is included in the Buildings and Property online agenda. This requests for proposals is to install fiber links to Oak Flat and Newville Elementary Schools as part of the Erate program. It was prepared by Mr. Krepps in coordination with our Erate consultant at Questeq. This RFP is meant to explore best options and costs before moving forward. This may be a multiple year effort.

The administration recommends the Board of School Directors approve the release of the bid specification for fiber network connections to Oak Flat and Newville Elementary Schools.

### **e. Approve Purchase of Replacement UPS for DAO Data Facility**

The uninterruptible power supply (UPS) system for the District main data facility (MDF) has deteriorated to less than 13 minutes of run time. In case of emergency, there is not adequate time to shut down all systems leaving them exposed to transient voltages. The Technology Director sought proposals from multiple vendors and recommends we accept the proposal attached. This is a COSTARS purchase.

The administration recommends the Board of School Directors approve the purchase of the APC Symmetra system at a cost of \$27,616.70 to be paid from the Capital Project Reserve Fund.

## New Business - Action Items

### f. Approval of New Microwave Data Links to Oak Flat & Newville Elementary

The District currently has small 100Mb data connections to Oak Flat and Newville resulting in slow network performance at both schools. The quickest solution is to upgrade the current wifi links to support up to 2 Gb links. The Board released an RFP for professional services last month and the Technology Director reviewed those in the Buildings and Property meeting. In the future, this system would still be needed as a backup to fiber links.

The administration recommends the Board of School Directors accept the proposal from Henkels & McCoy, Inc and authorizes the administration to negotiate final details and sign final contract documents at a cost not to exceed \$68,400 to be paid from the Capital Project Reserve Fund.

### g. Approve Payment from Stadium & Project Fund

WCE submitted these two final payment applications for the stadium project.

<u>Work Submitted</u>	<u>Pay To</u>	<u>Amount</u>	<u>Balance</u>
Pay App 7 - Final	Ellsworth Electric, Inc.	\$23,814.45	-
Pay App 3 Final	MidState Mechanical & Electrical, LLC	\$12,386.00	-

The administration recommends the Board of School Directors approve the payment of \$23,814.45 to Ellsworth Electric, Inc. and \$12,386 to MidState Mechanical & Electrical, LLC from the Stadium & Track Project Fund.

### h. Approve Purchase of Warehouse Van

The District currently uses a large box truck for mail/equipment/food distribution; most of the loads are far smaller than a typical pallet. To be more efficient the administration is recommending we move to a van; the proceeds from the recent pickup sale will be used to partially offset the cost.

The administration recommends the Board of School Directors approve the purchase of a 2017 Ford Transit Van via PA State Contract at a cost of \$26,268 to be paid from the general fund budget reserve.

### i. Accept Newville Abatement Bid

At the last meeting the Board authorized the release of a bid specification for the Abatement of Newville Elementary School during the summer of 2017. Mr. Roush reviewed the bid proposals in the Buildings and Property Committee meeting. A copy of the apparent winning bid is included with the agenda.

The administration recommends the Board of School Directors accept, pending Solicitor review, the bid from Conservative Environmental Services, Inc. showing the base amount of \$69,375. Once legal review is complete the administration is authorized to sign those documents required to complete the contract.

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

### **a. Proposed 2017-2018 Cumberland Perry Area Vocational Technical School Budget**

Included with the agenda for Board review is the proposed 2017-2018 Cumberland Perry Area Vocational Technical School Budget.

The proposed 2017-2018 Cumberland Perry Area Vocational Technical School Budget will be recommended for Board action at the January 16, 2017 Board of School Directors meeting.

## **20. Future Board Agenda Items**

## **21. 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 - November Monthly Enrollment**

## **22. Meeting Closing**

**a. Business from the Floor**

**b. Public Comment Regarding Future Board Agenda Items**

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, December 12, 2016.

Next scheduled meeting is: **January 16, 2017.**