

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, APRIL 3, 2017

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mount Rock Road, Newville, PA 17241, at (717) 776-2412.

I. CALL TO ORDER

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:02 P.M. with President Wilbur Wolf, Jr, presiding. Seven (7) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Barrick, Secretary; David Gutshall, Treasurer; Kingsley Blasco; William Piper; and Todd Deihl.

Bob Kanc and Richard Roush were absent.

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr, Assistant Superintendent, Robyn Euker, Director of Curriculum & Instruction, Richard Kerr Jr, Business Manager; William August, High School Principal; Zoe Marinacci/Emily Webber, Student Representatives to the Board of School Directors; and Brenda Line, Board Minutes.

II. PLEDGE TO THE FLAG

President Wolf led all individuals present in the Pledge to the Flag.

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III. APPROVAL OF THE MARCH 20, 2017 REGULAR BOARD MEETING MINUTES AND THE MARCH 20, 2017 COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES

Motion by Blasco, seconded by Swanson for approval of the March 20, 2017 Board meeting minutes and the March 20, 2017 Committee of the Whole of the Board meeting minutes. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

IV. Student/Staff Recognition and Board Reports - Zoe Marinacci/Emily Webber

The students offered the following report: [04-03-2017 Student Report.pdf](#).

President Wolf thanked the students for the report.

V. PAYMENT OF THE BILLS

General Fund		
Procurement Card	\$	21,201.13
Checks/ACH/Wires	\$	2,325,860.99
Capital Projects	\$	0.00
Stadium & Track Projects	\$	0.00
Cafeteria Fund	\$	96,791.60
Student Activities	\$	<u>28,062.91</u>
Total	\$	2,471,916.63

Motion by Gutshall, seconded by Blasco for approval of General Fund, Cafeteria Fund, Student Activity/Miscellaneous Fund, Cafeteria Fund, and Capital Projects payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

VI. TREASURER'S REPORT

The Treasurer's Report is presented at the second Board meeting of the month.

VII. READING OF CORRESPONDENCE

There was no reading of correspondence.

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VIII. RECOGNITION OF VISITORS

Heidi Badda, Bill Beck, Melinda Campbell, Diane Chamberlin, Kim Fisher, Madison Gutshall, Jocelyn Kraus, Helen McGarry, Jaret Petty, Michael Polash, Sam Sheeler, and Rodney Woodly.

IX. PUBLIC COMMENT PERIOD

Mr. Bill Beck, 108 Lawrence Lane, Carlisle, Pennsylvania 17015, addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

President Wolf thanked Mr. Beck for attending this evening's meeting and offering a prayer.

X. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

XI. OLD BUSINESS

There was no old business.

**(NOTE: The Board addressed
XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-8,
following Item A-8.)**

XII. NEW BUSINESS

A. Personnel Items - Action Items

1. Resignation - Mrs. Vicki Brickner

Mrs. Vicki Brickner, Mount Rock Elementary School fourth grade teacher, submitted her letter of resignation for the purpose of retirement, effective at the conclusion of the 2016-2017 school year.

The administration recommended that the Board of School Directors approve Mrs. Brickner's resignation for the purpose of retirement as a fourth grade teacher at Mount Rock Elementary School, effective at the conclusion of the 2016-2017 school year.

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XII.NEW BUSINESS (Continued)

A. Personnel Items - Action Items(Continued)

2. Resignation - Mrs. Bonnie Hockley

Mrs. Bonnie Hockley, Mount Rock Elementary School reading teacher, submitted her letter of resignation for the purpose of retirement, effective at the conclusion of the 2016-2017 school year.

The administration recommended that the Board of School Directors approve Mrs. Hockley's resignation for the purpose of retirement as a reading teacher at Mount Rock Elementary School, effective at the conclusion of the 2016-2017 school year.

3. Resignation – Mrs. Ronna Stover

Mrs. Ronna Stover, high school health and physical education teacher, submitted her letter of resignation for the purpose of retirement, effective at the conclusion of the 2016-2017 school year.

The administration recommended that the Board of School Directors approve Mrs. Stover's resignation for the purpose of retirement as a high school health and physical education teacher, effective the conclusion of the 2016-2017 school year.

4. Resignation – Mr. Les Stover

Mr. Les Stover, high school health and physical education teacher and aquatics teacher, submitted his letter of resignation for the purpose of retirement, effective at the conclusion of the 2016-2017 school year as a high school health and physical education teacher and effective May 31, 2017, as Aquatic Director.

The administration recommended that the Board of School Directors approve Mr. Stover's resignation for the purpose of retirement as a high school health and physical education teacher, effective the conclusion of the 2016-2017 school year and effective May 31, 2017, as Aquatic Director.

5. Resignation - Mrs. Rosemary Yamaguchi

Mrs. Rosemary Yamaguchi, middle school emotional support aide, submitted her letter of resignation, effective June 2, 2017.

The administration recommended that the Board of School Directors approve Mrs. Yamaguchi's resignation, effective June 2, 2017.

XII.NEW BUSINESS (Continued)

A. Personnel Items - Action Items (Continued)

6. Leave Without Pay - Mrs. Courtney Rickabaugh

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. Courtney Rickabaugh requested two days of leave without pay retroactive to Tuesday, March 21, 2017, and Wednesday, March 22, 2017.

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

7. Coaching Recommendation

Mr. Jay Hockenbroch, Athletic Director, recommended the individual listed as a coach for the team noted, effective immediately.

Donald Arnold - Junior High Football Coach

The administration recommended that the Board of School Directors approve the appointment of the above listed coach, as presented.

8. Lifeguard Recommendation

Chloe White

The administration recommended that the Board of School Directors approve the individual listed to serve as a lifeguard, pending receipt of all required paperwork.

VOTE ON XII., NEW BUSINESS, A., PERSONNEL CONCERNS

Motion by Blasco, seconded by Swanson to combine and approve XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-8, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

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XII. NEW BUSINESS -Action Items (Continued)

B. 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.

Denise Ginter	\$ 449.00
Amelia Tearnan	\$1,440.00
Catherine Bayley Houser	<u>\$2,880.00</u>
Total	\$4,769.00

The administration recommended 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.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

C. Case E

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

The administration recommended that the Board of School Directors exclude the student in Case E of the 2016-2017 school year for the remainder of the 2016-2017 school year with an alternative placement in Capital Area On-Line Learning Association (CAOLA). Placement for the 2017-2018 school year will be reviewed in June of 2017.

Motion by Swanson, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

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(NOTE: The Board addressed XII., NEW BUSINESS, Items D, E, and F, as a single action item following Item A-F.)

XII. NEW BUSINESS - (Continued)

(ACTION ITEM)

D. Facilities Utilization Request - Newville Little League

Mr. Steve Gayman, Newville Little League requested to utilize Mount Rock Elementary School gym for little league practices, retroactive to Sunday March 26, 2017 and Sunday, April 2, 2017, from 1:00 p.m. to 7:00 p.m. Because the utilizations are on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Mr. Gayman's request to utilize Mount Rock Elementary School gym for little league practices, retroactive to Sunday March 26, 2017, and Sunday, April 2, 2017, as presented.

(ACTION ITEM)

E. Facilities Utilization Request - Cumberland County Gymnastics

Ms. Melanie Sheriff, Cumberland Gymnastics requested to utilize the high school gym, commons, auditorium and concession area for a gymnastics competition on Sunday, April 23, 2017, from 8:00 a.m. to 5:00 p.m. Because the utilization is on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Ms. Sheriff's request to utilize the High School gym, commons, auditorium, and concession area on Sunday, April 23, 2017, as presented.

(ACTION ITEM)

F. Facilities Utilization Request - Big Spring Youth Soccer Association

Mr. Matthew Kump, Big Spring Youth Soccer Association, requested to utilize the high school soccer field for Sunday games on April 30, 2017; May 14, 2017; June 4, 2017; and June 18, 2017, from 1:00 p.m. to 4:00 p.m. Because the utilizations are on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Mr. Kump's request to utilize the high school soccer field on April 30, 2017; May 14, 2017; June 4, 2017; and June 18, 2017, as presented.

Motion by Blasco, seconded by Swanson to combine and approve the recommendation as outlined above in XII., NEW BUSINESS, Items D, E, and F. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Swanson, and Wolf. Voting No: Barrick. Total Yes votes: Six (6). Total No votes: One (1). Motion carried by a majority vote. 6-1.

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XII. NEW BUSINESS (Continued)

(ACTION ITEM)

G. Approval for Team Camps Summer 2017

The coaches listed requested Board approval for the teams and coaches to attend the team camps that are listed below.

**Randy Jones, Head Girls' Basketball Coach - Messiah College,
July 16-20, 2017**

**Jason Creek, Head Boys' Basketball Coach - West Virginia
University, June 16-18, 2017**

**Nathan Gutshall, Head Wrestling Coach - Kutztown University,
July 23-26, 2017**

The administration recommended that the Board of School Directors approve the coaches' requests for the teams and coaches to attend summer team camps as presented.

Motion by Swanson, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Swanson, and Wolf. Voting No: Barrick. Total Yes votes: Six (6). Total No votes: One (1). Motion carried unanimously. 6-1.

(ACTION ITEM)

H. Approve Food Service Management Company Proposal

The District received two proposals for FSMC to fill the second 5-year contract. Chartwells has the largest guarantee of \$110,000 return on operations while Nutrition guaranteed \$100,327. The nutrition proposal also lacked the full-time chef required by the RFP.

The administration recommended the Board of School Directors accept the proposal from Chartwells to operate dining services for the next five years and, pending Solicitor review, authorizes the administration to sign those documents required to enact the contract.

Motion by Swanson, seconded by Blasco to approve the recommendation as outlined above.

The administration updated the members of the Board of School Directors on Chartwells during this evening's Buildings and Property Committee meeting.

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XII. NEW BUSINESS - (Continued)

H. Approve Food Service Management Company Proposal (Continued)

Mr. Polash addressed the members of the Board of School Directors and thanked the Board for supporting the Chartwells contract in past years and noted that he looks forward to working with the District in the future.

Mr. Polash commended Ms. Michelle Morgan for the “fine job she does every day” related to the food service program.

Roll call vote on the motion by Swanson and second by Blasco to approve the recommendation as outlined above: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

(ACTION ITEM)

I. Approve MySchoolBucks Agreement

The administration has been looking for an online payment system. The best option was to expand our current use of [MySchoolBucks](#), currently used for food services, to include other categories of payments.

The administration recommended the Board of School Directors approve a contract with MySchoolBucks for online payments and, pending Solicitor review, authorizes the administration to sign the appropriate documents to enact the contract.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

(ACTION ITEM)

J. Approve Capital Projects Reserve Fund Payment

The District received two invoices for payments related to the track and field project and the PennDOT grant.

The administration recommended the Board of School Directors approve payments from the Capital Project Reserve Fund of \$7,170.00 to PPL Electric and \$841.94 to West Pennsboro Township.

Motion by Barrick seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

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XII. NEW BUSINESS (Continued)

(ACTION ITEM)

K. Accept Mowing Bid

Previously the Board requested proposals for the mowing. On Wednesday, March 29, 2017, the administration received those bids from three vendors per the attached summary of bids. G2 Commercial presented the lowest bid for all three areas. Due to the difference in bids, Mr. Sheeler reviewed the specifications with G2 and had them confirm their bids numbers, given the differences. He also called their references with positive responses.

The administration recommended the Board of School Directors accept the mowing bid from G2 Commercial and, pending Solicitor review, authorize the administration to sign the those documents necessary to enact the contract.

Motion by Blasco, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-

(INFORMATION ITEM)

L. Tenure Status

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

Mrs. Shannon Berry - High School Math Teacher

Additional information regarding the professional employee has been prepared by Mr. William August, high school principal.

Dr. Fry indicated that he is “excited to have Mrs. Berry as part of the Big Spring family, and he added that she “does a fantastic job.”

(INFORMATION ITEM)

M. Proposed Updated Policy

The administration submitted the updated policy listed for Board review. After the policy has been reviewed by the Board of School Directors, the administration will present the policy for Board approval at the April 24, 2017 Board meeting.

913 Nonschool Organizations/Groups/Individuals

Dr. Fry encouraged Board members to review the proposed policy, and he noted that the District Solicitor and PSBA suggested that the District implement this policy. Dr. Fry noted that the community page on the District’s website would help reduce the number of papers that are sent home with students.

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XIII. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Kanc

No meeting was conducted and no report was offered.

The District Improvement Committee will meet on Thursday, April 27, 2017.

B. Athletic Committee – Mr. Swanson, Mr. Deihl, Mr. Gutshall

No meeting was conducted and no report was offered.

The Athletic Committee will meet on Tuesday, April 25, 2017, at 7:00 a.m.

C. Vocational-Technical School – Mr. Wolf, Mr. Piper

Dr. Fry indicated that Dr. Roberts and Mr. August are working with Administrative Director Justin Bruhn to monitor vo-tech students' academic progress to ensure that the students are successful in their Big Spring classes as well as their vo-tech classes. Some students are being assigned to a modified vo-tech schedule that permits them to return to Big Spring 25 minutes early to participate in remediation program to ensure that these students complete successfully the required number of credits to graduate.

Approximately eight to ten students per year require this extra help to ensure that they are successful. This effort keeps students active in their trades while ensuring success in their core courses as well.

Director Piper thanked the administration for providing the help to make it possible for students to remain in the vo-tech program and succeed in their core courses as well.

In response to a question from Director Piper, Dr. Fry indicated that Mr. Bruhn and the students have welcomed this opportunity to improve grades in core courses.

No meeting was conducted and no report was offered.

D. Buildings and Property Committee – Mr. Barrick, Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Gutshall

Please refer to this evening's Buildings and Property Committee meeting minutes.

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XIII. COMMITTEE REPORTS (Continued)

E. Finance Committee – Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall

No meeting was conducted and no report was offered.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered.

President Wolf explained the challenges that face the staff at the Loysville Youth Development Center and the South Mountain Secure Treatment Unit. Mr. Wolf noted that the average confinement for a student is for a period of 6 months, which has decreased from 8 months several years ago.

Mr. Wolf added that it is difficult to educate these students who are assigned to the facility for varying lengths of time ranging from weeks to an entire year at a time. Some students are in the facilities as the result of judicial placement (35 percent), while others are placed there based on school district recommendations (65 percent). Mr. Wolf indicated that the students who graduate from the programs appear to be doing well after leaving the program. The student/staff ratio is 3 to 1.

H. Tax Collection Committee (TCC) – Mr. Wolf, Mr. Swanson

President Wolf indicated that the TCC held a management committee meeting today. The TCC has been working hard to ensure that checks are processed quickly this year instead of the delayed check processing experienced by taxpayers in years past.

The TCC is also working hard to offer online tax filing.

The TCC picked up an additional \$70,000 in income last year as the result of following up on audit information from the State.

The April meeting has been canceled.

XIV. FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

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XV. SUPERINTENDENT'S REPORT

A. PSSA Testing

Dr. Fry indicated that the PSSA testing window has opened for students in Grades 3 through 8. Testing will continue intermittently through May 12.

B. Board Meeting Schedule

Superintendent Fry indicated that because of the Easter holiday, the next Board meeting is slated for April 24, 2017. The May meetings will be moved to the second and fourth Mondays and will be conducted on May 8 and May 22, 2017. In June the Board will resume meetings on the first and third Mondays, conducting meetings on June 5 and 19, 2017.

C. Retirements

Dr. Fry indicated that he will post advertisements on Tuesday, April 4, 2017, to fill the positions vacated this evening by retirements.

D. Board Conference

Superintendent Fry reminded Board members of the Board conference scheduled for Wednesday, April 19, 2017.

E. Opus Project Grant

Dr. Fry announced that Dr. Dean Smith has been awarded one of four grants presented statewide for the Opus Project. This grant provides funds to offer an English class in which the students are taught to read manuals for trades; for example, HVAC and refrigeration manuals. This project is an effort to bridge the gap for hands-on learners to acquire some real-world life skills that improve literacy.

Dr. Fry indicated that Ms. Euker would update the Board on this project next year.

F. Pennsylvania Association of School Administrators

Dr. Fry indicated that over the weekend he was affirmed as president elect of the Pennsylvania Association of School Administrators for the 2017-2018 school term and president for the 2018-2019 school term. Dr. Fry will represent 460 superintendents and 718 administrators across the state of Pennsylvania.

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XVI. BUSINESS FROM THE FLOOR

FFA Speaking Contest

Vice President Swanson indicated that he was fortunate to serve on the judging committee for the FFA speaking contest. Mr. Swanson noted that it gives one “a lift” when one hears the students speak so eloquently on a variety of topics.

Mr. Swanson noted that he is amazed by the FFA students.

XVII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVIII. ADJOURNMENT

Motion by Blasco, seconded by Piper to adjourn. Roll call vote: Voting Yes: Blasco, Deihl, Piper, Gutshall, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

The meeting was adjourned at 8:19 P.M.

Robert Lee Barrick, Secretary

Next scheduled meeting is **April 24, 2016**.