

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MAY 20, 2019

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 Mt. 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 8:00 P.M. with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; Kingsley Blasco, Richard Roush, John Wardle and Robert Over.

Absent: Bob Kanc

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr. Assistant Superintendent; Richard Kerr, Jr., Business Manager; Rick Gilliam Director of Buildings, Grounds & Transportation; Robert Krepps, Director of Technology; Robyn Euker, Director of Curriculum and Instruction; Andy Milone, Valley Times Star; Cathy Seras, Board Minutes

II. PLEDGE TO THE FLAG

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

III. Approval of the May 6, 2019 Regular Board Meeting Minutes, the May 6, 2019 Committee of the Whole Meeting Minutes, and the May 6, 2019 Building and Property Meeting Minutes.

Motion by Blasco, seconded by Roush for the approval of the May 6, 2019 Regular Board Meeting Minutes, the May 6, 2019 Committee of the Whole Meeting Minutes and the May 6, 2019 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Piper, Blasco, Guthall, Roush, Deihl, Over and Wardle
Motion Carried unanimously. 8- 0

IV. Student/Staff Recognition and Board Reports – Tucker Williams/Seth Franklin

Tucker and Seth shared the information listed with the Board of School Directors.

Mr. Swanson presented Tucker and Seth a gift for their participation as student board representatives.

- **Prom**

- Last week Big Spring held their junior and senior prom at Letort View Community Center, Carlisle Barracks. The theme this year was Bella Sera which means “Beautiful Night.” 317 students attended the prom.

- **Senior Class Gift**

- On Saturday, students from Big Spring gathered to help the senior class put stone in the empty pots in front of the high school. North Star box woods will be planted in the pots.

- **Exhibition Night**

- Another successful evening came out of the second exhibition night. Projects from all departments brought in parents, students, and community members to see what has been happening within the school. It was a great evening for both students and teachers to show off all they have been working on this year.

- **All Sports Banquet**

- This Thursday, the all sports banquet will take place starting at 5:30. Following the dinner, athletes and their parents will make their way to the auditorium for an evening celebrating each sport and their accomplishments.

- **Baccalaureate**

- On the second of June, seniors will gather at the First Presbyterian Church of Newville to celebrate all they have achieved and to pray for good forthcomings. The evening will begin at 7 and students from the senior class will get the chance to say a prayer, play a song, and much more!

- **Spring Choir Concert**

- The choir will perform their spring concert tomorrow. It has been a great year for the choir as membership is soaring and the talent is outstanding. We hope everyone can attend to see one of their last performances.

- **Band News**

- Next Monday, Memorial Day, you can watch the Big Spring Band and several students in the Newville Memorial Day Parade. This has always been a great opportunity for the band to receive recognition of their talent so we wish them the best of luck for their performance.

- **Elementary Field Days**

- During these last couple weeks of school, students are given the opportunity to volunteer their time at the elementary school field day events within the district. Through dawg pound and many other clubs, students really enjoyed this experience!

Big Spring School Board Meeting Minutes – Monday, May 20, 2019

V. Financial Reports

a. Payment of Bills

General Fund	\$	535,049.07
Capital Project Reserve Fund	\$	3,507.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	4,980.00
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>58,231.52</u>
Total	\$	601,767.59

Motion to approve the payment of bills as presented.

Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Deihl, Roush, Blasco Over and Wardle. Motion carried unanimously. 8– 0

b. Treasurer's Fund Report

General Fund	\$	15,173,579.46
Capital Project Reserve Fund	\$	7,290,991.08
Cafeteria Fund	\$	449,846.49
Student Activities	\$	298,326.79
Newville Projects Fund	\$	1,663,016.25
Mount Rock Projects-2018 Fund	\$	<u>6,584,576.88</u>
Total	\$	31,460,336.95

Motion to approve the treasurer's fund report and budget transfers, as presented.

Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Deihl, Roush, Blasco Over and Wardle. Motion carried unanimously. 8– 0

VI. 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.

Motion by Blasco, seconded by Roush to accept Year-to-Date General Fund and Tax Reports as outlined above.

Roll call vote: Voting Yes: Swanson, Piper, Over, Deihl, Kanc, Gutshall, Roush and Blasco.

Motion carried unanimously. 8– 0

Big Spring School Board Meeting Minutes – Monday, May 20, 2019

VII. Reading of Correspondence

a. Pennsylvania Department of Agriculture Bureau of Food Distribution

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Agriculture Bureau of Food Distribution regarding the Single Audit Report for the year ending June 30, 2018. The review indicated the district's Schedule of Expenditures of Federal Awards (SEFA) was acceptable. The Single Audit Report has been approved and is in compliance for programs funded by the Pennsylvania Department of Agriculture Bureau of Food Distribution Office. Correspondence is included with the agenda.

VIII. Recognition of Visitors – Mr. Bill Beck, Mr. Mike Reifsnyder and Mr. Andrew Koman

IX. Public Comment Period

Bill Beck, 108 Lawrence Lane, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, administration, staff, students and the community.

Mike Reifsnyder, 180 Goodyear Road, Carlisle, PA shared the news that his daughter Gabi has been named a "Lenfest Scholar"; therefore will be the recipient of the Lenfest Scholarship.

The Board of School Directors and administration extended their congratulations to Mr. Reifsnyder on his daughter's amazing accomplishment.

X. Structured Public Comment Period

XI. Old Business

XII. New Business

XIII. Personnel Items - Action Items

a. Resignation - Full-Time High School Custodian

Ms. Sally Morton has submitted her letter of resignation for the position of a full-time custodian at the high school, effective June 7, 2019.

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

b. Resignation - Elementary Special Education Department Chairperson

Mrs. Megan Frantz has submitted her resignation for the position of an Elementary Special Education Department Chairperson, effective the end of the 2018-2019 school year.

The administration recommends the Board of School Directors approve Mrs. Frantz resignation, as presented.

Personnel Items . . .continued Action Items

c. Resignation – High School Math Teacher

Mr. Michael Berry has submitted his resignation for the position of a High School Math Teacher, effective, June 10, 2019.

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

d. Leave Without Pay - Mrs. Megan Frantz

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. Megan Frantz, is requesting a 1/2 day leave without pay for September 6, 2019.

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

e. Transfer of Professional Personnel

The administration will transfer the professional employees whose names are listed below for the 2019-2020 school year. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

Cory Hoffman from High School Dean of Students to High School Business Teacher
Scott Penner from Middle School Sixth Grade Social Studies Teacher to High School Dean of Students/Assistant to the Director of Athletics

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

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

Motion by Blasco, seconded by Roush to approve Item A through E as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Blasco and Wardle.

Motion carried unanimously. 8- 0

11. 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.

Robyn Euker	\$ 2,025.00
Andrew Koman	\$ 750.00
Tessa Lindsey	\$ 1,500.00
Michael McVitty	\$ 3,000.00
Sean Stevenson	\$ 1,500.00
Emily Young	<u>\$ 1,500.00</u>
Total	\$10,275.00

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, the Act 93 Agreement and the Big Spring School District.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

b. Recommended Approval to Create a Student Account for BSHS Unified Bocce Ball Team

The administration received a request from Mrs. Maria Boyd, Life Skills Teacher and Unified Indoor Bocce Ball Head Coach to establish a student account for the BSHS Unified Bocce Ball Team. Details are included with the agenda.

The administration recommends the Board of School Directors approve the new student activity account for the Unified Indoor Bocce Ball Team under the supervision of Mrs. Maria Boyd.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

c. Recommended Approval for a Proposed Updated Policy

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

Policy 718 Service Animals Handler train for start of school

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

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

New Business - Action Items

d. Recommended Approval for Secondary Math Curriculum

Listed below is completed math curriculum for approval.

Algebra 2

Honors Algebra 2

AP Calculus

AP Statistics

JAVA

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

Motion by Roush, seconded by Deihl as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

e. Recommended Approval for a Proposed Job Description

The administration has updated the **Logistics Specialist** job description and it is included with the agenda.

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

Mr. Over inquired about the job description; Mr. Kerr shared the position will be part-time.

Motion by Roush, seconded by Deihl as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

f. Recommended Approval for Proposal of Services

The Carlisle Area Chamber of Commerce and Carlisle Business Education Foundation is pleased to submit a proposal for services to support the Big Spring School District and the Carlisle Area School District with the engagement of their students from grades 5-12 with area businesses for training development and career exploration opportunities.

The administration recommends the Board of School Directors approve the proposal for services with the Carlisle Area Chamber of Commerce and Carlisle Business Education Foundation, as presented.

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

New Business - Action Items

g. Recommended Approval for the Revision of the Head Start Pre-K Counts License Agreement

The administration would like to request permission to begin the process of modifying the existing 2019-2020 Head Start Agreement between Shippensburg University and the Big Spring School District. The revision will include the addition of the Head Start classroom at Newville Elementary School.

The administration recommends the Board of School Directors approve the revised Head Start Pre-K Counts License Agreement, as presented.

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

h. Recommended Approval for the Chartwells 2019/20 Contract

The Board previously approved the Chartwells proposal for 2019-20 along with the meal pricing. Those were rolled into the draft contract that will be forwarded to PDE for approval and then to Chartwells for signature. Link to [2019-20 Chartwells Contract](#).

The administration recommends the Board of School Directors approve the 2019-20 Chartwells contract as presented.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

i. Recommended Approval for Construction Change Orders

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

<u>Loc</u>	<u>CO#</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
HS	1	East Coast	Add Window in Room 102	\$1,226.48
MR	2	eci	Replace dish table	\$2,002.00
MS	1	Lobar, Inc	Add 12 exit signs	\$9,414.76

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

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

Big Spring School Board Meeting Minutes – Monday, May 20, 2019

New Business - Action Item

j. Recommended Approval for Newville Project Fund Payments

The administration received the following construction applications for payments. Link to [Payment applications](#)

Proj	From	Description	Amount	Remaining
MS (2018)	CRA	Professional Svc - Inv 3106-16	\$442.50	-
Ph 2 FFE	CRA	FFE Services Inv 3175-1	\$5,000.00	-
Ph2 Reno	CRA	Professional Svc - Inv 3196-9	\$25,095.24	-
Ph2 MR	Lobar	Elect Svc - Inv 1901602	\$7,631.82	\$716,101.68
Ph2 MS	Lobar	Elect Svc - Inv 1901702	\$21,059.61	\$728,886.51
Ph2 MS	Honeywell	MS Cameras Inv 5248075505	\$20,130.97	\$60,392.92
Ph2 MR	Honeywell	MR Cameras Inv 5248075054	\$11,806.18	\$35,418.55
Ph2 OF	Honeywell	MR Cameras Inv 5248075059	\$11,013.82	\$33,041.48
Ph2 DAO	Honeywell	DAO Cameras Inv 5248075058	\$907.34	\$2,722.02
Ph2	A/V Solutions	Stadium Sound Inv 6560	\$12,345.79	-
Ph 2 HVAC	Stouffer Mech	Comb HVAC Svc App 2	\$38,208.60	\$82,372.20
Ph2 PL	Stouffer Mech	Comb Plumb Svc App 2	\$5,305.50	\$201,931.50

The administration recommends the Board of School Directors approve the payments of \$30,537.74 to Crabtree Rohrbaugh & Assoc.; \$28,691.43 to Lobar, Inc.; \$43,858.31 to Honeywell; \$12,345.79 to A/V Solutions, Inc.; and \$43,514.10 to Stouffer Mechanical.

Motion by Roush, seconded by Blasco as outlined and recommended above.
Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.
Motion carried unanimously. 8- 0

New Business - Action Items

k. Recommended Approval for the CAIU Contract for VOIP Services

The CAIU provides phone equipment and services for all classrooms and offices in the district. The proposed new 3-year agreement has increased by \$247 per year and was reviewed by Rob Krepps, Technology Director. The administration recommends the Board of School Directors accepts the 3-year agreement.

The administration recommends the Board of School Directors approve the VOIP services contract, as presented.

Motion by Deihl, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

l. Approve Change 2019 FFE Purchase

After the Board approved the initial FFE amount at the last Board meeting, the administration discovered two rooms at MR and the special education rooms at Oak Flat required additional furniture. CRA worked with Tanner Furniture to provide a cost for the additional furniture.

<u>Description</u>	<u>Amount</u>	
Project Estimate		\$943,368
FFE Initial Purchase	\$710,125.55	
Contingency	\$10,000.00	
OF/MR Add	\$55,078.09	
Total FFE Purchase	\$775,204	
Project FFE Balance		\$168,164

The administration recommends the Board of School Directors approve an additional \$55, 078.09 for the 2019 FFE purchase for a total of \$775,204.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Wardle and Blasco.

Motion carried unanimously. 8- 0

12. New Business - Information Item

a. Proposed Updated Job Description

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 June 3, 2019 Board meeting.

705 Maintenance Technician

b. 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.

c. Tenure Status

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

Mr. Frank Landis - Middle School Seventh Grade Social Studies Teacher

Mrs. Jenna McIntire - Middle School Agriculture/Technology Teacher

Ms. Jessica Sprecher - Middle school Sixth Grade Learning Support Teacher

Additional information regarding the professional employees have been prepared by Mrs. Clarissa Nace, Middle School Principal.

13. Future Board Agenda Items

14. Board Reports

a. District Improvement Committee - Mr. Kanc, Mr. Over

No report was offered.

b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl

No report was offered.

c. Vocational-Technical School - Mr. Piper, Mr. Kanc

Mr. Piper shared student award night will be May 21st.

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

No report was offered.

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

No report was offered.

Board Reports . . continued

f. South Central Trust - Mr. Blasco

No report was offered.

g. Capital Area Intermediate Unit - Mr. Swanson

No report was offered.

h. Tax Collection Committee - Mr. Swanson

No report was offered.

i. Future Board Agenda Items

No future board agenda items

j. Superintendent's Report

- Dr. Fry reminded the Board of School Directors to continue to check the year end activities calendar which was distributed late April.
- Dr. Fry communicated to contact Ms. Seras if interested in attending Commencement.
- Dr. Fry made reference to the CAIU Ballots within the Board of School Directors folders.
- It was shared that the ongoing construction is going well and the District is in a good place. A reminder that all presentations and budget information are on the District website.

15. Meeting Closing

a. Business from the Floor

- Mr. Kanc whom was absent requested to attach a communication to the May 20th Board minutes regarding his thoughts on the tax increase (see below).
- Mr. Piper communicated the FFA Banquet was a wonderful evening. The teachers and students did an outstanding job.
- Mr. Over stated the Newville spotlight was fantastic!
- Mr. Over also commented the band concert was wonderful; outstanding talent!
- Mr. Swanson stated the band concert was amazing and FFA banquet was great!

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Deihl, seconded by Roush, to adjourn the meeting into executive session.

Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Blasco, Deihl, Roush, Over and Wardle

Motion carried unanimously. 8-0

Meeting adjourned at **8:36 p.m., May 20, 2019.**

William L. Piper, Secretary

Next scheduled meeting is: **June 3, 2019.**

Catherine Seras

From: Bob Kanc <bobkanc@gmail.com>
Sent: Monday, May 20, 2019 8:49 AM
To: Richard Fry; Catherine Seras
Cc: Bill Swanson (bswanson112@gmail.com); Todd Deihl; Kingsley Blasco; rroush@caassociates.net; William Piper; wardlej@pa.net; OVER, ROBERT S; Bob Kanc
Subject: Re: FW: FY20-Update-190516.docx

Good morning all, as I have mentioned to many of you, I had a prior commitment from many months ago that I was not able to revise from today's meeting date and as such I will not be in attendance this evening.

Secondly, as I previously stated, and for the record and ask this to be included in meeting minutes, I support a 2.0% increase vs the proposed 2.9% tax index rate. I believe we can support this. I believe that in the 5 year timeframe that is being illustrated there will be additional tax base expansion. I think this board has been very respectful and receptive of administration direction, but I do believe that the correct budget rate is in the 2.0% area vs full index. Mr Kerr does an excellent job as does the admin of identifying needs and projects. I do not believe that a 2.0% increase would 'handcuff' future boards. I don't know why we use a 0% tax rate in our illustration as we would NOT implement a 0% rate. Again this board and administration know the effect of such a decision. I think everyone has the same goals in mind.

In the '6100 Taxes Levied' illustration, I think the correct Variance between Year 2024 @ 2.25% and 2.0% is \$72, 669 rather than the \$71,669 as listed. Respectfully, Bob Kanc...

On Fri, May 17, 2019 at 10:24 AM Richard Fry <RWFRY@bigspring.k12.pa.us> wrote:

Board members,

Here is the "compound effect" data that I promised. It is a great data document with the final piece showing the compound effect 5 years out of our taxing decision. Again, all of this information will be in your Board packet that you receive later today. Have a great weekend!!!!!!

R. Fry

From: Richard Kerr
Sent: Friday, May 17, 2019 10:02 AM
To: Richard Fry <RWFRY@bigspring.k12.pa.us>
Cc: Catherine Seras <cseras@bigspring.k12.pa.us>
Subject: FY20-Update-190516.docx

updated