

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, JUNE 3, 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; Kingsley Blasco, Richard Roush, John Wardle, Bob Kanc and Robert Over.

Absent: David Gutshall

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

Motion by Blasco, seconded by Roush for the 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.

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

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

IV. Student/Staff Recognition and Board Reports – No Student Report

V. 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>
Total	\$	654,445.36

Motion to approve the payment of bills as presented.

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

VI. 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.

VII. Recognition of Visitors

Mrs. Carol Graham, Ms. Charlene D'Amore and Mr. Andrew Koman

VIII. Public Comment Period

Carol Graham 2565 Walnut Bottom Road, 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.

IX. Structured Public Comment Period

X. Old Business

XI. New Business

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

XII. 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.

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

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.

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

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.

VOTE ON XI., NEW BUSINESS A – I PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to approve Item A through I as outlined and recommended above. Voting Yes: Swanson, Piper, Over, Kanc, 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.

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.

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

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.

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

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

New Business - Action Items

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.

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

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

Motion carried unanimously. 8- 0

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.

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

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

Motion carried unanimously. 8- 0

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.

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

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

Motion carried unanimously. 8- 0

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

New Business - Action Items

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.

Dr. Fry stated the District does not collect per capita tax and the District Solicitor recommends its best practice the District continues to maintain doing without per capita taxes. Mr. Kanc asked if the proposed millage rate is based on the 2.25% tax rate; Dr. Fry and Mr. Kerr stated that it is based on the 2.25% tax rate.

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

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

Voting No: Kanc and Roush

Motion carried. 6- 2

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.

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

Voting Yes: Swanson, Piper, Deihl, Wardle and Blasco.

Voting No: Kanc, Over and Roush

Absent: David Gutshall

Motion carried. 5- 3

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

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.

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

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

Motion carried unanimously. 8- 0

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 remove
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.

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

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

Motion carried unanimously. 8- 0

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

New Business - Action Items

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

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

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

Motion carried unanimously. 8- 0

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>Agreement Description</u>	<u>Vendor</u>	<u>Period</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.

Mr. Blasco asked about the electric agreement; Mr. Kerr stated the company offers very good rates.

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

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

Motion carried unanimously. 8- 0

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

New Business - Action Items

I. 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>Description</u>	<u>Amount</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.

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

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

Motion carried unanimously. 8- 0

12. 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 (. . .continued)

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

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 the meeting was scheduled for Tuesday, May 28th; but due to low attendance, the meeting was cancelled.
- Mr. Piper stated he attended two Vo-Tech building committee meetings. It was communicated during the building committee meetings that Vo-Tech wants to move forward in training students for occupations in the fields of health care, culinary, automotive technology, diesel and logistics.
- Mr. Piper communicated that Crabtree Rohrbaugh was involved in the discussions regarding Vo-Tech improvements.
- Mr. Kanc shared information on the Vo-Tech awards night that took place on May 21st.

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

Mr. Roush made a motion to approve the payment of 382,602 to Tanner Furniture PA, Inc. from the Newville Projects Fund.

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

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

Motion carried unanimously. 8- 0

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

No report was offered.

f. South Central Trust - Mr. Blasco

No report was offered.

Big Spring School Board Meeting Minutes – Monday, June 3, 2019

g. Capital Area Intermediate Unit - Mr. Swanson

- Mr. Swanson shared the CAIU hired a new Assistant Executive Director.
- Mr. Swanson communicated information on student interns at the CAIU.

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 communicated that Senior Awards is Wednesday, June 5th at 7:00 p.m.
- Dr. Fry shared that student half-days will begin tomorrow.
- It was shared that Board members had parking passes in their packets for Commencement.
- Dr. Fry requested that Board members communicate to Ms. Seras if they will be attending Commencement.
- Dr. Fry talked about the letter he sent to local legislators regarding Cyber Charter Schools. He also stated he will be testifying for the House of Education Committee on compulsory attendance age; to move compulsory attendance age from age 8 to age 6.

15. Meeting Closing

a. Business from the Floor

- Mr. Over stated the concert was wonderful; Big Spring knows how to do it.
- Mr. Kanc communicated that Baccalaureate was well done. The cantabile was in attendance and did a great job. Mr. Kanc stated the event was well attended.
- Mr. Swanson complimented Dr. Fry on the letter he wrote to State Legislators.

b. Public Comment Regarding Future Board Agenda Items – No Comments

c. Adjournment

Motion by Blasco, seconded by Deihl, to adjourn the meeting.

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

Motion carried unanimously. 8-0

Meeting adjourned at **8:21 p.m., June 3, 2019.**

William L. Piper, Secretary

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