

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, OCTOBER 7, 2013

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 President Wilbur Wolf, Jr, presiding. *Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Richard Norris, John McCrea; Kingsley Blasco; and William Piper.

Absent: Richard Roush

*Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Rick Gilliam, Director of Buildings, Grounds, and Transportation; Steven Smith, High School Principal; and Carol Kuntz, Board Minutes. Curtis Garland, The Valley Times-Star;

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE SEPTEMBER 16, 2013 REGULAR BOARD MEETING MINUTES, AND THE SEPTEMBER 16, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Blasco, seconded by Norris for approval of the September 16, 2013 Committee of the Whole of the Board Meeting Minutes; and the September 16, 2013 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Piper, Swanson, Barrick, Norris, Gutshall, McCrea and Blasco. Motion carried. 8 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Shania Radabaugh presented a student report. [Student report is attached.](#)

V. PAYMENT OF BILLS 2013-2014

General Fund	\$581,854.68
Capital Projects	\$201,193.35
Student Activities	<u>\$ 22,748.14</u>
Total	\$805,796.17

Motion by Gutshall, seconded by Blasco for approval of General Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Gutshall, Barrick, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

VI. READING OF CORRESPONDENCE

VII. RECOGNITION OF VISITORS

Ellen Hockenbroch, April Messenger, and Curtis Garland.

VIII. PUBLIC COMMENT PERIOD

Ellen Hochenbroch, 380 Meadows Road Newville, PA addressed the members of the Board of School Directors and offered a pray of encouragement for the Board members and community.

IX. STRUCTURED PUBLIC COMMENT PERIOD

X. OLD BUSINESS

Discussion of the September 16, 2013 motion to delay by thirty (30) days the decision on the use of *Life of Pi*.

Mr. MrCrea made a motion to suspend the rules to allow consideration of the question of whether or not to approve the use of the book "*Life of Pi*" today rather than waiting for 30 days to elapse under the Motion to Table, which was adopted at the September 16th Board Meeting. Mr. Blasco seconded the motion. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson, and Blasco. Motion carried unanimously. 8 – 0

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X. OLD BUSINESS (...continued)

The administration recommends the Board of School Directors approve the proposed book as presented.

Motion by McCrea, seconded by Swanson to approve the recommendation as outlined above.
Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, and Swanson. Voting No: Blasco. Motion carried. 7 – 1

XI. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Andrea Lehman**, Life Skills Teacher at Oak Flat Elementary School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately October 7, 2013 through approximately December 9, 2013. 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 Ms. Lehman's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately October 7, 2013 through approximately December 9, 2013.

(ACTION ITEM)

- 2) **Mrs. Erin Zinn**, Learning Support Teacher at the Middle School is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately December 6, 2013 through approximately March 3, 2014. 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. Zinn's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately December 6, 2013 through approximately March 3, 2014.

(ACTION ITEM)

- 3) **Long-Term Substitute Teacher**

Chelsey Piper - Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School

Education:

Shippensburg University (Bachelor's Degree Elementary Education)

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A) PERSONNEL CONCERNS (. . .continued)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Chelsey Piper to serve as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, replacing Ms. Andrea Lehman who will be on child-rearing leave of absence from approximately October 7, 2013 through approximately December 9, 2013. Mrs. Piper's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

4) Long-Term Substitute

Courtney Wiser - Long-Term Substitute Kindergarten Teacher at Newville Elementary School

Education:

Harrisburg Community College - Elementary Education

California University of Pennsylvania - (Bachelor's Early Childhood Education)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Courtney Wiser to serve as a Long-Term Substitute Kindergarten Teacher at Newville Elementary School, replacing Mrs. Aimee Yost who will be on child-rearing leave of absence from approximately January 6, 2014 through approximately March 28, 2014. Mrs. Wiser's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

5) Per Diem Substitute Teachers

Alexandra Arnold - Health & Physical Education

Emily Gilmore - Environmental Education/Biology

Heather Salisbury - Social Studies/English

Amy Yohe - Elementary Education

The administration recommends that the Board of School Directors approve the additions listed to the 2013-2014 per diem substitute teacher list as presented.

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A) PERSONNEL CONCERNS (. . . continued)

(ACTION ITEM)

6) Multiple Disability Support Aide

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a multiple disability support aide at Oak Flat Elementary School, replacing Ms. Kari Dillman who has transferred to a vacancy at Mt. Rock Elementary School.

Tricia Frampton

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a multiple disability support aide as presented.

7) High School Learning Support Aid

(ACTION ITEM)

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a high school learning support aide.

Seth Stover

The administration recommends that the Board of School Directors appoint the above listed individual to serve as a high school learning support aide retroactive to Monday, September 30, 2013.

8) Eighth Grade Maroon Team Leader

(ACTION ITEM)

Ms. Meghan Bullock - Eighth Grade Teacher

The administration recommends that the Board of School Directors approve Ms. Meghan Bullock to serve as the eighth grade maroon team leader as presented.

9) Coaching Appointments

(ACTION ITEM)

Michael Cook Assistant Baseball Coach

Dani Teter Junior High Cheerleader Coach

Lisa Ilaria Junior High Co-Cheerleader Coach

The administration recommends that the Board of School Directors approve the above listed coaches as presented for the 2013-2014 school year.

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A) PERSONNEL CONCERNS (. . .continued)

(ACTION ITEM)

10) **Appointment of MS Head Custodian**

On April 22, 2013 the Board appointed Wilma Marpoe as a second head custodian at the MS to oversee the window project while the Head Custodian concentrated on normal building operations. Last month the MS Head Custodian requested, and the Board approved, a transfer to the night shift. The Head Custodian position was posted internally. The Director selected Wilma Marpoe for permanent appointment to the position.

The administration recommends that Wilma Marpoe be appointed as the Head Custodian at the MS at her current pay rate.

(ACTION ITEM)

11) **Approval of Additional 2013-2014 Mentor Teacher**

Mentor
Sandy Crouse
Middle School Learning Support Teacher
Learning Support Teacher

Inductee
Fran Stewart
Sixth Grade Long-Term Substitute
Learning Support Teacher

The administration recommends that the Board of School Directors approve the additional 2013-2014 mentor teacher as presented.

VOTE ON X., NEW BUSINESS, A-1 – A11, PERSONNEL CONCERNS

Motion by Blasco, seconded by Swanson to combine and approve Items A-1 through A-6 and A-8 through A-11 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Gutshall, Barrick, Norris, Swanson and Blasco. Motion carried unanimously 8 - 0

Motion by Norris seconded by Swanson to approve Item A-7 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Piper, Gutshall, Barrick, Norris, Swanson, and Blasco. Abstained: McCrea. Motion carried 7 – 0.

XI. NEW BUSINESS (. . .continued)

B) **Students Eligible for Early Graduation**

(ACTION ITEM)

Based on successful completion of semester one course work the students listed will be eligible for early graduation for the 2013-2014 school year.

Brooke Penner

Sierra Wrightstone

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XI. NEW BUSINESS (. . .continued)

The administration recommends that the Board of School Directors approve January 17, 2014 graduation for the students listed based on their successful completion of all graduation requirements.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson, and Blasco. Motion carried unanimously. 8 – 0

Board Member McCrea asked why the January 17th date.

Mr. Fry responded that is the end of the first semester.

C) 2013-2014 Approval of Post Grad Fundraisers

(ACTION ITEM)

The Post-Graduation Party Committee is requesting permission from the Board of School Directors to conduct the numerous fundraisers during the 2013-2014 school year.

The lists of fundraisers are included with the agenda.

The administration recommends that the Board of School Directors authorize the Post-Graduation Party Committee to conduct the fundraisers listed during the 2013-2014 school year.

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion carried unanimously. 8 - 0

D) Transfer to Capital Projects Fund

(ACTION ITEM)

Greenawalt, Inc. is well along in the 2012/13 audit and prepared an initial fund balance assessment. Now is the appropriate time to transfer those available funds for the 2012-2013 year into the Capital Project fund so the transfer is reflected in the final audit report.

The administration recommends the Board of School Directors authorize the transfer of \$1,000,000 from the General Fund to the Capital Project Fund.

Motion by Norris, seconded by Swanson to approve this recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

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XI. NEW BUSINESS (. . .continued)

E) Payment Application #6 for McCoy Bros. Inc.

(ACTION ITEM)

The administration received payment application #6 from McCoy Bros. and an invoice from Barton Associates. The applications are attached. The payment status of existing projects:

<u>Project</u>	<u>Contractor</u>	<u>Payment</u>	<u>Balance</u>
MS Window Replacement	McCoy	\$34,154.00	\$ 50,813.00
HW Heater & UV Light	Lugaila Mech	none	\$ 13,404.60
OF HVAC/ESCO	Barton	\$27,750.00	\$122,250.00

The administration recommends the Board of School Directors approve payment from the Capital Project fund to McCoy Brothers, Inc., in the amount of \$34,154.00 and to Barton Associates in the amount of \$27,750.00.

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

(ACTION ITEM)

F) Approval of Honeywell Letter of Intent

Due to the continuing series of failure of the fire alarm system at Oak Flat Elementary, Honeywell is proposing that we renovate the system as part of the project in the summer of 2014. However, the control panel will now need to be replaced to restore the fire alarm system to acceptable operation. The LOI (attached) provides a mechanism for Honeywell to do the work now and include it in the final energy savings contract. If for some reason there is no resulting contract, per the LOI, we would owe Honeywell the cost of engineering services and the immediate fire alarm fix.

The administration recommends the Board of Directors approve the Letter of Intent with Honeywell as included in the agenda.

Motion by Barrick, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

G) Big Spring Open Space and Public Safety Master Plan

(ACTION ITEM)

Board members were given copies of the proposed plan on September 16, 2013 and the Superintendent of Schools addressed the plan at the Board's public meeting on September 16, 2013. The administration has communicated with the Borough of Newville and West Pennsboro Township, both entities accepted the final version of the plan from Simone Collins and acknowledged receipt of the plan so that West Pennsboro Township may proceed to close out the grant. The administration is not recommending adoption of the plan as an official document. The administration is recommending action that relieves the consultant of any further obligations, and authorizes West Pennsboro Township to move forward with the close-out of the grant with DCED.

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XI. NEW BUSINESS (. . .continued)

The administration recommends the Board of School Directors accept the final version of the Big Spring Open Space and Public Safety Master Plan from Simone Collins and acknowledge receipt of the plan in preparation for final close out of the DCED grant.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Motion carried unanimously. 8 – 0

Mr. Blasco asked if there is any part of this that binds us.

Mr. Fry stated no.

(ACTION ITEM)

H) Agreement of Sale for Plainfield and Frankford Elementary Schools

On May 20, 2013 the Big Spring Board of School Directors authorized the Board President and Secretary to execute an Agreement of Sale for Plainfield and Frankford Elementary Schools. Within the agreement there was a period for due diligence that allowed the prospective buyer to review building infrastructure. Based on this due diligence clause an amended agreement has been developed and reviewed by our solicitor.

The administration requests the Board of School Directors approve the amended Agreement of Sale for Plainfield and Frankford Elementary Schools and authorize the Board President and Secretary to execute the amended Agreement of Sale.

Board Member McCrea informed the Board of eight reasons justifying concern over the sale of Frankford and Plainfield.

Board Member Blasco asked if the slots we got were in additions to the \$220,000.

Mr. Fry replied no.

Motion by Blasco, seconded by Norris to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Piper, Barrick, Gutshall, Norris, Swanson and Blasco. Voting No: McCrea. Motion carried. 7 - 1

I) Facilities Utilization Request

(ACTION ITEM)

Newville Wrestling Association is requesting permission to utilize the high school commons and concession area for a 2013-2014 season kick-off dinner on Sunday, November 17, 2013 from 2:00 p.m. – 7:00 p.m.

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XI. NEW BUSINESS (. . .continued)

The contract is included with the agenda.

The administration recommends that the Board of School Directors approve the request to utilize the high school commons and concession area as presented.

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

Roll call vote: Voting Yes: Wolf, McCrea, Piper, Gutshall, Norris, Swanson and Blasco. Voting No: Barrick. Motion carried. 7 – 1

(INFORMATION ITEM)

J) Substitute Custodian Reinstatement

Mr. Lester Keck was hired to be placed on Big Spring School District's substitute custodial list October, 2005. Mr. Keck was unable to assist as a substitute custodian within the last year due to other commitments. Mr. Keck's clearances lapsed because of his unavailability this past year and the District requested updated clearances to continue his placement as a custodial substitute which are now on file.

XII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIII. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Norris/Mr. McCrea

The next meeting is scheduled for Nov. 14th. Mrs. Temple elaborated on the meeting that was held in October. The committee is looking at the Comprehensive Strategic Plan. We looked at the attributes we want our graduates to have. We are looking at reframing our mission in the District.

B. Athletic Committee – Mr. Swanson

A meeting was held on September 18th. A review of the chart comparing coaches to athletes was discussed. It was decided adding a coach to the Swimming Program and the Cross Country program would need to be addressed through negotiations of the extracurricular contract. Banners were discussed. No banners will be removed from the gym. A committee will be formed to establish guidelines for banners that will be displayed.

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XIII. COMMITTEE REPORTS (...continued)

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

The buildings and grounds Supervisor has resigned.

D. Buildings and Property Committee – Mr. Barrick

Mr. Barrick stated we have several projects that need to be considered for next summer.

Mr. Fry stated that we are collecting data so that the Board can make sound decisions on these projects.

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

There will be a finance committee meeting at **6 pm** on **October 21st** (prior to the Board meeting) to discuss 12-13 audit & preliminary 2014-15 budget. In addition, Banyan will present an update on SCT & medical insurances.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

Cindy Mortzfeldt has taken over for the executive director, Dr. Gayle. They will be interviewing for an assistant director.

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

No meeting was conducted and no report was offered.

XVI. SUPERINTENDENT'S REPORT

1. **Volunteer Policy** – A meeting will be held with the PTO executive boards. Information will be presented back to the Board in November. A final policy should be to the Board sometime in December.

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XVI. SUPERINTENDENT'S REPORT (... continued)

2. **School Performance Profit** for elementary schools. All Pennsylvania school districts were ranked based on SPP scores. Teachers are doing a great job. Students are moving in the right direction. Middle School and High School tests scores were suppressed due to an error in the bubbling in the test booklets. We have people working very hard teachers, administrators, and classified employees.

XVII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Blasco , seconded by Norris to adjourn the meeting. Roll call vote:
Voting Yes: Wolf, McCrea, Piper, Barrick, Gutshall, Norris, Swanson, and Blasco.
Motion carried unanimously. 8 - 0.

The meeting was adjourned at 8:39 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, October 21, 2013