

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 3, 2016**

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### **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. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Richard Roush, Bob Kanc, Kingsley Blasco, Todd Deihl, and William Piper.

\*Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts Jr, Assistant Superintendent; Richard Kerr, Business Manager; Robyn Euker, Director of Curriculum & Instruction; Rob Krepps, Director of Technology; and Carol Frace, Board Minutes. Curtis Garland, 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 19, 2016 REGULAR BOARD MEETING MINUTES, AND THE SEPTEMBER 19, 2016 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Blasco, seconded by Roush for approval of the September 19, 2016 Committee of the Whole of the Meeting Minutes; and the September 19, 2016 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Gutshall, Blasco, Deihl, and Roush. Motion carried unanimously. 9 – 0

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### IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Zoe Marinacci and Emily Webber presented a student report.

[Student report attached.](#)

### V. FINANCIAL REPORTS – PAYMENT OF BILLS

General Fund	
Procurement Card	\$ 30,450.20
Checks/ACH/Wires	\$2,768,451.38
Capital Projects	\$ 201,282.45
Stadium/Track Project	\$ 444,976.72
Cafeteria Fund	\$ 0.00
Student Activities	\$ <u>11,190.79</u>
<b>Total</b>	<b>\$3,456,351.54</b>

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Gutshall, Blasco, Roush, Deihl, and Kanc. Motion carried unanimously. 9 – 0

### VI. READING OF CORRESPONDENCE

### VII. RECOGNITION OF VISITORS

Todd Trantz, Scott Bothe, Janial Mack, Mike Reifsnyder, Emily Siwy, Avis Ward Lisa Black, Rob Krepps, Scott Penner, April Messenger, Curtis Garland, Miranda Ikeda, Kendra Shaffer, John McCrea, Karla Dechene, Pam Hosler, Zoe Marinacci, Jennifer Marinacci, Emily Webber, Judy Webber, Bill Feuchtenberger, and Laurie Spankuch.

### VIII. PUBLIC COMMENT PERIOD

Janal Mack, 19 Cardamon Drive, Mechanicsburg, PA 17050. I would like to extend a invitation to anyone on the Board and including Mr. Gilliam. There will be a building envelop and roofing education program on October 25 and 26, 2016 at the Hershey Lodge. It is free of charge. Right now we have 250 to 300 people attending. It is 8:00 am to 5:00 pm. I would like to extend that to any Board Member who is interested and Mr. Gilliam.

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President Wolf asked for the details to be sent to the Board of School Directors.

Mr. Kanc inquired if that is for roofers or inspectors.

Mrs. Mack stated there will be roof consultants, architects, building owners, Penn State, Fed Ex, and Southern Management out of Maryland. It is an international event. We have 18 different countries represented.

Mr. John McCrea, PO Box 341 Newville, PA 17241.

Mr. Kanc inquired about the reference concerning Board Members and the Administration. To recap the last Board meeting and reflect from the minutes of the September 19, 2016 Board meeting, you suggested that if the District purchased a Taser for the SRO that the Taser should first be used on each member of the Board and the Administration before it is agreed to have someone carry a weapon like that in the halls. One question Mr. McCrea. When you were on this Board and you were in this seat, the Newville Boro Police walked our hallways with live ammo carrying a glock. Did you offer to take a hit before they continued to walk those halls?

Mr. McCrea offered that there is a difference between being hit by a glock than being hit by a Taser.

Mr. Kanc replied he agrees, it is a whole lot less. Mr. Kanc quietly left the room.

Mr. McCrea was not sure he would be allowed to speak this evening. Since I went over last meeting, I thought Mr. Barrick would say that I used up this evenings minutes. Since I hear no opposition, I am into what I call episode 2 of the chronicle. I want to focus on one aspect of the \$60,000 hall monitor contract. It is the \$5100 included in the contract for training. I am trying to figure out how we could possibly spend \$5100 for training. I looked at the NASRO website for information on training. I found the actual course is \$470. The distance to Murfreesboro, TN is 1400 miles using the IRS rate \$.54 that would be another \$756. The per diem rate for meals is \$57.00 for an additional \$400 giving them 7 days. This is an extra day before the training and an extra day after the training. Lodging is \$89 per night for 6 nights for \$630. Making a total required for the training of \$2256 for the SRO training. Where is the other money going? I did the same thing for St. Peters Missouri and I got \$2497.

President Wolf stated that we will ask for a detailed cost analysis and provide it to you.

Mr. Fry informed the Board of School Directors that there is more than just the SRO training. We anticipate them needing additional training. We choose to show it as a lump sum not to exceed the total. They will be receiving additional training.

**IX. STRUCTURED PUBLIC COMMENT PERIOD**

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

**A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

**1) Coaching Recommendations**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2016-2017 school year.

**Frank Landis - Assistant Football Coach  
Don Witter - Winter and Spring Fitness Center Coach  
Larissa Kelso - Volunteer Field Hockey Coach**

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

**(ACTION ITEM)**

**2) Approval of Child Rearing Leave of Absence – Alison Brown**

Mrs. Alison Brown, Middle School Sixth Grade Science Teacher is requesting child-rearing leave of absence to begin retroactive to September 12, 2016 through approximately January 2, 2017. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends that the Board of School Directors approve Mrs. Brown's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement to begin retroactive to September 12, 2016 through approximately January 2, 2017.

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### **XI. NEW BUSINESS (. . . continued)**

**(ACTION ITEM)**

#### **3) Source4Teachers – Long-Term Substitute – Carl Seils**

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

**Carl Seils**, Long-Term Substitute Middle School Sixth Grade Science Teacher, replacing Alison Brown who is on leave of absence, retroactive to September 20, 2016 through approximately December 23, 2016.

**(ACTION ITEM)**

#### **4) 2016-2017 Extracurricular Personnel List**

A list of the 2016-2017 extracurricular positions and recommended personnel has been prepared, and a copy of the list has been included with the agenda for Board approval, along with the 2016-2017 salaries established for these positions, based on the current contract between the Big Spring Association and the Big Spring School District but subject to change based on a new contract.

The administration recommends that the Board of School Directors approve the 2016-2017 extracurricular personnel list and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **VOTE ON XI., NEW BUSINESS, A-1 – A-4 PERSONNEL CONCERNS**

Motion by Barrick, seconded by Swanson to combine and approve Items A-1 through A-4 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 8 – 0  
Mr. Kanc had stepped out of the room.

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### XI. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### **B) Credit Pay**

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

**Chelsey Piper    \$1,395.00**

The administration recommends 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 Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

**(ACTION ITEM)**

#### **C) Approval for Updated Policy 829 Electronic Signature**

The administration has updated the Board Policy listed and a copy of the policy has been included with the agenda.

##### **Policy 829 Electronic Signature**

The administration recommends that the Board of School Directors approve the policy listed.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

**(ACTION ITEM)**

#### **D) Facilities Utilization Request – Big Spring Aquatic Club**

The Big Spring Aquatic Club is requesting to utilize the High School pool, locker rooms and balcony on Sunday, January 8, 2017 and Sunday, January 29, 2017 from 1:00 p.m. - 5:00 p.m. for Diving Meets. Because the utilization dates are on Sunday's, Board action is necessary.

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### **XI. NEW BUSINESS (. . .continued)**

The administration recommends that the Board of School Directors approve the Big Spring Aquatic Club's request to utilize the High School pool, locker rooms, and balcony on Sunday, January 8, 2017 and Sunday January 29, 2017, as presented.

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Voting No: Barrick. Motion carried. 8 – 1

**(ACTION ITEM)**

#### **E) Proposed Trip to France and Switzerland**

Ms. Angelique Flory, High School French Teacher and Ms. Angela Schneider, High School English Teacher are requesting permission for Big Spring High School students to travel to France and Switzerland, tentatively scheduled for June, 2018. A detailed itinerary will be submitted to the Board for review when completed by staff.

The administration recommends that the Board of School Directors grant Ms. Flory and Ms. Schneider approval for the Big Spring High School Students to travel to France and Switzerland as presented, pending approval of the detailed itinerary when complete.

Motion by Blasco, seconded by Kanc to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

**(ACTION ITEM)**

#### **F) Approval of the Lenovo Warranty Agreement**

The proposed Lenovo 2-year Warranty Agreement has been reviewed by Mr. Robert Krepps, Questeq Technology Director and the District Solicitor, Gareth Pahowka, Esquire. The agreement will allow the Big Spring School District Technology Department to perform Warranty Service on Lenovo hardware products as part of Lenovo's Warranty Service Self-Maintainer Agreement Program.

The administration recommends that the Board of School Directors approve the 2-year Lenovo Warranty Agreement, as presented.

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### XI. NEW BUSINESS (. . .continued)

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

#### **(ACTION ITEM)**

#### **G) Approve Stadium & Track Project Fund Payments**

The District received the following applications for payment:

Project	Pay To	Amount	Balance
Irrigation Rental	Funks Drilling & Water Treatment	\$1,881.88	-
Stadium Asphalt Testing	F.T. Kitlinski & Associates, Inc.	\$651.62	-
Geotechnical Investigation	F.T. Kitlinski & Associates, Inc.	\$2,790.00	-
Pay App#7 - General	eciConstruction, LLC	\$14,373.92	\$73,628.62
PayApp#6 - Plumbing	Carl E. Frantz, Inc.	\$21,240.00	\$24,442.40
PayApp#2 - Mechanical	MidState Mech & Elect., LLC	\$1,260.00	\$14,886.00

The administration recommends the Board of School Directors approve payment from the Stadium and Track Project Fund of \$1,881.88 to Funk's Drilling & Water Treatment, \$3,441.62 to F.T. Kitlinski, Inc., \$14,373.92 to eciConstruction, LLC, \$21,240 to Carl E. Frantz, Inc. and \$1,260 to MidState Mechanical & Electrical, LLC.

Motion by Barrick, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

#### **(ACTION ITEM)**

#### **H) Approve Release of Snow Removal Bid Specification**

As winter approaches, it is time to re-bid the snow removal contract. The previous bid was a per hour bid; this bid asks for a per event quote. The Board would approve/accept the winning bid at the November 7, 2016 Board meeting.

The administration recommends the Board of School Directors approve the release of the snow removal bid as submitted in the agenda.



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### **XI. NEW BUSINESS (. . .continued)**

Motion by Barrick, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

#### **(ACTION ITEM)**

#### **I) Approve Capital Project Fund Transfer**

In coordination with the local audit, we must make a year-end transfer to the Capital Project Reserve Fund. The current Capital Project balance is just over \$3 million; in August 2014 it was \$5,260,379. Based on the presentation in the Committee of the Whole, we recommend that the transfer be \$2,600,000.

The administration recommends the Board of School Directors approve the transfer of \$2,600,000 from the General Fund to the Capital Project Reserve Fund as of June 30, 2016.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 – 0

#### **(ACTION ITEM)**

#### **J) Approval of the Collective Bargaining Agreement – July, 2017 – June, 2019**

The current Collective Bargaining Agreement between the Big Spring Board of School Directors and the Big Spring Education Association will expire June 30, 2017. The Board has been in discussions with the Association to develop a successor agreement.

The administration recommends that the Board of School Directors approve the proposed Collective Bargaining Agreement with the Big Spring Education Association, which will take effect July 1, 2017 through June 30, 2019.

Motion by Swanson, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 - 0

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### **XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

#### **K) Source4Teachers Mission One Addendum**

Mr. Kevin Roberts, Assistant Superintendent is requesting approval for Mission One, an addendum to the District's Source4Teachers contract. Mission One is a division of Source4Teachers that provides staffing and substitutes for paraprofessionals, nurses and athletic trainers.

The administration recommends that the Board of School Directors approve the Mission One Addendum as presented.

Motion by Barrick, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Swanson, Barrick, Piper, Kanc, Blasco, Gutshall, Deihl, and Roush. Motion carried unanimously. 9 - 0

Mr. Fry informed the Board of School Directors this is to improve and expand the already established relationship to cover the positions as presented in the agenda.

**(INFORMATION ITEM)**

#### **L) Proposed Updated Job Description – School Resource Officer**

The administration has updated the job description listed and a copy of the job description has been included with the agenda.

**School Resource Officer**

**(INFORMATION ITEM)**

#### **M) Proposed Draft of the Big Spring School District Comprehensive Plan**

Mr. Kevin Roberts, Assistant Superintendent would like to submit the July, 2017 - June, 2020 Comprehensive Plan for Board review. It is mandatory for the Comprehensive Plan to have a 28 day public review, which will require the Comprehensive Plan to be placed on the October 17th Board agenda as an information item before becoming an action item at the November 7, 2016 Board meeting.

Mr. Roberts state this is a compliance document. This is backup documentation for the state to approve our plan.

**XII. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XIII. COMMITTEE REPORTS**

**A. District Improvement Committee – Mr. Kanc**

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

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

A meeting was held. The culinary department was inspected by the state. There were a few minor things. Overall it was a very positive report. There was also a state inspection in the cosmetology department and that passed. We have at the vo-tech College in the High School in conjunction with Penn Tech and HACC and that is continuing. There will be a career fair at the elementary. The vo-tech was given some big logs from a Penn Dot Project. They will transport them to a saw mill and saw them into boards and use them for projects at the vo-tech. We got a new masonry teacher. He is working out very well.

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

No meeting was conducted and no report was offered.

**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.

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### **XIII. COMMITTEE REPORTS (... continued)**

#### **G. Capital Area Intermediate Unit – Mr. Wolf**

There was a presentation on English as a Second Language. They wanted to make people aware of these things. There are 243 different languages in the schools in Pennsylvania. Central Dauphin has 58 different languages in their district. There is a language line that a teacher or administrator can call and they will have an interrupter on that a parent can talk to for assistance. It is called Trans Act. The special education transportation budget is up. The new arrangement for busing at Hilltop has worked out well.

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

No meeting was conducted and no report was offered.

### **XIV. SUPERINTENDENT'S REPORT**

1. **Enrollment** - The district enrollment is 2578 as of the end of September. This is 7 more than PDE projected. We have 106 students in cyber settings outside of Big Spring. We have 21 students in Big Spring Cyber. Just from a fiscal perspective that accounts for 1.7 million dollars of taxpayer funds. That number has been very consistent over the last three years. We will probably end the year with 125 to 130 students in outside cyber programs.
2. **SRO** – Interviews will be held tomorrow at the county for the SRO position. We expect to have from the interviews someone on the ground in a couple of weeks. It requires a minimum of two years' experience. We are having 3 to 5 interviews tomorrow.

Mr. Piper inquired if we know how many people applied. Do we know how the total number of applications they received?

Mr. Kanc asked if the people that applied as a direct SRO employee were those resume sent up to the sheriff's department.

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### XIV. SUPERINTENDENT'S REPORT (...continued)

3. **Specs for Projects** – Over the course of the next six weeks, we will come to finality of the MS Roof project that we have been working on for 18 months, specs for the track project that we have been working on for roughly 12 months, as well as specs for the Newville abatement that has been in the works for 18 months. The next four to six weeks, those specs become critical. We will be having this discussion in Buildings and Property so we go out to bid in the December time frame that we established as the key window.
4. **Collective Bargaining Agreement** – On the agenda is the collective bargaining agreement. Mr. Wolf made note that will be a roll call vote. It is for a two-year contract. Kudos to the Board and our Association for coming together and recognizing all the positive attributes that exist in this district. We continue to move forward to stay ahead of things and work together. This is not always the case

Mr. Swanson asked about a letter that was sent to the legislatures a few weeks ago about cyber students with zero credits. Have you ever heard anything back from them?

Mr. Fry stated that he did hear back from one local legislature. He wants to discuss it further. In both cases, we had two students that were in cyber settings for two full years and gained no credit. It costs our tax payers for one \$46,000 and the other \$38,000.

Mr. Wolf inquired if they have to do two more years of school in order to graduate.

Mr. Fry stated we had to place them at a level or find a place for them to get them to their goals as quickly as we can do that. Age is always a challenge. In both cases, we are talking about students making a transition from Middle School to High School causing us to have 17 year old freshman. They are on an educational plan that fits them. To say it is very frustrating is an understatement.

### XV. BUSINESS FROM THE FLOOR

Mr. Kanc thanked Mr. Gilliam for handling some bussing issues in North and South Newton Townships.

Mr. Wolf informed the Board of School Directors that he was in touch with a man who was a former teacher. He was a sub in a math class. He was very complimentary of our students.

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**XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

**XVII. ADJOURNMENT**

Motion by Blasco, seconded by Kanc to adjourn the meeting. Roll call vote:  
Voting Yes: Wolf, Swanson, Barrick, Kanc, Piper, Blasco, Gutshall, Deihl, and  
Roush. Motion carried unanimously. 9 – 0

The meeting was adjourned at 8:19 PM.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, October 17, 2016**