

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**TUESDAY, FEBRUARY 18, 2014**

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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 8:15 P.M. with President Wilbur Wolf, Jr, presiding. Nine (9) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; John McCrea; Richard Norris, Richard Roush, William Piper, Kingsley Blasco, and David Gutshall.

\*Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum & Instruction; Brandie Shatto, Director of Educational Technology; Richard Kerr, Business Manager; 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 JANUARY 13, 2014 REGULAR BOARD MEETING MINUTES, AND THE JANUARY 13, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Norris, seconded by Blasco for approval of the January 13, 2014 Committee of the Whole of the Board Meeting Minutes; and the January 13, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

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

Daulton Hershey presented a student report. [Student report is attached.](#)

### V. TREASURER'S FUND REPORT 2013-2014

General Fund	\$ 18,711,935.76
Capital Projects	\$ 5,287,612.06
Cafeteria Fund	\$ 360,607.10
Student Activities	<u>\$ 207,079.97</u>
<b>Total</b>	<b>\$ 24,567,234.89</b>

The Treasurer's Report showed balances as outlined above as of January 31, 2014. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

### VI. PAYMENT OF BILLS 2013-2014

General Fund	\$ 3,033,735.96
Capital Projects	\$ 15,429.11
Cafeteria Fund	\$ 103,886.79
Student Activities	<u>\$ 26,941.58</u>
<b>Total</b>	<b>\$ 3,179,993.44</b>

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

### VII. BUDGET TRANSFERS

The Business Office prepared a budget transfer report for January that is included with the agenda.

### VIII. READING OF CORRESPONDENCE

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### **IX. RECOGNITION OF VISITORS**

Tobie Wolf, Maggie Befort, Theresa Boegel, Judy Creps, Linda Bowles, April Messenger, Daulton Hershey, and Chris Ritter.

### **X. PUBLIC COMMENT PERIOD**

Linda Bowles, 202 Nealy Road, Newville, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

### **XI. STRUCTURED PUBLIC COMMENT PERIOD**

### **XII. OLD BUSINESS**

### **XIII. NEW BUSINESS**

#### **A) PERSONNEL CONCERNS**

**(ACTION ITEM)**

#### **1) Additional Custodial Substitute Recommendations**

Mr. Rick Gilliam, Supervisor of Building/Grounds and Transportation would like to recommend the individuals listed as substitute custodians for the 2013-2014 school year.

**Richard Cook  
Gary Myers**

The administration recommends that the Board of School Directors appoint the above listed individuals to serve custodial substitutes as presented.

**(ACTION ITEM)**

#### **2) Per Diem Substitute Teachers**

**Zachary Dale – Secondary Social Studies  
Kathryn Walters – Elementary Education  
Dakotah Karstetter – Spanish K-12**

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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### XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### 3) **Long-Term Substitute Emotional Support Teacher**

**Leisa Weicht** - Long-Term Substitute Emotional Support Teacher

**Education:** Millersville University Bachelors Degree Elementary Education/Special Education

**Experience:** Big Spring School District - Long-Term Substitute Middle School Learning Support Teacher

Northern High School - Long-Term Substitute Emotional Support Teacher  
West Shore School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Ms. Weicht to serve as a long-term substitute emotional support teacher at the Middle School, replacing Ms. Emily Thomas who will be on child-rearing leave of absence from approximately March 24, 2014 through approximately April 30, 2014. Ms. Weicht's compensation for this position should be established at Bachelor's 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) **Substitute Nurse Recommendation**

The administration would like to recommend the individual listed to be added to the substitute nurse list for the 2013-2014 school year.

**Melissa Coldren**

The administration recommends that the Board of School Directors approve the addition to the substitute nurse list as presented.

**(ACTION ITEM)**

#### 5) **Substitute Aide Recommendation**

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed to be placed on the substitute aide list.

**Joan Ellis**

The administration recommends that the Board of School Directors approve the addition to the substitute aide list as presented.

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

**(ACTION ITEM)**

#### **6) Leave Without Pay Request – Lori Shover**

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. Lori Shover is requesting two days leave without pay for Thursday, February 13, 2014 and Friday, February 14, 2014.

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

**(ACTION ITEM)**

#### **7) Leave Without Pay Request- Suzanne Brazeau**

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. Ms. Suzanne Brazeau is requesting one day leave without pay for Monday, March 10, 2014.

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

**(ACTION ITEM)**

#### **8) Child-Reading Leave of Absence - Chaapel**

Ms. Cassandra Chaapel, Elementary Librarian is requesting child-rearing leave of absence via section 3.07 of the current Collective Bargaining Agreement from approximately May 19, 2014 through approximately June 6, 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 Ms. Chaapel's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately May 19, 2014 through approximately June 6, 2014.

**(ACTION ITEM)**

#### **9) Resignation – T. Dalton**

Mr. Trevor Dalton will be resigning from his position as assistant boys soccer coach and will transfer to a volunteer boys soccer coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Dalton's resignation as an assistant boys' soccer coach and request the transfer of Mr. Dalton as a volunteer boys' soccer coach, effective immediately.

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### XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

#### 10) **Coaching Appointments**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed to serve as coaches for the 2013-2014 school year.

<b>Ron Clever</b>	<b>JV Softball Co-Head Coach</b>
<b>Shea Hurley</b>	<b>JV Softball Co-Head Coach</b>
<b>Mark Wagner</b>	<b>Varsity Assistant Girls Softball Coach</b>
<b>Scott Anderson</b>	<b>Junior High Boys Soccer Coach</b>
<b>Josh Calaman</b>	<b>Volunteer Junior High Boys Soccer Coach</b>

The Administration recommends that the Board of School Directors appoint the above listed individuals to serve as coaches for the 2013-2014 school year, as presented.

### **VOTE ON XI., NEW BUSINESS, A-1 – A-8 & A-10, PERSONNEL CONCERNS**

Motion by Norris, seconded by Blasco to combine and approve Items A-1 through A-8 and A-10 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, McCrea, and Blasco. Motion carried unanimously. 9 – 0

Motion by Norris, seconded by Swanson to approve Item A-9 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Norris, Roush, Piper, and Blasco. Voting No: McCrea. Motion carried. 8 - 1

Mr. McCrea questioned why no letter of resignation for Trevor Dalton was included with the packet.

### XIII. NEW BUSINESS (. . .continued)

**(ACTION ITEM)**

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

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amount in accordance with the negotiated contract.

<b>Michael Berry</b>	<b>\$5,088.00</b>
<b>Megan VanDenHengel</b>	<b><u>\$1,311.00</u></b>
<b>Total</b>	<b>\$6,399.00</b>

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.

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### XIII. NEW BUSINESS (. . .continued)

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

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

#### **C) Updated Policy**

The administration has submitted the updated policy listed and the copies are included with the agenda.

##### **Volunteers**

The administration recommends that the Board of School Directors approve the policies as amended.

Motion by Norris, seconded by Blasco to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

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

#### **D) Case C of 2013-2014**

The parents of the student in Case C of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case C of the 2013-2014 school year for a period of one calendar year. During the one year period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

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

Mr. McCrea informed the Board that the notice of violation was not signed by a parent.

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

#### **E) DuPont Pioneer Grant**

Mr. Kevin Roberts, Director of Curriculum and Instruction would like to pursue a grant opportunity through the DuPont Pioneer grant. The grant funding would be utilized to support a curriculum revision for the Food Science course at the High School. Information is included with the agenda.

The administration recommends that the Board of School Directors authorize Mr. Kevin Roberts to pursue the grant opportunity through DuPont Pioneer grant as presented.

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

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

**(ACTION ITEM)**

#### **F) “My Voice PA” Campaign**

The Big Spring School District was awarded \$1000 from Communities in Schools as part of the “My Voice PA” campaign. This campaign is designed to promote positive messaging to youth throughout the Commonwealth of Pennsylvania. The Student Assistance Team would like to begin utilizing the funds to assist with promoting messages of kindness and a drug free community with the students.

The administration recommends that the Board of School Directors authorize the accounts to be established for the “My Voice PA” campaign, as presented.

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

**(ACTION ITEM)**

#### **G) Proposed France Trip, 2015**

Ms. Zina Jensen, Ms. Carol Schutt, Mrs. Shawna Chamberlin and Mr. Robert McClure are requesting permission for Big Spring High School students to travel to France, tentatively scheduled for July, 2015. The trip will be open to all students who are enrolled in the 2014-2015 school year. A proposed itinerary is included with the agenda.

The administration recommends that the Board of School Directors grant Ms. Zina Jensen, Ms. Carol Schutt, Mrs. Shawna Chamberlin and Mr. Robert McClure approval for the Big Spring School students to travel to France scheduled for July, 2015, pending final approval of the detailed itinerary by the high school administration.

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

**(ACTION ITEM)**

#### **H) School Resource Officer**

In the fall of 2013 the Pennsylvania Department of Education (PDE) made grant funds available to municipalities throughout the Commonwealth in support of School Resource Officers (SRO). The Borough of Newville contacted the school district and expressed their desire to pursue a grant. In late January, 2014 the Borough was informed that they did indeed receive the \$60,000



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

grant. In support of that position and process the administration requests the following considerations.

The administration recommends that the Board of School Directors adopt the School Resource Officer (SRO) grant received by the Borough of Newville. The administration also recommends approval of the job description for the SRO position. Lastly, the administration recommends that the Board of School Directors authorize the Board President to execute an updated Memorandum of Understanding with the Borough of Newville and also a School Resource Interagency Agreement with PDE.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Piper, Norris, Roush, and Blasco.  
Voting No: Barrick, McCrea. Motion carried. 7 – 2;

Mr. Blasco questioned what the memorandum of understanding would include.

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

#### **I) Approval of High School Pool Roof Project**

Professional Roofing Services worked with the Building & Property Committee to define the repairs needed for the HS Pool Roof. After a meeting on December 18th, the Building & Property Committee recommended replacement of the Pool Roof. Professional Roofing Services developed a bid specification for use by Garland/DBS, Inc. to bid the project within the US Communities contract; it is currently under review by the Solicitor. Included with the agenda is a document from Garland describing the project and estimated cost.

The administration recommends the Board of School Directors approve the replacement of the High School Pool Roof for the summer of 2014 at an estimated price of \$526,000 to be paid from the Capital Project fund. In addition, the Administration is authorized to coordinate with Garland/DBS, Inc. and Professional Roofing Services to bid the project, pending Solicitor review, and develop a final contract for Board Approval.

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

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

#### **J) Approval of Middle School Paving Project**

CenterPoint Engineering worked with the Building & Property Committee to refine the summer 2014 paving project. The included presentation addresses the previous items discussed and contains alternates the Board would have to approve on bid day based on pricing. To prepare construction documents (CDs) in time for effective bidding, we are requesting the Board approve the content and funding of the project.

The administration recommends the Board of School Directors approve Phase 1 of the Paving Project for the summer of 2014 at an estimated price of \$376,000 to be paid from the Capital

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### XIII. NEW BUSINESS (. . .continued)

Project fund. In addition, the Administration is authorized to approve the construction documents and advertise for bids after review by the Solicitor.

Motion by Norris to amend the motion to bid both ways, seconded by Barrick to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Roush, Piper, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

Mr. Roush questioned the depth of the asphalt. Can the bid go for both 1 ½ inches and 2 inches?

Mr. Piper stated that depending on the base of the asphalt determines the depth of the top.

Mr. Barrick expressed concern on the depth of the cap.

**(ACTION ITEM)**

#### K) **Construction Payment Applications**

The District received the following payment applications for ongoing projects to be paid through the Capital Fund:

Project	Contractor	This Payment	Balance
OF HVAC	Honeywell	\$189,202.00	\$22,704.20
Paving	CenterPoint	\$ 4,662.00	\$19,708.00

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

**(ACTION ITEM)**

#### L) **Agreement of Sale for Plainfield and Frankford Elementary Schools**

Motion to execute a Fourth Endorsement to the Agreements of Sale for Frankford and Plainfield Elementary Schools to extend the closing dates for both properties due to the Court date scheduled for the hearings to approve the sale of the buildings.

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

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

#### **(INFORMATION ITEM)**

#### **M) Proposed 2014-15 School District Calendar**

The administration drafted a proposed school district calendar for the 2014-2015 school year.

A copy of the proposed 2014-2015 school district calendar has been included with the agenda.

This is a Board Information Item that will be included on the February 18, 2014 Board meeting agenda as an action item.

#### **(INFORMATION ITEM)**

#### **N) Updated Policies**

The administration has submitted the updated policy listed for Board review.

**137 - Home Education Program Policy**  
**215 – Promotion and Retention Policy**

The updated policies will be an action item on the March 3, 2014 Board Agenda.

#### **(INFORMATION ITEM)**

#### **O) 2014-2015 Capital Area Intermediate Unit General Operating Budget**

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2014-2015 is included in the agenda. The budget reflects no change for the 2014-2015 school year. The Capital Area Intermediate Unit General Operating Budget will be an action item on the February 18, 2014 Board Agenda.

#### **(INFORAMTION ITEM)**

#### **P) Updated General Fund**

The Business Office prepared an updated year-to-date summary of the general fund which is included with the agenda.

### **IX. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**X. COMMITTEE REPORTS**

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

Meeting was canceled due to snow.

**B. Athletic Committee – Mr. Swanson**

No Meeting was conducted. However, a sub-committee met and to discuss banners.

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

No meeting was conducted and no report was offered.

**D. Buildings and Property Committee – Mr. Barrick**

Motion that the administration is authorized to release a request for proposals describing lawn mowing service for the four contracts described in the presentation. The administration should present those proposals for board review and approval at the April 7th board meeting.

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

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

No meeting was conducted and no report was offered.

**F. South Central Trust – Mr. Blasco**

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

**XI. SUPERINTENDENT'S REPORT**

1. **Budget 2014-15** - We are working on the 2014-15 budget. A key component the April 1<sup>st</sup> deadline for retirements. As we receive them, we will keep the Board informed.
2. **Advisory Committee for the Ag Program** – A sub-committee was formed. The sub-committee will be presenting to the Central Office the possibility of adding a third teacher in the ag program.
3. **PISA Exam** – A random group of 15 year olds will be taking the PISA Exam. This is a program for international assessment. America Achieve will be paying for the assessment through a \$12,000 grant. We are the only school in PA picked for this assessment.
4. **Accountability Block Grant** – The State has communicated the District's SPP numbers. Our District received an SPP of 85.6. This puts us in the area to be eligible for all grants.

**XII. BUSINESS FROM THE FLOOR**

Mr. Wolf reminded members of the negotiations committee to be at the meeting at 6:10 pm on Thursday.

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

There was no public comment regarding future Board agenda items.

**XVII. ADJOURNMENT**

Motion by Blasco, seconded by Norris to adjourn the meeting and to executive session to discuss personnel and negotiation issues. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Roush, Piper, Norris, McCrea, and Blasco. Motion carried unanimously. 9 – 0

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The meeting was adjourned at 8:49 PM.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, March 3, 2014**