

# BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

## COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES

TUESDAY, SEPTEMBER 8, 2009

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### I. CALL TO ORDER

The Committee of the Whole of the Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 6:57 P.M. with President Wilbur Wolf, Jr., presiding. Five (5) directors present: Wilbur Wolf, Jr., President; William Swanson, Vice President; Terry Lopp, Treasurer; Sandra Rosenberry Deaver; and William Piper.

Kingsley Blasco joined the meeting in progress at 7:22 p.m.

Robert Lee Barrick, Secretary; Richard Norris; and Richard Roush were absent.

Others in attendance: Richard Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum/Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Rick Gilliam, Food Service and Transportation Director; Rick Sample, Director of Buildings and Grounds; and Brenda Line, Board Minutes.

### II. PRESENTATION

#### Update on New Emergency Operations Guide

- **Mrs. Jeanne Temple, Assistant Superintendent**
- **Mr. Richard Sample, Director of Buildings and Grounds**

Mrs. Temple and Mr. Sample provided the members of the Board of School Directors with the following documents:

- **Attachment 1:** Two-page table of contents for the District's emergency operations plan.
- **Attachment 2:** One-page draft letter from the administration to District parents and guardians regarding the District's emergency operations plan.
- **Attachment 3:** One-page letter from Mr. Fry to staff members seeking volunteers for the Point of Dispensing (or "POD") for the purpose of dispensing prophylactic medication to the "well" public at the time of a public health emergency.
- **Attachment 4:** One-page Big Spring School District School Safety Monthly Activities List for 2009-2010 (revised 7-16-09).

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II. PRESENTATION (Continued)

Update on New Emergency Operations Guide (Continued)

Mrs. Temple reviewed the documents and answered questions. Please refer to the attached documents. The following additional items were noted during the presentation:

- A. The changes in national, local, and District events have prompted the District to tighten security and develop a more detailed emergency plan. The administration has been developing this plan for approximately three years.
- B. The Secret Service conducted risk assessment for schools in 2007. The District is using this information to implement changes to the emergency plans.
- C. The State Police conducted an assessment of the District's schools and provided that information to the administration. A photoreconnaissance of the schools was done by helicopter. Risk items were identified and measures for improvement are being implemented. For instance, propane tanks have been relocated farther away from buildings and buried to reduce the risk of catastrophic events related to those tanks. Currently barriers are being considered to deter high-speed approaches to the District's buildings.
- D. The District's emergency plan is being presented to the staff in ways that are relevant and pertinent to what could happen.
- E. The administration worked with Eric Hoerner, Emergency Management Coordinator for Cumberland County, to create a relevant emergency operations plan for the District. An emergency flip chart for staff members has been created, as well as a principal's manual and an extensive emergency operations plan for the administration. The emergency operations plan has been revised completely and will require Board adoption. The manual will continue to be revised as necessary, with major revisions brought to the Board for approval. The plan addresses items such as building evacuation, hazardous material incidents, bomb threats, accident response, shelters, and internal lockdown.
- F. Secretaries who answer phones would be trained to record appropriate information related to threats to the District's staff, students, or facilities.
- G. In addition to routine fire drills, other types of emergency drills are slated to occur in the future.
- H. During monthly meetings, administrators are presented with a pre-determined emergency situation in which they brainstorm the sequence of events and what courses of action would be taken in that scenario. (See Attachment #4.) Although no real emergency would be identical to these hypothetical situations, the exercises prepare administrators to think more clearly in the event of an emergency because the drills have occurred frequently. Administrators are instructed to record the date, time, and their initials upon completion of the monthly emergency activity. This exercise is above and beyond the State-mandated requirement for recording only the occurrence of fire drills.
- I. Bus accidents are the biggest safety concerns for school districts, with incidents involving custody battles the second biggest safety concern.
- J. The emergency drills have not been done with a "realtime scenario" to date; however, realtime scenarios would be considered for future drills.
- K. The District is shifting to an "Incident Command Scenario" where the lines of emergency communication are more vertical than horizontal, as they are currently.

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**II. PRESENTATION (Continued)**

**Update on New Emergency Operations Guide (Continued)**

- L. President Wolf suggested that each bus going to and from extracurricular activities should have a roster of students and staff on that bus so it is clear which students and staff were involved if an emergency were to arise.
- M. Big Spring School District has been identified and chosen, in cooperation with the Cumberland County Department of Public Safety and the South Central Task Force, to support regional efforts to prepare for potential public health emergencies. This effort includes establishing a Point of Dispensing (or "POD") at Big Spring High School, Lambertson Middle School, and Good Hope Middle School. Staff members have been asked to volunteer for service, should the POD become activated. Please refer to Attachment 3 for details. As few as 35 and as many as 70 POD volunteers would be necessary for a POD activation. Volunteer staff members and members of their families will receive prophylactic medication (pills or vaccines) before the general public. Big Spring High School could serve up to 18,000 individuals for a POD event.

President Wolf commended the administration for their work on the emergency operations plan, and he noted that he pleased that Big Spring School District is now more prepared for emergencies.

**III. PREVIEW OF THE AGENDA**

**A. Addendum Item**

Mr. Fry noted that there is an addendum item, **XIII., NEW BUSINESS., N., Resolutions to Request a Renewable Energy Program Grant and Alternative and Clean Energy Program Grant**. Mr. Fry indicated that the grants total \$1 million and \$2 million.

Mr. Fry indicated that the word "proposed" is included in the recommendation because the Board has not yet decided to proceed with the Plainfield Elementary School project. Mr. Fry indicated that information regarding the grant would be helpful when the time comes for the Board to decide whether to proceed with the project. The Board would know if the grant is successful by January 2010. The Board would then decide in February 2010 whether or not to proceed with the construction of a new Plainfield Elementary School.

**B. Agenda Correction**

Mr. Fry indicated that Barry Sweger, Social Studies/Athletic Coaching, should be removed from XIII., NEW BUSINESS, A., PERSONNEL CONCERNS, #1. Additional Per Diem Substitute Teacher.

**C. Combine and Address**

President Wolf requested that the Board address XIII., NEW BUSINESS, A., Items A-1 through A-19, as a single action item; Items D and E as a single action item; and Items F and G as a single action item.

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**III. PREVIEW OF THE AGENDA (Continued)**

**D. Agenda Item XIII., I., Water Reimbursement Agreement**

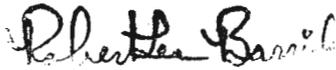
Mr. Fry explained the status of the water reimbursement agreement, and he indicated this particular agreement is limited to water service. An agreement is already in place with West Pennsboro Township for sewer.

Mr. Fry explained that Big Spring School District no longer owns the water and sewer lines to Oak Flat Elementary School; however, for the next ten years, when an entity taps into those lines, a portion of the one-time tap-in fee is due to the Big Spring School District, based on a pre-determined formula set forth in the agreement. The District paid for the lines initially; however, based on an agreement, the District gave up the rights to those lines.

**IV. ADJOURNMENT**

Motion by Blasco, seconded by Lopp to adjourn to Executive Session to address personnel issues. Roll call vote: Voting Yes: Blasco, Deaver, Piper, Lopp, Swanson, and Wolf. Motion carried unanimously.

The meeting was adjourned at 7:36 P.M.



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Robert Lee Barrick, Secretary