



JULY 27, 2020 BOARD MEETING

1. Opening Meeting and Guidelines for the July 27, 2020 Virtual Board Meeting

- Welcome members
- Note to members: If you are participating in a Zoom webinar, as an attendee your audio and video is muted.
- A role call will take place to affirm board members in attendance for the July 27, 2020 virtual meeting.
- The Board Member will state their name prior to the Motion on an agenda item as the second motion will follow the same procedure; name first.
- All public comments will work with the public raising hands.
- The Board of School Directors will proceed with the July 27, 2020 Board Agenda.

a. Call to Order (President Swanson)

b. Pledge to the Flag

2. Approval of Minutes

Approval of the June 22, 2020 Regular Board Meeting Minutes and the June 22, 2020 Committee of the Whole Meeting Minutes.

3. Student/Staff Recognition and Board Reports - No Report

4. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	18,925.89
Checks/ACH/Wires	\$	5,037,173.18
Capital Projects Reserve Fund	\$	-
Mount Rock Projects - 2018 Fund	\$	22,089.34
Cafeteria Fund	\$	231,472.51
Student Activities	\$	<u>1,573.82</u>
Total	\$	5,311,234.74

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	12,182,291.38
Capital Project Reserve Fund	\$	5,966,594.73
Cafeteria Fund	\$	270,424.18
Student Activities	\$	249,561.85
Mount Rock Projects - 2018 Fund	\$	<u>91,101.77</u>
Total	\$	18,759,973.91

Motion to approve the treasurer's fund report and budget transfers, as presented.

c. YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years. Motion to accept Year-To-Date General Fund and Tax Reports, as submitted.

5. Reading of Correspondence - Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools, received correspondence from the Pennsylvania Department of Education, Bureau of Special Education, regarding the completion and acceptance of Big Spring School District's Special Education Plan. Correspondence is included with the agenda.

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. Personnel Items - Action Items

a. Child-Rearing Leave - Mrs. Emily Creek

Mrs. Emily Creek, Middle School Emotional Support Teacher, is requesting child-rearing leave of absence to begin approximately November 11, 2020 with a return date of January 4, 2021. 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 the Board of School Directors approve Mrs. Creek's requested child-rearing leave of absence to begin approximately November 11, 2020 with a return date of January 4, 2021, as presented

b. Child-Rearing Leave - Mrs. Mallory Farrands

Mrs. Mallory Farrands, Elementary Instructional Coach, is requesting child-rearing leave of absence to begin approximately September 17, 2020 through approximately January, 2021. 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 the Board of School Directors approve Mrs. Farrands' requested child-rearing leave of absence to begin approximately September 17, 2020 through approximately January, 2021, as presented

Personnel Items - Action Items

c. Recommended Approval for a 2020-2021 Mentor

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

<u>Mentor</u>	<u>Inductee</u>
Bob McClure	Sean Donaldson

The administration recommends that the Board of School Directors approve the 2020-2021 mentor teacher, as presented.

d. Resignation - Middle School Student Council

Mr. Shane Miller has submitted his letter of resignation for the position of Middle School Student Council, effective immediately.

The administration recommends the Board of School Directors approve Mr. Miller's resignation for the position of Middle School Student Council, effective immediately.

e. Resignation - Assistant English Department Chairperson

Mrs. Courtney Rickabaugh has submitted her letter of resignation for the position of Assistant English Department Chairperson, effective immediately.

The administration recommends the Board of School Directors approve Mrs. Rickabaugh's resignation letter for the position of Assistant English Department Chairperson, effective immediately.

f. Resignation - Ms. Jean Harkless

Ms. Jean Harkless, submitted her resignation for the position as a Learning Support Aide at Mt. Rock Elementary School, effective immediately.

The administration recommends that the Board of School Directors approve Ms. Harkless's resignation for the position of a Learning Support Aide at Mt. Rock Elementary School, effective immediately.

g. Recommended Approval for a Long-Term Substitute Teacher through ESS the District's Substitute Agency

The administration request approval for the long-term substitute listed below.

Ms. Delores Shenk - Long-Term substitute High School Math Teacher for Mrs. Shannon Berry who will be on child-rearing leave from approximately August 18 or August 27, 2020 depending of the board vote on the calendar through approximately September 30, 2020.

The administration recommends the Board of School Directors approve the long-term substitute teacher Ms. Delores Shenk, as presented.

Personnel Items - Action Items

h. Recommended Approval for Coaching Positions

Mr. Joseph Sinkovich, High School Assistant Principal/Athletic Director, would like to recommend the individuals for the coaching positions listed below.

Mr. Sean Donaldson – Assistant High School Football Coach

Ms. Elizabeth Heisel – Volunteer Volleyball Coach

The administration recommends the Board of School Directors approve the coaching positions, as presented.

i. Recommended Approval for a Custodian Transfer

Ms. Cheri Frank, Coordinator of Custodial Services, is requesting the transfer below.

Mr. William Clayton - full-time high school custodian to a full-time middle school custodian, effective approximately August 24, 2020 with no change to his hourly wage.

The administration recommends the Board of School Directors approve Mr. Clayton's transfer, as presented.

j. Recommended Approval for ESS Aides

Dr. Abigail Leonard, Assistant Supervisor of Special Education, would like to recommend the aides listed below for the 2020-2021 school year.

Holly Holt – full-time individual at Oak Flat Elementary School

Debbie Helm – full-time learning support aide at Mount Rock Elementary School

The administration recommends the Board of School Directors approve the aides listed for the 2020-2021 school year, as presented.

k. Resignation – High School English Teacher

Mrs. Lisa Yinger, has submitted her resignation for the purpose of retirement for the position of a High School English Teacher.

The administration recommends the Board of School Directors approve Mrs. Yinger's resignation for the purpose of retirement as a High School English Teacher, effective immediately.

12. New Business - Action Items

a. Credit Pay

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

Megan Hall	\$1,560.00
Jessica Maser	\$4,680.00
Shane Miller	\$1,560.00
Alexa Moran	\$1,560.00
Adam Nobile	\$1,560.00
Scott Penner	\$1,560.00
Melissa Sheffer	<u>\$3,096.00</u>
Total	15,576.00

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 Educational Association and the Big Spring School District.

b. Recommended Approval for the Proposed 2020-2021 Big Spring School District Cyber Handbook

Dr. Robyn Euker, Director of Curriculum and Instruction has updated the Big Spring School District Cyber Student/Parent Handbook for the 2020-2021 school year. The handbook is included with the agenda.

The administration recommends the Board of School Directors approve the proposed Big Spring School District 2020-2021 Cyber Student/Parent Handbook, as presented.

c. Recommended Approval for the Health and Safety Plan and the Health and Safety Plan Administrative Procedures and the Alternative Calendar

Dr. Richard W. Fry, Superintendent of Schools and the Pandemic Team have developed a 2020-2021 Health and Safety Plan and a 2020-2021 alternative calendar has been developed in support of the Health and Safety Plan.

The administration recommends the Board of School Directors approve the 2020-2021 Health and Safety Plan and the 2020-2021 alternative calendar, as presented.

d. Recommended Approval for a Resolution of Instructional Hours for the 2020-2021 School Year

Dr. Richard W. Fry, Superintendent of Schools would like to recommend a Resolution of Instructional Hours for the 2020-2021 school year, due to the current outbreak of COVID-19, a global pandemic. The Board is required to approve and submit required Emergency Instructional Time Provisions to the Pennsylvania Department of Education that ensure a minimum of 180 days of instruction with a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

The administration recommends the Board of School Directors approve the Resolution of Instructional Hours for the 2020-2021 School Year, as presented

New Business - Action Items

e. Recommended Approval for New Curricular Resources/Textbooks and Curriculum

Dr. Robyn Euker, Director of Curriculum and Instruction, is recommending approval for the new curricular resources/textbooks and curriculum listed.

Elementary

RazPlus	Digital Resource
Freckle	Digital Resource
iKnowit	Digital Resource
iXL	Digital Resource

High School Courses

Department	Course	
Business	Event Planning	.5 credit
Science	Astronomy	1 credit
World Language	Hispanic Pop Culture (New Course)	.5 credit
World Language	Exploring World Tourism	.5 credit

The administration recommends the Board of School Directors approve the new curricular resources/textbooks and curriculum, as presented.

f. Recommended Approval of State Police Memorandum of Understanding

The State Police has submitted the 2020-2021 Memorandum of Understanding (MOU) between the Pennsylvania State Police, Troop H Carlisle Station and the Big Spring School District. The MOU has been reviewed by Dr. Richard W. Fry, Superintendent of Schools and is included with the agenda.

The administration recommends the Board of School Directors approve the Memorandum of Understanding between the Pennsylvania State Police and the Big Spring School District, as presented.

g. Recommended Approval for the CAIU Title III Memorandum of Understanding for the 2020-2021 School Year

Dr. Richard W. Fry, Superintendent of Schools has reviewed the CAIU Title III Memorandum of Understanding for the 2020-2021 school year and would like to recommend board approval for the MOU. The MOU defines how the CAIU Title III Consortium will meet the Title III requirements and details the roles and responsibilities of the member districts and the fiscal agent of the consortium during the 2020-2021 school year.

The administration would like to recommend the Board of School Directors approve the CAIU Title III Memorandum of Understanding for the 2020-2021 school year, as presented.

h. Recommended Approval for the Laurel Life Services Agreement for the 2020-2021 School Year

The administration has reviewed the 2020-2021 Laurel Life Services Agreement for school based services and would like to recommend board approval for the agreement. Laurel Life is an independent contractor for the delivery of School-Based Services. Some of services that are provided are: individual therapy with students; therapeutic group's sessions; classroom observation of students. Please see page two for more services.

The administration recommends the Board of School Directors approve the Laurel Life Services Agreement for the 2020-2021 school year, as presented.

New Business – Action Items

i. Recommended Approval for the Proposed Ambulance Agreement

Mr. Joseph Sinkovich, Assistant High School Principal/Athletic Director, has reviewed the Ambulance Agreement for the 2020-2021 school year. The agreement assists the District with football games.

The administration recommends the Board of School Directors approve the 2020-2021 Ambulance Agreement, as presented.

j. Approve FY21 Maintenance / Custodial Contracts

The following agreements support the maintenance and custodial operations for FY 21. Most are recurring with the exception of Diversified Refrigeration agreement which was split from HB McClure to save \$. The Trane IAQ Assessment is specific to COVID-19 prep.

<u>Vendor</u>	<u>Service</u>	<u>Length</u>	<u>Cost</u>	<u>Per?</u>
Advanced Disposal	Trash & Recycling	5 yr	\$23,196.00	Yr
Advanced Disposal	Recycling (Info)	5 yr	\$6,858.60	Yr
Diversified Refrigeration	PM of Aerco equip	1 yr	\$6,250.00	Yr
HB McClure	PM Svc Agreement #1 - PowerFlame boilers	1 yr	\$2,445.00	Yr
HB McClure	PM Svc 2 - Fulton (gas) boilers	1 yr	\$1,125.00	Yr
HB McClure	PM Svc 3 - Webster/March boilers	1 yr	\$2,532.00	Yr
HB McClure	PM Svc4 - Hurst Boiler / Dectron Pool Unit	1 yr	\$5,358.00	Yr
Proasys	PM water svc	1 yr	\$10,480.00	Yr
Trane	4 PM Services / yr	1 yr	\$57,298.87	Yr
Trane	IAQ Assessment & Commissioning	1 yr	\$94,223.00	Yr
Cleveland Bros	PM for 6 Generators	3 yr	<u>\$5,047.00</u>	
			\$214,813.47	

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

k. Approve Closeout of Mount Rock Projects - 2018 Fund

The 2018-2019 projects are substantially complete; although, Mt. Rock is undergoing repainting. All known bills are paid and it is time to close the bond fund(s). The most expeditious process is to pay a debt service payment (see Solicitor advise attached).

The administration recommends the Board of School Directors approve the use of the remaining Mt. Rock Projects-2018 fund, \$91,701.54,

l. Approve Payment From Capital Projects Reserve Fund

As part of the District effort to connect to Oak Flat and Newville into our fiber network using Erate funding, There are certain steps in that effort. One is the engineering cost for PP&L to study the poles to be used and the cost to make them ready for the fiber attachment. This payment would come from the capital reserve fund but most of it will be reimbursed via erate at project completion.

The administration recommends the Board of School Directors approve the payment of \$11,800 to PP&L from the Capital Projects Reserve Fund.

m. Recommended Approval for the 2020-2021 CAIU Agreement for School Age Special Education Services

Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Students Services have reviewed the 2020-2021 CAIU Agreement for School Age Special Education Services and would like to recommend board approval for the agreement.

The administration recommends the Board of School Directors approve the 2020-2021 CAIU Agreement for School Age Special Education Services, as presented.

13. New Business - Information Item

a. Tenure Status Recommendations

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on their satisfactory performance.

Mrs. Morgan Beamer - Middle School 8th Grade Social Studies Teacher

Mrs. Diane Doll - Middle School Nurse

Ms. Megan Hall - Middle School MDS Teacher

Ms. Emma Leuschen - Middle School 7th Grade ELA Teacher

Mr. Shane Miller - Middle School Physical Education Teacher

Ms. Alexa Moran - Middle School Autistic Support Teacher

Additional information regarding the professional employees have been prepared by Mrs. Clarissa Nace, Middle School Principal.

b. Proposed Adoption for Curriculum Revision of High School Courses

Listed below are revised curriculum revisions for the high school courses listed for board approval. All completed planned courses are available in the Curriculum Center for review by the Board of School Directors.

Social Studies	Sociology
English	Opus
English	Real World Literature
English	AP Language & Composition
Science	Oceanography

c. Proposed Approval for Revisions of Policy 201 – Admission of Beginners

The administration has made revisions to Policy 201, Admission of Beginners, which is included with the agenda. After the policy has been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the August 10, 2020, Board meeting.

14. Discussion Item

15. Future Board Agenda Items

16. Board Reports

- a. **District Improvement Committee - Mr. Myers, Mr. Over**
- b. **Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers**
- c. **Vocational-Technical School - Mr. Piper, Mr. Wardle**
- d. **Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over**
- e. **Finance Committee - Mr. Swanson, Mr. Deihl, Mr. Piper, Mr. Gutshall**
Independent Fiscal Office - Research Brief on COVID-19 Impact on Local Revenues
- f. **South Central Trust - Mr. Deihl**
- g. **Capital Area Intermediate Unit - Mr. Swanson**
- h. **Tax Collection Committee - Mr. Swanson**
- i. **Future Board Agenda Items**
- j. **Superintendent's Report**

17. Meeting Closing

- a. **Business from the Floor**
- b. **Public Comment Regarding Future Board Agenda Items**
- c. **Adjournment**

Meeting adjourned at _____ PM, **July 27, 2020.**
Next scheduled meeting is: **August 10, 2020.**