



NOVEMBER 16, 2020 BOARD MEETING

1. Opening Meeting and Guidelines for the November 16, 2020 Virtual Board Meeting

- Welcome members
- Note to members: 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 November 16, 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 November 16, 2020 Board Agenda.

a. Call to Order (President Swanson)

b. Pledge to the Flag

2. Approval of Minutes

Approval of the October 19, 2020 Regular Board Meeting Minutes and the October 19, 2020 Committee of the Whole Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	35,515.05
Checks/ACH/Wires	\$	2,796,494.65
Capital Projects Reserve Fund	\$	76,552.10
Cafeteria Fund	\$	106,879.69
Student Activities	\$	<u>18,534.37</u>
Total	\$	3,033,975.86

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	28,792,585.07
Capital Project Reserve Fund	\$	5,897,195.05
Cafeteria Fund	\$	389,266.58
Student Activities	\$	<u>256,253.72</u>
Total	\$	35,335,300.42

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 Summary 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 (PDE), communicating that Big Spring School District is in compliance with the Individuals with Disabilities Education Act (IDEA).

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. Resignation - Ms. Catherine Seras

Ms. Catherine Seras, has submitted her resignation for the purpose of retirement as Administrative Assistant to the Superintendent of Schools and the Secretary of the Board of School Directors for their minutes, effective June 30, 2021.

The administration recommends the Board of School Directors approve Ms. Seras' resignation for the purpose of retirement effective, June 30, 2021, along with acknowledging Ms. Seras' thirty years of service in the District for benefit purposes.

b. Resignation - One-on-One Aide, Pamela Kerver

Ms. Pamela Kerver has submitted her resignation for the position of a one-on-one aide at the high school, retroactive to November 12, 2020.

The administration recommends that the Board of School Directors approve Ms. Kerver's resignation for the position of a one-on-one aide at the high school, retroactive to November 12, 2020.

c. Recommended Approval for Leave

Mrs. Danielle Teter has requested leave to which will begin Tuesday, November 24, 2020 with an approximate return date of Monday, January 4, 2021.

The administration recommends that the Board of School Directors approve Mrs. Teter's leave, as presented.

Personnel Items - Action Items

d. Recommended Approval for a Long-Term Substitute Teacher through ESS

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. Morgan Schantz as a Long-Term Substitute Third Grade Teacher at Mt. Rock Elementary School, for Ms. Molly Kordes who will be on maternity leave. Ms. Schantz will transition with Ms. Kordes beginning January 4, 2021 through January 8, 2021. Ms. Schantz will officially begin in the position on January 11, 2021 through April 1, 2021.

The administration recommends the Board of School Directors approve Ms. Schantz as a Long-Term Substitute Third Grade Teacher at Mt. Rock Elementary School, as presented.

e. Recommended Approval for a Long-Term Substitute Teacher through ESS

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. Cheri Darhower as a Long-Term Substitute Third Grade Teacher at Newville Elementary School, for Mrs. Danielle Teter who will be on leave. Ms. Darhower will transition with Mrs. Teter beginning November 20, 2020 and November 23, 2020. Ms. Darhower will officially begin in the position on December 1, 2020 through December 22, 2020.

The administration recommends the Board of School Directors approve Ms. Darhower as a Long-Term Substitute Third Grade Teacher at Newville Elementary School, as presented.

f. Recommended Approval for an Interim Head Wrestling Coach

Mr. Joseph Sinkovich, Athletic Director/High School Assistant Principal, would like to recommend Mr. Chris Barrick as the interim Head Wrestling Coach for the 2020-2021 wrestling season.

The administration recommends the Board of School Directors approve Mr. Barrick as the interim Head Wrestling Coach for the 2020-2021 wrestling season, as presented.

g. Recommended Approval for Event Staff

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend the individuals listed to serve as Event Staff for the Big Spring School District who are contracted through ESS (Education Staffing Specialist), BSSD's substitute contractor.

- **Mindi Greve**
- **Kathryn Griffith**
- **Kaetlyn Wertz**

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

h. Recommended Approval for an ESS Aide

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend Ms. Wendy Johnston as a full-time learning support aide at Mt. Rock Elementary School, replacing Ms. Reme who has transitioned into a Long Term Substitute position.

The administration recommends that the Board of School Directors approve Ms. Johnston as a full-time learning support aide, as presented.

Personnel Items - Action Items

I. Recommended Approval for Custodial Staff

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the individuals listed for the positions as noted.

Mr. Robert Noss, Jr., full-time custodian at Mt. Rock Elementary School, replacing Ms. Wanda Graver who has transferred. Mr. Noss' hourly wage will be \$14.30.

Ms. Niki Hamilton, part-time custodian at Oak Flat Elementary School, replacing Ms. Joan Gutshall who has transferred. Ms. Hamilton's hourly wage will be \$14.30.

The administration recommends the Board of School Directors approve Mr. Noss, Jr., and Ms. Hamilton for the positions, as noted.

j. Recommended Approval for Child-Rearing Leave – Mrs. Ashley Oldham

Mrs. Ashley Oldham, High School Spanish Teacher, is requesting child-rearing leave of absence to begin approximately Monday, March 8, 2021 through approximately Friday, May 7, 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. Oldham's requested child-rearing leave of absence to begin approximately Monday, March 8, 2021 through approximately Friday, May 7, 2021, as presented.

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.

Adam Nobile	\$1,620.00
Shane Miller	\$1,620.00
Scott Penner	\$1,590.00
Laura Wettstein	<u>\$1,548.00</u>
Total	\$6,378.00

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 of the Proposed 2020-2021 FFA Program of Activities

The officers of the Big Spring FFA are requesting Board approval of the proposed 2020-2021 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organizations standing committees.

The administration recommends that the Board of School Directors approve the 2020-2021 Program of Activities for the Big Spring FFA, as presented.

New Business - Action Items

c. Recommended Approval for a MOU of Psychological Services and a License Agreement

Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools, have reviewed the MOU for the school based outpatient mental health services through Campbell Psychological Services, LLC as well as a License Agreement with Campbell Psychological Services, LLC. The MOU replaces BSSD's agreement with Laurel Life for the mental health services but it does not replace the services Laurel Life is rendering for special education related counseling. The License Agreement is for the fee of leasing a space within BSSD which Campbell's Insurance providers are recommending. The Insurance companies will not allow Campbell to bill the insurance if the services are offsite which mandates them to have a formal lease space within our District buildings, which can be called an office.

The administration recommends that the Board of School Directors approve the MOU and License Agreement, as presented.

d. Recommended Approval for the PARS Resolution (Public Agency Retirement Services)

Dr. Richard W. Fry, Superintendent of Schools and a leadership team from BSEA and Board officers have been in discussion with PARS staff regarding the ability to offer a voluntary retirement incentive to eligible employees. The Resolution outlines the incentive for those employees who wish to voluntarily exercise their option to separate from District service.

The administration recommends that the Board of School Directors approve the PARS Resolution, as presented.

e. Recommended Approval for the Snow Removal Bid

The Board advertised for a [formal proposals in a bid process](#). The sole proposer was Blue Mountain, who is the previous awardee. Link to [Blue Mountain proposal](#).

The administration recommends the Board of School Directors accept the proposal from Blue Mountain and authorize the administration to sign and finalize contract documents.

f. Recommended Approval for Payments from the Capital Project Reserve Fund

The administration received the following invoices for the fiber project:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Celerity	Celerity Invoice 4635	1,332.75
Celerity	Celerity Invoice 4636	1,345.50
Celerity	Celerity Invoice 4662	67,865.62
	Total	70,543.87

The administration recommends the Board of School Directors approve the payment of \$70,543.87 to Celerity from the Capital Reserve Fund.

New Business - Action Items

g. Recommended Approval to Accept Proposals for Services

The administration received the two proposals for services below. The Siemens agreement is a continuation of existing fire monitoring. The Questeq agreement is for next year's erate proposal - if we need it. This effectively removes it as an included cost in any subsequent Questeq contract.

<u>Vendor</u>	<u>Service</u>	<u>Length</u>	<u>Cost</u>	<u>/Per</u>	<u>Notes</u>
Questeq	Cat 1/2 Consulting for Erate 2021/22	1yr	5%	yr	
Siemens	Monitoring Proposal	3yr	\$2,451.00	yr	avg

The administration recommends the Board of School Directors approve the agreements included and authorize the administration to sign and finalize contract documents.

h. Recommended Approval for Updated Organizational Chart

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, is recommending approval for the updated Organizational Chart.

The administration recommends that the Board of School Directors approve the updated Organizational Chart, as presented.

i. Recommended Approval of the Year End Transfer from General Fund to Capital Projects Reserve Fund

See attached draft AFR report prepared by SEK from FY20 local audit. This report shows the administration's recommended transfer to the capital projects reserve fund in support of the 2023 renovations projects list. With two big restatements due to the new auditors, this keeps the fund balance at the same level as last year with only a small increase. However, it reduces the unassigned (available) fund balance from \$4,186,336 down to \$2,271,264.

The administration recommends the Board of School Directors approve the transfer of \$2,239,777 from the general fund to the capital project reserve fund, retroactive to June 30, 2020.

13. New Business - Information Item

14. Discussion Item

15. Future Board Agenda Items

16. Board Reports

a. District Improvement Committee - Mr. Over, Mr. Myers

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

Board Reports (continued)

e. Finance Committee - Mr. Deihl, Mr. Piper, Mr. Swanson, Mr. Gutshall

f. South Central Trust - Mr. Deihl

Updated, but not final, year end figures for SCT at June 30 attached.

g. Capital Area Intermediate Unit - Mr. Swanson

h. Tax Collection Committee - Mr. Swanson

Short summary of the meeting attached.

i. Future Board Agenda Items

j. Superintendent's Report - October Enrollment

17. Meeting Closing

a. Business from the Floor

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Meeting adjourned at _____ PM, **November 16, 2020.**

Next scheduled meeting is: **December 7, 2020.**