

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

COMMITTEE OF THE WHOLE OF THE BOARD MEETING MINUTES

TUESDAY, FEBRUARY 2, 2021

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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 through a Virtual Meeting in the Big Spring School District High School Auditorium at 7:14 p.m. with nine (9) directors present; William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; John Wardle, Robert Over, Richard Roush, Alexis Hurley and Frank Myers.

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Robyn Euker, Director of Curriculum and Instruction; Richard E. Kerr, Jr., Business Manager; and Cathy Seras, Board Minutes.

II. Presentations:

➤ Audit Review – SEK CPA's & AdvisorsKevin Stouffer, CPA and Taylor Rote, CPA

- The Independent auditors report was shared by Mr. Stouffer.
- Mr. Stouffer discussed the General Fund analysis as well as the debt service. Budgetary reserves were also defined by Mr. Stouffer and it was shared that there were no findings in the current year.
- Mr. Stouffer shared information on the following items:
 1. General Fund Analysis (Summary Excerpt from Financial Statements)
 2. Total Revenues
 3. Total Expenditures
 4. General Fund Revenue Breakdown
 5. Graphical Analysis
 6. Revenue Breakdown for BSSD and CAIU Schools for the 2018-2019 school year.
 7. General Fund Expenditure Object Comparison
- Mr. Stouffer shared that the largest source of revenue comes from levied taxes. Mr. Stouffer shared information on debt service decrease.
- Mr. Stouffer defined the Food Service financial statement and it was noted that the change in net position was due to COVID expenses.
- Mr. Stouffer talked about the Average Daily Membership and stated there were no findings within the report.
- Mr. Stouffer stated that there were no findings in the June 30, 2020 Audit.
- Dr. Fry thanked the SEK team members for the presentation.

- Mr. Stouffer concluded by thanking the Board of School Directors and the Administration and shared his appreciation for all that was done during the BSSD Audit process.

➤ **Business Updates**

- **Mr. Richard E. Kerr, Jr., Business Manager**
- Mr. Kerr began his presentation sharing and defining the Forecast 5 Enrollment Dashboard.
- Mr. Kerr shared the income and expenses for Quarter 2 and defined the items listed:
 1. Revenue for local, state and federal levels
 2. Expenditures by function
 3. Expenditures by object
- Mr. Kerr discussed the Tax Collectors Resolution and the specific changes that were made within the Resolution. It was noted that the Resolution was on the February 2, 2020 Board Agenda for approval.
- This presentation can be found on BSSD's website under Finance.

➤ **Administrative Updates**

- **Dr. Richard W. Fry, Superintendent of Schools**
- **Dr. Kevin C. Roberts, Jr., Assistant Superintendent**
- Dr. Fry began the presentation with an overview of TerraceMetrics. Dr. Fry stated that TerraceMetrics is an online assessment/survey to measure student and staff mental health status. Dr. Fry shared that the assessment is for students in grades 3-12.
- Dr. Fry communicated that staff have already begun the process.
- Dr. Roberts shared the Core Behavioral Health Indicators which consists of:
 1. Global Satisfaction
 2. Hope
 3. Standards
 4. Positive Workplace/School Exp.
 5. Leadership Qualities
 6. Drug/Alcohol
 7. Trauma
 8. Domestic Violence
 9. Anxiety
 10. Social Rejection/Ostracism
 11. Depression
- Dr. Roberts communicated the process of TerraceMetrics and how the information will assist BSSD.
- Dr. Roberts shared the timeline listed:
 1. Staff participated in the first administration on Monday, January 18, 2021.
 2. Staff at risk or having several significant risk factors have been confidentially contacted for support by TerraceMetrics.
 3. The timeline for students in grades 3-12 is February 15th – March 5, 2021.
- Dr. Roberts noted that the frequency of the assessment is typically in the Fall and in the Spring.
- Mr. Myers asked if this a written assessment. Dr. Roberts stated it is an online tool and the report will be sent directly to staff.
- Cost was discussed amongst the Board of School Directors and Administration.

- Mr. Myers asked if the student report goes to the school counselors. Dr. Fry stated that the student's reports are sent to the school and staff receive their own report.
- Mr. Piper shared his thoughts stating, "this will be an outstanding tool."
- Mr. Piper thanked Dr. Fry and Dr. Roberts for their leadership.
- Dr. Fry shared a Regional COVID update and stated that all counties are beginning to trend down.
 1. Cumberland County – Incident Rate = 139 Positivity Rate = 6.44%
 2. Adams County – Incident Rate = 234 Positivity Rate = 12.5%
 3. Dauphin County – Incident Rate = 194 Positivity Rate = 10.3%
 4. Franklin County – Incident Rate = 192 Positivity Rate = 13.1%
 5. York County – Incident Rate = 220 Positivity Rate = 11.8%
- Dr. Fry shared that the 1st vaccine was administered last week to 180 staff members who fall into the 1A Category. The vaccine was hosted by Quality Care.
- Dr. Fry talked about the importance of having Elementary students back in school for face to face instruction.
- Dr. Fry shared the positivity rate for specific zip codes:
 1. Newville 8.5%
 2. Newburg 5.5%
 3. Carlisle 22.95%
 4. Shippensburg 19.15%
- Dr. Fry stated, we continue to ask the community for grace and patience, which has been outstanding to date.

III. Preview of the Agenda

President Swanson requested that the Board address XI. NEW BUSINESS PERSONNEL CONCERNS and combine Items A through C into one motion.

IV. BUILDING & PROPERTY COMMITTEE

No discussion

V. FINANCE COMMITTEE

No discussion

VI. DISTRICT IMPROVEMENT COMMITTEE

No discussion

VII. BOARD POLICY

No discussion

VIII. ITEMS FROM FLOOR

No discussion

IX. ADJOURNMENT

Motion by Deihl, seconded by Roush to adjourn the Committee of the Whole Meeting.

Roll call vote: Voting Yes: Swanson, Deihl, Over, Gutshall, Wardle, Piper, Roush, Hurley and Myers.

Motion carried unanimously. 9-0

The Committee of the Whole meeting adjourned at **8:01 p.m.**


