

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

TUESDAY, FEBRUARY 18, 2020

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

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 8:00 P.M. with six (6) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Robert Over, Alexis Blasco-Hurley and Frank Myers

Absent: Wardle, Roush, Gutshall

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; Cathy Seras, Board Minutes.

II. PLEDGE TO THE FLAG

President Swanson led all individuals present in the Pledge to the Flag.

III. Approval of the February 3, 2020 Regular Board Meeting Minutes the February 3, 2020 Committee of the Whole Meeting Minutes and the February 3, 2020 Building and Property Meeting Minutes.

Motion by Deihl seconded by Piper for the approval of the February 3, 2020 Regular Board Meeting Minutes the February 3, 2020 Committee of the Whole Meeting Minutes and the February 3, 2020 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion Carried unanimously. 6-0

IV. Student/Staff Recognition and Board Reports –

Liam Ocker shared the information listed.

- Senior, Gavin Pritchard has become the tenth basketball player in BSSD history to score one thousand career points. Pritchard also signed a Letter of Intent to play football at Notre Dame College in Ohio which includes a full-ride scholarship.
- BSSD's boys' basketball team has made district playoffs as the No. 15 seed. This is the second year in a row that the team has made it to playoffs.
- BSSD hosted Senior Night for boys' and girls' basketball, bocce ball, swimming, diving and wrestling this month.
- Senior Ian Ward, Sophomores Luke Hand, Mattea Penner and Matthew Raudabaugh all competed in the Mid-Penn Swim Meet.

- The following students placed at the Mid-Penn Diving Championships:
 - o Alecia Canaday
 - o Aidan Swegar
 - o Seth Fertig
- Alecia Canaday won the runner up medal for the girls diving competition. Seth Fertig won 4th place for the boys.
- Liam shared information on this year's Business Incubator Class which included Juniors, Cassandra Jones, Austin Long and Grant Long. Sophomore Lariah Wilson is also part of the class. Students and staff thanked Mr. August, Dr. Euker, Dr. Fry, Dr. Roberts, Mr. Sinkovich for attending the presentation. Mrs. Barlup and Mr. Glesner from Belco were also thanked for attending the presentation.
- BSSD alumni, Aron Rook came to the high school to teach the Art Club "Ultimate Corpse".
- Liam shared information on BSSD's Pop Concert and stated this was the first concert of 2020.
- BSSD's band competed in the District Seven Upper Band Festival. It was also shared that two band students will be attending regionals next month.
- Student Council won a bid to host the regional student council conference. Seven counties were included in the bid.
- Ms. Hetrick's Honors Law Class put together a press conference which featured a project they presented, "Hunt a Killer".
- Mr. Barnouski's Structural Engineer Class took on a project called the Tiny House Design Challenge.
- National FFA week is February 24 – 28. FFA members have many different events planned for National FFA week.
- Liam presented the February FFA Board Report to Mr. William Piper, Board Secretary.

V. Financial Reports

a. Payment of Bills

General Fund	\$	850,293.52
Capital Project Reserve Fund	\$	94,083.21
Mount Rock Projects-2018 Fund	\$	125,099.65
Newville Projects Fund	\$	-
Cafeteria Fund	\$	-
Student Activities	\$	<u>9,557.16</u>
Total	\$	1,079,033.54

Motion to approve the payment of bills as presented.

Motion by Deihl, seconded by Piper, for acceptance of the Payment of Bills as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion Carried unanimously. 6- 0

VI. Treasurer's Fund Report

General Fund	\$	24,034,611.61
Capital Project Reserve Fund	\$	6,761,882.99
Cafeteria Fund	\$	585,559.52
Student Activities	\$	270,065.97
Newville Projects Fund	\$	279.41
Mount Rock Projects- 2018 Fund	\$	<u>270,136.78</u>
Total	\$	31,922,536.28

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

Motion by Deihl, seconded by Piper, for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion Carried unanimously. 6- 0

VII. 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.

Motion by Diehl, seconded by Piper, for acceptance of the General Fund Report and YTD Taxes as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley, and Myers. Motion Carried unanimously. 6 – 0

VIII. Reading of Correspondence

a. Correspondence from the Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Clayton P Carroll, II, Audit Coordinator, Pennsylvania Department of Education regarding Big Spring School District's Single Audit Report year ended, June 30, 2019. PDE approved Big Spring School District's Single Audit Report for fiscal year ended, June 30, 2019 and is substantially in compliance with federal and Commonwealth policy.

IX. Recognition of Visitors

X. Public Comment Period

Carol Graham 2565 Walnut Bottom Road, Newville, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, administration, staff, students and the community. Carol also thanked the board for all they do.

XI. Structured Public Comment Period

XII. Old Business

XIII. New Business

XIV. New Business - Action Items

a. Resignation - Mr. Robert Hanks

Mr. Robert Hanks, High School English Teacher submitted his letter of resignation for the purpose of retirement, Effective, June 15, 2020.

The administration recommends the Board of School Directors approve Mr. Hanks' letter of resignation for the purpose of retirement, as presented.

Dr. Fry stated that Mr. Hanks is a fantastic teacher and will be missed.

b. Resignation - Mrs. Tara Mainhart

Mrs. Tara Mainhart, Administrative Assistant to the Business Office/Taxes, submitted her resignation for the purpose of retirement, effective March 1, 2020.

The administration recommends the Board of School Directors approve Mrs. Mainhart's resignation for the purpose of retirement, as presented.

c. Resignation - Ms. Megan Adams

Ms. Megan Adams submitted her resignation as a full-time MDS aide at Oak Flat Elementary School, effective February 21, 2020.

The administration recommends the Board of School Directors approve Ms. Adams' resignation, as presented.

d. Resignation - Ms. Kayla Durf

Ms. Kayla Durf submitted her resignation as Assistant Varsity Softball Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Durf's resignation, as presented.

e. Resignation - Mr. Paul Shoap

Mr. Paul Shoap has submitted his resignation as a full-time high school custodian, retroactive to February 14, 2020.

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

f. Recommended Approval for Coach's

Mr. Joseph Sinkovich, HS Assistant Principal/Director of Athletics/Student Activities, would like to recommend the coach's listed.

Jenna McIntire - Head Middle School Track Coach

Ryan Long - Middle School Boys Assistant Soccer Coach

Scott Koser - High School Assistant Baseball Coach

The administration recommends the Board of School Directors approve the above listed coach's and their positions, as presented.

XIV. New Business- Action Items

g. Recommended Approval for ESS Aides

The administration recommends approval for the ESS aides listed.

Selina Melero - full-time Middle School MDS aide, replacing Megan Adams who has resigned.

Amanda Rambler - full-time autistic support aide at Oak Flat Elementary School, replacing Melissa Hall-Spriggs who is changing her assignment to a one-on-one aide for a newly identified student.

The administration recommends the Board of School Directors approve the aides and their positions, as presented.

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

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

Brooke Brownawell - Long-term substitute second grade teacher at Newville Elementary School for Mrs. Leslie Locy who will be on child-rearing leave of absence. Brooke will tentatively begin in this position May 18, 2020 through the end of the 2019-2020 school year.

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

i. Recommended Approval for a AV Multimedia Coordinator - Mr. Darin Baughman

Mr. Robert Krepps, Director of Technology would like to recommend Mr. Darin Baughman as the AV Multimedia Coordinator, replacing Mr. Brandon Shoop who has resigned.

The administration recommends the Board of School Directors approve Mr. Baughman as the AV Multimedia Coordinator, as presented.

j. Recommendation for Custodial Promotions

The head custodians and the Director of Custodial Services recommended the following promotions in pay to the administration.

<u>Name</u>	<u>Hrs/Day</u>
Michelle Adams	5
Dave Anderson	5.5
William Clayton	8
Dennis Fahnestock	8
Sherri Irvine	4
Amber Lehman	5.5
Laura Melendez	4

The administration recommends the Board of School Directors approve the promotions as shown above effective, March 1, 2020.

XIV. New Business (Personnel) - Action Items

k. Recommended Approval to Change Custodial Staffing

The Director of Custodial Services and HR Coordinator recommend the following changes in custodial staffing to the administration. Due to the pending FT vacancy at the HS, a PT vacancy that has remained unfilled at the MS, and no success at finding and sustaining part-time employees, we recommend:

- Current full-time High School custodian vacancy move to 3rd shift. This provides a backup to the other 3rd shift worker for cross training of the pool care duties and provides 2 people in the building at the same time. This additionally relieves HS Head Custodian to cover pool duties when 3rd shift is absent.
- Add another full time position (2nd shift) at the Middle School. Current open position is part-time, 5.5 hours per day. The increased usage in that building for evening activities and office staff additional labor hours are needed.

The administration recommends the Board of School Directors approve the staffing changes above and authorize the administration to fill the positions.

VOTE ON XIV., NEW BUSINESS A-K, PERSONNEL CONCERNS

Motion by Deihl, seconded by Myers, to approve items A – K, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers.

Motion carried unanimously. 6- 0

XIV. New Business - Action Items

b. Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Amelia Blanton \$3,000.00

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.

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion carried unanimously. 6- 0

b. Recommended Approval for Novels for High School English I Curriculum

Listed below are High School English Novels for board approval for the English I Curriculum.

Unwind (Shusterman, 2007)

Matched (Condie, 2010)

Hunger Games (Collins, 2008)

Scythe (Shusterman, 2016)

Maze Runner (Dashner, 2009)

Delerium (Oliver, 2011)

The administration recommends the Board of School Directors approve the High School English novels, as presented.

Motion by Deihl, seconded by Blasco-Hurley to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion carried unanimously. 6- 0

XIV. New Business - Action Items

c. Recommended Approval for Facilities Utilization Request

The Big Spring Hurricane Softball Organization is requesting to utilize the softball fields at Oak Flat Elementary School and Mt. Rock Elementary School for practices and games which will begin March 1, 2020 through October 31, 2020. There will be Sunday games from 1:00 p.m. - 6:00 p.m. Because the utilization requests are on Sunday's, Board action is necessary.

The administration request the Board of School Directors approve the Big Spring Hurricane Softball Organization request, as presented.

Motion by Diehl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers.

Motion carried unanimously. 6- 0

d. Recommended Approval for the Cogmed Working Memory Training Agreement

The administration has reviewed the proposed Cogmed Working Memory Training Agreement which is included with the agenda. This resource will be piloted at Newville Elementary School. The Cogmed Working Memory Training resource provides an evidence based program for helping children and adolescents sustainable improve attention by training their working memory. Working memory involves the ability to focus on a task, keep information in mind and to do mental processing of that information.

The administration recommends the Board of School Directors approve the Cogmed Working Memory Training Agreement, as presented.

Dr. Fry defined the Cogmed Working Memory Training Resource with the Board of School Directors.

Motion by Deihl, seconded by Piper to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers.

Motion carried unanimously. 6- 0

e. Recommended Approval for the 2020-2021 Proposed Therabilities Contracts

The administration has reviewed the 2020-2021 Therabilities agreements listed.

Occupational Therapy Agreement

Physical Therapy Agreement

Speech Therapy Agreement

Board Certified Behavior Analyst (BCBA) Agreement

Registered Behavior Technician (RBT)

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

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers.

Motion carried unanimously. 6- 0

XIV. New Business - Action Items

f. Approve Payment from Mt. Rock Projects - 2018 Fund

The administration received the following invoice:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
Ph2	CRA	Invoice 3196-18	\$ 1,029.90

The administration recommends the Board of School Directors approve the payment of \$1,029.90 to Crabtree, Rohrbaugh & Associates.

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion carried unanimously. 6- 0

g. Approve Payment from the Capital Project Reserve Fund

The administration received the following invoice:

<u>From</u>	<u>Description</u>	<u>Amount</u>
RL Snyder	Invoice 01292003 Tech Svcs	13,650.38

The administration recommends the Board of School Directors approve the payment of \$13,650.38 to R.L. Snyder Electric Inc.

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion carried unanimously. 6- 0

h. Recommended Approval for the Demand Response Contract

The administration received and reviewed the renewal contract from Direct Energy for the Demand Response Program.

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

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.

Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley and Myers. Motion carried unanimously. 6- 0

XV. New Business - Information Item

a. Recommended Approval for Proposed Updated Job Descriptions

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for board approval at the March 2, 2020 Board meeting.

414 Traffic and Event Staff

501 Administrative Assistant to the Superintendent

502 Administrative Assistant for Business Affairs

503 Administrative Assistant to Employee Payroll and Benefits

506 PIMS Coordinator

518 Administrative Assistant to Curriculum and Educational Technology

519 Human Resources Coordinator

522 District Receptionist

604 Technology Applications Manager

XV. New Business - Information Item

b. Recommended Approval for a Proposed Updated Policy

The administration has provided a copy of the proposed updated policy listed, 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 March 2, 2020 Board meeting.

Policy 707.1 Small Unmanned Aircraft Systems – Drones

Dr. Fry discussed the policy with the Board of School Directors.

XVI. Future Board Agenda Items

XVII. Board Reports

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

No report offered.

B. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers

Mr. Deihl communicated that the Athletic Council minutes are in the member's folders and the next meeting will be April 15, 2020. The April meeting will be the last meeting of the 2019-2020 school year.

c. Vocational-Technical School - Mr. Piper, Mr. Wardle

No report offered.

d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over

No report offered.

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

No report offered.

f. South Central Trust - Mr. Deihl

No report offered.

g. Capital Area Intermediate Unit - Mr. Swanson

No report offered.

h. Tax Collection Committee - Mr. Swanson

No report offered.

i. Future Board Agenda Items

No future board agenda items.

j. Superintendent's Report

- Dr. Fry shared updates from the proposal for the District Administration Office. Dr. Fry talked about the proposed additional insulation within the DAO.
- Dr. Fry briefed the Board of School Directors on Tax Levy information. Dr. Fry talked about the equalized mill and stated that the Board has made solid decisions in the past 5 years which has BSSD sitting at a healthy spot from a tax perspective; kudos to the Board for their hard work.
- Dr. Fry shared the Governor's proposed budget. Dr. Fry talked about Big Spring School District's Basic Education Subsidy which shows that BSSD has the highest gains in the area and Special Education has increased as well.
- Dr. Fry communicated that PSBA Sectional meeting is March 18th and if any board members are interested to contact Mrs. Seras.
- Dr. Fry updated the Board on District boys' basketball which will be taking place at York Suburban.
- Dr. Fry talked about the March 1st deadline for professional staff to submit their 2020-2021 teaching intention forms to the Superintendent's office. Dr. Fry stated that once this process is completed he will meet with the board regarding decisions on staffing. He also reminded the Board that there may be one position added to pupil services which may be a Social Worker position.

XVIII. Meeting Closing

a. Business from the Floor

- Mr. Over shared that he enjoyed the Pop Concert and also stated that Dr. Fry did a nice job in his role at the Pop Concert.
- Mr. Piper stated that the new reporter of the VTS, Marissa, is doing a nice job covering BSSD. Mr. Piper stated she did a nice job covering the February 3, 2020 Board meeting.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

Motion by Deihl, seconded by Myers, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Over, Blasco-Hurley, Gutshall and Myers.

Motion carried unanimously. 6-0

Meeting adjourned at **8:30 p.m.** on **February 18, 2020.**

William L. Piper, Secretary

Next scheduled meeting is: **March 2, 2020.**