

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MARCH 2, 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; David Gutshall, Treasurer; Richard Roush, John Wardle and Frank Myers

Absent: Over, Blasco-Hurley, Piper

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Robyn Euker, Director of Curriculum and Instruction; Robert Krepps, Director of Technology; Caleb Barwin, Accounting Controller; 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 18, 2020 Regular Board Meeting Minutes and the February 18, 2020 Committee of the Whole Meeting Minutes.

Motion by Deihl seconded by Roush for the approval of the February 18, 2020 Regular Board Meeting Minutes and the February 18, 2020 Committee of the Whole Meeting Minute.

Roll call vote: Voting yes: Swanson, Deihl, Roush, Gutshall, Wardle, Myers
Motion Carried unanimously. 6-0

IV. Student/Staff Recognition and Board Reports – Gabi Reifsnyder

A. Gabi Reifsnyder shared the information listed.

- BSSD Bocce Ball teams took home second and sixth place at regionals.
- Matthew Raudabaugh placed second in the one hundred meter breaststroke at the PIAA District Three Championships. Matthew qualified for states with the breaststroke and IM events. Seth Fertig will represent BSSD at the state diving competition in March.
- Tyler Hunt took part in the Regional Chorus Festival.
- BSSD student's Technology Student Association (TSA) competed in the Region Three TSA Conference. All teams involved in the TSA Conference will compete in states in April, 2020.
- Sheldon Kutz and Hunter Rickrode placed in the Skills USA District Competition.
- BSHS store, One-Stop Dawg Shop is holding a fundraiser to support the Paw Packs Program.
- FFA spirit week events were shared.
- May 14, 2020, Mt. Rock Elementary School will be holding their first Mini-Mini-Thon.
- Pineapple Week events were defined.
- On March 3, 2020 high school staff will meet with thirty-five business and industry representatives to network and make connections between the world of employment and their classrooms.
- Big Spring High School Student Council will be hosting the Regional Student Council Conference March 19, 2021.

B. Staff Recognition - Mr. Timothy Reese

- Dr. Fry introduced Mr. Reese, retired High School Chemistry Teacher. Dr. Fry stated that Mr. Reese's impact on the community continues today. Dr. Fry introduced the High School Administration; Mr. August, High School Principal; Mr. Smith, High School Assistant Principal; Mr. Sinkovich, Athletic Director/High School Assistant Principal; and Ms. Randy Jones, Administrative Assistant to the Athletic Department.
- Dr. Fry defined Mr. Reese's current role with BSSD.
- Dr. Fry stated that Mr. Reese is a "Bulldog" through and through and represents BSSD everyday. Dr. Fry continued to express his gratitude for Mr. Reese.
- Mr. Swanson and Mr. Deihl presented a gift of appreciation to Mr. Reese and a picture was taken by Dr. Roberts, Assistant Superintendent.
- Mr. August commented that Mr. Reese goes above and beyond and always has a smile on his face.
- Mr. Reese shared that he does enjoy his job and loves BSSD. Mr. Reese stated that he never felt he was taken for granted one minute within the District.
- Mr. Reese thanked the Board of School Directors for their support.

V. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | | |
| Procurement Card | \$ | 49,159.09 |
| Checks/ACH/Wires | \$ | 1,142,127.91 |
| Capital Projects Reserve Fund | \$ | 14,390.92 |
| Mount Rock Projects-2018 Fund | \$ | 1,029.90 |
| Newville Projects Fund | \$ | - |
| Cafeteria Fund | \$ | 119,643.07 |
| Student Activities | \$ | <u>10,330.35</u> |
| Total | \$ | 1,336,681.24 |

Motion to approve the payment of bills as presented.

Motion by Deihl seconded by Roush, for acceptance of the Payment of Bills as outlined above.

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

Motion Carried unanimously. 6-0

VI. Reading of Correspondence

VII. Recognition of Visitors

VIII. Public Comment Period

- Bill Beck, 108 Lawrence Lane, Carlisle, 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.

IX. Structured Public Comment Period

X. Old Business

XI. New Business

XII. New Business - Action Items

XII. New Business - Action Items – Personnel

a. Resignation - Mrs. Kelly Fry

Mrs. Kelly Fry, has submitted her resignation for the purpose of retirement as a High School Physical Education/Health Teacher, effective August 9, 2020

The administration recommends the Board of School Directors approve Mrs. Fry's resignation for the purpose of retirement as a High School Physical Education/Health Teacher, effective August 9, 2020.

b. Resignation - Secretary of the Board Minutes

Mrs. Catherine Seras has submitted her resignation for the position of Secretary of the Board Minutes, effective June 30, 2020.

The administration recommends the Board of School Directors approve Mrs. Seras' resignation as Secretary of the Board Minutes, effective June 30, 2020.

c. Resignation - Assistant Football Coach

Mr. Jason Creek has submitted his resignation for the position of Assistant Football Coach, effective immediately. Mr. Creek has requested to assist as a volunteer football coach.

The administration recommends the Board of School Directors approve Mr. Creek's resignation for the position of Assistant Football Coach, effective immediately and approve his request to assist as a volunteer football coach, as presented.

d. 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.

Debra Spencer- Long-Term Substitute Reading Teacher at Newville Elementary School for Ms. Lauren Swigart who will be on leave of absence. Ms. Spencer will tentatively begin in this position April 22, 2020 through the last day of the 2019-2020 school year.

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

VOTE ON XII., NEW BUSINESS A-D, PERSONNEL CONCERNS

Motion by Deihl, seconded by Roush, to approve Items A – D, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers

Motion carried unanimously. 6- 0

XII. New Business - Action Items

a. Recommended Approval for Policy 707.1 - Small Unmanned Aircraft Systems-Drones

The administration has submitted the policy listed at the February 18, 2020 board meeting as an information item for board review.

707.1 Small Unmanned Aircraft Systems-Drones

The administration recommends the Board of School Directors approve the above listed policy, as presented.

Mr. Wardle asked if there are exceptions built into the policy regarding not utilizing the aircraft at certain times. Dr. Fry stated there are exceptions within the policy.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

b. Recommended Approval for Updated Job Descriptions

The administration has updated and submitted the job descriptions listed as an information at the February 18, 2020 board meeting for board review.

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

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

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

c. Recommended Approval for Facilities Utilization Request

The Warrior Softball Organization is requesting to utilize the high school softball field for practices on Sunday's and Monday - Thursday, March 22, 2020 - July 26, 2020. The Monday - Thursday utilization will be from 5:30 p.m. - 8:30 p.m. and the Sunday utilization will be from 1:00 p.m. - 5:00 p.m. Because the utilization request are on Sunday's, Board action is necessary.

The administration request the Board of School Directors approve the Warrior Softball Organization request, as presented.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

XII. New Business - Action Items

d. Recommended Approval for a Proposed Trip to Washington, D.C.

Ms. Lauren Hetrick, High School Social Studies Teacher is requesting permission for Big Spring High School students to travel to Washington, D.C. to attend the Inauguration of the 46th President of the United States, tentatively scheduled for January 19-21, 2021. All funding will come from payments by students. No District funds are utilized for this trip. A detailed itinerary has been included with the agenda.

The administration recommends the Board of School Directors grant Ms. Hetrick permission to pursue the Washington, D.C. trip, as presented.

Dr Fry shared information on the trip. Mr. Myers inquired about chaperones.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

e. Recommended Approval for Summer 2020 Construction Projects

Below are the summer projects that have been discussed over the past several months. Also included are the KPN contracts for the installation of the Interactive panels and the DAO air quality fixes.

| <u>Bldg</u> | <u>Project</u> | <u>Vendor</u> | <u>Cost</u> | <u>Notes</u> |
|--------------------|---|----------------------|--------------------|---------------------|
| MS/HS | Interactive Panel Purchase | Visual Sound | \$830,000.00 | COSTARS |
| MS/HS | Interactive Panel Install | KPN/Lobar | \$205,000.00 | KPN |
| MS/HS | Classroom furniture Retrofit | CRA/tbd | \$450,000.00 | COSTARS |
| DAO | Condition Basement | KPN/Lobar | \$121,990.00 | KPN |
| DAO | Air Balance Bldg | KPN/Lobar | \$5,610.00 | KPN |
| DAO | Planetarium Seal & Insulate | KPN/Lobar | \$12,056.86 | KPN |
| HS | Retrofit LED to Commons | Schaedler | \$48,261.00 | COSTARS |
| MS | Warehouse Reno | local | \$16,000.00 | local |
| Total = | | | \$1,688,917.86 | |

The administration recommends the Board of School Directors approve the projects listed to be funded from the Capital Projects Reserve Fund and authorize the administration to sign the appropriate documents.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

XII. New Business - Action Items

f. Approve Payment from Mt. Rock Projects 2018 Fund

The administration received the following pay application ([link to doc](#)):

| Proj | From | Description | Amount | Remaining |
|--------|------------|----------------------------|--------------|-----------|
| Ph2-MS | East Coast | Pay App 9644-07 (closeout) | \$ 20,000.00 | \$ - |

The administration recommends the Board of School Directors approve the payment of \$20,000 to East Coast, as presented.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

g. Recommended Approval for a Fiber Optic Network Proposal

Within the erate process, the administration received a bid for the construction of a fiber optic network built to the specification of the engineered fiber optic plans to connect the District Administrative Site to the Newville Elementary School and the High School to Oak Flat Elementary School. The majority of this project would be erate funded. ([link to doc](#))

The administration recommends the Board of School Directors approve the included agreement with Celerity to build the network at a cost of \$288,384.65 to be initially funded from the Capital Project Reserve Fund and authorize the administration to sign the required project documents and file with the appropriate Erate documents.

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

Voting Yes: Swanson, Deihl, Roush, Gutshall, Wardle and Myers.

Motion carried unanimously. 6- 0

XIII. New Business - Information Item

a. Tenure Status Recommendation

The following professional employee has completed the required years of service as temporary professional employee and has earned tenure based on her satisfactory performance

Ms. Kelsey Hernjak

Additional information regarding the professional employee has been prepared by Mr. William August, High School Principal.

IV. Future Board Agenda Items

V. Board Reports

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

No report offered.

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

No report offered.

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

- Mr. Wardle communicated that there are job description changes for the Vo-Tech Transition Counselor and School Counselor.
- Mr. Wardle shared that Vo-Tech is trying to develop a program in building a relationship with Silver Spring Fire Company in exploring the options of a Fire and Rescue Program.
- Mr. Wardle shared Vo-Tech resignations.
- Mr. Wardle shared that he attended the Builders Show on Sunday. He stated that BSSD had the largest representation in carpentry masonry and horticulture.
- Mr. Wardle talked about the new Vo-Tech sign being installed.
- Mr. Wardle discussed new proposals of programs.
- Mr. Wardle shared that he and Mr. Piper are on the Vo-Tech Building Committee.
- Mr. Wardle communicated that the Fire Dept. donated a fire truck to the Diesel Mechanics Class.

d. Building and Property Committee – Mr. Piper, Mr. Wardle

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

- Mr. Swanson shared that the CAIU meeting minutes are in the Board of School Directors folders for review.

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 the February, 2020 district enrollment and stated that enrollment stays steady and above PDE projections.
- Dr. Fry communicated that there are updates on the Coronavirus on the District website as well as general information and cleaning protocol that the District has implemented. It was stated that BSSD will continue to stay proactive on the preventive side.
- Dr. Fry stated that communication will go out this week communicating to keep sick children at home.
- It was shared that staff is reinforcing hand wash and sneezing facts to students. Dr. Fry shared that the District will monitor absenteeism.
- Dr. Fry communicated that the District is closely monitoring developments throughout the South Central PA Region and he stays in consistent communication with colleagues throughout Cumberland, Perry, Dauphin, York and Franklin Counties.
- Dr. Fry shared that Dr. Roberts and he will be attending a meeting next Monday regarding response and readiness for the Coronavirus. Dr. Fry will continue to communicate on a daily basis any updates that need to be shared.
- Dr. Fry reminded the Board of School Directors that the budget continues to be worked on. Communication on budget work will come within the next 4-6 weeks.

XVI. Meeting Closing

a. Business from the Floor

- Mr. Wardle shared that BSSD should be proud of what our students are doing.
- Mr. Swanson talked about teacher shortage within schools and discussed a program the CAIU is developing titled Growing Our Own.

b. Public Comment Regarding Future Board Agenda Items

c. Adjournment

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

Voting Yes: Swanson, Deihl, Roush, Wardle, Gutshall and Myers.

Motion carried unanimously. 6-0

Meeting adjourned at **8:26 p.m.** on **March 2, 2020.**

William L. Piper, Secretary

Next scheduled meeting is: **Monday, March 16, 2020.**