

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MARCH 16, 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 gathered for a video conference at 7:51 P.M. with nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; Robert Over, Alexis Blasco- Hurley, Richard Roush, Frank Myers and John Wardle

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard E. Kerr, Jr., Business Manager; Robert Krepps, Director of Technology; Cathy Seras, Board Minutes.

- II.** Given the current situation, and advise from PSBA and our Solicitor, the Board may suspend the requirement for a physical quorum in Policy 006.1 for any particular meeting and it shall remain in effect until the next scheduled meeting.

The administration recommends the Board of School Directors suspend the requirement for a physical quorum to be present for the March 16, 2020 meeting and accept a remote quorum for the March 16, 2020 Board of School Directors meeting.

Motion by Deihl seconded by Wardle for the approval to suspend the requirement for a physical quorum for the March 16, 2020 Board of School Directors meeting.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Blasco-Hurley, Wardle, Gutshall, Roush and Myers
Motion Carried unanimously. 9-0

III. PLEDGE TO THE FLAG

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

IV. Approval of the March 2, 2020 Regular Board Meeting Minutes the March 2, 2020 Committee of the Whole Meeting Minutes and the March 2, 2020 Building and Property Meeting Minutes.

Motion by Roush seconded by Deihl for the approval of the March 2, 2020 Regular Board Meeting Minutes the March 2, 2020 Committee of the Whole Meeting Minutes and the March 2, 2020 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Blasco-Hurley, Wardle, Gutshall, Roush and Myers
Motion Carried unanimously. 9-0

V. Student/Staff Recognition and Board Reports – No Student Report

VI. Financial Reports

a. Payment of Bills

General Fund		
Checks/ACH/Wires	\$	4,232,623.63
Capital Projects Reserve Fund	\$	13,650.38
Mount Rock Projects-2018 Fund	\$	40,000.00
Newville Projects Fund	\$	-
Cafeteria Fund	\$	110,196.79
Student Activities	\$	<u>6,985.39</u>
Total	\$	4,403,456.19

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, Piper, Over, Blasco-Hurley, Roush, Gutshall, Wardle and Myers. Motion Carried unanimously. 9- 0

VII. Treasurer's Fund Report

General Fund	\$	21,672,213.20
Capital Project Reserve Fund	\$	6,662,454.89
Cafeteria Fund	\$	585,297.07
Student Activities	\$	266,730.56
Newville Projects Fund	\$	279.70
Mount Rock Projects - 2018 Fund	\$	<u>144,502.26</u>
Total	\$	29,331,477.68

Link to [PSDLAF CFO report](#)

Motion to approve the treasurer's fund report and budget transfers, 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, Piper, Over, Blasco-Hurley, Roush, Gutshall, Wardle and Myers. Motion Carried unanimously. 9- 0

VIII. 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 Deihl, seconded by Wardle, for acceptance of the Payment of Bills as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Blasco-Hurley, Roush, Gutshall, Wardle and Myers. Motion Carried unanimously. 9- 0

IX. Reading of Correspondence

X. Recognition of Visitors

XI. Public Comment Period

XII. Structured Public Comment Period

XIII. Old Business

XIV. New Business

XV. New Business - Action Items (Personnel)

a. Resignation - Mrs. Candace Bova

Mrs. Candace Bova has submitted her resignation as a High School Learning Support Teacher for the purpose of retirement, effective the end of the 2019-2020 school year.

The administration recommends the Board of School Directors accept Mrs. Bova's resignation for the purpose of retirement, effective the end of the 2019-2020 school year.

b. Resignation - Key Club Advisor

Mr. Sean Stevenson has submitted his resignation as High School Key Club Advisor, effective immediately.

The administration recommends the Board of School Directors approve Mr. Stevenson's resignation as High School Key Club Advisor, effective immediately.

c. Resignation - Middle School Field Hockey Coach

Ms. Laura Shambaugh submitted her resignation as a Middle School Field Hockey Coach, effective immediately. Ms. Shambaugh has requested to assist as a volunteer coach, as needed.

The administration recommends the Board of School Directors approve Ms. Shambaugh's resignation and her request to assist as a volunteer coach, as needed.

d. Recommended Approval for Leave Without Pay

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mrs. Tiffany Warner is requesting one half-day and two full-days of leave without pay, retroactive to March 4, 2020 (half-day), March 5, 2020 and March 6, 2020.

The administration recommends the Board of School Directors approve Mrs. Tiffany Warner's request for leave without pay, as presented.

XV. New Business - Action Items (Personnel)

e. Child-Rearing Leave - Mrs. Cecilia Warthin

Mrs. Cecilia Warthin, High School Learning Support Teacher is requesting child-rearing leave of absence to begin approximately August 18, 2020 through approximately November 10, 2020. 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. Warthin's requested child-rearing leave of absence to begin approximately August 18, 2020 through approximately November 10, 2020.

f. Recommended Approval for ESS Aides

The administration recommends approval for the ESS aides listed.

Hailey Dow - full-time MDS aide at Oak Flat Elementary School, replacing Megan Adams who has resigned.

Katherine Hoffman - full-time MDS aide at Oak Flat Elementary School, replacing Emily Young who has resigned.

Amber Thomas - full-time MDS aide at the Middle School, replacing Alicia Lutz who has moved to a part-time position.

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

g. Recommended Approval for a Middle School Track and Field Coach

Mr. Joseph Sinkovich, HS Assistant Principal/Director of Athletics/Student Activities, would like to recommend Mr. Carl Seils as the Middle School Track and Field Coach.

The administration recommends the Board of School Directors approve Mr. Seils as the Middle School Track and Field Coach, effective immediately.

h. Recommended Approval for a Full-Time High School Custodian

The administration recommends the individual listed as a High School full-time custodian.

Ms. Kathy Young - Full-time High School custodian, replacing Mr. Paul Shoap who has resigned. Ms. Young's starting wage will be \$13.02 per hour.

The administration recommends the Board of School Directors approve Ms. Young as a High School full-time custodian, as presented.

XV. New Business - Action Items (Personnel)

i. Recommended Approval for the Administrative Assistant for Business Affairs

The administration recommends the approval of Mrs. Beth Rhoades as the Administrative Assistant for Business Affairs, replacing Mrs. Tara Mainhart who has resigned. Mrs. Rhoades will work 232 days, 7.75 hours per day, with 6 paid holidays per year at an hourly rate of \$20.67.

The administration recommends the Board of School Directors approve Mrs. Rhoades as the Administrative Assistant for Business Affairs, as presented.

VOTE ON XV., NEW BUSINESS A-I, PERSONNEL CONCERNS

Motion by Deihl, seconded by Blasco-Hurley, to approve Items A – I, as outlined and recommended above. Voting Yes: Swanson, Deihl, Roush, Gutshall, Piper, Blasco-Hurley, Over, Wardle and Myers
Motion carried unanimously. 9- 0

XV. New Business - Action Items

a. Recommended Approval to Attend State Conference and Competition

Mr. Sam Barnouski and Mr. Anthony Casella are requesting permission for the Big Spring Technology Student Association (TSA) to attend a state conference and competition at Seven Springs Resort in Champion, Pennsylvania from April 15-17, 2020. Information is included with the agenda.

The administration recommends the Board of School Directors approve the Big Spring Technology Student Association to attend a state conference and competition at Seven Springs Resort in Champion, Pennsylvania from April 15-17, 2020.

Motion by Deihl, seconded by Roush to approve the recommendation as outlined above.
Voting Yes: Swanson, Deihl, Gutshall, Piper, Roush, Over, Hurley-Blasco, Wardle and Myers.
Motion carried unanimously. 9- 0

b. Recommended Approval for a Middle School Fundraiser

Mrs. Clarissa Nace, Middle School Principal and Ms. Jodi Cribbs Middle School PTO President, are requesting approval for a Middle School Fundraiser to begin April 3, 2020 and conclude on April 15, 2020. The fundraiser is the sale of flower bulbs, seed mats, garden vegetable and fruit plants from the company *Flower Power Fundraising*.

The administration recommends the Board of School Directors approve the Middle School Fundraiser through *Flower Power Fundraising*, as presented.

Motion by Deihl, seconded by Roush to approve the recommendation as outlined above.
Voting Yes: Swanson, Deihl, Gutshall, Piper, Roush, Over, Hurley-Blasco, Wardle and Myers.
Motion carried unanimously. 9- 0

XV. New Business - Action Items

c. Recommended Approval for Proposed Agreements

Dr. Richard W. Fry, Superintendent of Schools and Mr. William Gillet, Director of Pupil Personnel have reviewed the agreements listed.

Audiology Service Agreement - To assist students who need additional audiology services.

Psychoeducational Evaluation Agreement - To assist with psychological evaluations.

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

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

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

Motion carried unanimously. 9- 0

d. Approve Revised PPL Pole Attachment Agreement

The district received a revised pole attachment agreement for the fiber project ([link to agreement](#)). This is part of the eRate fiber project. This agreement must be fully executed and in place in order for Celerity to submit the pole attachment application in the PPL Katapult Portal. Once the application is submitted, this triggers the start of the 60 days that PPL has to do their engineering study and finalize pole make ready costs. This is just one of the steps to clear the path for eventual commencement of the build. At some point in the not too distant future we'll have a CV Rail Trail and PennDot agreement for review and approval.

The administration recommends the Board of School Directors approve the agreement as submitted with the agenda. *Mr. Krepps briefly defined the agreement.*

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

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

Motion carried unanimously. 9- 0

e. Approve Payments From Mt Rock Projects 2018 Fund

The District received the following pay applications ([link to docs](#)):

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph1-MS	CRA	Invoice 3106-22 (reimbursables)	\$ 347.95	\$ -
Ph2 Reno	CRA	Invoice 3196-19 (reimbursables)	\$ 1,474.86	\$ -
Ph2 MR	Hwl	Invoice 52521022298 (closeout)	\$ 5,224.72	\$ -
Ph2 MR	Hwl	Invoice 5251033949 (cams closeout)	\$ 0.01	\$ -
Ph2 OF	Hwl	Invoice 5251033950 (cam closeout)	\$ 4,555.29	\$ -
Total			\$ 11,602.83	\$ -

The administration recommends the Board of School Directors approve the payment of \$1,822.81 to Crabtree, Rohrbaugh & Associates and \$9,780.02 to Honeywell International.

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

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

Motion carried unanimously. 9- 0

XV. New Business - Action Items

f. Approve Payments from Capital Projects Reserve Fund

The Contractor will charge the Client a lump sum of \$288,384.65 (Two Hundred Eighty Eight Thousand Three Hundred Eighty Four Dollars and Sixty Five Cents) for the Services (the "Compensation"). A deposit of \$43,257.00 (the "Deposit") will be payable by the Client prior to commencement of the work.

The administration recommends the Board of School Directors approve the initial payment of \$43,257 to Celerity, Inc.

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

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

Motion carried unanimously. 9- 0

g. Approve 403b Adoption Agreement

In order to stay compliant with IRS regulations, all organizations sponsoring a 403(b) Plan are required to restate their plan document to a pre-approved prototype by March 31, 2020. Adoption of the pre-approved document will allow us to properly outline the current provisions and measures pertaining to the operations of our retirement plan; as well as effectively register any procedural changes dating back to January 1, 2010. ([link to agreement](#))

RESOLVED, that the form of amended 403(b) Plan effective January 1, 2010, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

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

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

Motion carried unanimously. 9- 0

XV. New Business - Information Item

a. Proposed Updated Policies

The administration has provided copies of the proposed updated policies listed, which are included with the agenda. After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policies for Board approval at the April 6, 2020 Board meeting.

Policy 222 Tobacco and Vaping Product (Students)

Policy 323 Tobacco and Vaping Product (Employees)

Policy 805.2 School Security Personnel

Policy 904 Public Attendance at School Events

b. Proposed CAIU 2020-2021 General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2020-2021 school year is included with the agenda for the Board of School Directors review. The Capital Area Intermediate Unit General Operating Budget will be an action item on the April 6, 2020 Board Agenda.

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

No report offered.

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 communicated that Mr. Kerr's Budget Update is on AgendaManager for review and also shared there is information on the budget in his Superintendent's report that was submitted to the Board of School Directors.
- Dr. Fry shared information on the 2020-2021 Budget.

XVIII. Meeting Closing

a. Business from the Floor

- Mr. Over stated that he is very impressed with the administrations communication regarding the process and action plan that has been implemented in this challenging time. Mr. Over also stated that he is proud to be on the Board and stated that BSSD is the "Cream of the Crop".
- Dr. Fry stated that BSSD has a great team.
- Mr. Wardle shared that he trusts Dr. Fry's support and vision and stated he would like the Board to view a video from the administration regarding upcoming information as the District moves forward. Dr. Fry stated that the administration will absolutely do that and would like the board to be involved in some of the decision making.
- Mr. Deihl communicated that the performance of Music in the Schools Concert was great and the Middle School Auditorium looked amazing. Mr. Deihl also stated that he is available for any support that is needed.

- Mr. Swanson stated that Dr. Fry, Dr. Roberts and Dr. Euker have been under a lot of stress during the planning and preparation process to continue to keep things moving for students and staff; all three administrators have made the Board of School Directors proud.
- Mr. Swanson also stated that he was impressed with the Middle School auditorium and the performance of the Music in the Schools Concert. Mr. Swanson commended the Music Department for an outstanding performance and stated they are a great group of teachers.
- Dr. Fry stated that the auditorium was full with standing room only.
- Mr. Wardle and other members stated that tonight's video conference worked well and all members were very comfortable with the virtual meeting.
- Mr. Deihl stated that we are blessed to live in the community that we do as well as the administration that leads the District. Mr. Deihl stated that he is proud to hold a seat on the Board of School Directors of the Big Spring School District.
- Dr. Fry stated that the administration is blessed to have the Board of School Directors that are seated on the board.

b. Public Comment Regarding Future Board Agenda Items
No comments.

c. Adjournment
Motion by Deihl, seconded by Wardle, as outlined and recommended above.
Voting Yes: Swanson, Deihl, Over, Blasco-Hurley, Gutshall, Wardle, Roush, Piper and Myers.
Motion carried unanimously. 9-0

Meeting adjourned at **8:14 p.m.** on **March 16, 2020.**

William L. Piper, Secretary

Next scheduled meeting is: April 6, 2020.