

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, APRIL 6, 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. Opening Meeting and Guidelines Below for the April 6, 2020 Virtual Board Meeting Were Reviewed**

- 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 April 6, 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 April 6, 2020 Board Agenda.

### **II. CALL TO ORDER**

Mr. Swanson, President took roll call of the Board of School Directors present for the Big Spring School District April 6, 2020 Virtual Board Meeting of the Big Spring Board of School Directors Meeting at 8:00 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.

### **III. Recommended Approval for Big Spring School District Resolution in Response to the COVID-19 Pandemic**

Motion to authorize the Board Resolution for COVID-19 pandemic in response to the Governor-ordered closure of public schools beginning March 16, 2020, due to the COVID-19 pandemic. The Resolution is included with the agenda.

The administration recommends the Board of School Directors approve the Board Resolution for COVID-19 Pandemic, following a response to the Governor-ordered closure of public schools beginning March 16, 2020.

Motion by Deihl, seconded by Wardle 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

#### **IV. PLEDGE TO THE FLAG**

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

#### **V. Approval of Minutes**

Approval of the March 16, 2020 Regular Board Meeting Minutes and the March 16, 2020 Committee of the Whole Meeting Minutes.

Motion by Roush seconded by Deihl for the approval of the March 16, 2020 Regular Board Meeting Minutes and the March 16, 2020 Committee of the Whole Meeting Minutes.

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

#### **VI. Student/Staff Recognition and Board Reports - No Student Reports**

#### **VII. Financial Reports**

##### **a. Payment of Bills**

General Fund		
Procurement Card	\$	15,857.60
Checks/ACH/Wires	\$	3,381,360.22
Capital Projects Reserve Fund	\$	43,257.00
Mount Rock Projects Fund	\$	11,602.83
Cafeteria Fund	\$	329.20
Student Activities	\$	<u>21,864.74</u>
<b>Total</b>	<b>\$</b>	<b>3,474,271.59</b>

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

#### **VIII. Reading of Correspondence**

#### **IX. Recognition of Visitors**

##### **X. 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.

#### **XI. Structured Public Comment Period**

#### **XII. Old Business**

#### **XIII. New Business**

#### **XIV. Personnel Items - Action Items**

##### **a. Resignation - Ms. Teresa Carbaugh**

Ms. Teresa Carbaugh, Head Custodian at Oak Flat Elementary School has submitted her resignation for the purpose of retirement, effective July 13, 2020.

The administration recommends the Board of School Directors approve Ms. Carbaugh's resignation for the purpose of retirement, effective July 13, 2020.

##### **b. Recommended Approval for Summer School Coordinator, Grade Level Coordinators, Department Chairs/Assistant Dept. Chairs**

The individuals whose names are listed below are recommended to serve as a Summer School Coordinator for summer, 2020 and Grade Level Coordinators, Department Chairs and Assistant Department Chair members for the 2020-2021 school year.

##### **Summer School Coordinator**

Mrs. Jennifer Warner

##### **Grade Level Coordinators**

Grade 1 - Caitlin Steinly

Grade 5 Co-Grade Level Coordinators - Melissa Sheffer/Amy Lehman

##### **Secondary Department Chairs and Assistant Department Chairs (two-year term)**

World Language - Megan Anderson

Business - Cherie Powell

Social Studies - Lauren Hetrick

Social Studies Assistant Department Chair - Andrew Koman

Science Co-Chairs - Rebecca Herendeen/Emily Young

Science Assistant Department Co-Chairs - Therese Bukousky/Heather Magee

Music - Adam Nobile

The administration recommends the Board of School Directors approve the appointments listed to serve as a Summer School Coordinator for summer, 2020 and Grade Level Coordinators, Department Chairs and Assistant Department Chair members for the 2020-2021 school year.

Mr. Myers asked about the process of grade level coordinators and department chairs. Dr. Fry defined the two-year rotation for these positions. Dr. Euker stated that there were no applicants for the 3<sup>rd</sup> grade coordinator but it will be filled for the 2020-2021 school year. Dr. Euker also communicated that there were no applicants for the two special education opening but will be forth coming in the future.

##### **VOTE ON XIII., NEW BUSINESS A-B, PERSONNEL CONCERNS**

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

Motion carried unanimously. 9- 0

#### **IV. 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.

<b>Jana Barrick</b>	<b>\$1,560.00</b>
<b>Megan Hall</b>	<b>\$1,560.00</b>
<b>Melissa Sheffer</b>	<b><u>\$1,560.00</u></b>
<b>Total</b>	<b><u>\$4,680.00</u></b>

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 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 of Guidelines for Medical Standing Orders/Standing Orders for Opioid and TB Test Administration**

The District's guidelines for medical standing orders, medical standing orders for opioid and TB test administration have been reviewed and approved by the Administration, District School Nurses and Dr. Darryl Guistwite, School Physician. A copy of the documents have been included with the agenda.

The administration recommends the Board of School Directors approve the guidelines for the medical standing orders, medical standing orders for opioid and TB test administration for the 2020-2021 school year, as presented.

Mr. Myers asked about the process for the school physician. Dr. Fry defined the process.

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

##### **c. Recommended Approval of the 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. The proposed budget reflects a 0% increase. A copy of the proposed budget was provided to the members of the Board of School Directors at the March 16, 2020 Board meeting.

The administration recommends the Board of School Directors approve the Capital Area Intermediate Unit's 2020-2021 General Operating Budget, 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

#### IV. New Business - Action Items

##### d. Recommended Approval for Proposed Updated Policies

The administration has submitted the updated policies listed and copies are included with the agenda.

**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**

The administration recommends the Board of School Directors approve the above listed policies, 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

##### e. Approval of Delay for Construction Projects

Below are the summer projects previously approved on March 2, 2020. Given the COVID-19 emergency and uncertain funding, the recommendation is to delay these projects one year - pending funds availability for summer, 2021.

<u>Bldg</u>	<u>Project</u>	<u>Vendor</u>	<u>Cost</u>	<u>Notes</u>
MS/HS	<a href="#">Interactive Panel Purchase</a>	Visual Sound	\$830,000.00	COSTARS
MS/HS	<a href="#">Interactive Panel Install</a>	KPN/Lobar	\$205,000.00	KPN
MS/HS	<a href="#">Classroom furniture Retrofit</a>	CRA/tbd	\$450,000.00	COSTARS
DAO	<a href="#">Condition Basement</a>	KPN/Lobar	\$121,990.00	KPN
DAO	<a href="#">Air Balance Bldg</a>	KPN/Lobar	\$5,610.00	KPN
DAO	<a href="#">Planetarium Seal &amp; Insulate</a>	KPN/Lobar	\$12,056.86	KPN
HS	<a href="#">Retrofit LED to Commons</a>	Schaedler	<u>\$48,261.00</u>	COSTARS
Total =			\$1,672,917.86	

The administration recommends the Board of School Directors withdraw approval of these projects in summer, 2020 and directs the administration to schedule them for summer 2021, pending available funds.

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

#### IV. New Business - Action Items

##### f. Approve Interim Agreement with Deitch for COVID-19 Event

[Link to SB 751](#), see page 32 for bus contractor reference. Working with Deitch, the administration proposes the attached interim agreement to cover operations & payments.

Dr. Fry updated the Board of School Directors regarding the agreement. Mr. Swanson asked if the District is currently utilizing any of the bus drivers; which Dr. Fry stated not at this time but it most likely will happen in the upcoming weeks due to assisting with the delivery of meals to families.

The administration recommends the Board of School Directors approve the attached interim agreement with Deitch regarding operations during the COVID-19 emergency.

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 Payments to Other Educational Contractors During the COVID-19 Event

[Link to SB 751](#), as approved; pay & contract language starts on page 28. Under this recently enacted Act 13, the District is required to continue to pay its educational service contracts, provided the contractor continues to provide a continuity of education.

The administration authorizes continued payments to educational services contractors provided they submit a notarized statement with the invoice that they 1) are providing continuity of education to Big Spring students and 2) they have continued to pay an employee complement that is the same or higher than March 13, 2020.

Mr. Myers asked about the outside contractors. Dr. Fry stated that continued payments to these contractors are covered under Senate Bill 751. Dr. Fry mentioned some of the names of the contractors; Yellow Breeches, River Rock, Vista, New Story, Merakey, Therabilities and all other related special education and alternative education for students.

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

##### h. Approval of Debt Service Payments from the Capital Projects Reserve Fund

With the anticipated drop in local revenue during the COVID-19 crisis, the administration requests authorization to pay the following debt service payments in SY 2019-20 from the Capital Projects Reserve Fund.

<u>Bond</u>	<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Payment</u>
2018	3/1/2020	5,000.00	189,860.63	194,860.63
2012	4/1/2020	885,000.00	72,250.00	<u>957,250.00</u>
			<b>Total =</b>	<b>1,152,110.63</b>

The administration recommends the Board of School Directors approve the payments of the debt service payments listed above from the Capital Projects Reserve Fund and reimburse the General Fund for these payments.

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

#### IV. New Business - Action Items

##### i. Approval of Lunch Pricing for SY 2020-21

Despite current events, the District is still required to approve a new contract with Chartwells for next year. Part of that process is to approve lunch prices. Given COVID-19, the only prices to increase will be the adult meals.

<u>Meal Prices</u>	2019-20	<u>2020-21</u>
Elem Lunch	\$2.70	<b>\$2.70</b>
Secondary Lunch	\$2.85	<b>\$2.85</b>
Adult Breakfast	\$2.50	<b>\$2.50</b>
Adult Lunch	\$3.90	<b>\$4.00</b>
Breakfast (all students)	\$1.50	<b>\$1.50</b>
Milk	\$0.60	<b>\$0.60</b>
YB/Headstart Lunch	\$3.10	<b>\$3.10</b>
YB/Headstart Breakfast	\$1.85	<b>\$1.85</b>

The administration recommends the Board of School Directors approve the meal pricing above, the Chartwells budget attached and the renewal of the Chartwells contract for SY 2020-21.

Mr. Wardle asked about the reimbursement rate. Mr. Kerr defined the cost and stated the district is charging less than the reimbursement rate.

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

#### V. New Business - Information Item

##### a. Proposed Adoption of Curriculum and Training Resources

The SkyOp curriculum, training resources and the Memorandum of Understanding for the High School FAA course are attached to the agenda for Board review. The resources are in support of a new FAA Drone Operator Certification course for the 2020-2021 school year at Big Spring High School.

Dr. Fry communicated that there has been ninety student requests to take this class next school year.

##### b. Continuity of Big Spring School District's Education Plan

The Superintendent has posted Big Spring School District's Continuity of Education Plan to the district website and has sent the plan to the Pennsylvania Department of Education as mandated in Senate Bill 751.

## **VI. Discussion Item**

## **VII. Future Board Agenda Items**

## **VIII. 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**

- Mr. Piper communicated that education at Vo-Tech continues to move forward for the students. He stated that the Continuity of Education Plan is in place.
- Mr. Piper shared some of the goals for Vo-Tech:
  1. Re-engage and communicate with every student.
  2. Identify and troubleshoot any issues which may occur with remote learning.
  3. Work with students to close out the third marking period.
  4. Assist students with their first remote learning assignments.
  5. Distribution of materials.
- Mr. Piper communicated that he spoke to Mr. Bruhn whom stated that everything is going well. Staff is responding well with the communication to students.
- Mr. Piper commented; hats off to everyone during this challenging time.

### **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**

- EIT update. Good Morning – I hope this email finds all of you doing well – staying safe and healthy. I have some important updates for you related to Tax Bureau operations. The first is that the TCC Meeting for April 21st is cancelled. Our next regularly scheduled meeting is set for July 21st at 8am. I am always available by email or phone and I am in regular communication with Chairman Bienstock and Solicitor Cassidy. The second is that the office opened today with limited staff operating under CDC guidelines. The counter is closed to the public indefinitely at this point. The April distribution is being run today as normally scheduled. Because of the office closure for eight days, the total EIT is a bit less than normal and the LST is very small. I am in the process of directing staff to download all that has been pending online from employers and individuals and once we have this ready to go we will distribute again this month, hopefully no later than April 13th. Please let me know if you have any questions. Remember that I can be reached by email or phone.

Thank you and stay well.

Susan R. S. Pinti, Executive Director

### **f. South Central Trust - Mr. Deihl**

No report offered . . .see attached information.

1. [Potential Impacts from COVID-19](#) (from Innovu)



## **VIII. Board Reports . . .continued**

### **g. Capital Area Intermediate Unit - Mr. Swanson**

- Mr. Swanson communicated the next meeting will be held virtually.

### **h. Tax Collection Committee - Mr. Swanson**

- No report offered.

### **i. Future Board Agenda Items**

- No future board agendas.

### **j. Superintendent's Report**

- Dr. Fry thanked the Board of School Directors for their flexibility this evening and modeling what has been asked to do during these current times.
- Dr. Fry thanked all staff for their commitment to the District and the community. Staff has been on full display since day one, stated Dr. Fry.
- Dr. Fry communicated he could not be more proud of staff and what they have stepped up and done.

## **IX. Meeting Closing**

### **a. Business from the Floor**

- Mr. Swanson shared that the BSSD High School Physics Teacher built a smart board in his garage. Mr. Swanson stated that the teachers have gone above the call of duty.
- Mr. Myers commented; he is hoping everyone is ok.
- Dr. Fry stated that they met with staff virtually to reinforce to take care of themselves.
- Mr. Wardle complimented Dr. Fry, Dr. Roberts and all BSSD staff for all their hard work. Mr. Wardle also extended a helping hand if needed. Mr. Wardle asked if the April 20<sup>th</sup> board meeting will be virtual; Dr. Fry stated it will be a virtual meeting.
- Mr. Deihl thanked the BSSD Administration for all they are doing. Mr. Deihl stated he is available to assist if needed.
- Mrs. Blasco-Hurley thanked everyone as well and appreciates the District very much.

### **b. Public Comment Regarding Future Board Agenda Items**

- No comments.

### **c. Adjournment**

Motion by Deihl, seconded by Roush, 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 **8:27 p.m.** April 6, 2020.

*William L. Piper, Secretary*

Next scheduled meeting is: **April 20, 2020.**