

# BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

## BOARD MEETING MINUTES

MONDAY, APRIL 19 2021

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### I. CALL TO ORDER

Mr. Swanson, President, took roll call of the Board of School Directors present for the Big Spring School District, April 6, 2021, Virtual Board Meeting of the Big Spring Board of School Directors Meeting at 8:00 P.M. with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; David Gutshall, Treasurer; William Piper, Secretary; Robert Over, Frank Myers, John Wardle and Alexis Hurley.

Absent: Roush

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; Caleb Barwin, Accounting Controller; Cathy Seras, Board Minutes; Rob Krepps, Director of Technology.

### II. PLEDGE TO THE FLAG

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

### III. Approval of Minutes

Approval of the April 6, 2021 Regular Board Meeting Minutes and the April 6, 2021 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Myers, for the approval of the April 6, 2021 Regular Board Meeting Minutes and the April 6, 2021, 2021 Committee of the Whole Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Hurley, Wardle, Gutshall and Myers.  
Motion Carried unanimously. 8-0

### IV. Student/Staff Recognition and Board Report – Rylie Hall shared information below.

- BSHS student returned to school, Tier 3 educational model on April 12<sup>th</sup>.
- Club CARE held their annual Nutcracker Suite Rubber Duck Race on April 9<sup>th</sup>.
- On April 12<sup>th</sup> six Senior Athletics signed letters of intent to their college of choice:
  - ✓ Abigail Beidel, Alfred State College for Softball
  - ✓ Gavin Curuso, University of North Dakota for Pole Vault
  - ✓ Aleya Eisenberg, Juniata College for Soccer and Basketball
  - ✓ Austin Long, Grove City College for Football
  - ✓ Grant Long, Grove City College for Football
  - ✓ Sydney Witter, Juniaa College for Field Hockey
- BSHS FFA student competed against other districts in a Public Speaking event. The regional competition will be on April 21<sup>st</sup>. FFA students were also involved in the Cumberland County Envirothon on April 13<sup>th</sup>.

- The Community Service Committee held a 2-week product drive. All non-perishable items will be donated to the Big Spring High School Dawg Closet.
- Four students will be assisting with the Cumberland County Conservation District on Thursday, April 22. They will be bundling tree seedlings with students assisting with the community sale all day.
- The chapter has been awarded two grants in conjunction with the Chesapeake Bay Foundation. In late April and May, students will be planting more than 600 plants in the rejuvenated pollinator plots down the hill from the turf track. They have worked with E-Club to enhance the gardens, add mulch, and set up temporary fencing, as well as provide care for the summer.
- Also, at the end of April, the chapter will be planting approximately 40 different trees and bushes along openings in the *Cross-Country* Course. In working with the grounds and maintenance staff, it was determined that berries are well liked among the community and those that utilize the course for recreation.
- The Pennsylvania FFA Association combined their two spring conferences, ACES and SLLC, into one virtual conference for this year: All In.
- Twenty-Nine students registered to compete in the Virtual State FFA Competitions throughout May and June. Through those events, the winners will qualify for the National FFA Convention in October.
- The Annual FFA Parent-Member Banquet will be held on Thursday, May 20, in the High School Auditorium, beginning at 6:30pm. There will NOT be a meal provided this year, but awards and the review of events from the year will be presented. Members will be permitted two guests each and the chapter will invite administration and school board members.
- FFA Upcoming Event: Regional Public Speaking Contest: April 21
- State FFA Competition throughout May and June 202

## 6. FINANCIAL REPORTS

### a. PAYMENTS OF BILLS

General Fund	\$ 2,544,097.72
Capital Project Reserve Fund	\$ -
Cafeteria Fund	\$ -
Student Activities	\$ <u>8,013.15</u>
<b>Total</b>	<b>\$ 2,552,110.87</b>

Motion to approve the Payments of Bills, as presented.

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

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

Motion Carried unanimously. 8- 0

### b. TREASURER'S FUND REPORT

General Fund	\$ 18,811,854.41
Capital Projects Reserve Fund	\$ 7,951,644.72
Cafeteria Fund	\$ 345,427.92
Student Activities	\$ <u>234,429.59</u>
<b>Total</b>	<b>\$ 27,343,356.64</b>

Motion to approve the Treasurer's Fund Report, as presented.

Motion by Gutshall, seconded by Deihl for acceptance of the Treasurer's Fund Report as outlined above.

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

Motion Carried unanimously. 8- 0

The administration prepared the YTD General Fund Report and the YTD Taxes 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 Summary 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 Myers for acceptance of the YTD General Fund Report and YTD Taxes as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Hurley, Myers, Wardle and Gutshall. Motion Carried unanimously. 8- 0

## **VI. Reading of Correspondence**

**VII.. Recognition of Visitors** - 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 community.

Mr. William August, High School Principal

## **VIII. Public Comment Period**

## **IX. Structured Public Comment Period**

## **X. Old Business**

## **XI. New Business**

## **XII. Personnel Items**

### **a. RESIGNATION - ASSISTANT VARSITY GIRLS BASKETBALL COACH**

Ms. Beth Snyder has submitted her resignation for the position of Assistant Varsity Girls Basketball Coach, retroactive to April 13, 2021.

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

### **b. RESIGNATION - MIDDLE SCHOOL CROSS COUNTRY COACH**

Mrs. Jenna McIntire has submitted her resignation for the position of Middle School Cross Country Coach for the Fall, 2021 due to her child-rearing leave of absence. Mrs. McIntire is requesting to return as the Middle School Cross Country Coach Fall, 2022.

The administration recommends the Board of School Directors approve Mrs. McIntire's resignation as Middle School Cross Country Coach for the Fall, 2021 as well as approve her request to return as Middle School Cross Country Coach Fall, 2022.

**PERSONNEL ITEMS . . .CONTINUED**

**c. RECOMMENDED APPROVAL FOR AN ELEMENTARY NURSE – MRS. STEPHANIE MORRIS**

**Education:**

Penn State University - Bachelor's Degree, Nursing

**Experience:**

U.S. Renal Care, Chambersburg, Registered Nurse  
Chambersburg Hospital, Registered Nurse  
Comprehensive Medical Home Care, Home Health Nurse

The administration recommends the Board of School Directors appoint Mrs. Stephanie Morris to serve as the Elementary Nurse, replacing Ms. Breneman who will retire. Mrs. Morris' compensation for this position should be established at Bachelor's Degree, Step 7, \$58,755.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**d. RECOMMENDED APPROVAL FOR A HIGH SCHOOL NURSE – MRS. DARBIE MILLER**

**Education:**

Penn State University: Bachelor's Degree – Nursing

**Experience:**

UPMC Carlisle, Clinical Manager

The administration recommends the Board of School Directors appoint Mrs. Darbie Miller to serve as the Big Spring High School Nurse, replacing Ms. Metcalf who will retire. Mrs. Miller's compensation for this position should be established at Bachelor's Degree, Step 9, \$61,105.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**e. RECOMMENDED APPROVAL FOR A LONG-TERM SUBSTITUTE SPANISH TEACHER**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. Anne White as a Long-Term Substitute High School Spanish Teacher, retroactive to April 12, 2021 through approximately May 7, 2021.

The administration recommends the Board of School Directors approve Ms. White as a Long-Term Substitute Spanish Teacher, as presented.

**f. RECOMMENDED APPROVAL FOR THE 2021 SUMMER HIRE LIST**

Ms. Cheri Frank, Director of Custodial Services would like to recommend the 2021 Summer Hire List for Custodial and Maintenance Staff. The 2021 Summer Hire List is included with the agenda.

The administration recommends the Board of School Directors approve the 2021 Summer Hire List, as presented.

**PERSONNEL ITEMS . . . CONTINUED**

**g. RECOMMENDED APPROVAL FOR A VOLUNTEER COACH**

Mr. Joseph Sinkovich, High School Assistant Principal/Athletic Director, would like to recommend David Young as a volunteer Track and Field Coach.

The administration recommends the Board of School Directors approve Mr. Young as a volunteer Track and Field Coach, as presented.

**h. RECOMMENDED APPROVAL FOR SUMMER SCHOOL COORDINATOR, DEPARTMENT CHAIRS, ASSISTANT DEPARTMENT CHAIRS, AND GRADE LEVEL COORDINATORS**

The individuals whose names are listed below are recommended to serve as a Summer School Coordinator for summer, 2021, Grade Level Coordinators, Department Chairs and Assistant Department Chair members for the 2021-2022 school year.

**Summer School Coordinator**

Ms. Jennifer Warner

**Grade Level Coordinators**

Kindergarten Grade Level Coordinators, Co-Chairs - Lindsay Graham/Crystal Header

Grade 2 Grade Level Coordinator - Leslie Locy

Grade 4 Grade Level Coordinator - Anna Frawley

**Department Chairs and Assistant Department Chairs**

Math Dept. Chair - Wendy Hanks

Math Asst. Dept. Chair - Christy Gruver

ELA Dept. Chair - Angela Schneider

ELA Asst. Dept. Chair - Keith Lavala

ELA Asst. Dept. Chair, Elementary Reading - Lauren Swigart

Tech Ed./Agriculture Department Chair - Sam Barnouski

K-12 Health & Phys. Ed. Co-Chairs - Micah Artz/Matt Kump

K-12 Library Dept. Chair - Christa Daugherty

K-12 Art Dept. Chair - Mike McVitty

The administration recommends the Board of School Directors approve the appointments listed to serve as a Summer School Coordinator for summer, 2020, Grade Level Coordinators, Department Chairs and Assistant Department Chair members for the 2021-2022 school year.

**i. RECOMMENDED APPROVAL FOR CLASSIFIED PERSONNEL TRANSFERS**

As per Board Policies 3850.1-3850.4, the administration will transfer the classified employees whose names are listed below:

- Transfer of Donna Minnich from Administrative Assistant for PIMS and Child Accounting to Administrative Assistant to the Superintendent of Schools.
- Transfer of Erin Ford from Administrative Assistant for the High School Office to Administrative Assistant to the High School Administration for Attendance.

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

**VOTE ON XI., NEW BUSINESS A-I, PERSONNEL CONCERNS**

Motion by Diehl, seconded by Hurley, to approve Items A – I, as outlined and recommended above.  
Voting Yes: Swanson, Deihl, Gutshall, Piper, Hurley, Wardle, Over and Myers  
Motion carried unanimously. 8– 0

**PERSONNEL ITEMS . . .CONTINUED**

**j. CONTRACT FOR ASSISTANT SUPERINTENDENT**

The Board of School Directors will vote to appoint Mr. William August as the Assistant Superintendent of Schools. A contract that commences July 1, 2021 and concludes June 30, 2026.

Motion to approve an employment contract for Mr. William August to serve as Assistant Superintendent of Schools from July 1, 2021 through June 30, 2026.

Motion by Diehl, seconded by Gutshall, to approve the recommendation as outlined above.  
Voting Yes: Swanson, Deihl, Gutshall, Piper, Hurley, Wardle, Over and Myers  
Motion carried unanimously. 8– 0

**XI. New Business**

**a. RECOMMENDED APPROVAL FOR THE 2021-2022 CHARTWELLS BUDGET, CONTRACT RENEWAL AND LUNCH PRICES**

The administration has reviewed the [2021-2022 Chartwells proposed budget](#) which assumes the lunch prices below.

<b>Meal Prices</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021/22</b>
Breakfast (all students)	\$1.50	\$1.50	\$1.50
Elem Lunch	\$2.70	\$2.70	\$2.75
Secondary Lunch	\$2.85	\$2.85	\$2.90
Adult Breakfast	\$2.50	\$2.50	\$2.75
Adult Lunch	\$3.90	\$4.00	\$4.25
Milk	\$0.60	\$0.60	\$0.60
YB/Headstart Lunch	\$3.10	\$3.10	\$3.50
YB/Headstart Breakfast	\$1.85	\$1.85	\$2.00

The administration recommends the Board of School Directors approve the 2021-2022 Chartwells budget, contract renewal and lunch prices as shown in the agenda.

Motion by Deihl, seconded by Myers to approve the recommendation as outlined above.  
Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers  
Motion carried unanimously. 8– 0

**XI. New Business . . .continued**

**b. RECOMMENDED APPROVAL FOR UPDATED JOB DESCRIPTIONS**

The administration has updated and submitted the job descriptions listed as an information item at the April 6, 2021 board meeting for board review.

**321 Summer School Teacher**

**322 Summer School Coordinator**

**414 Summer School Aide**

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

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

**c. RECOMMENDED APPROVAL OF THE PROPOSED 2021-2022 SCHOOL CALENDAR**

The administration drafted a proposed school district calendar for the 2021-2022 school year, and copies of the proposed calendar were provided to the Board of School Directors at the April 6, 2021 Board meeting as an information item.

The administration recommends the Board of School Directors approve the proposed 2021-2022 school calendar, as presented.

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

**d. RECOMMENDED APPROVAL OF A NON-RESIDENT STUDENT ATTENDING BIG SPRING HIGH SCHOOL**

The parents of James Laird, High School Senior are requesting permission for James to attend Big Spring High School for the remainder of the 2020-2021 school year and graduate with the class of 2021, per the conditions outlined in Board Policy 202.1: "The Board may permit the admission of nonresident students in accordance with Board policy. The parent/guardian are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Mr. and Mrs. Laird's request for James Laird, Senior, to attend Big Spring High School for the remainder of the 2020-2021 school year and graduate with the class of 2021, as per the conditions outlined in Board Policy 202.1

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8-0

**XI. New Business . . .continued**

**e. RECOMMENDED APPROVAL FOR FACILITIES UTILIZATION REQUEST – PA ACCELERATED FIELD HOCKEY**

Mrs. Carly Zinn, representative for PA Accelerated Field Hockey is requesting to utilize the High School Turf Field for PA Accelerated field hockey games and practices, retroactive to April 11, 2021 through May 23, 2021. Because the utilization requests are on Sunday's during the months listed. Board action is necessary.

The administration recommends the Board of School Directors approve Mrs. Zinn's request to utilize the High School Turf Field for PA Accelerated field hockey games and practices, as presented.

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

**f. RECOMMENDED APPROVAL FOR FACILITIES UTILIZATION REQUEST - WARRIORS SOFTBALL**

Mr. Mike Gutshall, representative for Warriors Softball is requesting to utilize the High School Softball Field for Warrior softball games and practices, from April, 2021 through July, 2021. Because the utilization requests are on Sunday's during the months listed. Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize the High School Softball Field for practices and games, as presented.

Mr. Piper requested that all Sunday events have a 1:00 p.m. start time. Dr. Fry acknowledged Mr. Piper's request.

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

**g. RECOMMENDED APPROVAL FOR CAIU SPECIAL EDUCATION SERVICES FOR THE 2021-2022 SCHOOL YEAR**

Dr. Richard W. Fry, Superintendent of Schools, received and reviewed the Capital Area Intermediate Unit (CAIU) Special Education Services Agreement for the 2021-2022 school year. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve the CAIU Special Education Services Agreement for the 2021-2022 school year, as presented.

Dr. Fry defined the agreement.

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

## **XI. NEW BUSINESS . . . CONTINUED**

### **h. ACCEPT BID FOR HIGH SCHOOL BOILER REPLACEMENT**

The District approved and advertised for a High School Boiler project using Barton Assoc as the engineer - [see link](#). On Thursday, April 15th the District, along with Barton, accepted the bids with E.L. Heim Company submitting the lowest bid ([link to bid](#)).

The administration recommends the Board of School Directors accept the bid of \$193,391 from E.L. Heim Company pending review by the Solicitor and Barton Assoc.; and authorize the administration to sign the appropriate documents on completion of the review.

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

Voting Yes: Swanson, Deihl, Gutshall, Wardle, Piper, Hurley, Over and Myers

Motion carried unanimously. 8– 0

## **14. NEW BUSINESS - INFORMATION ITEM**

### **a. ELECTION OF THE TREASURER - ONE YEAR APPOINTMENT**

Section 404 of the Public School Code of 1949 states that annually during the month of May, a treasurer is to be elected to serve for one year, beginning the first day of July following such election. This is an information item regarding the election of a treasurer which will take place at the May 3, 2021 Board meeting.

## **XIV. Discussion Item**

## **XV. Future Board Agenda Items**

## **XVI. Board Reports**

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

- No report offered.

### **b. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers**

- Mr. Myers noted that all Board Members received a copy of the April 8<sup>th</sup> Athletic Council Meeting Minutes this evening for within their packets.

### **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 report offered.

**j. Superintendent's Report**

- Dr. Fry communicated that staff and administration are ecstatic to have kids back in school face to face. Dr. Fry commented that the transition went smoothly. Dr. Fry stated; Kudos to the Board, Staff and community for the support, patience and grace throughout the planning process.
- Dr. Fry stated that there are 180 livestream students and 113 COALA students.
- Dr. Fry asked the Board of School Directors to review the calendar for budget work.
- Dr. Fry shared that Mrs. Seras' last Board meeting will be May 17<sup>th</sup> and Mrs. Minnich will work with Mrs. Seras at the May 17<sup>th</sup> meeting. Dr. Fry continued in stating that his last Board meeting will be June 7<sup>th</sup> and Mrs. Minnich, Dr. Roberts and Dr. Fry will collaborate on the June 7<sup>th</sup> Board agenda. It was noted that the "new" team will be in place at the June 21<sup>st</sup> Board meeting; Dr. Roberts, Mr. August and Mrs. Minnich.

**XVII. Meeting Closing**

**a. Business from the Floor**

- Mr. Wardle stated it was great to have students back four days. Mr. Wardle concluded with congratulating Mr. August.
- Mr. Over congratulated Mr. August as the future Assistant Superintendent and stated it's great to attempt to get back to normal.
- Mrs. Hurley stated it has been great for students to be back in school full time.
- Mr. Gutshall communicated that it will be difficult to see Dr. Fry leave BSSD but he has the confidence Dr. Roberts and Mr. August will do well. Mr. Gutshall congratulated Dr. Roberts and Mr. August.
- Mr. Piper asked about bus routes which Dr. Roberts shared his thoughts and stated that the District encompasses approximately 197 square miles which consist of rural roads. Dr. Roberts communicated that administration pays particular attention to one hour long bus rides and they always reevaluate the situation. Dr. Fry shared that in his tenure at BSSD there has been typically a couple bus routes that are about an hour long.
- Mr. Myers welcomed Mr. August and stated that Dr. Roberts and Mr. August will do a great job.
- Mr. Deihl thanked staff for all they have done and was pleased to have students back in school four days a week. Mr. Deihl stated it has been monumental and hats off to everyone. Mr. Deihl concluded in welcoming Mr. August.
- Mr. Swanson shared that a family communicated to him their appreciation for the administration's continued communication throughout the year.

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

- No future board agenda items.

**c. Adjournment**

Motion by Deihl, seconded by Hurley, to adjourn the April 19, 2021 Board meeting.

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

Motion carried unanimously. 8-0

Meeting adjourned at **8:27 P.M., April 19, 2021.** Next scheduled meeting is: **Monday, May 3, 2021.**

  
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