

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MAY 4, 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 May 4, 2020 Virtual Board Meeting Were Reviewed

Dr. Fry defined the information below.

- 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 May 4, 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 May 4, 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 May 4, 2020 Virtual Board Meeting of the Big Spring Board of School Directors Meeting at 8:06 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; Dr. Robyn Euker, Director of Curriculum and Instruction; Richard E. Kerr, Jr., Business Manager; Robert Krepps, Director of Technology; Cathy Seras, Board Minutes.

III. PLEDGE TO THE FLAG

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

IV. Approval of Minutes

Approval of the April 20, 2020 Regular Board Meeting Minutes, the April 20, 2020 Committee of the Whole Meeting Minutes and the April 27, 2020 Finance Meeting Minutes.

Motion by Deihl seconded by Roush for the approval of the April 20, 2020 Regular Board Meeting Minutes, the April 20, 2020 Committee of the Whole Meeting Minutes and the April 27, 2020 Finance 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 Reports

VI. Election of the Treasurer - One Year Appointment

Motion by Deihl to nominate Mr. David Gutshall for Treasurer. Motion by Wardle to close the nominations, seconded by Deihl.

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

VII. Financial Reports

a. Payment of Bills

| | | |
|-------------------------------|-----------|---------------------|
| General Fund | | |
| Procurement Card | \$ | 13,207.21 |
| Checks/ACH/Wires | \$ | 1,060,065.81 |
| Capital Projects Reserve Fund | \$ | - |
| Mount Rock Projects-2018 Fund | \$ | - |
| Cafeteria Fund | \$ | - |
| Student Activities | \$ | <u>5,486.18</u> |
| Total | \$ | 1,078,759.20 |

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 – Dr. Fry welcomed the guest in attendance at the May 4, 2020 virtual Board meeting.

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 - Mrs. Martha Calaman

Mrs. Martha Calaman has submitted her resignation for the purpose of retirement as a part-time middle school learning support aide, effective the end of the 2019-2020 school year.

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

b. Recommended Approval for Grade Level Coordinators Co-Chairs -Two Year Term

Dr. Robyn Euker, Director of Curriculum and Instruction would like to recommend Ms. Heidi Badda and Ms. Molly Kordes as Third Grade Level Co-Chair Coordinators for the 2020-2021 and 2021-2022 school years.

The administration recommends the Board of School Directors approve Ms. Badda and Ms. Kordes as Third Grade Level Co-Chair Coordinators, as presented.

c. Recommended Approval for the Summer Custodian Roster

The administration has completed the roster for the summer custodians, 2020. The roster is attached.

The administration recommends the Board of School Directors approve the summer custodian roster, 2020, as presented.

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

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

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

Motion carried unanimously. 9- 0

XIII. New Business - Action Items

a. 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.

Shane Miller \$1,560.00

Scott Penner \$1,560.00

\$3,120.00

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 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

XIII. New Business - Action Items

b. Recommended Approval for Proposed Agreements/Contracts

Below are recommended agreements for approval for the 2020-2021 school year, live links to each document in the matrix below:

Message Archiving Services The proposed renewal agreement between the Capital Area Intermediate Unit and the Big Spring School District for Barracuda Message Archiver Services has been reviewed by Mr. Robert Krepps, Questeq Technology Director. The agreement provides the district with an email archiving solution which is for eDiscovery and Right to Know Law compliance. This archiving solution is in support of the district's record retention policy.

AgendaManager The proposed renewal agreement between the Capital Area Intermediate Unit and the Big Spring School District for Agenda Manager Software Services has been reviewed by Mr. Robert Krepps, Questeq Technology Director. The agreement provides the district with an online meeting and agenda management solution.

Vista ESY (Extended School Year) Contract The proposed ESY Contract has been reviewed by Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools. The contract is an extended school year educational service contract for a student regarding special educational and behavioral programs.

Vista ESY Student Contract The proposed Vista School ESY Contract has been reviewed by Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools. The contract is an extended school year contract to assist a student with intensive support services.

Yellow Breeches Trails Agreement The proposed Yellow Breeches Educational Center Trails Agreement has been reviewed by Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools. The agreement provides academic programs and related services to Big Spring students in an alternative setting.

Capital Area Online Learning Association Advisor Services (CAOLA) The proposed CAOLA agreement has been reviewed by Dr. Robyn Euker, Director of Curriculum and Instruction and Dr. Richard W. Fry, Superintendent of Schools. The agreement provides advising services for CAOLA students for Big Spring students.

| <u>Who</u> | <u>Description</u> | <u>Yrs</u> | <u>Amount</u> | |
|------------|---|------------|---------------|--------|
| CAIU | Agenda Manager | 3 yr | \$3,400.00 | / yr |
| CAIU | CAOLA Advisor Svcs | 1 yr | \$10,000.00 | |
| CAIU | Message Archiving | 3 yr | \$2,300.00 | / yr |
| Raptor | Visitor Security | 1 yr | \$2,825.00 | |
| Vista | ESY Contract - Individual | 1 yr | \$8,191.05 | |
| Vista | ESY Contract - Individual | 1 yr | \$2,964.70 | + aide |
| YelBre | Trails - 50 days | 1 yr | \$40,500.00 | |

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

Mr. Wardle asked about the placements if students are not in session. Dr. Fry stated students do continue in their placements with the entities listed and the students placements do not change.

XIII. New Business - Action Items

c. Approve Payments from Mt Rock Projects 2018 Fund

The District received the following pay applications listed below:

| Project | From | Description | Amount | Remaining |
|----------------|------------------------------|--------------------|---------------|------------------|
| Ph2 - BSSD | Crabtree, Rohrbaugh & Assoc. | Invoice 3196-20 | 287.57 | \$ --- |

The administration recommends the Board of School Directors approve the payment of \$287.57 to Crabtree, Rohrbaugh & Associates, as presented.

Mr. Roush asked if this is the last payment to Crabtree. Mr. Kerr talked about the pay application and stated once the final project closes the pay application with Crabtree will end.

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. Recommended Approval for a Proposed 2020-2021 Alternative School Calendar

The administration drafted a proposed alternative school district calendar for the 2020-2021 school year and it is included with the agenda. The calendar would need to be officially enacted by the Board of School Directors at the July 27, 2020 meeting or the August 10, 2020 meeting.

The administration recommends that the Board of School Directors approve the proposed alternative 2020-2021 school district calendar, as presented.

Dr. Fry talked about the alternative calendar with the Board of School Directors.

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

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.

Board Reports . . .continued

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

- Mr. Piper shared there was a zoom meeting held on April 27th. Mr. Piper shared that JOC is continuing to revise Healthcare provisions.
- Mr. Piper communicated there were Carpentry Instructor interviews and Mr. Bruhn will make a decision soon, which he will share with the committee in May. Mr. Piper continued to share more information on the Carpentry Instructor.
- Mr. Piper shared that the construction on the new Vo-Tech Sign on Route 114 has come to a standstill due to COVID-19.
- Mr. Piper shared information on the vacancy of the Accounts Payable Clerk.
- Mr. Piper communicated that the Vo-Tech Awards night is still scheduled for June 30th at Christian Light Assembly Church at 6:30 p.m. It was also shared that the Vo-Tech Orientation night has been moved to this fall, 2020.

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 agendas.

j. Superintendent's Report

- Dr. Fry began conversation on the Expected Services for the 2020-2021 school year.
- Dr. Fry shared a contingency plan that the Administration has been working on and explained in detail the four different Tiers of the contingency plan listed below.
 1. Tier I – On-line education platform;
 2. Tier II - Face-to Face instruction with aggressive social distancing protocols in place;
 3. Tier III – Combination of Tier I and Tier II based on active COVID-19 cases within the school district;
 4. Tier IV – Face-to-face instruction with larger groups of students but still some social distancing protocols in place. Dr. Fry stated with the current information he is receiving to date, Tier IV will probably not be implemented until the 2021-2022 school year.
- Dr. Fry continued to stress the importance of staying ahead with the planning process and stated that it will be a distinct challenge for all public schools.
- Dr. Fry communicated that the Board of School Directors will continue to be part of the process moving forward.
- Dr. Fry shared the importance of the health and well-being of BSSD's students and staff.

- Dr. Fry stated that a plan has to be pulled together and put in place to follow state protocols. The protocols must be followed to maintain the health of students and staff.
- Mr. Wardle asked about other Districts. Dr. Fry shared he continues to talk to other Superintendents weekly in Cumberland County and each District has their own challenges.
- Dr. Fry talked briefly about Commencement with the Board of School Directors and stated conversations are proceeding with High School Administration and Senior Class Officers. Dr. Fry stated he will continue to keep the Board of School Directors updated.
- Dr. Fry stated there will be student awards populated with the media.
- Dr. Fry communicated that he will continue to update the community with a video as soon as he feels there are new items to share with the community.

IX. Meeting Closing

a. Business from the Floor

- Mr. Piper thanked Dr. Fry and Mr. Kerr for all the budget information that was presented this evening; he stated they did an outstanding job.
- Mr. Over thanked Mr. Kerr and Dr. Fry and stated to “keep it up”, you both are doing well.
- Mr. Myers thanked the administration for all they have done.
- Mr. Wardle also thanked the administration and shared information regarding the Food Bank.
- Mr. Deihl thanked the administration, stated they are in his prayers and they are doing an outstanding job.
- Mr. Swanson thanked the administration and teachers for all they are doing during these challenging times.
- Dr. Fry stated that this week is Teacher Appreciation Week and we are blessed to have the teachers we have at BSSD. BSSD teachers continue to step up to the plate.

b. Public Comment

- Denise from the Valley Times Star communicated that the awards, Senior pictures and a photo collage page of the Seniors will be printed. Dr. Fry thanked Denise for the consistent communication and support of the Big Spring School District.

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 **8:40 p.m. May 4, 2020.**

William L. Piper, Secretary

Next scheduled meeting is: **May 18, 2020.**