

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, AUGUST 10, 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 August 10, 2020 Virtual Board Meeting Were Reviewed**

-- Dr. Fry defined the guidelines below.

- Welcome members.
- Note to members: If you are participating in a Zoom webinar, as an attendee you're audio and video is muted.
- A role call will take place to affirm board members in attendance for the August 10, 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 August 10, 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 August 10, 2020 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; William Piper, Secretary; David Gutshall, Treasurer; Robert Over, Richard Roush, Frank Myers, and Alexis Blasco-Hurley.

Absent: John Wardle

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; Robert Krepps, Director of Technology; Darin Baughman, AV Multimedia Coordinator; 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 July 27, 2020 Regular Board Meeting Minutes and the July 27, 2020 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Roush, for the approval of the July 27, 2020 Regular Board Meeting Minutes and the July 27, 2020 Committee of the Whole Meeting Minutes.

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

**V. Student/Staff Recognition and Board Reports - No Student Report**

**VI. Financial Reports**

**a. Payment of Bills**

General Fund		
Procurement Card	\$	18,925.89
Checks/ACH/Wires	\$	535,723.33
Capital Projects Reserve Fund	\$	11,800.00
Mount Rock Projects	\$	-
Cafeteria Fund	\$	-
Student Activities	\$	<u>5,393.16</u>
<b>Total</b>	<b>\$</b>	<b>571,842.38</b>

Motion to approve the payment 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, Piper, Gutshall, Roush, Over, Blasco-Hurley, and Myers.  
Motion Carried unanimously. 8- 0

**VII. Reading of Correspondence**

**VIII. Recognition of Visitors**

**IX. Public Comment Period**

**X. Structured Public Comment Period**

**XI. Old Business**

**XII. New Business**

**XIII. Personnel Items - Action Items**

**a. Resignation - Ms. Nancy Hinchey**

Ms. Nancy Hinchey has submitted her resignation letter for the purpose of retirement for the position of Big Spring School District's Deaf and Hard of Hearing Teacher, effective immediately.

The administration recommends the Board of School Directors approve Ms. Hinchey's resignation for the purpose of retirement for the position of Big Spring School District's Deaf and Hard of Hearing Teacher, effective immediately.

## Personnel Items - Action Items

### **b. Recommended Approval for a Elementary Learning Support Teacher - Ms. Erin Bishop**

#### **Education:**

Shippensburg University - Bachelor's Degree, Psychology

Shippensburg University - Master's Degree, Special Education

#### **Experience:**

Big Spring School District - Long-Term Substitute, Grade K-2

Carlisle Area School District - Long-Term Substitute, Grades K-5

Merakey - Behavior Specialist

Northwestern Human Services - Working with children on the autism spectrum and other related disorders. Also held a position as Lead Program Specialist.

The administration recommends the Board of School Directors appoint Ms. Erin Bishop to serve as an Elementary Learning Support Teacher at Oak Flat Elementary School, replacing Ms. Megan Larsen, who has resigned. Ms. Bishop's compensation for this position should be established at a Master's Degree, Step 2, \$58,964.00, plus a \$400.00 special education stipend, for the 2020-2021 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **c. Recommended Approval for a High School Long-Term Substitute Learning Support Teacher - Ms. Madeleine Bourgeois**

Dr. Kevin C. Roberts, Jr., would like to recommend Ms. Madeleine Bourgeois as a High School Long-Term Substitute Learning Support Teacher, replacing Mrs. Cecilia Warthin who will be on child-rearing leave of absence from approximately August 27, 2020 through approximately November 12, 2020.

The administration recommends the Board of School Directors approve Ms. Bourgeois as a High School Long-Term Substitute Learning Support Teacher, as presented.

### **d. Recommended Approval for English/Language Arts (ELA) Assistant Department Chairperson**

Dr. Robyn Euker, Director of Curriculum and Instruction would like to recommend Ms. Emma Leuschen for the position of English/Language Arts (ELA) Assistant Department Chairperson, replacing Courtney Rickabaugh who has resigned.

The administration recommends the Board of School Directors approve the recommendation of Ms. Leuschen as the English/Language Arts (ELA) Assistant Department Chairperson, as presented.

### **e. Recommended Approval for a Coaching Position**

Mr. Joseph Sinkovich, High School Assistant Principal/Athletic Director, would like to recommend Ms. Danielle Hoover as Assistant Cross Country Coach, effective immediately.

The administration recommends the Board of School Directors approve Ms. Hoover as Assistant Cross Country Coach, as presented

**Personnel Items - Action Items**

**f. Recommended Approval for a Full-Time High School Custodian**

Ms. Cheri Frank, Coordinator of Custodial Services, would like to recommend Mrs. Karen Fetchkan as a full-time high school custodian, filling the position of Mr. William Clayton who has transferred. Mrs. Fetchkan will begin in her position August 24, 2020 with an hourly wage of \$16.67.

The administration recommends the Board of School Directors approve Mrs. Fetchkan as a full-time high school custodian, as presented.

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

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

**XIII. New Business - Action Items**

**a. Recommended Approval for the 2020-2021 Tuition Exemption Students**

The current Collective Bargaining Agreement provides non-resident teachers the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following students for the 2020-2021 school year.

Lucas Oldham	Mt. Rock or Oak Flat - KDG	Jaden Best – Middle School – Grade 8
Arabella Best	Mt. Rock Ele. - KDG	Grant Hall – Middle School – Grade 8
Caroline Barrick	Mt. Rock Ele. KDG	Weston Reall, Jr. – Middle School – Grade 8
Andrew Stanton	Mt. Rock Ele. - Grade 1	Gwyneth Ryan – High School – Grade 9
Thomas Stanton	Mt. Rock Ele. - Grade 1	Carter Hall – High School – Grade 10
Colton Best	Mt. Rock Ele. - Grade 3	Cassie Epstein – Grade 11
James Stanton	Mt. Rock Ele. - Grade 4	
Christian Best	Mt. Rock Ele. - Grade 5	
Dawson Wiser	Newville Ele. - KDG	
Stella Schenk	Newville Ele. - Grade 1	
Jesse Swigart	Newville Ele. - Grade 1	
Ryan Weller	Oak Flat Ele. – Grade 1	
Jordyn Weller	Oak Flat Ele. – Grade 3	
Morgan Coulson	Oak Flat Ele. - Grade 4	
Owen Coulson	Oak Flat Ele. - Grade 5	
Samuel Hockenberry	Oak Flat Ele. - Grade 2	
Clara Ryan	Middle School - Grade 6	
Caden Reall	Middle School - Grade 6	
Brandon Sheller	Middle School – Grade 7	

**Recommended Approval for the 2020-2021 Tuition Exemption Students**

Motion by Deihl, seconded by Roush to approve the recommendation for the 2020-2021 Tuition Exemption Students. Voting Yes: Swanson, Deihl, Gutshall, Piper, Roush, Over, Myers and Blasco-Hurley.  
Motion carried unanimously. 8-0

**b. Recommended Approval of Mt. Rock Elementary School PTO Audit**

The Big Spring School District has received a copy of a letter from Karen Heishman, advising that Mt. Rock Elementary School PTO financial report was accepted with auditing standards for the 2019-2020 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2019-2020 Mt. Rock Elementary School PTO audit, as presented.

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

**c. Recommended Approval for the 2020-2021 Middle School Student Handbook**

The Middle School Administration has updated the Middle School Student Handbook for the 2020-2021 school year. The changes that have been made in the Middle School Handbook are included with the agenda.

The administration recommends the Board of School Directors approve the 2020-2021 changes in the Middle School Student Handbook, as presented.

Dr. Fry shared some information that were adjusted within the handbook  
Mr. Deihl asked about the school calendar.

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

**d. Recommended Approval for High School Curriculum Revisions**

Listed below are revised high school curriculum for board approval.

- Social Studies            Sociology
- English                    Opus
- English                    Real World Literature
- English                    AP Language & Composition
- Science                    Oceanography

The administration recommend the Board of School Directors approve the above revised completed high school curriculum, as presented.

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

### **XIII. New Business - Action Items**

#### **e. Recommended Approval for a Proposed Updated Policy 201, Admission of Beginners**

The administration has made revisions to **Policy 201, Admission of Beginners**, which is included with the agenda.

The administration recommends the Board of School Directors approve **Policy 201, Admission of Beginners**, as presented.

Dr. Fry defined the policy to 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, Myers and Blasco-Hurley.

Motion carried unanimously. 8-0

#### **f. Recommended Approval for Submission of the Federal Instructional Day (FID) Application**

The Pennsylvania Department of Education (PDE) is requiring board approval for the submission of the 2020-2021 FID application, which is included with the agenda. The administration has reviewed the 2020-2021 FID application and is ready to move forward with the process of submission.

The administration recommends the Board of School Directors approve the submission of the 2020-2021 FID application, as presented.

Dr. Fry shared information on the FID application.

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

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

Motion carried unanimously. 8-0

#### **g. Recommended Approval for 2020 Keystone Exam Administration**

Dr. Robyn Euker, Director of Curriculum and Instruction is recommending that the Big Spring School District does not require students to make up the 2019-2020 Keystone Exams. The administration will offer the exam to those who are interested during Wave 2 (January 4-15) in conjunction with the other assessments.

The administration recommends the Board of School Directors approve the recommendation to not require students to make up the 2019-2020 Keystone Exams and also allow the administration to offer the exam to those students who are interested.

Dr. Euker defined the Keystone Exam recommendation.

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

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

Motion carried unanimously. 8-0

**New Business - Action Items**

**h. Recommended Approval for the Submission of Act 80 Day to the Pennsylvania Department of Education (PDE)**

The administration presented an alternative calendar for the 2020-2021 school year to accommodate plans for the 2020-2021 COVID-19 Pandemic. The calendar includes three (3) Act 80 days to be utilized for staff development purposes. The dates to be utilized for Act 80 purposes are Thursday, September 3, 2020, Monday, January 18, 2021, and Thursday, April 1, 2021. Again, on these three dates Big Spring's entire professional staff will be involved in relevant educational work in support of our instructional program.

The administration recommends that the Board of School Directors approve the submission to the Pennsylvania Department of Education (PDE) of three (3) Act 80 days for the 2020-2021 school year on the dates listed above.

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

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

Motion carried unanimously. 8-0

**i. Recommended Approval of Contracts/Agreements**

The administration have reviewed the contracts/agreements listed and would like to recommend Board approval.

<u>Vendor</u>	<u>Service</u>	<u>Length</u>	<u>Cost</u>	<u>Per?</u>	<u>Notes</u>
Securly	<a href="#">Internet Content Filter</a>	3 yr	\$12,249.00	yr	
Amplified IT	<a href="#">Google G-suite License</a>	1 yr	\$7,536.00	yr	

The administration recommends the Board of School Directors approve the contracts/agreements, as presented.

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

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

Motion carried unanimously. 8-0

**j. Recommended Approval for a Full-Time Custodial Position - Auxiliary Custodian**

Due to increased cleaning requirements, specifically at the high school and concerns with filling part-time positions as well as finding substitutes, the administration would like to make a recommendation to hire an extra full-time custodian with a standard split-shift and the flexibility to change the hours and days of this specific position, based on the needs of the District. An additional description is attached.

The administration recommends the Board of School Directors approve adding an additional full-time custodial position, as presented.

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

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

Motion carried unanimously. 8-0

### **13. New Business - Information Item**

#### **a. Audit Engagement Letter**

The audit has officially started ([see link to Engagement Letter](#)). We are a bit behind due to an issue with the old auditor releasing the working papers required under GASB. Their hope is to have this complete by December.

#### **b. Student Accident Insurance**

Below is a link to the current information and brochure regarding Student Accident Insurance for the 2020-2021 School Year. The information is located on the district website under the Parent tab. <https://www.bigspringsd.org/cms/lib/PA02207410/Centricity/Domain/26/StudentAcclnsBrochure20-21.pdf>

#### **c. Proposed Policy 831, Livestreaming**

The administration has provided a copy of **Policy 831, Livestreaming**, which is included with the agenda. After the policy has been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the August 24, 2020 Board meeting.

Dr. Fry shared his thoughts on livestreaming and stated the importance of families staying engaged.

### **14. Discussion Item**

### **15. Future Board Agenda Items**

### **16. Board Reports**

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

- 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**

- Mr. Kerr shared information on the indoor air quality assessment which can be found on the website.
- Mr. Roush confirmed some information regarding the assessment.

#### **e. Finance Committee - Mr. Swanson, Mr. Deihl, Mr. Piper, 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 was proud to publicly announce that BSSD was recognized by WalletHub, a Financial Literacy Group, which ranked BSSD 2<sup>nd</sup> of the most equitable school district in the Commonwealth of PA. He stated the ranking is based on 2 metrics: 1. Household Income; 2. Per pupil expenditures of average household income. Dr. Fry stated that this is a reflection of 10-15 years of a commitment to budget, programs and an understanding of the community. He stated that he is proud to be the Superintendent of BSSD with a board that is committed to the process. Dr. Fry thanked the board for their commitment to staff, students, families and the community of BSSD.
- Dr. Fry stated that the administration continues to communicate to families on a regular basis but the communication will begin to pivot at the building level with more specific building information.
- Dr. Fry shared information with the Board of School Directors from NPR-WITF, regarding "How Safe is Your School's Reopening Plan?"

**17. Meeting Closing**

**a. Business from the Floor**

- Mr. Myers stated he was "happy to live in BSSD!"
- Mr. Piper commented that his hope is with all the hard work the administration has implemented for the reopening plan, the district can continue to move forward. Mr. Piper concluded with thanking the administration for all they have done.
- Mr. Swanson shared the importance of staying healthy.

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

- No comments.

**c. Adjournment**

Motion by Diehl, seconded by Roush, to adjourn the August 10, 2020 Board meeting.

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

Motion carried unanimously. 8-0

Meeting adjourned at **8:29 p.m, August 10, 2020.** The next scheduled meeting is: **August 24, 2020**

*William L. Piper, Secretary*