

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, SEPTEMBER 21, 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 September 8, 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 September 21, 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 September 21, 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, September 8, 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; Dave Gutshall, Treasurer; Robert Over, John Wardle, Frank Myers, 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; Robert Krepps, Director of Technology; Caleb Barwin, Accounting Controller; 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 September 8, 2020 Regular Board Meeting Minutes and the September 8, 2020 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Myers, for the approval of the September 8, 2020 Regular Board Meeting Minutes and the September 8, 2020 Committee of the Whole Meeting Minutes.

Roll call vote: Voting yes: Swanson, Deihl, Piper, Over, Wardle, Hurley, Gutshall 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	\$	3,684,111.22
Capital Project Reserve Fund	\$	-
Cafeteria Fund	\$	-
Student Activities Fund	\$	-_____
<b>Total</b>	<b>\$</b>	<b>3,684,111.22</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, Over, Myers, Hurley, Gutshall and Wardle.  
Motion Carried unanimously. 8– 0

**b. Treasurer’s Fund Report**

General Fund	\$	17,677,692.31
Capital Project Reserve Fund	\$	5,973,189.75
Cafeteria Fund	\$	334,074.79
Student Activities Fund	\$	253,779.51
Mount Rock Projects	\$	-_____
<b>Total</b>	<b>\$</b>	<b>24,238,736.36</b>

Motion to approve the treasurer's fund report and budget transfers, as presented  
Motion by Gutshall, seconded by Deihl for acceptance of the treasurer’s fund report and budget transfer as outlined above.

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

**c. 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 \(link\)](#) 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 General Fund Report and YTD Taxes as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Hurley, Myers and Wardle.  
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 - Elementary Chorus Director**

Ms. Melissa Kiehl has submitted her resignation for the position of Elementary Chorus Director, effective immediately.

The administration recommends the Board of School Directors approve Ms. Kiehl resignation, as presented.

**b. Resignation - Honors Chorus Director**

Ms. Sarah O'Donnell has submitted her resignation for the position of Honors Chorus Director, effective immediately.

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

**c. Resignation - Ms. Shively, Full-Time Aide**

Ms. Renee Shively submitted her resignation for the position as a full-time aide, effective immediately.

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

**d. Resignation - Ms. Sheaffer, Part-Time Aide**

Ms. Shirley Sheaffer has submitted her resignation for the position of a part-time aide at the middle school, effective immediately.

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

**e. Recommended Approval for an Oak Flat Quiz Bowl Coach**

Ms. Stacey Kimble, Oak Flat Elementary School Principal, would like to recommend Mrs. Tiffany Warner as a Quiz Bowl Coach for Oak Flat Elementary School, for the 2020-2021 school year.

The administration recommends the Board of School Directors approve Mrs. Warner as an Oak Flat Elementary School Quiz Bowl Coach, as presented.

**f. Recommended Approval for Middle School Team Leaders**

Mrs. Clarissa Nace, Middle School Principal, would like to recommend the individuals listed for the position of Middle School Team Leaders.

**Mr. Michael Spears - Sixth Grade Maroon Team Leader, replacing Mr. Nerone who has resigned.**

**Mr. Bradley Fry - Sixth Grade Gold Team Leader, replacing Sharon Beatty who has resigned.**

The administration recommends the Board of School Directors approve Mr. Spears and Mr. Fry as sixth grade team leaders, as presented.

## **Personnel Items - Action Items**

### **g. Recommended Approval of ESS Aides and Aide Transfers**

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend the ESS aides and aide transfers, listed below.

**Teri Sheffler - transfer from a one-on-one student aide due to a student withdrawal to a MDS aide at the Middle School as well as a van aide.**

**Jennifer Yeakel - transfer as a High School aide to an aide at Mt. Rock Elementary School.**

**Amanda Mixell - full-time learning support aide, replacing Jennifer Yeakel who has transferred.**

**Tayler Wenger - full-time new MDS aide at Oak Flat Elementary School.**

The administration recommends the Board of School Directors approve the ESS aides and aide transfers, as presented.

### **h. Recommended Approval of Chartwells Employees for the 2020-2021 School Year**

Mrs. Michelle Morgan, Director of Dining Services, has submitted a list of Chartwells employees for the 2020-2021 school year, which is included in the agenda.

The administration recommends that the Board of School Directors acknowledge the receipt of the 2020-2021 Chartwells employees prepared by Mrs. Michelle Morgan, Director of Dining Services.

### **i. Recommended Approval for a Volunteer Field Hockey Coach**

Mr. Joseph Sinkovich, Athletic Director/High School Assistant Principal, would like to recommend Mrs. Carly Zinn as a volunteer field hockey coach, effective immediately.

The administration recommends the Board of School Directors approve the recommendation of Mrs. Carly Zinn as a volunteer field hockey coach, as presented.

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

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

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

Motion carried unanimously. 8 – 0

## XII 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>Morgan Beamer</b>	<b>\$ 6,240.00</b>
<b>Megan Hall</b>	<b>\$ 1,560.00</b>
<b>Leah Williams-Rensel</b>	<b>\$ 3,240.00</b>
<b>Total</b>	<b>\$11,040.00</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 Myers to approve the recommendation as outlined above.

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

Motion carried unanimously. 8-0

### b. Recommended Approval of Agreements

**Title I Nonpublic Programs and Services.** Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend the Agreement for Title I Nonpublic Programs and Services. The agreement is for the Capital Area Intermediate Unit to provide Title I services to Big Spring School District's nonpublic students at St. Patrick's School in Carlisle.

**HIREME.** The administration would like to recommend the HIREME Amendment to the Consultant Agreement with Shippensburg University. The HIREME Consultant Agreement was approved at the May 21, 2018 Board of School Directors meeting for a scope of work for the period of August 1, 2018 to July 31, 2021. The Amendment to the Consultant Agreement is being provided due to a state rate change which decreased from the 2019-2020 school year. The state rate for the 2019-2020 school year was \$685 per hour and has decreased for the 2020-2021 school year to \$665 per hour. Shippensburg University will provide services that facilitate the development of job skills for high school students with disabilities. The purpose of the project is for the district and university to develop and implement a collaborative training model that provides vocational skills for students with disabilities.

**Agreement for Network Services.** Mr. Robert Krepps, Director of Technology, would like to recommend the Agreement for Network Services. The hosted services is a renewal agreement with the Capital Area Intermediate Unit to provide hosted resources and exchange support services. The cost of the renegotiated amount has gone from \$13,130 reduced to \$2,632 due to the reduction of services related to less reliance on Exchange services/storage.

**Agreement for Transfinder Routing Program.** Big Spring School District personnel have struggled with transportation routing and communication this school year. After review, and consulting with Deitch, the administration recommends we change providers from BusBoss to the Transfinder program (link to [Proposal & capabilities](#)). The agreement was reviewed and modified by the District Solicitor.

## XII New Business - Action Items

### Recommended Approval of Agreements (. . .continued)

<u>Vendor</u>	<u>Service</u>	<u>Length</u>	<u>Cost</u>	<u>/Per</u>
CAIU	<a href="#">Title 1 Svc for St. Patick's</a>	1 Yr	\$1,950.00	yr
CAIU	<a href="#">Network Hosting &amp; Exchange Supt</a>	3 Yr	\$2,632.00	yr
Transfinder	<a href="#">Transfinder 1 Yr Agreement</a>	1 Yr	\$14,190.00	yr
HIREME		1 Yr	\$ 665.00	Hour

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

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

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

Motion carried unanimously. 8-0

#### c. Recommended Approval of the Oak Flat Elementary School PTO Financial Report

The Big Spring School District has received a copy of a letter from Ms. Trina Manetta, advising that the Oak Flat 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 Oak Flat Elementary School PTO financial report, as presented.

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

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

Motion carried unanimously. 8-0

#### d. Recommended Approval for the 2020-2021 Elementary Parent Handbook

The Elementary Principals have updated the Elementary Parent Handbook for the 2020-2021 school year. The changes that have been made are highlighted within the handbook and is included with the agenda.

The administration recommends the Board of School Directors approve the changes within the 2020-2021 Elementary Parent Handbook, as presented.

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

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

Motion carried unanimously. 8-0

## **XII New Business - Action Items**

### **e. Recommended Approval for Policies**

The administration has updated the policies listed which are included with the agenda.

Policy 103	Discrimination/Title IX Sexual Harassment Affecting Students
Policy 104	Discrimination/Title IX Sexual Harassment Affecting Staff
Policy 111	Lessons Plans
Policy 203	Immunizations and Communicable Diseases
Policy 209	Health Examinations/Screenings
Policy 247	Hazing
Policy 249	Bullying/Cyber-Bullying
Policy 252	Dating Violence
Policy 309.1	Telework
Policy 314	Physical Examination
Policy 317.1	Educator Misconduct
Policy 332	Working Periods
Policy 334	Sick Leave
Policy 340	Responsibility for Student Welfare
Policy 705	Facilities and Workplace Safety
Policy 824	Maintaining Professional Adult/Student Professional Boundaries
Policy 907	School Visitors

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

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

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

Motion carried unanimously. 8-0

### **f. Recommended Approval for a Middle School Fundraiser**

Mrs. Clarissa Nace, Middle School Principal, is requesting approval for a Middle School Fundraiser with Cherrydale, a company that has been in business since 1907. The students will be selling a variety of items through Cherrydale's Winter Wishes Catalog. Some items offered are wrapping paper, Christmas décor, candy and a variety of other packaged gifts.

You may view more items by using this link: <https://www.cherrydale.com/Fundraiser-Details/winter-wishes>

The administration recommends the Board of School Directors approve Mrs. Nace's request for a Middle School Fundraiser, as presented.

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

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

Motion carried unanimously. 8-0

**XIV. New Business - Information Item**

**XV. Discussion Item**

**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**

- Mr. Deihl brought an item from the floor:

**Recommended Approval of Updated Resocialization of Sport and Activity Plan**

Mr. Joseph Sinkovich, Athletic Director/Assistant High School Principal and the Administration have created guidelines to assist student athletes, students in activities, and parents with the current challenges of communicable diseases including COVID-19. The Resocialization of Sport and Activity Plan was approved by the Board of School Directors on June 22, 2020. This plan has been revised to include updated guidelines for spectators.

The administration recommends the Board of School Directors approve the revised documents, as presented.

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

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

Motion carried unanimously. 8-0

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

- No report was offered.

**d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over**

- It was noted that there will be a Building and Property Meeting on October 5<sup>th</sup> and Mr. Kerr asked if the Board of School Directors review the Trane Report, which is linked to the agenda.

[Trane IAQ Report](#)

**e. Finance Committee - Mr. Deihl, Mr. Piper, Mr. Swanson, Mr. Gutshall**

- No report was offered.

Link to Current [Tax Appeals in Cumberland County](#)

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

- No report was offered.

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

- No report was offered.

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

- No report was offered.

**i. Future Board Agenda Items**

- No future board agenda items.

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

- Dr. Fry shared the Third Day Enrollment Report and stated that the report is broken down by students in grades K-12. It was noted that the next enrollment report would be a teacher break down.
- Dr. Fry reviewed the enrollment numbers of Cyber Charter students with the Board of School Directors.
- Mr. Swanson asked if students are coming back from Cyber and reenrolling since school started. Dr. Fry stated more are coming back and livestreaming with BSSD.
- Dr. Fry gave a weekly review of regional information for Cumberland, Adams, Franklin, Dauphin and York Counties. It was noted that Cumberland's incident rate is at 29 with a positivity rate of 2.5%, Adams incident rate is 39 with a positivity rate of 3.1%, Franklin's incident rate is 46 with a positivity rate of 4.1%, Dauphin's incident rate is 43 with a positivity rate of 3.3% and York's incident rate is 85 with a positivity rate of 7.8%. Dr. Fry communicated that he reviews this information on a weekly basis.
- Dr. Fry shared that he continually is in communication with other Superintendents in the surrounding area.
- Dr. Fry communicated that BSSD has stayed consistent since April 6<sup>th</sup> in communicating to families the options and plans of what it would be like for the opening of school.
- It was noted that the administration continues to do a thorough review at the elementary level to plan for any adjustments to bring grades 1-5 back face to face at the end of the first marking period, which could possibly be in the beginning of November. Dr. Fry shared that it will be a much longer time frame in bringing back secondary students face to face.
- Dr. Fry stated that 80% of elementary families are utilizing District transportation and communicated that transportation continues to be unique.
- Dr. Fry continued with asking for everyone's patience and stated it is the District's goal to keep students and staff safe. The administration is looking forward to bringing everyone back but shared the importance of adhering to safety guidelines.

#### **XVIII. Meeting Closing**

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

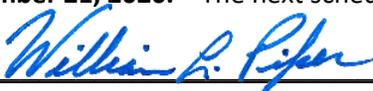
- Mr. Wardle and Mr. Over thanked the administration for all they have done. Mr. Deihl and Mrs. Hurley continued with their appreciation as well. Mrs. Hurley shared that her children are doing well and are fully engaged.
- Mr. Swanson requested a motion to hold an Executive Session at the conclusion of the Board Meeting and not to return.
- Motion by Deihl, seconded by Myers, to adjourn to an Executive Session. Voting Yes: Swanson, Deihl, Gutshall, Over, Piper, Wardle, Hurley and Myers. Motion carried unanimously. 8-0

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

##### **c. Adjournment**

Motion by Deihl, seconded by Myers, to adjourn the September 21, 2020 Board meeting.  
Voting Yes: Swanson, Deihl, Gutshall, Over, Piper, Wardle, Hurley and Myers.  
Motion carried unanimously. 8-0

Meeting adjourned at **8:19 p.m, September 21, 2020.** The next scheduled meeting is: **October 5, 2020**

  
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