

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, NOVEMBER 16, 2020**

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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, October 19, 2020, Virtual Board Meeting of the Big Spring Board of School Directors Meeting at 8:03 P.M. with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; Dave Gutshall, Treasurer; William Piper, Secretary; John Wardle, Robert Over, Alexis Hurley and Frank Myers.

Absent: Roush

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Robyn Euker, Director of Curriculum and Instruction; Caleb Barwin, Accounting Controller; Robert Krepps, Director of Technology; Cathy Seras, Board Minutes.

### **II. PLEDGE TO THE FLAG**

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

### **III. Approval of Minutes**

Approval of the October 19, 2020 Regular Board Meeting Minutes and the October 19, 2020 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Myers, for the approval of the October 19, 2020 Regular Board Meeting Minutes and the October 19, 2020 Committee of the Whole Meeting Minutes.

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

Motion Carried unanimously. 8 -0

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

## V. Financial Reports

### a. Payment of Bills

General Fund		
Procurement Card	\$	35,515.05
Checks/ACH/Wires	\$	2,796,494.65
Capital Projects Reserve Fund	\$	76,552.10
Cafeteria Fund	\$	106,879.69
Student Activities	\$	<u>18,534.37</u>
<b>Total</b>	<b>\$</b>	<b>3,033,975.86</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, Over, Hurley, Myers and Wardle.

Motion Carried unanimously. 8- 0

### b. Treasurer's Fund Report

General Fund	\$	28,792,585.07
Capital Project Reserve Fund	\$	5,897,195.05
Cafeteria Fund	\$	389,266.58
Student Activities	\$	<u>256,253.72</u>
<b>Total</b>	<b>\$</b>	<b>35,335,300.42</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 as outlined above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Hurley, Myers 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 Summary Report 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 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

## **5. Reading of Correspondence - Pennsylvania Department of Education**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from the Pennsylvania Department of Education (PDE), communicating that Big Spring School District is in compliance with the Individuals with Disabilities Education Act (IDEA).

**6. 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.

## **7. Public Comment Period**

- Courtney Rickabaugh, Big Spring High School Teacher, parent and community member, thanked the Board of School Directors and the Administration for keeping everyone safe. Ms. Rickabaugh shared that she was directly affected by COVID-19 and has been home since October 26<sup>th</sup> with the virus. She communicated how grateful she was to the District for everything that has been put in place to allow Ms. Rickabaugh to work from home and livestream with her students. She shared that her daughters had to be quarantined but they continued their education through livestreaming which has been a game changer for them and everyone. Ms. Rickabaugh concluded with thanking the Board of School Directors and Administration for the work and diligence during this crazy time of the Pandemic, "it is greatly appreciated."

## **8. Structured Public Comment Period**

## **9. Old Business**

## **10. New Business**

## **11. Personnel Items - Action Items**

### **a. Resignation - Ms. Catherine Seras**

Ms. Catherine Seras, has submitted her resignation for the purpose of retirement as Administrative Assistant to the Superintendent of Schools and the Secretary of the Board of School Directors for their minutes, effective June 30, 2021.

The administration recommends the Board of School Directors approve Ms. Seras' resignation for the purpose of retirement effective, June 30, 2021, along with acknowledging Ms. Seras' thirty years of service in the District for benefit purposes.

### **b. Resignation - One-on-One Aide, Pamela Kerver**

Ms. Pamela Kerver has submitted her resignation for the position of a one-on-one aide at the high school, retroactive to November 12, 2020.

The administration recommends that the Board of School Directors approve Ms. Kerver's resignation for the position of a one-on-one aide at the high school, retroactive to November 12, 2020.

### **c. Recommended Approval for Leave**

Mrs. Danielle Teter has requested leave to which will begin Tuesday, November 24, 2020 with an approximate return date of Monday, January 4, 2021.

The administration recommends that the Board of School Directors approve Mrs. Teter's leave, as presented.

## Personnel Items - Action Items

### **d. Recommended Approval for a Long-Term Substitute Teacher through ESS**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. Morgan Schantz as a Long-Term Substitute Third Grade Teacher at Mt. Rock Elementary School, for Ms. Molly Kordes who will be on maternity leave. Ms. Schantz will transition with Ms. Kordes beginning January 4, 2021 through January 8, 2021. Ms. Schantz will officially begin in the position on January 11, 2021 through April 1, 2021.

The administration recommends the Board of School Directors approve Ms. Schantz as a Long-Term Substitute Third Grade Teacher at Mt. Rock Elementary School, as presented.

### **e. Recommended Approval for a Long-Term Substitute Teacher through ESS**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. Cheri Darhower as a Long-Term Substitute Third Grade Teacher at Newville Elementary School, for Mrs. Danielle Teter who will be on leave. Ms. Darhower will transition with Mrs. Teter beginning November 20, 2020 and November 23, 2020. Ms. Darhower will officially begin in the position on December 1, 2020 through December 22, 2020.

The administration recommends the Board of School Directors approve Ms. Darhower as a Long-Term Substitute Third Grade Teacher at Newville Elementary School, as presented.

### **f. Recommended Approval for an Interim Head Wrestling Coach**

Mr. Joseph Sinkovich, Athletic Director/High School Assistant Principal, would like to recommend Mr. Chris Barrick as the interim Head Wrestling Coach for the 2020-2021 wrestling season.

The administration recommends the Board of School Directors approve Mr. Barrick as the interim Head Wrestling Coach for the 2020-2021 wrestling season, as presented.

### **g. Recommended Approval for Event Staff**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend the individuals listed to serve as Event Staff for the Big Spring School District who are contracted through ESS (Education Staffing Specialist), BSSD's substitute contractor.

- **Mindi Greve**
- **Kathryn Griffith**
- **Kaetlyn Wertz**

The administration recommends that the Board of School Directors approve the above listed Event Staff, as presented.

### **h. Recommended Approval for an ESS Aide**

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend Ms. Wendy Johnston as a full-time learning support aide at Mt. Rock Elementary School, replacing Ms. Reme who has transitioned into a Long Term Substitute position.

The administration recommends that the Board of School Directors approve Ms. Johnston as a full-time learning support aide, as presented.

**Personnel Items - Action Items**

**I. Recommended Approval for Custodial Staff**

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the individuals listed for the positions as noted.

**Mr. Robert Noss, Jr.**, full-time custodian at Mt. Rock Elementary School, replacing Ms. Wanda Graver who has transferred. Mr. Noss' hourly wage will be \$14.30.

**Ms. Niki Hamilton**, part-time custodian at Oak Flat Elementary School, replacing Ms. Joan Gutshall who has transferred. Ms. Hamilton's hourly wage will be \$14.30.

The administration recommends the Board of School Directors approve Mr. Noss, Jr., and Ms. Hamilton for the positions, as noted.

**j. Recommended Approval for Child-Rearing Leave – Mrs. Ashley Oldham**

Mrs. Ashley Oldham, High School Spanish Teacher, is requesting child-rearing leave of absence to begin approximately Monday, March 8, 2021 through approximately Friday, May 7, 2021. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Mrs. Oldham's requested child-rearing leave of absence to begin approximately Monday, March 8, 2021 through approximately Friday, May 7, 2021, as presented.

**VOTE ON XII., NEW BUSINESS A-J, PERSONNEL CONCERNS**

Motion by Diehl, seconded by Wardle, to approve Items A – J, as outlined and recommended above.

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

Motion carried unanimously. 8– 0

**12. 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>Adam Nobile</b>	<b>\$1,620.00</b>
<b>Shane Miller</b>	<b>\$1,620.00</b>
<b>Scott Penner</b>	<b>\$1,590.00</b>
<b>Laura Wettstein</b>	<b><u>\$1,548.00</u></b>
<b>Total</b>	<b>\$6,378.00</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, Wardle, Myers and Hurley.

Motion carried unanimously. 8-0

## **New Business - Action Items**

### **b. Recommended Approval of the Proposed 2020-2021 FFA Program of Activities**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2020-2021 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organizations standing committees.

The administration recommends that the Board of School Directors approve the 2020-2021 Program of Activities for the Big Spring FFA, as presented.

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

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

Motion carried unanimously. 8-0

### **c. Recommended Approval for a MOU of Psychological Services and a License Agreement**

Mr. William Gillet, Director of Student Services and Dr. Richard W. Fry, Superintendent of Schools, have reviewed the MOU for the school based outpatient mental health services through Campbell Psychological Services, LLC as well as a License Agreement with Campbell Psychological Services, LLC. The MOU replaces BSSD's agreement with Laurel Life for the mental health services but it does not replace the services Laurel Life is rendering for special education related counseling. The License Agreement is for the fee of leasing a space within BSSD which Campbell's Insurance providers are recommending. The Insurance companies will not allow Campbell to bill the insurance if the services are offsite which mandates them to have a formal lease space within our District buildings, which can be called an office.

The administration recommends that the Board of School Directors approve the MOU and License Agreement, as presented.

Dr. Fry defined the MOU and License Agreement.

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

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

Motion carried unanimously. 8-0

### **d. Recommended Approval for the PARS Resolution (Public Agency Retirement Services)**

Dr. Richard W. Fry, Superintendent of Schools and a leadership team from BSEA and Board officers have been in discussion with PARS staff regarding the ability to offer a voluntary retirement incentive to eligible employees. The Resolution outlines the incentive for those employees who wish to voluntarily exercise their option to separate from District service.

The administration recommends that the Board of School Directors approve the PARS Resolution, as presented.

Dr. Fry shared additional information regarding the PARS Resolution which led to further discussions amongst the administration and the Board of School Directors.

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

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

Motion carried unanimously. 8-0

**New Business - Action Items**

**e. Recommended Approval for the Snow Removal Bid**

The Board advertised for a [formal proposals in a bid process](#). The sole proposer was Blue Mountain, who is the previous awardee. Link to [Blue Mountain proposal](#).

The administration recommends the Board of School Directors accept the proposal from Blue Mountain and authorize the administration to sign and finalize contract documents.

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

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

Motion carried unanimously. 8-0

**f. Recommended Approval for Payments from the Capital Project Reserve Fund**

The administration received the following invoices for the fiber project:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Celerity	<a href="#">Celerity Invoice 4635</a>	1,332.75
Celerity	<a href="#">Celerity Invoice 4636</a>	1,345.50
Celerity	<a href="#">Celerity Invoice 4662</a>	67,865.62
	Total	<b>70,543.87</b>

The administration recommends the Board of School Directors approve the payment of \$70,543.87 to Celerity from the Capital Reserve Fund.

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

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

Motion carried unanimously. 8-0

**g. Recommended Approval to Accept Proposals for Services**

The administration received the two proposals for services below. The Siemens agreement is a continuation of existing fire monitoring. The Questeq agreement is for next year's erate proposal - if we need it. This effectively removes it as an included cost in any subsequent Questeq contract.

<u>Vendor</u>	<u>Service</u>	<u>Length</u>	<u>Cost</u>	<u>/Per</u>	<u>Notes</u>
Questeq	<a href="#">Cat 1/2 Consulting for Erate 2021/22</a>	1yr	5%	yr	
Siemens	<a href="#">Monitoring Proposal</a>	3yr	\$2,451.00	yr	avg

The administration recommends the Board of School Directors approve the agreements included and authorize the administration to sign and finalize contract documents.

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

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

Motion carried unanimously. 8-0

## **New Business - Action Items**

### **h. Recommended Approval for Updated Organizational Chart**

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, is recommending approval for the updated Organizational Chart.

The administration recommends that the Board of School Directors approve the updated Organizational Chart, as presented.

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

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

Motion carried unanimously. 8-0

### **i. Recommended Approval of the Year End Transfer from General Fund to Capital Projects Reserve Fund**

See attached draft AFR report prepared by SEK from FY20 local audit. This report shows the administration's recommended transfer to the capital projects reserve fund in support of the 2023 renovations projects list. With two big restatements due to the new auditors, this keeps the fund balance at the same level as last year with only a small increase. However, it reduces the unassigned (available) fund balance from \$4,186,336 down to \$2,271,264.

The administration recommends the Board of School Directors approve the transfer of \$2,239,777 from the general fund to the capital project reserve fund, retroactive to June 30, 2020.

Dr. Fry defined the process of the transfer. There were discussions amongst administration and the Board of School Directors.

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

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

Voting No: Over Motion carried. 7-1

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

## **14. Discussion Item**

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

## **16. Board Reports**

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

- No report offered.

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

- Mr. Deihl stated, the next meeting is December 9th.

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

- Mr. Piper shared there was a meeting on October 26<sup>th</sup> and shared the following items with the Board of School Directors.
  1. Former Cafeteria Refurbishing Project to the New Health Occupation Area.
  2. Mandatory Pre-Bid Meeting is November 24<sup>th</sup> and bids are due January 7, 2021 at 2:00 p.m.
  3. If the project is approved it will begin May, 2021 and will be complete prior to school opening, fall 2021.

4. The renewal of JOC Original Joint Authority; Steve Hovis from Stock and Leader was in attendance to explain in detail the process which will need to be followed. Each JOC participating District will need to pass a supporting Resolution to affirm agreement to renew the Authority.
- Mr. Piper stated there will be no meeting in November. The next meeting will be December 7, 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 report offered.

**j. Superintendent's Report**

- Dr. Fry shared the October Enrollment with the Board of School Directors and discussed the enrollment numbers.
- Dr. Fry reminded the Board of School Directors that there is one meeting in December and one meeting in January; December 7, 2020 and January 11, 2021.
- Dr. Fry communicated that Big Spring High School was featured on the front of page of Education Week and stated that Education Week is a national publication in the education world. Dr. Fry stated, "it is much to be proud of; kudos to staff at the high school."

**17. Meeting Closing**

**a. Business from the Floor**

- Mr. Wardle shared that he is proud of all the administration, teachers and community.
- Mr. Over thanked the administration and teachers for all they have done.
- Mr. Piper thanked everyone as well and also stated "Hats off to the FFA Instructor's for all they continue to do.
- Mr. Myers also thanked everyone for all they have done.
- Ms. Hurley thanked everyone as well and stated, "it is very much appreciated."
- Mr. Swanson concluded with his appreciation as well.
- Mr. Swanson communicated that the Board of School Directors will be going into Executive session regarding personnel matters.

Motion by Deihl, seconded by Wardle, to adjourn into Executive Session.

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

Motion carried unanimously. 8-0

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

- No future board agenda items.

**c. Adjournment**

Motion by Deihl, seconded by Myers, to adjourn the November 16, 2020 Board meeting.

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

Motion carried unanimously. 8-0

Meeting adjourned at **8:37 PM, November 16, 2020**. Next scheduled meeting is: **December 7, 2020**.



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