

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, FEBRUARY 2, 2021

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. CALL TO ORDER

Mr. Swanson, President, took roll call of the Board of School Directors present for the Big Spring School District, February 2, 2021, Virtual Board Meeting of the Big Spring Board of School Directors Meeting at **8:02** 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 Hurley, Richard Roush, Frank Myers and 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; and 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 January 11, 2021 Regular Board Meeting Minutes and the January 11, 2021 Committee of the Whole Meeting Minutes.

Motion by Deihl, seconded by Roush, for the approval of the January 11, 2021 Regular Board Meeting Minutes and the January 11, 2021 Committee of the Whole Meeting Minutes.

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

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

V. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	45,433.71
Checks/ACH/Wires	\$	3,106,532.13
Capital Projects Reserve Fund	\$	56,873.43
Cafeteria Fund	\$	52,400.74
Student Activities	\$	<u>12,470.79</u>
Total	\$	3,273,710.80

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, Hurley, Myers and Roush.

Motion Carried unanimously. 9- 0

VI. Reading of Correspondence - Pennsylvania Department of Education

Dr. Richard W. Fry, Superintendent of Schools, received correspondence from the Pennsylvania Department of Education, Federal Programs Coordinator, Susan McCrone, Division Chief. Ms. McCrone communicated in the correspondence that The Division of Federal Programs has determined that BSSD has maintained fiscal effort when comparing the fiscal year ending June 30, 2018 to the fiscal year ending June 30, 2019. It has been noted in the correspondence that BSSD is eligible for full participation in federal grant funding for the school year 2020-2021.

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.

VIII. Public Comment Period

IX. Structured Public Comment Period

X. Old Business

XI. New Business

XII. Personnel Items

a. Resignation - Marching Band Field Staff

Ms. Susan Travis, has submitted her resignation for the position of a Marching Band Field Staff, effective the conclusion of the 2020-2021 school year.

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

Personnel Items

b. Resignation - Wrestling Coach

Mr. Malachi Brough has submitted his resignation for the position of a Wrestling Coach, effective immediately. Mr. Brough has requested to assist as a volunteer Wrestling Coach.

The administration recommends the Board of School Directors approve Mr. Brough's resignation as a Wrestling Coach and his request to assist as a volunteer Wrestling Coach, effective immediately.

c. Recommended Approval for ESS Aides

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend the individuals listed as aides for the positions listed.

Ms. Samantha Bucy - MDS aide at Oak Flat Elementary School, which is a new position. Samantha will begin in this position, retroactive to January 25, 2021.

Katelyn Hamilton - Full-time learning support aide at the Middle School, replacing Jody Hoffman who has resigned. Katelyn will begin in this position, retroactive to January 25, 2021.

The administration recommends the Board of School Directors approve the ESS aides listed for the positions noted.

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

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

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

Motion carried unanimously. 9– 0

d. Contract for Superintendent

The Board of School Directors will vote to appoint Dr. Kevin C. Roberts, Jr., as Superintendent of Schools. A contract that commences July 1, 2021 and concludes on June 30, 2026.

Motion to approve an employment contract for Dr. Kevin C. Roberts, Jr., to serve as Superintendent of Schools from July 1, 2021 through June 30, 2026.

Mr. Piper communicated that Dr. Roberts will do an outstanding job as the Superintendent of Schools.

Dr. Fry stated that Dr. Roberts has done an outstanding job as the Pandemic Coordinator and continues to pull the District through the challenging times of the Pandemic.

Mr. Over stated that he will be Dr. Roberts' biggest supporter and is very pleased that Dr. Roberts will be the next Superintendent of Schools. Mr. Wardle commented that BSSD is very fortunate to have Dr. Roberts as the next Superintendent.

Dr. Roberts thanked the Board of School Directors for the opportunity and is looking forward to the upcoming years as Superintendent of BSSD.

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

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Hurley, Myers and Roush. Voting No: Over.

Motion Carried. 8- 1

XIII. 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.

Tessa Lindsey	\$1,548.00
Jessica Maser	\$1,560.00
Alexa Moran	\$4,680.00
Caitlin Steinly	\$1,548.00
Total	\$9,336.00

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 Wardle to approve the recommendation as outlined above.

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

Motion carried unanimously. 9-0

b. Recommended Approval of a Non-Resident Student to Attend Big Spring High School

Ms. Jeanette Lehman, mother of Senior, Alexis Beers, is requesting permission for Alexis 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 Ms. Lehman's request for Alexis Beers', Senior, to attend Big Spring High School for 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 Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 9-0

c. Recommended Approval for an Additional Post Grad 2020-2021 Fundraiser

The 2020-2021 Post Grad Committee is requesting permission to conduct the additional fundraiser listed for the 2020-2021 school year.

Raffle for Cash Drawing

The administration recommends the Board of School Directors approve the Post Grad Committee's request to conduct the additional fundraiser listed during the 2020-2021 school year, as presented.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

d. Recommended Approval for Athletic Booster Fundraisers for the 2020-2021 School Year

The Athletic Boosters are requesting permission to conduct the fundraisers listed for the 2020-2021 school year.

Raffle - Yeti Cooler, Blackstone Grill and Cash Prizes

The administration recommends the Board of School Directors approve the Athletic Boosters request to conduct the fundraiser's listed during the 2020-2021 school year, as presented.

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

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

Motion carried unanimously. 9-0

e. Recommended Approval of FFA Agricultural Advisory Board Members, Meeting Agenda and Committee Minutes

The Big Spring FFA is requesting Board approval of the FFA Agricultural Advisory Members, Agricultural Advisory Committee Agenda and the Committee Minutes. All information is included with the agenda.

The administration recommends the Board of School Directors approve the FFA Agricultural Advisory Board members, FFA Agricultural Advisory Committee Agenda and Committee Minutes, as presented.

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

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

Motion carried unanimously. 9-0

f. Recommended Approval for a Grant through Pennsylvania Agriculture and Youth Grant Program

Dr. Robyn Euker, Director of Curriculum and Instruction, would like to request permission to apply for a Grant through the Pennsylvania Agriculture and Youth Grant Program for the High School Agriculture Department and the FFA Program. The grant monies will assist with upgrading the current environmental chamber which is a devise to start seedlings, conduct plant experiments and encourage plant growth. With an updated model, the students could also raise and hatch chicken eggs, and if able to obtain the refrigerated unit, the students could store the monarch butterflies in the cooler air before transporting the butterflies to the Farm Show. The equipment would be utilized by both the Big Spring FFA program and the students enrolled in Agricultural classes. The grant request will not exceed \$7,000.

The administration recommends the Board of School Directors approve the Grant through the Pennsylvania Agriculture and Youth Grant Program, as presented.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

g. Recommended Approval for Board Policies

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

- **Policy 113.1 Discipline of Students with Disabilities**
- **Policy 113.2 Behavior Support**
- **Policy 113.4 Confidentiality of Special Education Student Information**
- **Policy 122 Extra-Curricular Activities**
- **Policy 123 Interscholastic Athletics**
- **Policy 123.2 Sudden Cardiac Arrest**

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

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

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

Motion carried unanimously. 9-0

h. Recommended Approval for Job Descriptions

The administration has updated the job descriptions listed and are included with the agenda.

- **102 Business Manager**
- **104 Assistant Superintendent**
- **501 Administrative Assistant to the Superintendent**

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

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

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

Motion carried unanimously. 9-0

i. Recommended Approval for Facilities Utilization Request

The Big Spring Hurricane Softball Organization is requesting to utilize the softball fields at Oak Flat Elementary School and Mt. Rock Elementary School for practices and games which will begin March 1, 2021 through October 29, 2021. There will be Sunday games from 1:00 p.m. - 6:00 p.m. Because the utilization requests are on Sunday's, Board action is necessary.

The administration request the Board of School Directors approve the Big Spring Hurricane Softball Organization request, as presented.

There were discussions amongst the Board of School Directors and Administration.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

j. Recommended Approval of a Five Year Commitment to CAIU WAN Services

In an effort to contain costs and meet the demand for more Internet bandwidth and reliability, the CAIU is rebidding the existing contract that will expire June 30, 2021. The IU filed an E-rate Form 470/RFP on behalf of all the member districts and is soliciting bids for a 5-year contract with two 1-year extensions for WAN services and a 3-year contract with two 1-year extensions for Internet services, beginning July 1, 2021. As part of the process the IU is requesting that all current consortium members sign a letter of commitment. ([Link commitment letter](#))

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

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

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

Motion carried unanimously. 9-0

k. Approve Student Activity Account

The administration received a request from the High School Principal to create a revised student activity account to manage the school store. [Student by-laws and budget linked here](#). The School Store now has a website where you can order and pay using your debit/credit card. Please check out our website at <http://bigspringschoolstore.square.site>. We are still building the site so some items may not be pictured.

The administration recommends the Board of School Directors approve the revised HS School Store organization and the associated student activity account under the supervision of the High School Principal.

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

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

Motion carried unanimously. 9-0

l. Approve 2020 Financial Statements and Audit

SEK presented the financial statements and the single audit to the Committee of the Whole prior to this meeting. It is an unmodified opinion with no findings. This must be sent to several state agencies and the CAIU; these documents are posted on our website for YE 2020; all of the District's financial history is available at this [webpage](#). Links to

[Required Letter](#)

[Management Letter](#)

[Financial Statements](#) [SEK Presentation](#)

The administration recommends that the Board of School Directors accept the District's 2019-20 financial statements and audit report as presented by SEK and authorize the administration to distribute as required.

Mr. Kerr stated that the SEK staff were great to work with.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

m. Approve Revised Tax Collector Compensation Resolution

Following a meeting with the Tax Collectors, there are some minor revisions to the compensation resolution to enable flexibility with software and reporting in the future. [Link to resolution](#).

The administration recommends the Board of School Directors approve the tax collector resolution, as presented.

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

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

Motion carried unanimously. 9-0

Mr. Over shared his thoughts and stated the Tax Collectors do a wonderful job and appreciate all they do.

Mr. Piper read the statement below:

Tax Collector Recognition

First of all, let me say how much this Board Member appreciates the service and the job that each one of our ten Tax Collectors provides to this District and to the tax payers of the individual municipalities that comprise our School District. Thank you for your dedicated service.

Deborah W. Piper, elected by the voters of West Pennsboro Township in November, 1993, began her term of office in January, 1994. Having been re-elected to six additional four-year terms, Debi began her 28th year this January, 2021 as Tax Collector for this School District and the residents of West Pennsboro Township.

I know my fellow Board members are well aware that approximately half of the District, 52.9 million dollar budget or 25.4 million dollars is comprised of real estate taxes. What you may not be aware of is that 7.913 million on approximately 1/3 of that 25.4 million is collected from West Pennsboro Township. I'm holding in my hand a document that indicates that 7.913 million dollars is forwarded to the School District in real estate taxes from the residents/taxpayers of West Pennsboro Township.

I know and I hope that each one of my fellow colleagues on this Board realizes how important our local Tax Collectors are to the budget process of this District and the service that they provide to our taxpayers.

I was very proud to serve as a member of the committee to interview our prospective candidate for the Business Manager position. One of the many questions that was asked of each candidate was the process that each District had in place to collect each Districts real estate taxes. Each of the four candidates communicated that they had experience and involvement with their local Tax Collectors and were in full support of their local Tax Collectors. I fully believe that the committee was glad to hear that response from the candidates.

One last item, I wonder if anyone has any idea what the Tax Collector of West Pennsboro Township receives in compensation for collecting 7.913 million dollars and providing this service for our District and to the residents of West Pennsboro Township. I'm holding in my hand a copy of the W-2 from the Big Spring School District indicating that the compensation for 2019 for collecting 7.913 million in real estate taxes from West Pennsboro Township was \$11,564.20. I just thought that each of my fellow Board members may be interested in that little bit of information. Keep in my that our Tax Collectors get no health care, no retirement, no sick leave and no vacation leave. This information is no secret, it is all public knowledge, if anyone wanted to find out.

I fully understand, that in addition to our District local Tax Collectors, we have employed a central office Administrative Staff support individual to provide the required District technical support to the Tax Collectors.

In conclusion, I would hope, that if any of my colleagues get a chance that you would let your individual Tax Collectors know how much you appreciate the job that they complete for our District.

Thank you for your time and I am asking that this statement be included as part of tonight's Board Meeting Minutes.

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

- No report offered

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

- Mr. Piper shared the items listed from the CPAVTS meeting held January 25, 2021.
 - o NOCTI Test information was shared.
 - o Act 93 Agreement will be presented to the Personnel Committee in February.
 - o CPAVTS is working with a firm to administer the COVID vaccine to staff.
 - o The block work for the new Vo-Tech sign is complete.
 - o A new Telehandler was received.
 - o Bid opening results were shared.
 - o The total project cost will be presented to the Building and Grounds Committee at the February JOC meeting.
 - o Information on student presentations were shared.

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

- There were discussions amongst Mr. Roush and the Administration regarding items for the February 16th Building and Property meeting.

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

- No report offered.

f. South Central Trust - Mr. Deihl

	Q2	YTD	PYr
	Oct - Dec 20	Jul - Dec 20	Jul - Dec 19
Ordinary Income/Expense			
Income			
4010 - Premiums - Traditional	1,169,253.76	1,757,913.52	1,731,641.10
4310 - Stop Loss - Reimbursements	0.00	2,230.67	0.00
Total Income	1,169,253.76	1,760,144.19	1,731,641.10
Expense			
5020 - Claims - CBC	854,812.98	1,775,093.12	1,621,899.35
5040 - Claims - Rx	230,150.38	343,899.37	0.00
5050 - Claims - Vision	3,633.72	9,943.15	14,215.29
5110 - Admin - BC/BS	37,356.30	37,356.30	0.00
5130 - Admin. - CBC	0.00	50,616.70	74,655.00
5140 - Admin. - Rx	65.00	126.00	0.00
5310 - Stop Loss	45,166.33	89,975.03	77,460.19
5530 - Office Expense	7.78	15.56	14.66
5620 - Benefits Consultant	15,120.00	18,462.00	18,350.00
5650 - Accounting & Auditing	0.00	2,146.39	2,146.39
Total Expense	1,186,312.49	2,327,633.62	1,808,740.88
Net Ordinary Income	-17,058.73	-567,489.43	-77,099.78
Other Income/Expense			
Other Income			
9510 - Interest Income	5,795.88	9,500.20	31,950.42
Total Other Income	5,795.88	9,500.20	31,950.42
Net Other Income	5,795.88	9,500.20	31,950.42
Net Income	-11,262.85	-557,989.23	-45,149.36

g. Capital Area Intermediate Unit - Mr. Swanson

- Mr. Swanson shared there was a meeting last Thursday and noted that the meeting minutes are in the Board members folders.

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 updated enrollment numbers as of January 29, 2021. Dr. Fry defined and discussed the enrollment numbers with the Board of School Directors.
- Dr. Fry shared that there is a Town Hall Meeting tomorrow at 6:00 p.m.
- Dr. Fry shared information on the Retirement Incentive, stating that 16 teachers have filed the paperwork and will resign at the end of the 2020-2021 school year. It was noted that the Administration is finalizing financial numbers and will bring them to the Board on February 16th for final approval.
- Dr. Fry discussed the structural deficit with the Board of School Directors.
- Dr. Fry stated that he applauds the Board's decision to move forward with Dr. Roberts' hire and shared that there is not a better person for the position of Superintendent of Schools for the Big Spring School District.

XVIII. Meeting Closing

a. Business from the Floor

- Mr. Wardle commended the District and the Boys Basketball program for honoring JT Kuhn, it was a wonderful program. Mr. Wardle commented that the District will be under excellent Administration with Dr. Roberts.
- Mr. Over thanked all BSSD staff for all they have done and continue to do.
- Mr. Gutshall stated, he is excited to have Dr. Roberts as the next Superintendent.
- Mr. Deihl stated that he is anxious to be a part of what is ahead with Dr. Roberts as the new Superintendent. Mr. Deihl also commented that Dr. Fry will be very much missed and has much gratitude for all he has done for BSSD.
- Mr. Piper congratulated Dr. Roberts and thanked Dr. Fry and Dr. Roberts for all they have done for the District.
- Mr. Myers thanked Dr. Fry and Dr. Roberts as well.
- Mr. Swanson applauded the recognition of JT Kuhn and stated the Boys Basketball team did a great job.

b. Public Comment Regarding Future Board Agenda Items

- No future board agenda items.

c. Adjournment

Motion by Deihl, seconded by Roush, to adjourn the February 2, 2021 Board meeting.

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

Motion carried unanimously. 9-0

Meeting adjourned at **8:43 PM, February 2, 2021**. Next scheduled meeting is: **February 16, 2021**.

