

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, OCTOBER 19, 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. 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 8:00 P.M. with seven (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; Dave Gutshall, Treasurer; John Wardle, Robert Over, Alexis Hurley and Frank Myers.

Absent: Roush, Piper

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; 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 5, 2020 Regular Board Meeting Minutes, the October 5, 2020 Committee of the Whole Meeting Minutes and the October 5, 2020 Building and Property Meeting Minutes.

Motion by Deihl, seconded by Myers, for the approval of the October 5, 2020 Regular Board Meeting Minutes, the October 5, 2020 Committee of the Whole Meeting Minutes and the October 5, 2020 Building and Property Meeting Minutes.

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

Motion Carried unanimously. 7-0

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

## V. Financial Reports

### a. Payment of Bills

General Fund	\$	1,051,501.39
Capital Project Reserve Fund	\$	-
Cafeteria Fund	\$	11,170.75
Student Activities	\$	<u>13,410.78</u>
<b>Total</b>	<b>\$</b>	<b>1,076,082.92</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, Over, Myers, Hurley, Gutshall and Wardle.

Motion Carried unanimously. 7– 0

### b. Treasurer's Fund Report

General Fund	\$	21,733,236.77
Capital Project Reserve Fund	\$	5,973,719.89
Cafeteria Fund	\$	288,889.97
Student Activities	\$	<u>264,231.49</u>
<b>Total</b>	<b>\$</b>	<b>28,260,078.12</b>

Motion to approve the treasurer's fund report and budget transfers, as presented.

- Mr. Wardle asked about the expenses which Mr. Kerr stated the District is doing well and the revenues are in good shape. Mr. Wardle thanked the Administration.

Motion by Gutshall, seconded by Deihl for acceptance of the Treasurer's Fund Report as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Over, Myers, Hurley, Gutshall and Wardle.

Motion Carried unanimously. 7– 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 Wardle for acceptance of the General Fund Report and YTD Taxes as outlined above. Roll call vote: Voting Yes: Swanson, Deihl, Over, Myers, Hurley, Gutshall and Wardle.

Motion Carried unanimously. 7– 0

## VI. Reading of Correspondence

## VII. Recognition of Visitors

**VIII. 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 community.

## **IX. Structured Public Comment Period**

## **X. Old Business**

## **XI. New Business**

## **XII. Personnel Items - Action Items**

### **a. Resignation - Part-Time Custodian**

Ms. Mercedes Jones has submitted her resignation for the position of a Middle School part-time custodian, retroactive to October 12, 2020.

The administration recommends the Board of School Directors approve Ms. Jones' resignation as a Middle School part-time custodian, retroactive to October 12, 2020.

### **b. Recommended Approval for 2020-2021 Mentor**

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

**Mentor – Laura Wettstein**

**Inductee – Jessica Kindon**

The administration recommends that the Board of School Directors approve the 2020-2021 mentor teacher, as presented.

### **c. Child-Rearing Leave - Ms. Molly Kordes**

Ms. Molly Kordes, Third Grade Teacher at Mt. Rock Elementary School, is requesting child-rearing leave of absence to begin approximately Monday, January 11, 2021 with a return date of approximately Thursday, April 1, 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 Ms. Kordes' requested child-rearing leave of absence to begin approximately January 11, 2021 with a return date of approximately April 1, 2021, as presented

### **d. Recommended Approval of ESS Aides**

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

**Kaetlyn Wertz - full-time Principal's discretion aide at Oak Flat Elementary School.**

**Jimi Anderson - full-time one-on-one aide at the High School.**

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

## **Personnel Items - Action Items**

### **e. Recommended Approval for Coaching Positions**

Mr. Joseph Sinkovich, Athletic Director/High School Assistant Principal, would like to recommend the coaching positions listed.

**Jesse Bortner - High School Head Baseball Coach**

**Jason Creek - Assistant Junior High Football Coach**

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

### **f. Recommended Approval for Custodial Transfers**

Ms. Cheri Frank, Director of Custodial Services, is requesting the transfers listed below. The assignments for the staff listed are their home buildings; however, personnel are still subject to temporary assignment to other buildings as needed and directed by the Director.

**Timothy Nye**, Full-time custodian split between Newville Ele. (3 hours) and the Middle School (5 hours). Mr. Nye will become the full-time custodian at the Middle School, replacing Lisa Hair who has transferred to the High School.

**Joan Gutshall**, Part-time custodian at Oak Flat Ele. will transfer to Mt. Rock Ele. as a part-time custodian, replacing Amber Lehman, who has transferred to Oak Flat Ele.

**Wanda Graver**, Part-time custodian at Mt. Rock Ele., replacing Timothy Nye (Worked 3 hours at Newville Ele.) who has transferred and Kay Galbraith (Worked 5 Hours at Newville Ele.) who has resigned. Wanda's new position will be a full-time position at Newville Ele.

**John Weller**, Part-time High School custodian assisting at the Fitness Center is replacing Timothy Nye the former five hour Middle School Custodian position.

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

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

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

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

Motion carried unanimously. 7– 0

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

### **a. Recommended Approval for the Refinancing Resolution**

Following the presentation at the Committee of the Whole Meeting, the District's bond counsel prepared a resolution authorizing the refinancing of the 2012, 2015 and 2016A bonds as a possible savings of \$230,000 -- given the right market conditions.

The administration recommends the Board of School Directors approve the resolution authorizing the issuance of general obligation bonds for the refinancing of existing debt.

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

Roll Call Vote as follows: Wardle-Yes, Over-Yes, Gutshall-Yes, Deihl-Yes, Swanson-Yes, Hurley-Yes, and Myers, Yes. Two members absent with a roll call vote of members present: 7-0

## **New Business - Action Items**

### **b. Recommended Approval for Payment from the Capital Projects Reserve Fund**

Link to Celerity Invoice. The payment of \$76,552.10 is for the fiber project work that has been done to date. This is part of an Erate project; SLC recently issued a funding commitment letter that approved up to 70% reimbursement of the final cost, up to a max of \$201,869.

The administration recommends the Board of School Directors approve the payment of \$76,552.10 to Celerity from the Capital Projects Reserve Fund.

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

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

Motion carried unanimously. 7-0

\*Mr. Krepps indicated that the underground trenching has been done from the high school to Oak Flat Ele. Mr. Krepps continued with communicating that things are progressing very well.

### **c. Recommended Approval for Cumberland County Tax Claim Bureau Repository Sale**

Link to letter from County Solicitor. This property was offered for sale on September 18, 2020 and no bids were received. The Tax Claim Bureau is requesting that the Board of School Directors of the Big Spring School District provide its consent to the sale of the property at 184A Big Spring Terrace, Newville, for the repository bid price of \$250 so that the property can be brought back into tax generating status.

The administration recommends the Board of School Directors approve the sale of referenced property at the proposed repository bid price of \$250.

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

Voting Yes: Swanson, Deihl, Gutshall, Over, Hurley, Myers, and Wardle. Motion carried unanimously. 7-0

### **d. Recommended Approval for Mt. Rock Elementary School Roof Walkway Repair Project Proposal**

One of the items on the Capital Projects list is to repair the walk pads on the Mt Rock roof before leaks occur. The Director of Maintenance Services obtained three quotes and the lowest (\$19,994.94) also happens to be via Keystone Purchasing Network. Link to [WTI Proposal](#).

The administration recommends the Board of School Directors accept the Waterproofing Technologies, Inc. proposal, authorize the administration to sign the appropriate documents and pay for the repair using the Capital Project Reserve Fund.

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

Voting Yes: Swanson, Deihl, Gutshall, Over, Hurley, Myers, and Wardle. Motion carried unanimously. 7-0

## **New Business - Action Items**

### **e. Recommended Approval to Convert Two Part-Time Custodian Positions to Full-Time**

We currently have PT positions open at MS, HS, MR, OF and the Fitness Center. Due to increased cleaning requirements and concerns with filling these part-time positions as well as finding substitutes, the administration is making a recommendation to convert two part-time positions into full-time custodians with the flexibility to change the hours, days, and location based on the needs of the District. These positions would be based at Oak Flat and Mt Rock.

The administration recommends the Board of School Directors approve the conversion of these two positions and authorize the administration to hire against the positions.

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

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

Motion carried unanimously. 7-0

\*Dr. Fry defined the position further to the Board of School Directors. Mr. Myers asked the administration if these added positions will be sufficient. Mr. Kerr confirmed that the positions will be sufficient.

### **f. Recommended Approval for an Interim COVID Agreement with Deitch Buses, Inc.**

After several meetings with Deitch, the administration recommends an interim agreement with Deitch Buses, Inc., to cover limited operations with reduced mileage and ridership. [Link to document.](#)

The administration recommends the Board of School Directors approve the interim agreement with Deitch Buses, Inc., as presented.

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

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

Motion carried unanimously. 7-0

\*Mr. Over asked the administration to outline the agreement. Dr. Fry and Mr. Kerr defined the agreement. There were discussions amongst the administration and the Board of School Directors regarding the interim COVID agreement.

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

### **a. Cafeteria Update**

Attached is an update from Michelle on the changing menus and efforts to maintain service in these challenging times.

Mr. Kerr stated that Ms. Morgan is doing an excellent job.

## **XII. Discussion Items**

## **XIV. Future Board Agenda Items**

## **XV. 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. Wardle shared that Vo-Tech has created a Virtual Newsletter as well as a virtual walk through with students. Mr. Wardle stated that the students are doing well.

### **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 was offered.

### **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 that he will be doing a community update this week and stated that staff continue to be updated as well as families and the community.
- Dr. Fry communicated that he would like to ask for participation from Board Officers to meet with BSEA Officers to review a potential retirement incentive program which will be presented and offered by PARS (Public Agency Retirement Services). Dr. Fry indicated that the administration held an information meeting with PARS. It was noted that the program is analytical driven. The data shared with administration was for teaching staff and BSSD aides only.
- Dr. Fry communicated that the administration continues to work on the Capital Project list and stated more information to come regarding the list.
- Mr. Myers asked how does PARS factor into retirement years with PSERS; Dr. Fry shared it's completely separate from PSERS. It is a standalone program funded by BSSD. Dr. Fry also shared it is a fiscal incentive.

## **XVI. Meeting Closing**

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

- Mr. Wardle commented to the administration to continue to keep up the great work.
- Mr. Deihl asked about the Student Board Reports. Dr. Fry communicated that they are looking into having the students participate virtually. Mr. Deihl concluded stating to the administration; “keep up the great work.”
- Ms. Hurley thanked the administration for all they have done.

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

- No Comments

### **c. Adjournment**

Motion by Deihl, seconded by Hurley, to adjourn the October 19, 2020 Board meeting.

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

Motion carried unanimously. 7-0

Meeting adjourned at **8:32 p.m., October 19, 2020.** The next scheduled meeting is: **November 16, 2020.**

  
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