



## DECEMBER 7, 2020 BOARD MEETING

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### 1. Opening Meeting and Guidelines for the December 7, 2020 Virtual Board Meeting

- Welcome members
- Note to members: you are participating in a Zoom webinar, as an attendee your audio and video is muted.
- A role call will take place to affirm board members in attendance for the December 7, 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 December 7, 2020 Board Agenda.

### 2. Opening Meeting

#### a. Call to Order (President Swanson)

#### b. Pledge to the Flag

### 3. Election of the Temporary President

"... there shall be elected from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Elected: \_\_\_\_\_ (temporary appointment)

### 5. Election of Officers - Refer to Sections 402 and 404 of the Public School Code of 1949

#### a. Election of the President - One Year Appointment

Elected: \_\_\_\_\_

#### b. Election of the Vice-President - One Year Appointment

Elected: \_\_\_\_\_

## **6. Appointments of Committee Members**

### **a. Pennsylvania School Boards Association Legislative Chairperson - One Year Appointment**

Current Representative – Mr. Frank Myers

### **b. Capital Area Intermediate Unit - One Year Appointment**

Current Representative – Mr. William Swanson

### **c. Athletic Council - One Year Appointment**

Current Representatives - Mr. Todd Deihl, Chairperson

Mr. John Wardle

Mr. Frank Myers

“Ms. Alexis Hurley”

### **d. District Improvement Committee - One Year Appointment**

Current Representatives – Mr. Frank Myers

Mr. Robert Over, Jr

### **e. Meet and Discuss Committee for Classified Employees - One Year Appointment**

Current Representatives – Mr. William Piper

Mr. John Wardle

### **f. Cumberland Perry Area Vocational Technical School - One Year Appointment**

Current Representatives – Mr. William Piper

Mr. John Wardle

### **g. Pennsylvania School Boards Association Regional Cabinet Member/Liaison - One Year Appointment**

Current Representative – Mr. Frank Myers

### **h. Buildings and Property Committee - One Year Appointment**

Current Representatives - Mr. Richard Roush, Chairperson

Mr. William Piper

Mr. William Swanson

Mr. Robert Over, Jr.

### **i. Finance Committee - One Year Appointment**

Current Representatives - Mr. Todd Deihl, Chairperson

Mr. William Piper

Mr. William Swanson

Mr. David Gutshall

### **j. South Central Trust Board - One Year Appointment**

Current Representative – Mr. Todd Deihl

### **k. Tax Collection Committee - One Year Appointment**

Current Representative – Mr. William Swanson

## 7. Approval of Minutes

Approval of the November 16, 2020 Regular Board Meeting Minutes and the November 16, 2020 Committee of the Whole Meeting Minutes.

## 8. Student/Staff Recognition and Student Board Reports - No Student Report Offered

## 9. Financial Reports

### a. Payment of Bills

General Fund		
Procurement Card	\$	11,873.18
Checks/ACH/Wires	\$	2,118,414.07
Capital Projects Reserve Fund	\$	70,543.87
Cafeteria Fund	\$	76296.73
Student Activities	\$	<u>11,484.78</u>
<b>Total</b>	<b>\$</b>	<b>2,288,612.63</b>

Motion to approve the payment of bills, as presented.

### b. Treasurer's Fund Report

General Fund	\$	28,502,588.80
Capital Projects Reserve Fund	\$	5,826,694.40
Cafeteria Fund	\$	340,823.27
Student Activities	\$	<u>260,724.86</u>
<b>Total</b>	<b>\$</b>	<b>34,930,831.33</b>

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

### c. YTD General Fund Report and YTD Taxes

The administration prepared the YTD General Fund Report and the YTD Taxes 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.

## 10. Reading of Correspondence

## 11. Recognition of Visitors

## 12. Public Comment Period

### **13. Structured Public Comment Period**

### **14. Old Business**

### **15. New Business**

### **16. Personnel Items - Action Items**

#### **a. Resignation - Dr. Richard W. Fry, Superintendent of Schools**

Recommend the Board of School Directors approve agreed adjustments in the contract of Dr. Richard W. Fry, Superintendent of Schools, thus accepting Dr. Fry's resignation for the purpose of retirement, effective June 30, 2021.

The administration recommends the Board of School Directors approve the agreed adjustments in Dr. Fry's contract and accept Dr. Fry's resignation for the purpose of retirement, effective June 30, 2021.

#### **b. Resignation - Mr. Richard E. Kerr, Jr., Business Manager**

Mr. Richard E. Kerr, Jr., has submitted his resignation for the purpose of retirement as the Business Manager for the Big Spring School District, effective July 31, 2021.

The administration recommends the Board of School Directors approve Mr. Kerr's resignation for the purpose of retirement, effective July 31, 2021.

#### **c. Resignation - Ms. Terrylee Hurley**

Ms. Terrylee Hurley submitted her resignation for the purpose of retirement for the position of an Instructional Aide at Oak Flat Elementary School, effective December 18, 2020.

The administration recommends the Board of School Directors approve Ms. Hurley's resignation for the purpose of retirement, effective December 18, 2020.

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

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Mr. Jon Sauve as a Long-Term Substitute Elementary Physical Education Teacher at Newville Elementary School and Mt. Rock Elementary School, for Mr. Brent Stroh who will be on leave. Mr. Sauve will transition with Mr. Stroh on November 20, 2020 and November 23, 2020. Mr. Sauve will officially begin in the position on November 24, 2020 through January 11, 2021.

The administration recommends the Board of School Directors approve Mr. Sauve as a Long-Term Substitute Physical Education Teacher at Newville Elementary School and Mt. Rock Elementary School, as presented.

## **Personnel Items - Action Items**

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

Dr. Kevin C. Roberts, Jr., Assistant Superintendent, would like to recommend Ms. DeAnna Antonicelli as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, for Mrs. Emily Moyer who will be on child-rearing leave. Ms. Antonicelli will transition with Mrs. Moyer on December 14, 2020 through the Winter Break. Ms. Antonicelli will officially begin in the position on January 4, 2021 through February 26, 2021.

The administration recommends the Board of School Directors approve Ms. Antonicelli as a Long-Term Substitute Life Skills Teacher at Oak Flat Elementary School, as presented.

### **f. Recommended Approval for a Volunteer Girls Basketball Coach**

Mr. Joseph Sinkovich, High School Assistant Principal/Athletic Director, would like to recommend Ms. Madison Colyer as a volunteer coach for the High School Girls Basketball team.

The administration recommends the Board of School Directors approve Ms. Colyer as a volunteer coach for the High School Girls Basketball team, as presented.

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

### **a. Credit Pay**

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amount in accordance with the negotiated contract.

<b>Mallory Farrands</b>	<b>\$2,400.00</b>
<b>Molly Kordes</b>	<b><u>\$1,620.00</u></b>
<b>Total</b>	<b>\$4,020.00</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.

### **b. Year-End Financial Statement for the Band Boosters**

The Big Spring School District has received a copy of the year-end financial statement from the organization listed and a copy of the statement is included with the agenda.

#### **Big Spring School District Band Boosters**

The administration recommends that the Board of School Directors accept the financial statement, as presented.

### **c. Recommended Approval to Draft a Negotiated Employment Agreement**

The Board President recommends that he be authorize by the Board to negotiate a draft employment agreement with Dr. Kevin C. Roberts, Jr., Assistant Superintendent, for the position of Superintendent of Schools, effective July 1, 2021, and to submit such draft agreement to the Board for their consideration at a future date.

## **New Business - Action Items**

### **d. Recommended Approval for the Caring Place Agreement**

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend the approval of the two year Caring Foundation Agreement. The Caring Foundation is a nonprofit corporation that makes available, at no cost to the community, certain grief support services for grieving children, teens and their families through the program known as Highmark Caring Place. The Foundation will provide training and support for Big Spring School District's School Counselors to be able to run grief counseling groups for students who have experienced a recent loss.

The administration recommends that the Board of School Directors approve the Caring Foundation Agreement as presented.

### **e. Recommended Approval for a New Story Tuition Agreement and an Amendment**

Mr. William Gillet, Director of Student Services, would like to recommend an additional student tuition agreement with New Story, a private licensed school within the Commonwealth of Pennsylvania that provides services to children with special education. New Story in Carlisle did not have a slot for the student which required BSSD to send the student to the New Cumberland site thus the need for the amendment. The rate is the same as Carlisle, which is \$380.00 per day/student based on enrollment.

The administration recommends the Board of School Directors approve the tuition agreement and the amendment, as presented.

### **f. Recommended Approval for a Curriculum Audit with Curriculum Management Solutions, Inc.**

Dr. Robyn Euker, Director of Curriculum and Instruction, would like to recommend a Curriculum Audit with Curriculum Management Solutions, Inc. (CMSI). The curriculum audit is designed to reveal the extent to which officials and professional staff of a school district have developed and implemented a sound, valid, and operational system of curriculum management. The proposal is included with the agenda.

The administration recommends the Board of School Directors approve the Curriculum Audit proposal with Curriculum Management Solutions, Inc., as presented.

### **g. Recommended Approval for the Updated Resocialization of Athletics and Activities 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 the winter athletics/activities.

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

## New Business - Action Items

### **h. Recommended Approval to Appoint a Committee to Review Tax Collector Compensation**

School districts that collect real estate taxes directly, and also those elected tax collectors, should complete data collection and analysis to establish official elected tax collector compensation rate. February 15, 2021 is the deadline for school board action to establish or change the compensation rate applicable to anyone who runs for office, is elected, or serves for years starting in 2022. The prior agreement is [linked here](#).

The administration recommends the Board of School Directors appoint a committee to review and modify the agreement for approval at the 1 Feb 2021 meeting.

### **i. Recommended Approval of a Resolution to Stay Within the Act 1 Index**

School Districts who stay within the Adjusted Act 1 index can avoid the extended budget process. From the [PDE Annual Budget Timelines and Standard Terminology](#) page: *Note:* An alternate process exists under SS Act 1 of 2006. A Board may adopt (via Board vote) a resolution indicating that it will not raise the rate of any tax for the support of public schools for the following fiscal year by more than its index. No less than 110 days prior to the primary election, a Board must submit a copy of the resolution and a schedule of the proposed tax rates to PDE via the Consolidated Financial Reporting System, General Fund Budget (CFRS-GFB). A Board that adopts a resolution through this process does not need to comply with the preliminary budget requirements and need only follow the procedures outlined in section 312 of SS Act 1 and section 687 of the School Code for the adoption of both its proposed final budget and its final budget.

Based on the presentation to the Finance Committee earlier this evening, the administration prepared a [resolution to stay within the index](#) as noted above.

The administration recommends the Board of School Directors approve the [resolution](#) to stay within the index.

### **j. Recommended Approval of Payment from Capital Projects Reserve Fund**

The make-ready charges are part of the Newville eRate fiber project to ready the PPL utility poles to attach our fiber. A significant portion of the charges are for pole replacements, raising existing power lines, and street lights. The linked [invoice and notification](#) provide all make-ready details. Once paid, PPL has 90 days to complete the make-ready work.

The administration recommends the Board of School Directors approve the payment of \$59,189.02 to PPL from the Capital Projects Fund.

### **k. Recommended Approval of the High School Store as a Student Activity Account**

The High School Principal, Mr. August, requested the re-establishment of the school store along with a \$2500 investment in technology and inventory in order to incorporate the school store into the Business Department. [See letter linked here](#).

The administration recommends the Board of School Directors approve the request to reauthorize the High School Store under the **Small Business Management** student activity account and provide the \$2500 modernization investment; and, the Store shall provide quarterly inventory and income/expense statements for the next 2 years to the board.

## New Business - Action Items

### I. Recommended Approval for the Transition to CSIU Financial Information System

After a year of reviewing four different financial programs (with Carlisle, West Perry, Shippensburg and South Middleton), Carlisle and Big Spring are recommending a move to CSIU's Financial Information System. Linked here are [info on CSIU's applications](#) and a [formal proposal](#). CSIU does not charge implementation fees; our annual cost for FY 22 is below. The current cost for Prosoft is \$21,348, but does not include electronic document management along with the enhancements the CSIU has in a web-based platform.

<b>CSIU Applications</b>	<b>Annual</b>
Fund Accounting	\$8,315
Payroll	\$11,093
Personnel	\$5,691
Startup fees	\$1,080
Document Management	\$9,538
Purchasing / AP	\$2,495
<b>FY 21 Cost</b>	<b>\$38,212</b>

The administration recommends the Board of School Directors approve the transition to the CSIU's Financial Information System and funding in the FY22 budget, as presented.

### 18. New Business - Information Item

#### a. Annual Financial Report

Working with SEK (our new auditors) and Forecast 5, the annual financial report (PDE 2057) is complete and submitted. A copy is posted on the website under financial history page and is available at this [direct link](#).

### 19. Discussion Item

### 20. Future Board Agenda Items

### 21. Board Reports

#### a. District Improvement Committee -

#### b. Athletic Committee -

#### c. Vocational-Technical School -

#### d. Buildings and Property Committee -

#### e. Finance Committee -



## **Board Reports . . .continued**

**f. South Central Trust -**

**g. Capital Area Intermediate Unit -**

**h. Tax Collection Committee -**

Latest [EIT Comparison Report](#) from Sue Pinti at CCTB.

**i. Future Board Agenda Items**

**j. Superintendent's Report - November Enrollment**

## **22. Meeting Closing**

**a. Business from the Floor**

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

**c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **December 7, 2020.**

Next scheduled meeting is: **January 11, 2021.**