



JANUARY 11, 2021 BOARD MEETING

1. Opening Meeting and Guidelines for the January 11, 2021 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 January 11, 2021 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 January 11, 2021 Board Agenda.

a. Call to Order (President Swanson)

b. Pledge to the Flag

2. Approval of Minutes

Approval of the December 7, 2020 Regular Board Meeting Minutes, the December 7, 2020 Committee of the Whole Meeting Minutes and the December 7, 2020 Finance Meeting Minutes.

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

4. Financial Reports

a. Payment of Bills

General Fund		
Procurement Card	\$	16,129.76
Checks/ACH/Wires	\$	2,113,978.52
Capital Projects Reserve Fund	\$	59,189.02
Cafeteria Fund	\$	109,501.32
Student Activities	\$	<u>34,506.69</u>
Total	\$	2,333,305.31

Motion to approve the payment of bills as presented.

b. Treasurer's Fund Report

General Fund	\$	30,761,659.98
Capital Project Reserve Fund	\$	5,767,621.00
Cafeteria Fund	\$	294,326.95
Student Activities	\$	<u>227,723.51</u>
Total	\$	37,051,331.44

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 \(link\)](#) 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 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.

5. Reading of Correspondence

6. Recognition of Visitors

7. Public Comment Period

8. Structured Public Comment Period

9. Old Business

10. New Business

11. Personnel Items - Action Items

a. Resignation - Middle School Instructional Aide

Ms. Jody Hoffman has submitted her resignation for the position of an instructional aide at the Middle School, effective January 19,2021.

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

b. Resignation - High School Assistant Girls Soccer Coach

Ms. Kelsey Hernjak has submitted her resignation for the position of High School Assistant Girls Soccer Coach, effective immediately.

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

c. Resignation - Junior High Boys Assistant Soccer Coach

Mr. Ryan Long has submitted his resignation for the position of Junior High Boys Assistant Soccer Coach, effective immediately. Mr. Long will continue as a volunteer coach for the High School Boys Soccer team.

The administration recommends the Board of School Directors approve Mr. Long's resignation as the Junior High Boys Assistant Soccer Coach and the request to continue as a volunteer coach for the High School Boys Soccer team.

Personnel Items - Action Items

d. Recommended Approval for Child Rearing Leave - Mrs. Laura LaRose

Mrs. Laura LaRose, High School Spanish Teacher, is requesting child-rearing leave of absence to begin approximately May 10, 2021 through the end of the 2020-2021 school year. 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. LaRose's requested child-rearing leave of absence to begin approximately May 10, 2021 through the end of the 2020-2021 school year, as presented.

e. Recommended Approval for Leave Without Pay

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Mrs. Kimberly Shinham is requesting one and one-half days of leave without pay for January 14 & 15, 2021.

The administration recommends that the Board of School Directors approve Mrs. Kimberly Shinham's request for leave without pay, as presented.

f. Recommended Approval for Coaches

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

Ryan Kelley - Assistant Baseball Coach

Cody Casey - Assistant Baseball Coach

Daniel Resavy - Assistant Baseball Coach

Wes Reall - Volunteer Baseball Coach

Brian Motter - Volunteer Baseball Coach

Jerry Kelly - Volunteer Baseball Coach

Chad Hefrick - Volunteer Wrestling Coach

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

12. 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.

Jana Barrick	\$ 705.00
Casey Barwin	\$ 3,096.00
Courtney Benson	\$ 3,240.00
Becky Coulson	\$ 1,548.00
Lindsey Dix	\$ 1,548.00
Dianne Doll	\$ 3,240.00
Megan Frantz	\$ 1,548.00
Allison Fry	\$ 3,096.00
Tessa Lindsey	\$ 1,548.00
Megan Martin	\$ 1,620.00
Michael McVitty	\$ 774.00
Shane Miller	\$ 1,620.00
Adam Nobile	\$ 1,620.00
Scott Penner	\$ 1,590.00
Melissa Sheffer	\$ 3,096.00
Caitlin Steinly	\$ 1,548.00
Jen Tomasov	\$ 1,548.00
Laura Wettstein	<u>\$ 1,548.00</u>
Total	\$34,533.00

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.

b. Recommended Approval for the Disposing/Selling of Sewing Machines

Dr. Robyn Euker, Director of Curriculum and Instruction, is requesting permission to dispose of twenty Deluxe sewing machines purchased in June, 2000. Any value will be used to offset the purchase of replacement machines over the next two or three years as budget funds are available.

The administration recommends the Board of School Directors approve Dr. Euker's request to dispose of the sewing machines, per Board Policy 706.1.

New Business - Action Items

c. Recommended Approval for a New Story Tuition Agreement and Amendment

Dr. Abigail Leonard, Supervisor of Ancillary 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 needs. New Story and the Big Spring School District have also agreed upon a New Story Agreement Amendment to address potential challenges to in school instruction caused by the COVID-19 pandemic. The tuition cost will be \$275.00 per day for each day that New Story implements its basic remote learning program.

The administration recommends the Board of School Directors approve the additional student tuition agreement with New Story and the New Story Amendment, as presented.

d. Recommended Approval for the Proposed 2021 Agreement for School Crossing Guards

Dr. Richard W. Fry, Superintendent of Schools, received and reviewed the agreement from the Newville Borough for school crossing guard services. The term of the agreement for school crossing guard services between the Newville Borough and the Big Spring School District is for a period of one year beginning on January 1, 2021 and ending December 31, 2021. The Big Spring School District shall pay a sum of \$2,700.00 for the school crossing guard services for one year in twelve monthly payments of \$225.00.

The administration recommends that the Board of School Directors approve the 2021 school crossing guard services agreement between the Big Spring School District and the Newville Borough at a cost not to exceed \$2,700.00.

e. Recommended Approval for the 2021-2022 Cumberland Perry Area Vocational Technical General Fund Budget Proposal

The Cumberland Perry Area Vocational Technical School has developed a General Fund Budget Proposal for the 2021-2022 school year. The proposed budget reflects an increase of 5.56% for the 2021-2022 school year. The dollar value of this increase for Big Spring School District is \$49,955. Link to [CPAVTS FY22 Budget](#).

The administration recommends that the Board of School Directors approve the proposed 2021-2022 CPAVTS budget as presented with the understanding that the actual cost for Big Spring's participation in the Vo-Tech school will be determined based on final enrollment calculations.

f. Recommended Approval for Payment from the Capital Project Reserve Fund

The administration received three invoices from Celerity ([Link to Celerity Invoices](#)) for the fiber project:

<u>From</u>	<u>Description</u>	<u>Amount</u>
Celerity	Celerity Invoice # 4747 (HS>OF)	40,016.93
Celerity	Celerity Invoice # 4748 (Oak Flat)	888.50
Celerity	Celerity Invoice # 4749 (Newville)	<u>15,968.00</u>
Total		56,873.43

And, we received our first E-rate reimbursement for the project from USAC in December. [Link to USAC payment notice](#).

The administration recommends the Board of School Directors approve the payment of \$56,873.43 from the Capital Reserve fund to Celerity, as presented.

New Business - Action Items

g. Recommended Approval of the Agreement with Conrad Siegel for GASB 75 Valuation

Due to the complexity of the GASB 75 requirement in financial statements, the District uses Conrad Siegel through the Pennsylvania Trust (CSIU). This renews the agreement through December 31, 2021. [Link to Agreement.](#)

The administration recommends the Board of School Directors approve the renewed agreement with PA Trust and Conrad Siegel, as presented.

h. Recommended Approval for a Contract Extension with G2 Commercial Landscapes

There is an option to renew the current contract with G2 for an additional 2 years. Based on conversations with our Groundsman (Dustin Durf), he supports this extension. It includes a 1% increase each year. [Link to contract/extension.](#)

The administration recommends the Board of School Directors approve the two-year contract extension with G2 Commercial Landscapes, as presented.

13. New Business - Information Items

a. Proposed Updated Job Descriptions

The administration has updated the job descriptions listed and a copy of the job descriptions have been included with the agenda. After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for board approval at the February 1, 2021 Board meeting.

Assistant Superintendent

Business Manager

Administrative Assistant to the Superintendent of Schools

b. Proposed Updated/New Policies

The administration has provided copies of the proposed/new policies listed, which are included with the agenda. After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policies for Board approval at the February 1, 2021, Board meeting.

c. Bond Refinancing Documents

From District Financial Advisor: Back in October, we were projecting gross savings of about \$230,000 which would net about \$205,000 to the District after PLANCON reimbursement. By going the bank loan route, we got the benefit of lower total costs of issuance, a loan that is pre-payable anytime with no penalty (a bond issue of this length would be non-callable) and no hassle of going through the rating process or putting together an official statement. The rate of 0.65% from TD Bank nets the District about \$325,000 in savings which factors in all costs of issuance and state aid. [Link to Documents.](#)

14. Discussion Items

15. Future Board Agenda Items

16. Board Reports

- a. District Improvement Committee - Mr. Over, Mr. Myers**
- b. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers**
- c. Vocational-Technical School - Mr. Piper, Mr. Wardle**
- d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over**
- e. Finance Committee - Mr. Deihl, Mr. Piper, Ms. Hurley, Mr. Gutshall**
 - 1. District received notice of a Clean & Green roll back notice - [see link](#).
 - 2. Link to [CoW Presentation](#)
- f. South Central Trust - Mr. Deihl**
 - 1. [Workers Comp Loss Run report](#)
 - 2. [2020 Q3 SCT Finances](#)
 - 3. [2020 Q3 RX Analytics](#)
- g. Capital Area Intermediate Unit - Mr. Swanson**
- h. Tax Collection Committee - Mr. Swanson**
- i. Future Board Agenda Items**
- j. Superintendent's Report - December Enrollment**

17. Meeting Closing

- a. Business from the Floor**
- b. Public Comment Regarding Future Board Agenda Items**
- c. Adjournment**

Meeting adjourned at _____ PM, **January 11, 2021**.
Next scheduled meeting is: **February 1, 2021**.