

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, JANUARY 11, 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, January 11, 2021, Virtual Board Meeting of the Big Spring Board of School Directors Meeting at **8:16** P.M. with seven (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Robert Over, Alexis Hurley, Richard Roush and Frank Myers.

Absent: Gutshall, 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 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.

Motion by Deihl, seconded by Myers, for the 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.

Roll call vote: Voting yes: Swanson, Deihl, Over, Hurley, Piper, Roush 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		
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>
<b>Total</b>	<b>\$</b>	<b>2,333,305.31</b>

Motion to approve the payment of bills as presented.

Motion by Deihl, seconded by Myers 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. 7- 0

### 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>
<b>Total</b>	<b>\$</b>	<b>37,051,331.44</b>

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

Motion by Deihl, seconded by Hurley for acceptance of the Treasurer's Fund Report as outlined above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Over, Hurley, Myers and Roush.

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 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. 7- 0

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

**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 - 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.

### **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.

## **Personnel Items . . . continued**

### **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 Hetrick - Volunteer Wrestling Coach**

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

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

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

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

Motion carried unanimously. 7– 0

## **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.

<b>Jana Barrick</b>	<b>\$ 705.00</b>
<b>Casey Barwin</b>	<b>\$ 3,096.00</b>
<b>Courtney Benson</b>	<b>\$ 3,240.00</b>
<b>Becky Coulson</b>	<b>\$ 1,548.00</b>
<b>Lindsey Dix</b>	<b>\$ 1,548.00</b>
<b>Dianne Doll</b>	<b>\$ 3,240.00</b>

<b>Credit Pay (Con't)</b>	
<b>Megan Frantz</b>	<b>\$ 1,548.00</b>
<b>Allison Fry</b>	<b>\$ 3,096.00</b>
<b>Tessa Lindsey</b>	<b>\$ 1,548.00</b>
<b>Megan Martin</b>	<b>\$ 1,620.00</b>
<b>Michael McVitty</b>	<b>\$ 774.00</b>
<b>Shane Miller</b>	<b>\$ 1,620.00</b>
<b>Adam Nobile</b>	<b>\$ 1,620.00</b>
<b>Scott Penner</b>	<b>\$ 1,590.00</b>
<b>Melissa Sheffer</b>	<b>\$ 3,096.00</b>
<b>Caitlin Steinly</b>	<b>\$ 1,548.00</b>
<b>Jen Tomasov</b>	<b>\$ 1,548.00</b>
<b>Laura Wettstein</b>	<b>\$ 1,548.00</b>
<b>Total</b>	<b>\$34,533.00</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, Piper, Over, Roush Myers and Hurley.

Motion carried unanimously. 7-0

#### **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.

There were discussions amongst the Administration and the Board of School Directors regarding the process defined above.

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

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

## **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.

Dr. Fry shared information regarding the New Story Agreement and Amendment.

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

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

### **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.

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

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

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

### **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.

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

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

## New Business - Action Items

### 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		<b>56,873.43</b>

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.

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

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

### 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.

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

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

### 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.

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

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

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

##### **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.](#)

#### **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**

- No report offered.

##### **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 updated enrollment numbers as of December 18, 2020. Dr. Fry defined and discussed the enrollment numbers with the Board of School Directors.
- Dr. Fry shared an update with the board regarding the Cap Tax litigation.
- Dr. Fry communicated that Mr. Over will be representing the Board of School Directors to assist with the Tax Collectors Agreement. Dr. Fry continued in sharing a short summary of the agreement.
- Dr. Fry shared his thoughts on Profile of a Graduate and noted what is expected of BSSD students in the current model of Profile of a Graduate.
- Dr. Fry communicated Profile of a Graduate key concepts:
  1. A global citizen;
  2. An empathic advocator;
  3. A collaborator;
  4. A communicator;
  5. Critical thinker.
- Dr. Fry stated that BSSD needs to continue to get better and prepare students to be life ready and solid citizens.

**XVIII. Meeting Closing**

**a. Business from the Floor**

- Mr. Myers thanked the Administration for all they have done and continue to do.
- Ms. Hurley stated that the educational models are going well for her children at the elementary and secondary level. She shared her children keep moving forward and continue to do well. She thanked the Administration for all they have done and continue to do.
- Mr. Swanson shared his gratitude as well.

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

- No future board agenda items.

**c. Adjournment**

Motion by Deihl, seconded by Myers, to adjourn the January 11, 2021 Board meeting.

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

Motion carried unanimously. 7-0

Meeting adjourned at **8:41 PM, January 11, 2021**. Next scheduled meeting is: **February 1, 2021**.

  
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