

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, DECEMBER 7, 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, December 7, 2020, Virtual Board Meeting of the Big Spring Board of School Directors Meeting at 8:03 P.M. with nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; Dave Gutshall, Treasurer; William Piper, Secretary; Richard Roush, John Wardle, Robert Over, Alexis Hurley and Frank Myers.

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. 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."

Motion by Roush to nominate Mr. Deihl for Temporary President.

Motion by Myers, seconded by Wardle to close the nominations. Roll call vote to elect Todd Deihl as Temporary President: Voting Yes: Gutshall, Deihl, Piper, Hurley, Over, Swanson, Wardle, Roush, Myers. Motion carried unanimously 9 – 0.

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

Election of the President - One Year Appointment

Motion by Deihl to nominate Mr. William Swanson, for President.

Motion by Deihl, seconded by Gutshall to close the nominations.

Roll call vote on the motion by Deihl, second by Gutshall to elect Mr. William Swanson as President. Roll call vote: Voting Yes: Gutshall, Deihl, Piper, Wardle, Roush, Over, Hurley, Swanson and Myers. Motion carried unanimously 9 – 0. The Board President, Mr. William Swanson began his duties.

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

Motion by Gutshall to nominate Mr. Todd Deihl for Vice President.

Roll call vote on the motion by Wardle, second by Piper to elect Mr. Deihl as Vice President.

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

V. Appointments of Committee Members - Committee members below were appointed to serve as representatives for a one-year term.

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

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

Ms. Alexis Hurley

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

III. Approval of Minutes

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

Motion by Deihl, seconded by Roush, for the approval of the November 16, 2020 Regular Board Meeting Minutes and the November 16, 2020 Committee of the Whole Meeting Minutes.

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

Motion Carried unanimously. 9 -0

IV. Student/Staff Recognition and Board Reports – Everett Baker shared the information below with the Board of School Directors.

- Students of the First Quarter Honor Roll
- BSHS Mini-THON
- Mrs. Sherisa Nailor has been named President of the 2020-2021 National Association of Agricultural Educators Board of Directors.
- Field Hockey, Girls Soccer and Boys Soccer All Stars
- FFA National Convention
- Club Days
- Fundraisers
- FFA Apparel Store

V. 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>
Total	\$	2,288,612.63

Motion to approve the payment of bills, as presented.

Motion by Gutshall, seconded by Deihl for approval of the Payment of Bills as outlined above.

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

Motion Carried unanimously. 9 -0

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>
Total	\$	34,930,831.33

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

Motion by Gutshall, seconded by Deihl for approval of the Treasurer's Fund Report and Budget Transfers as outlined above.

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

Motion Carried unanimously. 9 -0

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.

Motion by Deihl, seconded by Roush 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, Roush and Wardle.

Motion Carried unanimously. 9 -0

10. Reading of Correspondence**11. Recognition of Visitors****12. Public Comment Period**

- Mr. Charles Egger commended the BSSD Administration and Board of School Directors for all they have done and continue to do. Mr. Egger shared his thoughts and concerns regarding the students attending Vo-Tech during the Tier I Educational Plan.
- Dr. Roberts talked about the solution and described the flex days. Mr. Egger thanked the Administration and Board of School Directors and felt confident that they would have a plan to assist the Vo-Tech students with the classes they may miss while attending Vo-Tech in the morning.

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.

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.

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

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

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

Motion carried unanimously. 9 – 0

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.

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

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 Roush to approve the recommendation as outlined above.

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

Motion carried unanimously. 9-0

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.

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

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

Motion carried unanimously. 9-0

c. Recommended Approval to Draft a Negotiated Employment Agreement

The Board President recommends that he be authorized 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.

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

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

Motion carried unanimously. 9-0

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.

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

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

Motion carried unanimously. 9-0

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.

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

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

Motion carried unanimously. 9-0

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.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

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.

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

Voting Yes: Swanson, Deihl, Gutshall, Piper, Over, Wardle, Roush, Myers and Hurley. Motion carried unanimously 9-0

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.

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

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

Motion carried unanimously. 9-0

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 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.

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

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

Motion carried unanimously. 9-0

New Business - Action Items

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.

Mr. Piper asked about the status of the project. Mr. Krepps shared information on the project.

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

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

Motion carried unanimously. 9-0

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.

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

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

Motion carried unanimously. 9-0

l. 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.

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

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.

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

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

Motion carried unanimously. 9-0

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](#).

14. Discussion Item

15. Future Board Agenda Items

16. Board Reports

a. District Improvement Committee - Mr. Over, Mr. Myers

- Mr. Over stated that Dr. Fry and Dr. Roberts did a great job offering a Thoughtexchange and community forum to the public.

b. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers

- No report offered.

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

- Mr. Piper shared that Vo-Tech will hold a Finance Committee Meeting via Zoom and the December Vo-Tech meeting has been postponed for one week.

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

- No report offered.

e. Finance Committee - Mr. Deihl, Mr. Piper, Ms. Hurley, 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 November Enrollment with the Board of School Directors and discussed the enrollment numbers.
- Dr. Fry congratulated Dr. Roberts and shared that Dr. Roberts has been the very best young leader that he has had the pleasure to mentor and kudos to the Board on their strategic vision that best fits the entire BSSD community. Dr. Fry continued in communicating that not all boards think as the BSSD Board of School Directors do, but doing what is best for the community and understanding what BSSD has and taking action and allowing BSSD to keep what we have, allows us to continue to grow and meet students needs. It supports our work as a learning community and keeps us Ever Always Strong.

17. Meeting Closing

a. Business from the Floor

- Mr. Wardle stated that he wanted to thank not just the employees but the heroes of education for the children of the community; the administration, teachers, support staff, bus drivers and everyone else as well as the support of the community during these challenging times as BSSD moves forward in providing great experiences for the students.
- Mr. Over wished Dr. Fry, Mr. Kerr and Mrs. Seras his best and stated they have done a wonderful job and will be missed.
- Mr. Piper stated that Dr. Fry's retirement letter was outstanding and shared his appreciation. Mr. Piper commended Dr. Fry for the video that was shared with the BSSD community.
- Mr. Deihl communicated that he is grateful for all that Dr. Fry has done and stated there is still a lot of work to be done.
- Mr. Swanson also commended Dr. Fry for his retirement letter.
- Mr. Piper recognized National Pearl Harbor day and stated, "Let us never forget."

b. Public Comment Regarding Future Board Agenda Items

- No future board agenda items.

c. Adjournment

Motion by Deihl, seconded by Roush, to adjourn the December 7, 2020 Board meeting.

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

Motion carried unanimously. 9-0

Meeting adjourned at **8:29 PM, December 7, 2020**. Next scheduled meeting is: **January 11, 2021**.

