

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

December 6, 2021



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Call to Order (President Swanson)

The Board of School Directors for the Big Spring School District met in the Big Spring High School Auditorium at 8:00 pm with seven (7) hold-over Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Robert Over, Frank Myers, Richard Roush, and John Wardle.

Absent: Dave Gutshall and Alexis Blasco-Hurley (Richard Roush participated virtually)

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Bill August, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Caleb Barwin, Account Controller; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darrin Baughman, Technology Support.

1. Opening Meeting

Welcome members: The Board of School Directors will proceed with the December 6, 2021 Board Agenda.

Call to Order (President Swanson)

President Swanson led all individuals present in the Pledge to the Flag.

2. Election of the Temporary President

Motion by Mr. Wardle to nominate Todd Deihl Temporary President

Roll Call vote to elect Todd Deihl Temporary President: Wardle, Over, Deihl, Swanson, Myers, Piper, and Roush

Motion Carried unanimously. 7-0

3. Oath of Office of Newly Appointed and Re-Elected Board Members

Mr. Todd Deihl, Temporary President, administered the oath of office to Mr. Wardle, Mr. Over, and Mr. Fisher

4. 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 Mr. Wardle to nominate Mr. Swanson President was seconded by Mr. Myers

Motion by Mr. Myers to close nominations was seconded by Mr. Wardle

Roll call vote to elect Mr. Swanson President

vote: Voting Yes: Wardle, Over, Fisher, Deihl, Swanson, Myers, Piper, and Roush

Motion Carried unanimously. 8-0

The Board President will begin his/her duties.

Election of the Vice-President - One Year Appointment

Motion by Mr. Piper to nominate Mr. Deihl Vice-President was seconded by Mr. Wardle

Motion by Mr. Myers to close nominations was seconded by Mr. Wardle

Roll call vote to elect Mr. Deihl Vice-President

vote: Voting Yes: Wardle, Over, Fisher, Deihl, Swanson, Myers, Piper, Roush

Motion Carried unanimously. 8-0

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

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

Elected: Mr. Frank Myers

5.b. Capital Area Intermediate Unit - One Year Appointment

Elected: Mr. William Swanson

5.c. Athletic Council - One Year Appointment Elected:

1. Mr. Todd Deihl
2. Mr. Kenneth Fisher
3. Mr. Frank Myers
4. Mr. John Wardle

5.d. District Improvement Committee - One Year Appointment Elected:

1. Mr. Ken Fisher
2. Mr. Frank Myers

5.e. Meet and Discuss Committee for Classified Employees - One Year Appointment Elected:

1. Mr. Frank Myers
2. Mr. William Piper

5.f. Cumberland Perry Area Career Technical Center - One Year Appointment Elected:

1. Mr. William Piper
2. Mr. John Wardle

5.g. Pennsylvania School Boards Association Regional Cabinet Member - One Year Appointment

Elected: Mr. Frank Myers

5.h. Buildings and Property Committee - One Year Appointment Elected:

1. Mr. Robert Over
2. Mr. William Piper
3. Mr. Richard Roush
4. Mr. John Wardle

5.i. Finance Committee - One Year Appointment Elected:

1. Mr. Todd Deihl
2. Mrs. Alexis Hurley
3. Mr. Robert Over
4. Mr. William Piper

5.j. South Central Trust Board - One Year Appointment Elected: Mr. Todd Deihl

5.k. Tax Collection Committee - One Year Appointment Elected: Mr. William Swanson

6. Beginning of the Regular Board Meeting: Approval of Minutes

The Regular Board Meeting shall commence with the approval of the November 15, 2021 Regular Board Meeting Minutes and the November 15, 2021 Committee of the Whole Meeting Minutes.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

7. Student/Staff Recognition and Board Reports - Rylee Hall Cody Jones, and Elizabeth Sheriff

8. Financial Reports

8.a. Payment of Bills

General Fund

Procurement Card	\$	20,327.02
Checks/ACH/Wires	\$	2,439,098.19
Capital Projects Reserve Fund	\$	168,830.28
Cafeteria Fund	\$	520.00
Student Activities	\$	<u>18,262.82</u>
Total	\$	2,647,038.31

Motion to approve the payment of bills as presented.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

8.b. Treasurer's Fund Report

General Fund	\$	32,470,536.82
Capital Project Reserve Fund	\$	8,144,853.86
Cafeteria Fund	\$	418,209.85
Student Activities	\$	<u>246,397.64</u>
Total	\$	41,279,998.17

Motion to approve the Treasurer's Fund Report as presented.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

8.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 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 Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

9. Reading of Correspondence – Dr. Roberts read a letter from Jennifer and Toby Kuhn

10. Recognition of Visitors – 21 visitors were in attendance

11. Public Comment Period

Mr. Bill Beck, 108 Lawrence Lane, Carlisle – addressed the Board of School Directors and offered a prayer of encouragement for the Board members, administration, staff, students, and community.

Ms. Arlene Reinford, 1332 Doubling Gap Road, Newville addressed the Board with comments regarding face coverings.

Mr. Josh Helm, 26 Windy Hill Road, Newville addressed the Board with comments regarding face coverings and transportation concerns.

Ms. Kathleen Livengood, 116 Horsekiller Road, Shippensburg addressed the Board with comments regarding Safe 2 Say Something.

Ms. Erica Reall, 176 Westlake Drive, Carlisle addressed the Board with comments regarding Safe 2 Say Something and transportation concerns.

Ms. Laura Mackey, 527 Shed Road, Newville addressed the Board with comments regarding face coverings.

Mr. Mike McDonald, 765 Ritner Highway, Carlisle addressed the Board with comments regarding face coverings.

Ms. MaDawn Hostetter, 60 Buckeye Lane, Newville addressed the Board with comments regarding transportation concerns.

Ms. Jessica Kreiger, 3960 Enola Road, Newville addressed the Board with scripture reading and offered a prayer.

Ms. Tailynn Mackey, 527 Shed Road, Newville addressed the Board with comments regarding face coverings.

12. Old Business

13. New Business

14. Personnel Items - Action Items

14.a. Recommended Wellness Committee Member

Mrs. Nicole Donato, Director of Curriculum and Instruction, would like to recommend Megan Brackbill for the 2021-2022 Wellness Committee replacing Charlene D'Amore who resigned.

The administration recommends the Board of School Directors approve Megan Brackbill for the Wellness Committee as presented.

14.b. Recommended Transfer of Custodian

Ms. Cheri Frank, Coordinator of Custodial Services, would like to recommend the following individual for transfer:

Mrs. Lisa Hair employment transfer from full-time High School Custodian to full-time second shift Custodian at Mount Rock Elementary School replacing Robert Noss effective December 7, 2021.

The administration recommends the Board of School Directors approve the employee listed above for a transfer.

14.c. Recommendation of an ESL Teacher - Mrs. Dakotah Miller

Education:

Millersville University - Spanish (Bachelor's Degree)

Shippensburg University - ESL Program Specialist (Certificate)

Messiah University - Teaching English to Speakers of Other Languages (Master's Degree)

Experience:

Cumberland Valley High School

Mr. William August, Assistant Superintendent, would like to recommend Dakotah Miller as an ESL Teacher replacing Charlene D'Amore who resigned. The compensation for this position should be established at Master's Degree, step 7, \$63,725.00 for 2021-2022 based on the current contract between the Big Spring Education Association and the Big Spring School District.

14.d. Recommended Additional Mentor for 2021-2022

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 additional mentor for 2021-2022 is listed below.

Inductee	Building/Subject	Curriculum Mentor
Dakotah Miller	ESL Teacher	Karyn Cunningham

The administration recommends the Board of School Directors approve the 2021-2022 mentor teacher as presented.

14.e. Recommended One-Time Custodian Incentive Pay

During the past year and half, the custodial team has dealt with significant staffing shortages and additional cleaning due to COVID (i.e. plexiglass). Due to the shortages and additional cleaning, the custodial team has had to work additional hours and weekends. In these unprecedented times, the District is recommending a one-time incentive pay for the custodial team. The funding for the incentive pay will be paid through ESSER I funds.

The administration recommends the Board of School Directors approve a one-time incentive pay of \$400 for full-time and \$300 for part-time custodians.

14.f. Recommended Approval of Student Interns for the Aquatic Program

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending Student Interns for the Aquatic Program based on recommendations from Mrs. Lisa Black, Student Career Coordinator:

- Rosario Alvarez, Lily Bechtold, Tomi Branyan, Ava Nealy, and Mattea Penner

The administration recommends the Board of School Directors approve hiring paid student interns for the Aquatic Program at a rate of \$10.62 per hour based on the Classified Employee Agreement for 2021-2022 as presented.

Vote on New Business 14a - 14f, Personnel Items

Motion by Mr. Deihl was seconded by Mr. Myers to approve Items 14a – 14f, as outlined and recommended above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15. New Business - Action Items

15.a. Credit Pay

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Molly Kordes	\$1,680.00
Matthew Kump	\$1,680.00
Courtney Rickabaugh	\$1,347.00

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 Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.b. Recommended Approval of the Year End Transfer from General Fund to Capital Project Reserve Fund

The Annual Financial Report (AFR) has been completed and is attached. The AFR includes increasing the assigned fund balance for healthcare and transferring funds to capital project reserve to help assist in funding the future projects, including a potential significant project in the summer of 2023 or 2024. Mr. Michael Statler is recommending a \$2,200,000 transfer from general fund to capital reserve. The unassigned fund balance, as of June 30,2021, is below the 8% Commonwealth of PA requirement.

The administration recommends the Board of School Directors approve the transfer of \$2,200,000 from the general fund to the capital project reserve fund, retroactive to June 30, 2021.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.c. Proposed Adoption of New Curricular Resources/Textbooks

Listed below are curricular resources and textbooks recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for board approval:

Resources:

- K – 2: [Geodes Leveled Classroom Libraries](#) - Publisher Wilson Language
- K-5: [Math in Practice](#) - Publisher Heinemann

Textbook:

- High School: Statistics and Probability with Applications - Publisher Bedford, Freeman, and Wort

The administration recommends the Board of School Directors approve the new curricular resources/textbooks as presented.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.d. 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.

15.d. Recommended Approval of a Resolution to Stay Within the Act 1 Index (cont'd)

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.e. Recommended Approval of Smart Interactive Panels

Robert Krepps, Director of Technology and Mike Statler, Business Manager have reviewed the Visual Sound and Gordian Proposals to replace 112 Smartboard/Projector systems in the Middle and High School Classrooms. This project was originally approved for the summer of 2021 but was cancelled due to the unknown ramifications surrounding the pandemic.

The existing 10–12-year-old projector/board systems will be replaced with 86” Smart Interactive TV Panels similar to those implemented in the elementary schools between 2019 and 2020. The total cost of the project including desktop computers that were implemented in August 2021 is \$1,086,739 to be paid using ESSER II funds. It was originally budgeted for \$1,250,000 in capital projects.

The administration recommends the Board of School Directors approve both proposals with work to commence in June 2022.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.f. Recommended Depository and Checking Bank

The Business Office completed a Request for Proposals for banking services and received six proposals. In evaluating the proposals, ACNB received the highest score due to location, customer service, and pricing. Due to financial security and controls, the switch from PNC to ACNB will take some time. The transition will be fully complete by June 30, 2022. The District will continue to use PSDLAF for our investing needs.

The administration recommends the Board of School Directors approves ACNB as the District's depository and checking bank for the General Fund, Capital Project Reserve Fund, and Food Service Fund.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.g. Capital Project Payments

Capital Project Payments

- Barton Associates for engineering services of the Big Spring School District High School Boiler Replacement in the amount of \$2,109.62.

The administration recommends the Board of School Directors approve the payment from the Capital Project Reserve Fund.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.h. CAIU Agreement for Educational Services 2021-2022

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the CAIU Agreement for Tier 1 Instructional Coaching Services for the 2021-2022 school year and would like to recommend board approval.

The administration recommends the Board of School Directors approve the CAIU Agreement for Tier 1 Instructional Coaching Services for the 2021-2022 school year as presented.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

15.i. ARP-ESSER Reserve Agreement

The administration has submitted for grant funding under the American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Grant - 7% Set Aside Funds. Funds are allocated to be utilized for after-school programming, summer school programming, and to support supplementary funding for professional learning and educational resources. A copy of the Agreement is attached.

The administration recommends the Board of School Directors approve the ESSER Reserve Agreement as presented.

Motion by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

16. New Business - Information Item

16.a. Proposed New and Revised Policies

Proposed Approval for Revisions of Policy 622, GASB Statement 34

- The administration has made revisions to **Policy 622, GASB Statement 34**, which is included with the agenda.

Proposed New Policy 218.3, Discipline of Students Convicted/Adjudicated of Sexual Assault

- The administration has provided a copy of **Policy 218.3, Students Convicted/Adjudicated of Sexual Assault**, which is included with the agenda.

After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the January 10 Board meeting.

17. Discussion Item – Nothing offered

18. Future Board Agenda Items – Nothing offered

19. Board Reports

19.a. District Improvement Committee – Mr. Myers reported a Zoom Meeting was held on November 16 to update the strategic plan and communicated the plan to conduct more ThoughtExchange survey's to solicit parent and community input.

19.b. Athletic Committee – No report was offered

19.c. Cumberland Perry Area Career and Technical Center – Reorganization meeting will be December 13 at 7:00 am

19.d. Buildings and Property Committee – No report was offered

19.e. Finance Committee – No report was offered

19.f. South Central Trust – No report was offered

19.g. Capital Area Intermediate Unit – The next meeting will be Thursday, December 16 at 8:00 am

19.h. Tax Collection Committee – No report was offered

19.i. Future Board Agenda Items – Nothing offered

19.j. Superintendent's Report –

Dr. Roberts congratulated the newly elected and reelected Board Members and stated he appreciates their volunteer service.

Dr. Roberts reminded everyone that the January Board Meeting will be in the Middle School Auditorium at 8:00 pm because the High School Auditorium is used for Musical practice.

Dr. Roberts stated reelected and newly elected Board Members will be contacted by Mrs. Minnich to schedule their required School Board training.

Dr. Roberts said he will be representing Big Spring School District on Thursday by speaking to the Carlisle Rotary Club where High School student Kennedy Sheriff will also be recognized as Student of the Month.

Dr. Roberts shared that he had the privilege of attending the National Association of Agricultural Educators Convention with Mrs. Sherisa Nailor who has served as a member of their board from 2016 – 2021 and as the NAAE President this past school year which is a tremendous accomplishment. Kudos to Mrs. Nailor for that accomplishment and for always modeling the great things that are happening at Big Spring.

Mrs. Nailor thanked everyone for their support.

20. Meeting Closing

20.a. Business from the Floor – Nothing offered

Mr. Wardle said thank you to parents for their voice and he is looking forward to the holiday season and the many activities and programs offered to students.

Mr. Piper said he is thankful we live in a democracy where we can civilly voice our opinions.

20.b. Public Comment Regarding Future Board Agenda Items – Nothing offered

20.c. Adjournment

Motion by Mr. Deihl to adjourn was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

Meeting adjourned at 9:14 PM, **December 6, 2021.**

Next scheduled meeting is **January 10, 2022 at the Middle School Auditorium.**


