

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### June 20, 2022



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## 1. Opening Meeting

### Call to Order by President Bill Swanson

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:00 pm with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, John Wardle, and Donna Webster

Absent: Richard Roush

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

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

## 2. Student/Staff Recognition and Board Reports – Nothing Offered

## 3. Reading of Correspondence

### 3.a. Correspondence from the Pennsylvania Department of Education

Dr. Kevin C. Roberts, Jr., Superintendent of Schools, received correspondence from the Pennsylvania Department of Education regarding the Single Audit Report of Big Spring School District for the year ended June 30, 2021. The Pennsylvania Department of Education has approved the Single Audit for fiscal year ended June 30, 2021 as being substantially in compliance with all audit requirements and federal and Commonwealth policy.

## 4. Recognition of Visitors – 8 visitors signed-in for the meeting

## 5. Public Comment Period

Pastor Beck offered a prayer of encouragement for the Board members, administration, staff, students, and community.

Chuch Burns stated that we are not global citizens but citizens of the United States and she is offended by the window at Newville Elementary School and requested the wording be removed and also raised concerns about a book in the school library.

Mr. Over responded to the allegation that books with questionable moral content are illegal and stated in his opinion he, as a Board member, does not believe he has broken any laws and encouraged parents who do not want their children to have access to certain books in the school library to make a request to the school.

President Swanson asked Mr. Over to finish his thoughts to end the public comment period.

## 6. Approval of Minutes

### 6.a. Regular Board Meeting and Committee of the Whole Meeting Minutes for June 6, 2022

Approval of the Regular Board Meeting and Committee of the Whole Meeting Minutes for June 6, 2022

President Swanson offered a correction to the June 6 Regular Board Meeting Minutes to clarify the vote taken on item 11d Recommended Approval of 2022-2023 Agreements should be amended to remove Mr. Over's name as a yes vote to appropriately reflect the vote count of 7 in favor and 1 opposed as recorded in the minutes.

Motion to amend item 11d of the June 6, 2022 Regular Board Meeting Minutes by Mr. Deihl was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

## 7. Financial Reports

### 7.a. Payment of Bills

General Fund

Procurement Card	\$	25,644.43
Checks/ACH/Wires	\$	1,485,046.38
Capital Projects Reserve Fund	\$	13,380.46
Cafeteria Fund	\$	195.00
Student Activities	\$	<u>28,525.22</u>
<b>Total</b>	<b>\$</b>	<b>1,552,791.49</b>

Motion by Mr. Myers was seconded by Mr. Wardle to approve the Payment of Bills as presented. Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Webster Motion Carried unanimously. 8-0

### 7.b. Treasurer's Fund Report

General Fund	\$	14,646,914.86
Capital Project Reserve Fund	\$	10,110,359.71
Cafeteria Fund	\$	757,498.56
Student Activities	\$	<u>299,090.85</u>
<b>Total</b>	<b>\$</b>	<b>25,813,863.98</b>

Motion to approve the Treasurer's Fund Report as presented by Mr. Myers was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Webster Motion Carried unanimously. 8-0

### 7.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 by Mr. Deihl was seconded by Mr. Myers

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Webster Motion Carried unanimously. 8-0

## 8. Old Business – Nothing Offered

## 9. New Business – Nothing Offered

## **10. Personnel Items - Actions Items**

### **10.a. Recommendation of Business Office Intern**

In the past, the Business Office has engaged a high school student as an intern rather than hiring a part-time employee to help with routine administrative tasks as well as select accounting reports. Based on a recommendation from Mrs. Black, we have a superior candidate for the 2022-23 school year:

- Fallon Feaser

The administration recommends the Board of School Directors approve hiring Fallon Feaser as a paid intern in the business office at a rate of \$10.94 per hour not to exceed 20 hours per week.

### **10.b. Resignations from Extra Duty Assignments**

Stacy Lehman, Human Resources Coordinator, received the following extra-duty staff resignations:

- James Miller has provided a letter of resignation from the extra duty assignment of Rho Kappa Club Advisor at the High School effective the conclusion of the 2021-2022 school year.
- Christa Daugherty has provided a letter of resignation from the extra duty assignment of Club CARE Co-Advisor at the High School effective the conclusion of the 2021-2022 school year.

### **10.c. Leave Requests**

The administration has received the following leave requests from classified employees:

- Sharon Hoover is requesting a leave of absence beginning Tuesday, June 28, 2022 through Friday, July 22, 2022 with a return date of Monday, July 25, 2022.
- Summer LaFrance is requesting a day and a half of leave without pay for June 15 and June 16, 2022.

The administration recommends the Board of School Directors approve the leave requests as presented.

**10.d. Recommended Approval of Extra Duty Positions for 2022-2023**

Mrs. Nicole Donato, Director of Curriculum & Instruction, is recommending the following individuals for Extra Duty Positions for 2022-2023:

<b>First Name</b>	<b>Last Name</b>	<b>Extra-Duty Assignment</b>
Megan	Anderson	Department Head World Language
Therese	Bukousky	Co-Asst. Department Head Science
Karyn	Cunningham	Co-Title I Coordinator
Michael	Ginter	Department Head Math
Rebecca	Herendeen	Department Head Science
Lauren	Hetrick	Department Head Social Studies
Andrew	Koman	Asst. Department Head Social Studies
Adam	Nobile	Department Head Music
Cherie	Powell	Department Head Business
Jennifer	Roberts	Co-Title I Coordinator
Melissa	Sheffer	Grade Level Leader Fifth Grade
Caitlin	Steinly	Grade Level Leader First Grade
Julie	Thumma	Co-Asst. Department Head Science

Mrs. Clarissa Nace, Middle School Principal, is recommending the following individuals for Extra Duty Positions for 2022-2023:

<b>First Name</b>	<b>Last Name</b>	<b>Extra-Duty Assignment</b>
Morgan	Beamer	Team Leader 8th Grade
Emily	Creek	Middle School Memory Book Advisor
Emily	Hangen	Middle School Memory Book Advisor

The administration recommends the Board of School Directors approve the extra duty personnel as presented.

**10.e. Coaching Resignations and New Hire for 2022-2023**

Athletic Director Mr. Joseph Sinkovich has received resignations and is recommending the following individual for a coaching position:

- Jesse Deutsch has provided a letter of resignation from the position of Head Track and Field Coach.
- Danielle Hoover has provided a letter of resignation from the position of Assistant Cross Country Coach.
- Carly Zinn is recommended for the position of Head Field Hockey Coach.

The administration recommends the Board of School Directors approve the resignations and new hire for a coaching position as presented.

**10.f. Recommended Approval for a Speech Clinician - Ms. Valerie Kanc**

**Education:**

West Chester University of Pennsylvania - Communication Sciences and Disorders (Bachelor's Degree)

Indiana University of Pennsylvania - Speech-Language Pathology (Master's Degree)

**Experience:**

Fulton County Medical Center - Speech-Language Pathologist Clinical Fellow

The administration recommends the Board of School Directors appoint **Valerie Kanc** to the position of Speech Clinician replacing Amanda Webber who has transferred. The compensation for this position should be established at Master's Degree step 2 \$61,997.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**10.g. Recommended Mentors for 2022-2023**

Based on the provisions of the teacher induction program, teachers new the district or transferred to a new position are 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 mentors for 2022-2023 are shown below:

<b>Inductee</b>	<b>Building/Subject</b>	<b>Curriculum Mentor</b>
Chelsea Jackson	Newville Elementary Intervention Specialist	Noelle King
Lauren Swigart	Newville Elementary Instructional Coach	Leah Richwine
Valerie Kanc	District Speech Clinician	Brianna Griffin

The administration recommends the Board of School Directors approve the 2022-2023 mentor teachers as presented.

**10.h. Recommended Approval of Custodians**

Ms. Cheri Frank, Director of Custodial Services, recommends the following candidates for available custodial positions:

- Hali Jones for the position of full-time, first shift Custodian at the Middle School at a 2021-2022 hourly rate of \$14.73 to replace Brandie Batchelder who transferred to a new position.
- Terry Rowe for the position of part-time, second shift Custodian at Newville Elementary at a 2021-2022 hourly rate of \$14.73 to replace Sharon Rinesmith who transferred to a new position.

These new hires are subject to the Probationary Period as spelled out in the Classified Staff Handbook. The administration recommends the Board of School Directors approve the recommended candidates as presented.

Vote on New Business 10 a – 10 h, Personnel Items

Motion by Mr. Deihl was seconded by Mr. Wardle to approve Items 10 a – 10 h as outlined and recommended above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Myers, Wardle, and Webster  
Motion Carried unanimously. 8-0

**11. New Business - Actions Items**

**11.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.

Lisa Bahmueller	\$1,680.00
Lindsey Dix	\$1,680.00
Matthew Kump	\$1,615.00
Courtney Vaughn	\$3,360.00

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 Webster  
Motion Carried unanimously. 8-0

**11.b. Recommended Approval of Updated Job Description**

The administration has updated the job description listed below:

**110 Director of Athletics and Student Activities**

The administration recommends the Board of School Directors approve the updated job description as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

**11.c. Recommended Approval of FY23 Property, Auto, and Umbrella Insurance, Cyber Insurance, and Workers' Compensation Insurance**

Gallagher shopped both our Non-Workers Compensation and Workers Compensation. We received pricing from Utica (incumbent) and CM Regent. Liberty Mutual did not provide a quote. Utica pricing came in 4% higher than previous year; however, still lower than CM Regent. Additionally, Utica provides a dividend based on Big Spring and other Utica customer claims. In February, we received a dividend of over \$10,000 for 20-21 coverage.

The cyber market continues to be a challenge due to the number of attacks on school districts. We are going to see an increase of 32.2% in our cyber coverage for next year. Even though the increase is high, we are very fortunate that this pricing is not higher. Many schools are seeing increases around 200%.

Gallagher provided two quotes for Workers' Compensation. UPMC pricing came in lower than the incumbent (Brickstreet). We believe with the lower pricing and strong references, UPMC would be a benefit to Big Spring.

Between the three plans, the District will only see a 2.6% increase in pricing, with the potential to be lower due to the Utica dividend.

The administration recommends the Board of School Directors accept the liability insurance quote from Utica, the cyber insurance quote from Travelers (Option 1), and the workers compensation quote from UPMC.

Mr. Statler stated this is an increase of \$4,000; however, other districts have seen much higher rate increases.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

#### **11.d. Recommended Approval of Capital Project Payments**

The following invoices are for payments within the Capital Project Fund.

- Middle School Generator - Lobar, Inc. invoice #8873 for \$2,219.56 for the Final HVAC equipment connections and change order of rooftop condensing units.
- Interactive TV Panel Project - IntegraONE invoices 200272, 200273, 200274, and 201391 for a total of \$20,803.62.
- Interactive TV Panel Project - Lobar, Inc. PayApp #1 for a total of \$54,070.88
- Interactive TV Panel Project - Visual Sound invoice 2264242D1 for \$1,920.00.

The administration recommends the Board of Directors approve the invoices to be paid from the Capital Reserve Project Fund.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

#### **11.e. Recommended Approval of 2022-2023 Agreements**

The **Carlisle Area Chamber of Commerce** and Carlisle Business Education Foundation is pleased to submit a proposal for services to support the Big Spring School District and the Carlisle Area School District with the engagement of their students from grades 5-12 with area businesses for training development and career exploration opportunities.

**Partnership for Career Development Service Agreement** PCD is a collaborative effort of the CAIU, its member districts/technical schools, community businesses, agencies and post-secondary partners. This partnership works to build a system of K-12 career development, to connect students to post-secondary options, and to improve workforce and economic development in our region.

**PA Friends of Agriculture Foundation Mobile Agriculture Education Science Lab** which offers students across the state of Pennsylvania an interactive field trip style experience in grades K-8. The lab is equipped with over 30 STEM-based science experiments and lessons, a certified teacher, and all the supplies needed for a hands-on learning experience. Each science experiment is designed to emphasize a different aspect of agriculture, including Pennsylvania's commodities, the environment, biotechnology, food and fiber.

The administration recommends the Board of School Directors approve the 2022-2023 agreements as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

### **11.f. Recommended Approval of the Final Adoption for the 2022-23 General Fund Budget**

On May 2<sup>nd</sup> the Board of School Directors adopted the [proposed final General Fund Budget](#) for 2022-23 in the amount of \$59,400,590 following a budget presentation and discussion. After some updates, the final budget is \$59,551,070 due to charter school trend and other minor adjustments. This budget includes a 2.5% real estate tax increase and requires \$182,700 from the unassigned fund balance to match revenues and expenditures.

The administration recommends the Board of School Directors approve, by roll call vote, the resolution “Implementing the 2022-2023 Budget” in the amount of \$59,551,070, adopt the taxes and rates shown and elect not to collect the Per Capita Taxes, Section 679 and Act 511, for the 2022-2023 school year.

Motion by Mr. Deihl was seconded by Mr. Wardle

Before calling the roll, Secretary Piper stated during his years as a member of the Board, we have attempted to maintain small class sizes and offer as many advanced course offerings and AP classes as possible as evidenced by what happened this year at our senior awards night when nearly \$700,000 in scholarships were awarded to students for their first year at institutions of higher learning where they will be studying all across this country. He stated he is proud of the administration and staff for their leadership and guidance and thanked each and every tax payer for every penny that provides support for the things happening in this District. He also said the administration, professional staff, clerical staff, and School Board take the safety, security, and education of the students of this District very seriously and care for our students greatly! Ever, Always Strong! Mr. Piper also acknowledged the Post grad party and stated Dr. Roberts will likely add more details during his Superintendent’s report.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Wardle, and Webster

Voting No: Fisher and Over

Motion Carried. 6-2

### **11.g. Approve Homestead/Farmstead Resolution for the 2022-23 Fiscal Year**

The Secretary of Education notified the District on May 1, 2022 that its share of the state gaming funds for 2022-2023 is to be \$971,185.49, a significant increase from last year. The County notified us that we have 5,546 approved homesteads and 202 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$191,307 with a median value of \$180,700. Using the PASBO worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$10,752.64 of assessed value or \$170.83 in tax value.

The administration recommends the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion of \$10,752.64 for the 2022-23 fiscal year in accordance with the Act 1 of Special Session of 2006.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

**11.h. Recommended Approval of PCCD Grant Expenditure**

The High School Dectron unit is in need of repair for the pool area. The purpose of the Dectron unit is to control the humidity. The funds from the project will come from the PCCD grant.

The administration recommends the Board of School Districts approve the McClure Company proposal of \$12,690 to replace the Dectron unit and coil with the funds coming from the PCCD grant.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

**12. New Business - Information Item**

**12.a. Tenure Status**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on satisfactory performance:

- BrieAnn Arnsberger - Oak Flat Elementary School
- Lisa Bahmueller - Oak Flat Elementary School
- Tara Barnard - Mount Rock Elementary School
- Jesse Marpoe Erkel - Oak Flat/Newville Elementary School
- Susan Travis - Oak Flat/Newville/Mount Rock Elementary Schools
- Shania Washabaugh - Oak Flat Elementary School
- Rebecca Whigham - Middle School
- Leah Williams-Rensel - Middle School

**12.b. Proposed Adoption of Updated and New Curriculum**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending new and updated curriculum which is available in the Curriculum Center for review by the Board of School Directors. The administration will present the curriculum for Board approval at the July 18, 2022 Board meeting:

- Grade 6 Genius Hour (New)
- College Prep Writing (New)
- K-8 Math (Updated)
- Middle School Band (Updated)
- Middle School Choir (Updated)
- High School Concert Band (Updated)
- High School Choir (Updated)
- AP Music Theory (Updated)

**13. Discussion Item – Nothing Offered**

## 14. Board Reports

**14.a. District Improvement Committee - Mr. Fisher and Mr. Myers** - Nothing offered

**14.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle** - Nothing offered

**14.c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle** – The next meeting is next week.

**14.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle** – Nothing offered

**14.e. Finance Committee - Mr. Deihl, Mr. Over, and Mr. Piper** - Nothing offered

**14.f. South Central Trust - Mr. Deihl** - Nothing offered

**14.g. Capital Area Intermediate Unit - Mr. Swanson** – The next meeting will be 8:00 am on Thursday.

**14.h. Tax Collection Committee - Mr. Swanson**

CCTC Audit Committee is meeting on June 28th to finalize drafts. CCTC runs on a calendar fiscal year.

**14.i. Future Board Agenda Items** - Nothing offered

**14.j. Superintendent's Report**

Dr. Roberts shared that June 10<sup>th</sup> was commencement when we had the opportunity to send 192 graduates into the world which was a great evening where Bulldog Stadium did not disappoint and served as beautiful backdrop for that special evening. He extended special thanks to our maintenance, custodial, and technology departments for making sure we are always setup and ready to roll.

Dr. Roberts thanked the Post Grad Committee and everyone who supported the Post Grad activity. He stated they raised \$35,000 over the course of the year to host the evening and gave out cash prizes, kayaks, Apple watches, paddleboards, and more. Student left with a box of goodies and the 130 students who attended enjoyed a really great evening which gave them a safe alternative to the sometimes dangerous decisions that can happen following an event like a graduation.

Dr. Roberts stated from a Summer Project's standpoint, we are well underway with cleaning efforts and the interactive panel project is off and running with installations in the secondary buildings by Mr. Krepps' team who are doing a great job.

Dr. Roberts said we are serving the community, students, staff and educational partners around the hopes and dreams for our students as we review our profile of a graduate and strategic plan. Tomorrow, the administration will begin working to develop a draft plan to bring back to the Board later in the summer and he is excited about that work which will guide us through the years to come.

Dr. Roberts shared we will be looking at our Capital Projects list at the July 18 meeting. Previous Buildings and Property Committee discussions have centered around some of the projects coming up in the next couple of years that could help us realize some energy savings. A decision the Board will have is coupling some of the projects together and do one project where we address HVAC and lighting throughout the District or not and will be the topic of discussion with the full Board.

Dr. Roberts stated in the spirit of transparency, Mr. Statler serves as our Right To Know Officer and over the course of about 4 months Mr. Statler has received a host of requests that have led to a relatively considerable amount of spending on behalf of the District so it's important for us to build out our Right To Know section within our Web Page to make the process easy to navigate but also to provide transparency on those Right To Know requests, the requester, and the cost to the District so we will be doing that in the coming days and provide updates in the coming weeks because it is a cost that is becoming significant to the District. As a result, it is important for not only the Board to be aware of those costs and have a place to locate those but also our taxpayers.

## **15. Meeting Closing**

### **15.a. Business from the Floor/Board Member Comment**

Mr. Wardle congratulated the students of the Class of 2022 and stated that we're looking ahead 12 years to the Class of 2035 to make sure we have the resources, talent, teachers, support staff and funding to make those students academically successful.

Mr. Over said graduation was the best gift and thanked the teachers and students and said it was a lovely event.

Mr. Fisher said he attended his first graduation and enjoyed seeing the students have fun and a successful graduation.

Mr. Deihl said hats off to administrators, teachers, and students for an awesome graduation.

Mr. Piper reiterated that the Post Grad Party was an outstanding event and such a wonderful evening for our students and thanked everyone who planned and worked hard on Post Grad.

Mr. Swanson said there were many great end-of-the-year activities that he had the opportunity to attend. He offered a clarification that tonight's discussion during Public Comment was an appropriate topic by the speakers and Mr. Over has a right to comment back but said he had to suspend the conversation once it became a back and forth question/answer discussion because that is not appropriate during the public comment period.

### **15.b. Comment Future Board Agenda Items – Nothing offered**

**15.c. Adjournment**

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

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

Motion Carried unanimously. 8-0

Meeting adjourned at **8:37 pm, June 20, 2022**

Next scheduled meeting is **July 18, 2022**

*William L. Piper*

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