



# BOARD MEETING AGENDA

**JANUARY 16, 2023**

8:00 pm - Middle School Auditorium

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- 1. Opening Meeting: Call to Order/Pledge - President John Wardle**
- 2. Student/Staff Recognition and Board Reports** - Sammi Feldman and Cailin Spies
- 3. Reading of Correspondence**
- 4. Recognition of Visitors**  
We remind all visitors to please sign-in on the clipboard for tonight's meeting.
- 5. Public Comment Period**
- 6. Approval of Minutes**

Motion to approve the [Board Meeting](#), [Committee of the Whole](#), and [Finance Committee Meeting Minutes](#) for December 5, 2022?

## **7. Financial Reports**

### **7.a. Payment of Bills**

#### General Fund

Procurement Card	\$	18,848.69
Checks/ACH/Wires	\$	4,518,740.02
Special Revenue	\$	3,181.02
Capital Projects Reserve Fund	\$	2,615.80
Cafeteria Fund	\$	409,251.70
Student Activities	\$	53,874.82
<b>Total</b>	<b>\$</b>	<b>5,006,512.05</b>

Motion to approve the Payment of Bills as presented?

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

General Fund	\$	33,554,824.72
Capital Project Reserve Fund	\$	8,877,027.23
Cafeteria Fund	\$	948,165.60
Student Activities	\$	309,751.73
<b>Total</b>	<b>\$</b>	<b>43,689,769.28</b>

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

### **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?

## **8. Old Business**

Do we have any old business?

## **9. New Business Personnel Items - Actions Items**

Unless there is an objection, we will combine all New Business Personnel Items listed under #9 into one motion.

### **9.a. Recommended Approval of Athletic Staff Resignations and Updates**

Scott Penner, Director of Athletics and Student Activities, recommends the following athletic and extra duty staffing updates:

- Jan Beck for the position of Head Track Coach for the Middle School
- Jacob Beecher for the position of Assistant Track Coach for the High School
- Hunter Coyle for the position of Assistant Track Coach for the High School
- Kristen Gaus for the position of Assistant for the High School Musical
- Hunter Gregoris for the position of Assistant Wrestling Coach for the Middle School
- Andrew Koman submitted a letter of resignation from the position of Head Coach of the High School Golf Team
- Zackary Warner submitted a letter of resignation from the position of Head Coach of the Middle School Wrestling Team
- Jason White submitted a letter of resignation from the position of Assistant Coach of the High School Softball Team
- Brian Wilson for the position of Head Soccer Coach for Middle School Girls

The administration recommends the Board of School Directors approve the staffing updates as presented.

#### **9.b. Recommended Approval of a High School Business Teacher**

Riley Brown - High School Business Teacher replacing Lori Munson who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$56,627.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Employment is contingent upon pending receipt of a type 01 Emergency Permit with ongoing compliance of the requirements as defined by the PA Department of Education to maintain an emergency permit until such time as full certification in Business, Computer and Information Technology is received.

**Education:** Shippensburg University - Economics (Bachelor's Degree)

**Experience:** Big Spring High School Long-Term Substitute Business Teacher

The administration recommends the Board of School Directors appoint Riley Brown to the position of Business Teacher at the High School.

#### **9.c. Recommended Approval of a First Grade Teacher**

Kendra Hoffmann - Newville Elementary School First Grade Teacher replacing Wendy Wolpert who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$56,627.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Kendra will continue in her current LTS kindergarten assignment for the 2022-2023 school year and assume her duties as a First Grade Teacher for the 2023-2024 school year.

**Education:** Shippensburg University - Early Childhood Education (Bachelor's Degree)

**Experience:** Newville Elementary School - Long-Term Substitute Kindergarten Teacher

The administration recommends the Board of School Directors appoint Kendra Hoffmann to the position of First Grade Teacher at Newville Elementary School.

#### **9.d. Recommended Approval of Staff Resignation**

Superintendent Dr. Kevin C. Roberts, Jr. received the following staff resignation:

- Gretchen Smith provided a letter of resignation from the position of Elementary Nurse at Mount Rock Elementary School effective January 20, 2023.

The administration recommends the Board of School Directors approve the staff resignation as presented.

#### **9.e. Recommended Approval of Custodial Staffing Updates**

Ms. Cheri Frank, Director of Custodial Services, recommends the following custodial hires and staff transfer:

- Edward Brown II to serve as a part-time, second shift Custodian at the High School at an hourly rate of \$15.17 for the 2022-2023 school year beginning employment on January 3, 2023 partially replacing Kathy Young who has transferred. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.
- Cody McClure to transfer from part-time Custodian at Mount Rock Elementary to full-time Custodian at Mount Rock Elementary with no change in placement on the classified staff pay scale.
- Bishnu Rai to serve as part-time, second shift Custodian at Newville Elementary School at an hourly rate of \$15.17 for the 2022-2023 school year replacing Terry Rowe who has transferred. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.

The administration recommends the Board of School Directors approve the custodial staffing updates as presented.

#### **9.f. Recommended Transfer of Classified Employees**

Dr. Abigail Leonard, Supervisor of Ancillary Services, is recommending the following classified staff transfers:

- Veronica Saylor from Health Room Assistant at Oak Flat Elementary School to Floating Health Room Assistant with no change in number of days worked or placement on the classified pay scale.
- Stacey Sarber from Health Room Assistant to Health Room Assistant at Oak Flat Elementary School with no change in number of days worked or placement on the classified pay scale.

The administration recommends the Board of School Directors approve the classified staff transfers as presented.

#### **9.g. Recommended Approval of Leave Requests**

- Alison Brown, Middle School Teacher, is requesting a day of leave without pay for Friday, January 13, 2023.
- Tim Nye, Middle School Custodian, is requesting 8 days of leave without pay for December 27, December 28, December 29, December 30, 2022, January 3, January 4, January 5, January 6, 2023.

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

#### **9.h. Request for Sabbatical Leave**

Rebecca Herendeen, High School Biology Teacher, is requesting a sabbatical leave to begin Monday, January 16, 2023 through June 5, 2023. Sabbatical leaves are governed according to Sections 1166-1171 of the Pennsylvania School Code of 1949, as amended.

The administration recommends the Board of School Directors approve Rebecca Herendeen's request for a sabbatical leave as presented.

#### **9.i. Recommended Approval of an Interim Head of the Science Department**

Nicole Donato, Director of Curriculum and Instruction, recommends Heath Myers as the interim Head of the Science Department beginning January 16, 2023 through June 5, 2023 during Rebecca Herendeen's leave of absence.

The administration recommends the Board of School Directors approve the interim head of the science department as presented.

#### **9.j. Recommended Approval of Student Interns**

The Athletic Department engages high school student interns rather than hiring a part-time employee to help with after school game management and support. Based on a recommendation from Mr. Scott Penner, we have a superior candidate:

- Rylee Garman to serve as a 2022-2023 paid student intern at a rate of \$10.94 per hour not to exceed 20 hours per week based on the Classified Employee Agreement.

Dr. Abigail Leonard, Supervisor of Ancillary Services, is recommending the following student intern for the Special Education Department:

- Chloe Hagenbuch to serve as a 2022-2023 paid student intern at a rate of \$10.94 per hour not to exceed 20 hours per week based on the Classified Employee Agreement.

The administration recommends the Board of School Directors approve the student interns as presented.

#### **9.k. Recommended Approval of Part-Time Athletic Trainer**

April Black - Part-time Athletic Trainer. The compensation for this position should be established at Bachelor's Degree step 1, (pro-rated for 0.49 FTE) \$27,747.23 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

**Education:** The Pennsylvania State University - Kinesiology (Bachelor's Degree)  
Central Penn College - Physical Therapy Assistant (Associates Degree)

**Experience:** Green Ridge Village - Director of Rehabilitation

Long-Term Substitute Athletic Trainer - Big Spring School District

The administration recommends the Board of School Directors appoint April Black to the position of part-time Athletic Trainer.

### 9.I. Recommended Approval of Mentor Teachers

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or building is assigned a mentor teacher. As per the provisions of the Collective Bargaining Agreement between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend:

Inductee	Building/Subject	Mentor
April Black	Athletic Trainer	Elizabeth Carns
Riley Brown	High School Business	Cherie Powell

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

## 10. New Business - Actions Items

### 10.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 current contract between the Big Spring Educational Association, the Act 93 Agreement, and the Big Spring School District.

BrieAnn Arnsberger	\$1,878.00
Tara Barnard	\$1,545.00
Therese Bukousky	\$774.00
Denise Hocker	\$5,450.00
Brooke Markle	\$1,548.00
Stephanie Morris	\$1,890.00
Adam Oldham	\$1,890.00
Courtney Vaughn	\$3,780.00
Karen Ward	\$3,096.00
Shania Washabaugh	\$1,878.00
Amanda Webber	\$3,090.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits as presented.

#### **10.b. Recommended Approval of Utilization Requests**

- Randy Jones on behalf of Big Spring Girls' Basketball is requesting utilization of the high school and middle school gym January 8 through February 19, 2023 for Winter League and Games. Because some of the games involve Sundays, Board action is necessary.
- Lindsay Mentzer on behalf of Big Spring Post Grad 2023 is requesting utilization of the high school parking lot on April 16, 2023 for a Spring Fling Car Show and Chicken BBQ. Because the event is on a Sunday, Board action is necessary.
- Kyle Kotzmoyer on behalf of Diamond Premier Baseball is requesting utilization of the old baseball field on April 22 and April 23, 2023 for a baseball tournament. Because this involves a Sunday, Board action is necessary.
- Kyle Kotzmoyer on behalf of Diamond Premier Baseball is requesting utilization of the old baseball field on May 6 and May 7, 2023 for a baseball tournament. Because this involves a Sunday, Board action is necessary.

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

#### **10.c. Recommended Approval of Belco Signers and Employee Access**

Due to personnel changes in the Business Office and Board President, updates are required for check signers and employee access to Belco accounts:

**Check Signers** - John Wardle, Frank Myers, and William Piper

**Employee Account Access** - Ashley Nevling and Michael Statler

**Removal of Access** - Caleb Barwin, Richard Kerr, and David Gutshall.

The administration recommends the Board of School Directors approve the check signers and employee account access with Belco as presented.

#### **10.d. Recommended Approval of ACNB General Fund, Capital Project Reserve, Special Revenue, and Cafeteria Fund Signers and Employee Access**

Due to personnel changes in the Business Office and Board President, we need to update check signers and employee access with ACNB:

**Check Signers** - John Wardle, Frank Myers, and William Piper

**Employee Account Access** - Ashley Nevling

**Removal of Employee Account Access** - Caleb Barwin and Beth Rhoades

The administration recommends the Board of School Directors approve the check signers and update employee account access as presented.

**10.e. Approval to Create a Student Activity Account for the Class of 2026**

Administration received a request from the High School Principal to create a new student activity account for the Class of 2026.

The administration recommends the Board of School Directors approve a new student activity account for the Class of 2026 under the supervision of the High School Principal.

**10.f. Cumberland Perry Area Career & Technical Center 2023-2024 General Fund Budget Proposal**

Cumberland Perry Area Career & Technical Center has prepared a General Fund Budget for the 2023-2024 school year for consideration by the Board.

The administration recommends the Board of School Directors approve the proposed 2023-2024 CPACTC General Fund Budget as presented with the understanding that the actual cost for Big Spring's participation in the Career & Technical Center will be determined based on final enrollment calculations.

**10.g. Recommended Approval of the G2 Lawn Maintenance Contract**

On December 21, the administration opened four proposals for the District's lawn mowing services. After Darryl Betts reviewed the results, he is recommending moving forward with G2 as the District's lawn maintenance provider for the next three years, with a clause to extend two additional years.

The administration is recommending the Board of School Directors approve the G2 Lawn Maintenance contract.

**10.h. Recommended Approval of Card Access, Web Based Control/Motion Management System**

The District's card access system contract with Honeywell expires in June 2023. The Directors of Business Operations, Technology, and Maintenance have reviewed and determined the best direction forward for a new system. The current equipment includes old, outdated wiring and outdated controllers. The existing wiring will be removed and reinstalled with new. New secured locking enclosures and power supplies shall be installed to facilitate the new system.

The administration is recommending the Board of School Directors approve the Trane Access Controls proposals to be paid from the Capital Project Fund.



#### **10.i. Recommended Approval of Security Cameras Management System**

The district's security camera system contract with Honeywell expires in June 2023. Additionally, the video storage appliance is outdated and 23 cameras are non-functional. Rob Krepps, Technology Director and Questeq staff looked at options to replace the Management System, the video storage appliance, and the 23 cameras and recommends the Trane Controls Proposal and the QNAP Enterprise storage appliance from Prismworks.

The administration is recommending the Board of School Directors approve the Trane Controls and Prismworks proposals to be paid from the Capital Project Reserve Fund.

#### **10.j. Recommended Approval of High School Hot Water Heater Install Rack System**

On December 9th, the Big Spring High School's second hot water heater went out of service due to end of life. The District was able to rent a portable hot water heater solution for an immediate resolution and to provide ample time to evaluate desirable replacement options. The District received a number of proposals for the replacement of both hot water heaters.

The administration is recommending the Board of School Directors approve Stouffer Mechanical Contractor, LLC proposal for a (6) six BTUH Hot Water heater install rack system, to be paid from the Capital Project Fund.

#### **10.k. Recommended Approval of Capital Project Payments**

The following invoices are for payment within the Capital Project Fund:

- CNI Sales, Inc. - \$39,770.79 - Invoice #1035341-IN - WiFi Project
- EI Associates - \$1,000.00 - Invoice #P10000015181 - Feasibility Study
- EI Associates - \$1,000.00 - Invoice #P10000015221 - Feasibility Study
- IntegraOne - \$2,615.80 - Invoice #205399 - Switch Project
- IntegraOne - \$608.69 - Invoice #206095 - Switch Project

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

#### **10.l. Recommended Approval of Fundraisers**

Mr. Scott Penner, Director of Athletics and Student Activities, recommends approval of the following fundraisers:

- Banner Advertisements, E-mail Campaign, Summer Youth Camp, and Golf Outing [Fundraisers](#) to benefit the High School Baseball Team.
- Student Costume Competition Fundraiser during athletic events to benefit Dawg Pound.
- Bulldog Sticker Fundraiser to benefit High School Student Council.
- Spring Fling Car Show and Chicken BBQ to benefit 2023 Post Grad.

#### **10.l. Recommended Approval of Fundraisers (continued)**

Mr. Jason Shover, High School Principal, recommends the following fundraiser:

- T-Shirt sales for [World Down Syndrome Day](#) on March 21, 2023 to benefit the High School Unified Bocce Team.

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

#### **10.m. Proposed 2023 Police Service Agreement**

Administration has reviewed the [Agreement to Provide Police Services](#) between the Big Spring School District and the Borough of Newville/Newville Borough Police Department which is presented for Board action.

The administration recommends the Board of School Directors approve the 2023 contract for police services as presented.

#### **10.n. Recommended Approval of Final Agreement - Carlisle Area Chamber of Commerce**

Dr. Kevin C. Roberts, Jr., received and reviewed the final agreement with The Carlisle Area Chamber of Commerce to provide services for training development and career exploration opportunities for students in grades 5-12 based on the proposal which was approved at the June 20, 2022 meeting.

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

#### **10.o. Recommended Approval of the Year End Transfer from General Fund to Capital Project Reserve Fund**

The Annual Finance Report (AFR) has been completed. The AFR includes a transfer from general fund to capital project fund of \$1,814,848.49. The transfer includes \$314,848.49 to cover ESSER II and ESSER III expenditures paid from the Capital Project Reserve Fund. The remaining \$1,500,000 is a transfer to help fund future capital projects.

The administration recommends the Board of School Directors approve the transfer of \$1,814,848.49 from the general fund to the capital project reserve fund, retroactive to June 30, 2022.

#### **10.p. Recommended Approval of Bond Parameters Resolution 230116-01**

As presented by the Bond Counsel at the Committee of the Whole, the resolution permits the incurrence of up to \$13,505,000 in bond debt to fund the ESCO project, which includes the following projects: District wide LED lighting upgrades, District wide building envelope upgrades, high school boiler replacement, middle school HVAC upgrades, and Oak Flat roof upgrade. The two primary goals for the ESCO projects are to ensure future annual energy savings and replacement of outdated equipment.

The administration recommends the Board of Directors approve the Bond Parameters Resolution as presented.

This is a roll call vote - Secretary Piper, please call the roll.

#### **10.q. Recommended Approval of the McClure Contract**

The District's Administration, in conjunction with the Buildings and Property Committee, has spent the past year researching, interviewing, and analyzing options in moving forward with a construction project. A significant part of the planning, involved a Request of Proposal process. The District received four competitive proposals. The selection team decided to move forward with McClure, as the District's ESCO vendor, based on their competitive pricing and strong references. The projects will focus on providing energy savings to the District, while at the same time, upgrading a number of District equipment that is at end of life.

The administration recommends the Board of School Directors approve the McClure Company contract.

#### **10.r. Recommended Approval of Middle School Field Trips**

Middle School Principal, Clarissa Nace, is requesting permission for middle school students to attend the following field trips:

- Geography Bee Finalists Trip to New York City: March 9, 2023
- Military History Club and Junior Ranger Club Trip to Gettysburg: March 26, 2023
- 8th Grade Field Trip to Hershey Park: May 26, 2023

The administration recommends the Board of School Directors approve the above listed field trips as presented.

#### **10.s. Recommended Appointment of Interim Superintendent and Consultant to the Superintendent**

Motion to contract with Educational Staffing Services (ESS) for Interim Superintendent services from Mrs. Jeanne Temple beginning January 30, 2023 and continuing until May 12, 2023. Mrs. Temple will serve as Consultant to the Superintendent during the period of January 23 – 29, 2023 and then will assume the position of Interim Superintendent. In that position, she will assume all responsibilities as articulated in Job Description 101. Following the hire of the next Superintendent of Schools, Mrs. Temple will continue to serve the Big Spring School District as Consultant to the Superintendent. All services will be contracted through Educational Staffing Services (ESS) at a daily rate of \$700 per day.

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

#### **11.a. ESS Staffing Updates**

Dr. Abigail Leonard, Supervisor of Ancillary Services, has provided the following ESS Staffing Updates:

- Madelyn Black to serve as part-time Principal's Discretion Aide at Oak Flat Elementary School effective January 17, 2023
- Michelle Fountain to serve as a full-time Paraprofessional in the High School Life Skills Classroom replacing Amanda Mixell effective January 9, 2023
- Courtney Graf to serve as full-time Life Skills Aide at Oak Flat Elementary School effective January 17, 2023
- Timothy Hoskins has resigned his ESS position at the High School
- Sydney Leidigh to serve as part-time Aide at Oak Flat Elementary School effective January 17, 2023
- Hunter Perrin to serve as a Direct Care Paraprofessional at the High School replacing Christine Inman
- Amy Ryan to serve as part-time District Psychologist Aide beginning January 17, 2023
- Taylor Schlosser to serve as Paraprofessional at Oak Flat Elementary School effective January 17, 2023

#### **11.b. Updated Board Committee Appointment Roster**

At the Re-Organization Meeting in December, [Committee Appointments](#) were updated for the term December 2022 to December 2023.

### **11.c. ESS Long-Term Substitutes**

Dr. Kevin Roberts, Superintendent, recommends the following long-term substitutes through ESS for the 2022-2023 school year:

- Hope Flack to serve as long-term substitute High School English Teacher beginning December 19, 2022 through February 3, 2023 during Bethany Pagze's leave.
- Kathryn Griffith to serve as long-term substitute High School Biology Teacher beginning December 15, 2022 through June 5, 2023 during Rebecca Herendeen's leave.
- Katie Sands to serve as long-term substitute First Grade Teacher at Newville Elementary School providing coverage for Wendy Wolpert's position beginning January 3 through June 5, 2023.

### **11.d. New Story Tuition Agreement**

**New Story, LLC** is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Dr. Abigail Leonard, Supervisor of Ancillary Services, has reviewed the student tuition agreement for a Big Spring student transferring to New Story during the 2022-2023 school year.

### **11.e. Cumberland County Board of Elections**

Municipal secretaries are required to send the Cumberland County Bureau of Elections written [Official Notice of Offices to be Filled](#) as required by Act of Assembly for the Municipal Primary, 2023 on or before February 14, 2023.

## **12. Board Reports**

### **12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster**

Meetings: Jan. 19, 2023 and April 20, 2023

### **12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle**

Meetings: Feb. 7, 2023    March 16, 2023    May 17, 2023

### **12.c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle**

### **12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle**

Meetings: Jan. 16, 2023    March 6, 2023    May 1, 2023

### **12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers**

Meetings: March 20, 2023    April 17, 2023    May 15, 2023    June 5, 2023

### **12.f. South Central Trust - Mr. Deihl**

### **12.g. Capital Area Intermediate Unit - Mr. Swanson**

[Board Highlights](#) and [All In December 2022](#)

### **12.h. Tax Collection Committee - Mr. Swanson**

### **12.i. Future Board Agenda Items**

### **12.j. Superintendent's Report**

### **13. Meeting Closing**

**13.a. Business from the Floor/Board Member Comment**

**13.b. Adjournment**

Motion to adjourn the meeting?

Meeting adjourned at \_\_\_\_\_ pm, **January 16, 2023**

Next scheduled meeting is **February 6, 2023**