



FEBRUARY 22, 2022

BOARD MEETING AGENDA

08:00 pm in the Middle School Auditorium

1. Opening Meeting

- 1.a. Call to Order - President Swanson
- 1.b. Pledge to the Flag

2. Approval of Minutes

- 2.a. Regular Board Meeting and Committee of the Whole Meeting Minutes for Feb. 7, 2022

3. Student/Staff Recognition and Board Reports

- 3.a. Rylee Hall and Elizabeth Sheriff
- 3.b. FFA - Rebecca Cohick, Clayton Hetrick, and Catharine Miller

4. Financial Reports

4.a. Payments of Bills

| | | |
|------------------------------|-----------|---------------------|
| General Fund | \$ | 1,954,043.01 |
| Capital Project Reserve Fund | \$ | - |
| Cafeteria Fund | \$ | 156,120.20 |
| Student Activities | \$ | <u>4,023.71</u> |
| Total | \$ | 2,114,186.92 |

Motion to approve the Payments of Bills as presented.

4.b. Treasurer's Fund Report

| | | |
|------------------------------|-----------|----------------------|
| General Fund | \$ | 24,569,540.34 |
| Capital Project Reserve Fund | \$ | 10,318,344.13 |
| Cafeteria Fund | \$ | 522,234.86 |
| Student Activities | \$ | <u>267,289.91</u> |
| Total | \$ | 35,677,409.24 |

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

4.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 previous years.

Motion to accept Year-To-Date General Fund and Tax Reports as submitted.

5. Reading of Correspondence

5.a. Phillips Letter to the Board of School Directors

6. Recognition of Visitors

7. Public Comment Period

8. Old Business

9. New Business

10. Personnel Items - Actions Items

10.a. Leave Without Pay Requests

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave.

- Alison Brown is requesting 2.5 days of leave without pay for March 2, March 3, and March 4, 2022.
- April Brosius is requesting 2 days of leave without pay for February 3 and 4, 2022.

The administration recommends the Board of School Directors approve leave without pay for Alison Brown and April Brosius as presented.

10.b. Resignations from Teaching Positions

Laura LaRose submitted a letter of resignation on January 18, 2022 from her position as High School Foreign Language Teacher.

Jana Megan Barrick submitted a letter of resignation on February 10, 2022 from her position as Middle School Special Education Teacher effective the conclusion of the 2021-2022 school year.

The administration recommends the Board of School Directors accept the resignations as presented.

10.c. Recommended Approval of an Extra Duty and Coaching Position

Mr. Joseph Sinkovich, High School Assistant Principal and Athletic Director, would like to recommend the following individuals for extra duty and coaching positions:

- Lauren Hetrick for the position of High School Musical Vocal Coach replacing Edward Wilson who resigned.
- Caitlyn Kerver for the position of Assistant High School Cheerleading Coach replacing Suzette Barnes who resigned.
- Jason Cachara for the position of Head Coach for High School Girls' Soccer replacing Matthew Kump who resigned.
- Samantha Webber for the position of Head Coach for Volleyball replacing Cara Rhone who resigned.

The administration recommends the Board of School Directors approve the extra duty and coaching positions as presented.

10.d. Resignation of Extra Duty Positions

Heidi Badda has submitted a letter of resignation from the extra duty position of 3rd Grade Level Co-Leader effective the conclusion of the 2021-2022 school year.

Molly Kordes has submitted a letter of resignation from the extra duty position of 3rd Grade Level Co-Leader effective the conclusion of the 2021-2022 school year.

Wendy Hankes has submitted a letter of resignation from the extra duty position of Math Department Chair effective the conclusion of the 2021-2022 school year.

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

10.e. Recommended Approval of Student Interns for the Special Education Department

Dr. Abigail Leonard, Supervisor of Ancillary Services, is recommending the following High School Student Interns for the Special Education Department:

- Abriale Hershey
- Emilee Sullivan

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

10.f. Recommended Approval of Custodians

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

- Summer LaFrance for the position of full-time, third shift Custodian at the High School replacing Stephanie McHenry at an hourly rate of \$14.73 for the 2021-2022 school year.
- Robert Nailor for the position of full-time, second shift Custodian at the High School at an hourly rate of \$14.73 for the 2021-2022 school year replacing Lisa Hair who transferred.

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 custodial new hires as presented.

10.g. Recommended Approval for a Middle School Special Education Teacher - Ms. Emily Hangen

Education:

Shippensburg University - Elementary and Special Education (Bachelor's Degree)

Experience:

Oak Flat Elementary School - Student Teaching

Newville Elementary School - Student Teaching

The administration recommends the Board of School Directors appoint Ms. Emily Hangen to the position of Middle School Special Education Teacher, replacing Alexa Moran who has resigned. The compensation for this position should be established at Bachelor's Degree step 1 \$54,955.00, plus a \$400.00 special education stipend for the 2021-2022 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.h. Recommended Additional Mentors 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 mentors for 2021-2022 are listed below:

| Inductee | Building/Subject | Curriculum Mentor |
|-----------------|---------------------------------|--------------------------|
| Emily Hangen | Middle School Special Education | Jessica Sprecher |
| Kylie Shaul | High School Counselor | Jocelyn Kraus |

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

10.i. Recommended Approval of Eliminating Two Part Time Custodian Positions and Adding One Full Time Position

Cheri Frank, Director of Custodial Services, Stacy Lehman, Human Resources Coordinator, and Mike Statler, Business Manager, reviewed the custodial structure district wide. In reviewing the structure and analyzing the custodial candidate pool, two part time positions at Oak Flat Elementary School have been unfilled for awhile. Historically, part time positions are more difficult to fill, due to a lack of candidates. Currently, all full time positions are filled for the custodial staff. In that the move has the potential to have a minor impact on the budget, there will be a positive impact of potentially having a person in the role.

[Custodian job description.](#)

The administration recommends the Board of School Directors eliminate two part time custodian positions and create one full time custodian position at Oak Flat Elementary School.

10.j. Recommended Approval for a World Language Teacher - Mrs. Jan Beck

Education:

Grove City College - French and Spanish (Bachelor's Degree)

Wilkes University - French, Spanish, ESL (Master's Degree)

Experience:

Carlisle Area School District - World Language Teacher

The administration recommends the Board of School Directors appoint Mrs. Jan Beck to the position of World Language Teacher, replacing Laura LaRose who has resigned. The compensation for this position should be established at Master's Degree plus 30 credits step 15 \$74,385.00 for the 2021-2022 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

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.

| | |
|---------------|------------|
| Matthew Kump | \$1,650.00 |
| Brooke Markle | \$1,548.00 |

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.

11.b. Recommended Approval for Building Utilization Requests

- Randy Jones is requesting to utilize the high school gym for 5th and 6th Grade Winter League Girls' Basketball from January 16 - February 13, 2022 from 1:00 until 5:00 pm.
- Tara Lay is requesting pool utilization on January 30, 2022 from 1:30 until 4:00 pm.
- Jason Creek is requesting to utilize the high school gym for Cager's Basketball tryouts on February 27, 2022 from 3:00 until 6:00 pm.
- Matt Bixler is requesting to utilize Oak Flat and Mount Rock Elementary School softball fields for Big Spring Hurricane Softball from March 1 - October 28, 2022. Sunday games will be held from 1:00 until 6:00 pm.
- Lauren Hetrick is requesting to utilize the high school auditorium, LGR, and commons area for *The Wizard of Oz* School Musical on March 6, 2022 from 2:00 until 5:00 pm.
- Christie Katora is requesting to utilize the high school pool and commons for the Big Spring Aquatics Club End-of-Season Banquet on March 13, 2022 from 2 until 5:00 pm.
- Carly Zinn is requesting to utilize the high school turf field for field hockey spring league from April 3 through May 22 from 1:00 until 4:00 pm.

Because these utilization requests are on a Sunday, Board action is necessary. The administration recommends the Board of School Directors approve the utilization requests as presented.

11.c. Cumberland Perry Area Career & Technical Center 2022-2023 General Fund Budget Proposal

The Cumberland Perry Area Career & Technical Center has prepared a General Fund Budget for the 2022-2023 school year and it is included with the agenda.

The administration recommends the Board of School Directors approve the proposed 2022-2023 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.

11.d. Recommended Approval of the FFA Agriculture Advisory Council Member Roster

Mrs. SaraBeth Fulton and Mrs. Sherisa Nailor, High School Agriculture Education Teachers have requested the Board of School Directors approve the member roster of the Agriculture Advisory Council which has elected 3 new members.

The administration recommends the Board of School Directors approve the Agriculture Advisory Council of Members roster as presented.

11.e. Recommend Approval of Erate Technology Capital Project

The Board of School Directors approved the 2022 Capital Project List last month less the District Office planetarium project and technology projects. The administration presented a technology project at the Committee of the Whole meeting on February 7. The winning bid will be presented at the next board meeting.

- Replace network switches and Wi-Fi access points at a net cost not to exceed \$250,000. District will receive Federal eRate funding of around 70%.

The administration recommends the Board of School Directors approve the eRate Network Switches and Wi-Fi Access Points Technology Capital Project. The funding for the project will come from the Capital Project Reserve Fund.

11.f. Recommend Approval of Capital Project Contracts

On January 10, the Board of School Directors approved the 2022 Summer Capital Projects. Below are the proposals of the capital project:

- **Middle School Generator Power** - Lobar, Inc. to run generator power at the Middle School for bathroom lighting, Wi-Fi, phones, intercom, and air conditioning for the servers at a cost of \$55,960.
- **Newville Door #10** - Herschocks to remove and replace door #10 at Newville Elementary for the purpose of widening the doorway for access of certain equipment into the elementary school.

The administration recommends the Board of School Directors approve the 2022 Summer Capital Project proposals.

11.g. Capital Project Payments

- Trane invoice (312325649) for \$109,186.00 for Middle School HVAC Controls. The invoice will be paid with ESSER funds.

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

11.h. Approve LIU Joint Purchasing Board Electric Group Participation Agreement and Fuel Group Participation Agreement

The District has participated in the Lincoln IU Joint Purchasing Board electric group purchasing since December 2015. LIU Joint Purchasing Board is able to receive highly competitive pricing due to hedging. This agreement would extend the use of the Joint Purchasing Board to purchase electricity through 2026.

The District also participates in the Lincoln IU Joint Purchasing Board fuel group purchasing. The agreement would extend the use of the Joint Purchasing Board to purchase fuel through June 30, 2024.

The administration recommends the Board of School Directors approve the continuation of the Lincoln IU Joint Purchasing Board Electric Participation Agreement, Electricity Transaction Confirmation with Direct Energy from December 2023 through December 2026, and Fuel Purchasing Agreement from July 1, 2022 through June 30, 2024. The administration is authorized to sign the associated documents and contracts with this agreement.

11.i. Recommended Approval of a Non-Resident Student Attending Big Spring High School

Carmen Carr, mother of High School senior Akala Johansson, is requesting permission for Akala to attend Big Spring High School for the remainder of the 2021-2022 school year and graduate with the class of 2022, per the conditions outlined in Board Policy 202.1: "The Board may permit the admission of nonresident students in accordance with Board policy. The parents/guardians are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Ms. Carr's request for Akala Johansson to attend Big Spring High School for the remainder of the 2021-2022 school year and graduate with the class of 2022 (if eligible) as per the conditions outlined in Board Policy 202.1.

11.j. Recommendation for Mini-Thon Bingo Fundraiser

High School Principal, Mr. Jason Shover, is requesting permission to conduct a MiniThon Bingo Night Fundraiser in the high school cafeteria on Sunday, February 27, 2022 from 5:00 - 9:00 pm.

The administration recommends the Board of School Directors approve the High School MiniThon Bingo Night Fundraiser as presented.

11.k. Student Eligible for Early Graduation

Based on successful completion of course work for the student listed below, he will be eligible for early graduation for the 2021-2022 school year:

- Elijah Mackey

The administration recommends the Board of School Directors approve March 2022 graduation for the student listed based on the successful completion of all graduation requirements.

11.l. Recommended Approval for 2021-2022 Traffic Control Detail

The administration has submitted a list of names for Traffic Control Detail for the 2021-2022 school year. A copy of the list has been included with the agenda for Board review.

The administration recommends the Board of School Directors approve the 2021-2022 traffic detail roster as presented. In turn, the administration will take the necessary steps to ensure that Big Spring School District's 2021-2022 traffic detail roster is approved by Cumberland County Court.

11.m. Approval of the Proposed Collective Bargaining Agreement - July, 2022 - June, 2027

The current Collective Bargaining Agreement between the Big Spring Board of School Directors and the Big Spring Education Association will expire June 30, 2022. The Board has been in discussions with the Association to develop a successor agreement.

The administration recommends the Board of School Directors approve the proposed Collective Bargaining Agreement with the Big Spring Education Association, which will take effect July 1, 2022 through June 30, 2027.

12. New Business - Information Item

12.a. Custodial Employment Status Update

Several individuals were recently approved for hire in Custodial positions but failed to finalize the employment on-boarding process and never started employment with Big Spring School District:

- Corrine Rice for the position of full-time second shift Custodian at the High School
- Tammy Hood for the position of part-time second shift Custodian at Mount Rock Elementary School
- Missy Seiders for the position of full-time Custodian at Mount Rock Elementary School

12.b. Agricultural Advisory Committee Agenda and Minutes

The High School Agriculture Teachers have provided a copy of the Agricultural Advisory Committee Meeting Agenda and Meeting Minutes from their October 7, 2021 meeting.

12.c. Aide Positions through ESS the District's Contracted Service Provider

Dr. Abigail Leonard, Supervisor of Ancillary Services, recommends the ESS aides listed below:

- Clayton Maiden - full-time ES Aide at Oak Flat Elementary replacing Tiffany Blumenschein who has resigned. Clayton's employment start date was January 24, 2022.
- Kamille Kulawiecz - full time Aide at Oak Flat Elementary replacing Samantha Bucy who has resigned. Kamille's employment start date is February 14, 2022.
- Sky Coy - PD Aide at Newville Elementary/Van Aide. Sky's employment start date is February 15, 2022.
- Brooke August - part-time PD Aide at Newville Elementary. Brooke's employment start date is February 18, 2022.
- Faith Kyle - full-time PD Aide at Oak Flat Elementary. Faith's employment start date is March 1, 2022.

12.d. Proposed 2022 - 2023 School Calendar

The administration has drafted a proposed School District Calendar for the 2022-2023 school year. Copies of the proposed calendar have been provided to the Board of School Directors for review as an information item that will be included on the March 7, 2022 agenda as an action item.

12.e. Long-Term Substitute Teacher through ESS the District's Substitute Agency

Mr. William August, Assistant Superintendent, recommends Luke Leidy to serve as Long-Term Substitute Counselor at the High School for Judy Creps until Kylie Shaul can begin in the position.

13. Discussion Item

14. Board Reports

- 14.a. District Improvement Committee - Mr. Fisher and Mr. Myers**
- 14.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle**
- 14.c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle**
- 14.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle**
- 14.e. Finance Committee - Mr. Deihl, Mrs. Hurley, Mr. Over, and Mr. Piper**
- 14.f. South Central Trust - Mr. Deihl**

South Central Trust Executive Committee meeting was held on January 26th at the CAIU. The first half of the year financials (claims) were presented, see attached. Other topics included reinsurance (Stop Loss) discussion, compliance update, and RSP rating and reserve requirements discussion. Meeting minutes are attached. SCT Full Board meeting is 5/18/22 @ 3PM via Zoom.

- 14.g. Capital Area Intermediate Unit - Mr. Swanson**

14.h. Tax Collection Committee - Mr. Swanson

January 18th Meeting Packet is attached. Routine business completed (Financial Audit, 2022 Bureau Budget, Committee Assignments). The January meeting did have a quorum.

14.i. Future Board Agenda Items

14.j. Superintendent's Report

15. Meeting Closing

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

15.b. Public Comment Regarding Future Board Agenda Items

15.c. Adjournment

Meeting adjourned at _____ pm, **Tuesday, February 22, 2022.**

Next scheduled meeting is **Monday, March 7, 2022 in the Middle School Large Group Room**