

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### February 6, 2023



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## 1. Opening Meeting

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:01 pm with nine (9) Board of School Directors present: John Wardle, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, William Swanson, and Donna Webster

Absent: No absences

Others in attendance: Jeanne Temple, Interim Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Gareth Pahowka, Solicitor; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darin Baughman, Technology Support.

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

## 2. Student/Staff Recognition and Board Reports

Stephanie Devonald and Crystal Header shared staff updates and activities at Mount Rock Elementary School.

## 3. Reading of Correspondence

President Wardle announced Dr. Kevin C. Roberts, Jr., Superintendent of Schools, received [correspondence](#) from the Pennsylvania Department of Education, Federal Programs Coordinator, Susan McCrone, Division Chief. Ms. McCrone communicates in the correspondence that The Division of Federal Programs has determined that Big Spring School District has maintained fiscal effort when comparing the fiscal year ending June 30, 2020 to the fiscal year ending June 30, 2021. It has been noted in the correspondence that BSSD is eligible for full participation in federal grant funding for the school year 2022-2023.

President Wardle announced the Board met in Executive Session on January 17, 18, and 31, 2023 for personnel reasons for the purpose of conducting a Superintendent Search. President Wardle announced the Board will also be meeting this evening in Executive Session following the regular Board meeting to discuss the vacant Superintendent position and search efforts.

President Wardle announced there will be a Memorial Service for Bill Gillet on Saturday, February 25, 2023 at 1:00 pm at the Meeting House in Carlisle.

#### 4. Recognition of Visitors – 20 visitors signed in for the meeting

#### 5. Public Comment Period

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

Mr. Piper requested a moment of silence for the victims of today's earth quake in Turkey and Syria and Mr. Wardle encouraged thoughts of support for the emergency medical personnel responding to assist everyone.

#### 6. Approval of Minutes

Motion to approve the [Buildings and Property Committee](#), [Committee of the Whole](#), and the regular [Board Meeting Minutes](#) for January 16, 2023 as presented?

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### 7. Financial Reports

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

###### General Fund

Procurement Card	\$	26,889.31
Checks/ACH/Wires	\$	2,236,727.87
Special Revenue	\$	-
Capital Projects Reserve Fund	\$	42,379.48
Cafeteria Fund	\$	682.50
Student Activities	\$	9,352.50
<b>Total</b>	<b>\$</b>	<b>2,316,031.66</b>

Motion by Mr. Myers was seconded Mr. Deihl

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

Motion Carried unanimously. 9-0

#### 8. Old Business – Nothing Offered

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

### **9.a. Recommended Approval of Child-Rearing Leave**

Allison Fry, Special Education Teacher at Oak Flat Elementary School, is requesting a child-rearing leave of absence to begin approximately Monday, May 15, 2023 through approximately Wednesday, October 4, 2023 with a return date of Thursday, October 5, 2023. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Allison Fry's requested child-rearing leave of absence as presented.

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

- Alison Brown, Middle School Teacher, is requesting a half day of leave without pay for Friday, January 20, 2023, and a half day of leave without pay for Friday, February 24, 2023.
- Bethany Stanton, Mount Rock Elementary Teacher, is requesting 3.5 days of leave without pay for January 17, January 18, January 19, and January 20, 2023.
- Heather Wolf, Oak Flat Elementary Paraprofessional, is requesting a day of leave without pay for Friday, January 20, 2023.

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

### **9.c. Transfer of Act 93 Personnel**

The administration will transfer the Act 93 employee whose name is listed below effective February 7, 2023. This transfer is in accordance with Board Policy 309, Assignment and Transfer.

- **Dr. Abigail Leonard from Supervisor of Ancillary Services to Director of Student Services**

The administration recommends the Board of School Directors approve the Act 93 employee transfer as presented with the commensurate prorated 2022-2023 salary as determined by the Act 93 agreement.

### **9.d. Recommend Approval of Step Adjustment for Health Room Assistant**

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend the following:

- Salary step adjustment from Step D3 to Step D9 of the 2022-2023 Classified Pay Scale for Mary Bradley, Middle School Health Room Assistant, effective February 7, 2023. The salary step adjustment recommendation is based on credit awarded for years of full-time nursing experience.

The administration recommends the Board of School Directors approve the salary step adjustment as presented.

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

Mr. Scott Penner, Director of Athletics and Student Activities, recommends the following staff updates:

- April Black has submitted a letter of resignation from the position of Assistant JV Softball Coach
- Bryan Henry to serve as a volunteer for the Track and Field Program
- Krissy Hoke to serve as a volunteer for the Track and Field Program
- James Maxwell to serve as a volunteer for the Baseball Program

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

#### **9.f. Staff Resignations**

Mrs. Jeanne Temple, Interim Superintendent, received the following professional staff resignation:

- Lisa Black, High School Business Teacher and Student Career Coordinator, has provided a letter of resignation for the purpose of retirement effective August 11, 2023.

Ms. Cheri Frank, Director of Custodial Services, received the following staff resignations:

- Tonia Fasnacht has resigned from the position of Substitute Custodian effective immediately.
- Timothy Nye, Middle School Custodian, has provided a letter of resignation for the purpose of retirement effective April 28, 2023.

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

Motion by Mr. Deihl was seconded by Mr. Roush to combine New Business Personnel Items 9 (a) through 9 (f) into one motion

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

Motion Carried unanimously. 9-0

Mr. Wardle stated Dr. Leonard has been appointed Director of Student Services and welcomed her to the new position and said the Board is here to support you in your new role.

## 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
Lisa Bahmueller	\$1,878.00
Therese Bukousky	\$774.00
Jason Shover	\$2,025.00
Shania Washabaugh	\$1,878.00

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

### 10.b. Recommended Approval of a Non-Resident Tuition Waiver

Elizabeth Fisk, mother of Ethan Kline, is requesting permission for Ethan to attend 10th grade at Big Spring High School for the remainder of the 2022-2023 school year 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 all necessary transportation. Continued enrollment of any nonresident student shall be contingent upon maintaining established standards of attendance, discipline, and academics. All non-resident students attend Big Spring on a day-to-day provisional basis. If a non-resident student does not attend school regularly, is involved in any inappropriate behavior, and/or fails to cooperate fully with school district personnel, the school district reserves the right to exclude the student from attendance at Big Spring."

Based on the military status of the family, the administration recommends the Board of School Directors approve Ms. Fisk's request for Ethan Kline to attend Big Spring High School for the remainder of the 2022-2023 school year as per the conditions outlined in Board Policy 202.1.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **10.c. Recommended Approval of Memorandum of Understanding**

Dr. Kevin C. Roberts, Jr., Superintendent received and reviewed the Memorandum of Understanding (MOU) regarding School-Based Drug & Alcohol Treatment Services between the Big Spring Middle School Student Assistance Team and Roxbury Drug & Alcohol Outpatient Treatment Program.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **10.d. Recommended Approval of Utilization Request**

- Carly Zinn on behalf of PA Accelerated Athletics is requesting utilization of the high school turf field for Field Hockey Spring League from April 2 through May 24, 2023. Because some of the dates involve Sundays, Board action is necessary.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **10.e. Recommended Approval of Aspen OLR Software Amendment**

Robert Krepps, Technology Director has reviewed a proposal from Follett School Solutions to replace the current LinQ online student registration system with Aspen OLR. Once implemented, the new system will be operationally more efficient as it will be tightly integrated with the Aspen Student Information System and will yield an annual savings of \$9,256 with a one-time implementation cost of \$23,250.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **10.f. Recommended Approval of Agreement**

Mrs. Jeanne Temple, Interim Superintendent and Dr. Abigail Leonard, Supervisor of Ancillary Services have reviewed the 2023-2024 and 2024-2025 agreement with The Meadows. The agreement is to ensure cooperative efforts and to facilitate continuity of care when serving students enrolled in the Big Spring School District and The Meadows.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

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

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

- Stouffer Mechanical Contractor - \$61,875.00 - Invoice # 6360 - HS Hot Water Heater Replacement
- Lobar - \$25,650.99 - Invoice Pay App #6 - Smart Panel Installation

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

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

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

- [Butcher Shoppe Cookie Dough Fundraiser](#) during the month of February to benefit the Senior Class
- [Krispy Kreme Doughnuts Fundraiser](#) during the month of February to benefit the Freshman Class
- Candy Grams for Valentine's Day to benefit the Dawg Pound

Mrs. Clarissa Nace, Middle School Principal, recommends approval of the following middle school fundraisers:

- [Big Time Cookie Dough](#) and [Cherrydale Spring](#) Fundraisers during the month of February with product delivery the week of March 20, 2023 to benefit the Middle School PTO.
- Valentine's Day Flower Sale to benefit the Middle School Student Council.
- Stall Day on March 16, 2023 to benefit the Middle School Student Council.
- Spring Fling Dance on March 24, 2023 to benefit the Middle School Student Council.
- 8th Grade Semi Formal Dance on May 12, 2023 to benefit the Middle School Student Council.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

### **10.i. 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:

- 6th Grade Field Trip to Pine Grove State Park: May 19, 2023
- 7th Grade Field Trip to Camp Yolijwa: May 24, 2023

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

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

### **11.a. 2022-2023 Health and Safety Plan Review**

As per ESSER guidelines, each school district is required to review its Health and Safety Plan every six months. The District's [Health and Safety Plan](#) has been reviewed by Superintendent, Dr. Kevin C. Roberts, Jr., with no modifications from its last review in August 2022.

### **11.b. 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.c. ESS Staffing Updates**

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

- David Colistra to serve as full-time High School Aide replacing Christine Inman who has resigned.

## **12. Board Reports**

**12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster** - Next Meeting is April 20

**12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle** – Next Meeting is Feb. 7

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

Mr. Piper reported the CTC received a \$70,000 CAIU Mental Health Grant for Student Assistance efforts and provided other updates from the last meeting including approximately 800 students were given 10 minute interviews with letters going out to students the first week of March concerning their first choice requests for next school year.

**12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle** – Next Meeting is March 6, 2023



## 12. Board Reports (continued)

**12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers** – Next Meeting is March 20

**12.f. South Central Trust - Mr. Deihl** – Nothing offered

**12.g. Capital Area Intermediate Unit - Mr. Swanson** [January Board Highlights](#) [All-In January](#)  
Next meeting is February 23.

**12.h. Tax Collection Committee - Mr. Swanson** - Next Meeting is April 18 @ 8 AM and Mr. Statler stated the January meeting approved officers and committee assignments.

**12.i. Future Board Agenda Items** – Nothing offered

### **12.j. Superintendent's Report - Mrs. Temple, Interim Superintendent**

Superintendent Jeanne Temple shared district office staff have started the Kindergarten Registration process to enroll the Class of 2036 and said 42 students are presently in the process of enrollment.

Superintendent Temple shared congratulations to the Cumberland Perry Area Career and Technical Center Students of the Second Quarter: Kayden Cresta, Holden Davis, Tason Ege, Madison Hankins, Adam Haubert, Tailynn Mackey, Clayton Ortmyer, Sylvia Smith, and Myah Zeigler.

Mrs. Temple recognized Lisa Black's retirement which was approved this evening and wished her the best in the future and said she will be missed.

## 13. Meeting Closing

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

Mr. Swanson thanked everyone for the reports shared this evening and said great job!

Mr. Myers welcomed Dr. Leonard to her new position and said good luck to the 8<sup>th</sup> grade boys' Basketball Team as they approach the final 2 games of the season with a record of 20-0. He encouraged everyone to attend the game on Thursday and said it should be a very good show.

Mr. Wardle stated it is great to hear comments and have participation in person and at home for tonight's meeting and said we are working to address the microphone problems.

### **13.b. Adjournment**

Motion to adjourn the meeting by Mr. Deihl was seconded by Mr. Roush  
Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Swanson, Wardle, and Webster  
Motion Carried unanimously. 9-0

Meeting adjourned at **8:38 pm, February 6, 2023**

Next scheduled meeting is **Tuesday, February 21, 2023**

*William L. Piper*