

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

May 16, 2022



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1. Opening Meeting

Call to Order (President Swanson)

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:05 pm with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, John Wardle, and Donna Webster (Mr. Deihl and Mr. Wardle participated virtually)

Absent: William Piper

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Bill August, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; 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 Board Reports - Rylee Hall, Cody Jones, and Elizabeth Sheriff provided updates to the Board of School Directors. President Swanson thanked the students for serving as representatives this year and presented thank you gifts to the students.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors – 11 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.

Torrey Reinford – offered comments about free speech.

Charlotte McDonald – offered comments about the transparency of the agenda.

Laura Mackey – expressed an objection to the public comment policy.

Charlotte McDonald – offered comments about the retention of inappropriate books in libraries.

Chuch Burns – read excerpts from a library book and raised concerns about the content of the book.

Jessica Kreiger – stated she continues to have questions about the purpose of the Board and offered a prayer.

6. Approval of Minutes

6.a. Regular Board Meeting and Committee of the Whole Meeting Minutes for May 2, 2022

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

7. Financial Reports

7.a. Payment of Bills

General Fund	\$	1,483,477.68
Capital Project Reserve Fund	\$	85,087.75
Cafeteria Fund	\$	2,793.50
Student Activities	\$	<u>7,390.88</u>
Total	\$	1,578,749.81

Motion to accept the Payment of Bills as presented by Mr. Myers was seconded by Mr. Roush

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

Motion Carried unanimously. 8-0

7.b. Treasurer's Fund Report

General Fund	\$	17,303,162.12
Capital Project Reserve Fund	\$	10,193,018.17
Cafeteria Fund	\$	510,478.50
Student Activities	\$	<u>313,720.32</u>
Total	\$	28,320,379.11

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

Roll call vote: Voting Yes: Swanson, Deihl, Fisher, Over, Myers, Wardle, Roush, 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 the Year-To-Date General Fund and Tax Reports as submitted Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

8. Old Business – Nothing Offered

9. New Business – Nothing Offered

10. Personnel Items - Actions Items

10.a. Classified Staff Resignation

Brenda Beecher has submitted a letter of resignation from her position as a High School Paraprofessional effective September 15, 2022 for the purpose of retirement.

10.b. Leave Requests

- Mary Bradley, Health Room Aide, is requesting a day of leave without pay on May 3, 2022.
- Alison Brown, Middle School Teacher, is requesting a day of leave without pay on May 10, 2022.
- Bethany Stanton, Mount Rock Elementary Teacher, is requesting a half day of leave without pay on May 5 and May 17, 2022.
- Sharon Rinesmith, Newville Elementary Custodian, is requesting leave without pay on May 5 and May 6, 2022.
- Sharon VanHove, Middle School Paraprofessional, is requesting a day of leave without pay on May 13, 2022.
- Megan Barrick, Middle School Teacher, is requesting a day of leave without pay on May 11, 2022.
- Brenda Beecher, High School Paraprofessional, is requesting leave from August 24 through September 15, 2022.

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

10.c. Recommendation for Coaching Positions

Mr. Joseph Sinkovich, Athletic Director, would like to recommend the following individuals for coaching positions:

- Emily Hangen for the position of Assistant Coach for High School Volleyball
- Teresa Madden for the position of Assistant Coach for High School Volleyball
- Emily Witter for the position of Assistant Cheer Coach for the Middle School
- Alexis Peck for the position of Assistant Cheer Coach for the High School
- John Frey for the position of Volunteer Coach for Football

The administration recommends the Board of School Directors approve the above listed individuals for coaching positions as presented.

10.d. Resignations from Extra Duty Positions

- Keith Lavala has submitted a letter of resignation from the position of Eighth Grade Middle School Team Leader effective the conclusion of the 2021-2022 school year.
- Tracey Cook has submitted a letter of resignation from the position of Title I Coordinator effective the conclusion of the 2021-2022 school year.
- April Brosius has submitted a letter of resignation from the position of Middle School Memory Book effective the conclusion of the 2021-2022 school year.
- Diane McClead has submitted a letter of resignation from the position of Middle School Memory Book effective the conclusion of the 2021-2022 school year.

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

10.e. Recommended Approval of a Custodian

Ms. Cheri Frank, Director of Custodial Services, recommends the following candidate for an available custodial position:

- Marshall Clarke for the position of part-time, first shift Custodian at Mount Rock Elementary replacing Dennis Witmer at an hourly rate of \$14.73 for the 2021-2022 school year.

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 new hire as presented.

10.f. Recommended Additions to the 2022 Summer Hire List

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the following additions to the 2022 Summer Hire List for Custodial and Maintenance Staff:

- Michael Conrad
- Marshall Clarke

The administration recommends the Board of School Directors approve the additions to the 2022 Summer Hire List as presented.

10.g. Recommended Approval for a Special Education Teacher - Ms. Cherie Williams

Education:

Portland State University - Psychology (Bachelor's Degree)

Shippensburg University - Special Education (Master's Degree)

Experience:

East Pennsboro Area School District - High School Lifeskills Teacher

The administration recommends the Board of School Directors appoint Ms. Cherie Williams to the position of Special Education Teacher. The compensation for this position should be established at Master's Degree plus 30 credits step 11 \$71,657.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.h. Recommended Mentor for 2022-2023

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 mentor for 2022-2023 is listed below:

Inductee	Building/Subject	Curriculum Mentor
Cherie Williams	High School Special Education	Michelle Bear

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

Vote on New Business 10 a - h, Personnel Items

Motion by Mr. Roush was seconded by Mr. Myers to combine items a through h into one motion as recommended above

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

Frank Landis	\$3,132.00
Alexa Maier	\$3,061.00
Brooke Markle	\$1,548.00
Darbie Miller	\$7,745.00
Stephanie Morris	\$1,680.00

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. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.b. Recommended Renewal for the 2022-2023 PSBA Membership

The District has received correspondence from Pennsylvania School Boards Association (PSBA) regarding the 2022-2023 Renewal of Membership at a cost of \$15,575.80. Information regarding the membership renewal is included with the agenda.

The administration recommends the Board of School Directors approve the District's PSBA membership renewal for the 2022-2023 fiscal year and authorize the administration to remit payment to PSBA.

Mr. Roush asked how much the membership typically goes up each year and Dr. Roberts responded that it increased by approximately \$390.00 but hadn't been increased going back the 3 previous years.

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.c. Recommended Approval for Student Sponsored Activity Funds

Per GASB Statement #84, student organizations fall under either Student Sponsored Activity Fund (21) or Student Activity Fund (81). The majority of Big Spring's student organizations are run through Student Activity Fund (81). We have two student organizations that currently do not reside in either Student Sponsored Activity Fund (21) or Student Activity Fund (81). Both of these organizations have student and administration control. Since there is a significant administration control, due to the nature of the organization, the District will put the funds into a Student Sponsored Activity Fund. Both funds are treated the same from an organization aspect, the separation of the funds are due to GASB and financial reporting reasons.

The administration recommends the Board of School Districts approve the High School Market Place and the Middle School Principal's Advisory Board as new Student Sponsored Activity Funds.

Mr. Roush asked if these are new groups and Dr. Roberts confirmed that yes, they are new activities that started to raise funds so we need to have the proper accounts in place for them.

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.d. Recommended Approval of Updated Job Descriptions

Mrs. Nicole Donato, Director of Curriculum and Instruction has updated the job descriptions listed below and a copy of each job description is included with the agenda.

- 201 Department Chairperson
- 202 Department Assistant Chairperson
- 216 Elementary Grade Level Coordinator
- 320 Title I Reading Coordinator

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

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.e. Permission to Attend Cheer Camp

Ms. Caitlyn Kerver, High School Cheerleading Coach, is requesting Board approval for the cheerleaders and coaches to attend [Cheer Camp at Pine Forest](#) in Greeley PA from August 14, 2022 through August 17, 2022.

All expenses are paid for by the respective teams and/or individual student athletes. The administration recommends the Board of School Directors approve Ms. Kerver's request for cheerleaders and coaches to attend summer team camp as presented.

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.f. Approval of 2022 - 2023 Agreements

Mr. William Gillet, Director of Student Services, has reviewed the 2022-2023 proposed agreement with **Central Penn Education Associates, Inc.** which provides assistance with psychoeducational evaluations. A copy of the agreement has been included with the agenda.

Dr. Kevin C. Roberts, Jr., Superintendent of Schools received an agreement from Gareth D. Pahowka, Esquire, of **Stock and Leader** for School Solicitor services for the 2022-2023 school year. The agreement is included with the agenda.

Mr. Michael Statler, Business Manager, reviewed the three year lease proposal from **Lenovo**. The agreement is a 3 year lease with a \$1 buyout. The funds are included in the technology budget for Fiscal Year 2022-2023. The agreement is included with the agenda.

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the 2022-2024 Agreement for **CAOLA Services** with the **CAIU** and would like to request approval for the agreement. The Agreement is included with the agenda.

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

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.g. Recommended Approval of the Classified Compensation Plan

The Administration, Board, and Classified Employee representatives have reviewed the final 2022-2027 Compensation Plan for the Classified Employees of the Big Spring School District.

The administration recommends the Board of School Directors approve the July 1, 2022 - June 30, 2027 Compensation Plan as included in the agenda.

Motion by Mr. Roush following a clarification from Dr. Roberts that the compensation plan ending date is June 30, 2027. The motion was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.h. Recommended Approval of Renewal of Service Agreements

The administration reviewed the following renewals for existing service agreements. The first is with Blue Mountain for the annual service and PM inspection of the 9 air compressors. The Cope Company Salt performs preventative maintenance, tank cleaning, and service and repair for our AutoBrine Systems. Honeywell performs preventative maintenance for the District's Fire / Smoke alarms. Kint conducts annual inspections of the District's fire extinguishers. Proasys provides quarterly water testing and treatment of heating, chilled and well field loops (10). Triangle Fire Protection, Inc. completes the QR sprinkle sample test and fire sprinkler inspection. HB McClure provides PM service semi-annually for the 4 buildings with boilers, the Dectron pool unit and the Trailblazer chiller at Oak Flat.

<u>Vendor</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Blue Mountain	Air Compressor Services	1 YR	1,991.07
The Cope Company Salt	Salt & Service Agreement	1 YR	1,800.00
Honeywell	Fire/Smoke Alarm	1 YR	30,142.17
Kint	Fire Extinguishers	1 YR	5,515.00
Proasys	Quarterly PM Services for all hot water loops	1 YR	11,400.00
Triangle Fire	Internal Pipe Investigation	5 YR	5,860.00
Triangle Fire	Fire Sprinkler Inspection	1 YR	1,500.00
HB McClure	DAO Boiler PM Services	3 YR	2,014.00
HB McClure	HS Boiler PM Services	3 YR	5,598.00
HB McClure	OF Boiler PM Services	3 YR	4,949.00
HB McClure	MS Boiler PM Services	3 YR	3,308.00
		Total	\$58,208.24

Recommended Approval of Renewal of Service Agreements (continued)

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

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

11.i. Student Eligible for Early Graduation

Based on the successful completion of course work and an educational opportunity to study abroad, Elise Eddy is eligible for early graduation for the 2021-2022 school year.

The administration recommends the Board of School Directors approve May 19, 2022 early graduation for Elise Eddy based on the successful completion of all graduation requirements.

Motion by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

12. New Business - Information Item

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

Mr. William August, Assistant Superintendent, recommends the following candidate to serve as a long-term substitute:

- LidiaAnn Edwards to serve as long-term substitute Teacher for Special Education at the Middle School during Dr. Sarah Roller's leave from May 4 through June 9, 2022.
- Amy Ryan to serve as long-term substitute Administrative Assistant at Newville Elementary School during Mary Beidel's leave from May 9 through June 10, 2022.

12.b. Contracted Staffing Updates

Dr. Abigail Leonard, Supervisor of Ancillary Services, is providing contracted staffing updates as follows:

- Ed Webber, Van Aide to replace positions filled by Devyn Heinbaugh and Sky Coy beginning Monday, May 9, 2022.
- Niki Hamilton has resigned from her Aide position at Oak Flat and her last day will be May 18, 2022.
- Thomas Kinsella, full-time Specialist Paraprofessional at Oak Flat Elementary School replacing Clayton Maiden who has resigned.

12.c. Notice of Board Meeting Dates for 2022-2023

Public notice of Board Meetings Dates for 2022-2023 was published in the Valley-Times Star on April 20, 2022 and verification of the paid notice is included with the agenda.

12.d. 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 April 7, 2022 meeting.

12.e. Proposed Job Descriptions

Mr. William August, Assistant Superintendent, has provided the job descriptions listed below and a copy of each job description is included with the agenda.

- 520 - Administrative Assistant for Public Information, Registration, and Reception
- 522 - Administrative Assistant for Support Services
- 523 - Administrative Assistant for Transportation and Substitute Management

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the job descriptions for Board approval at the June 6, 2022 Board meeting.

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 – Mr. Deihl stated they recently had their last meeting of the year and said things are going well but there is still a need for more referees for next season and anyone interested should sign-up with PIAA.

14.c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle – Mr. Wardle stated things are going well and they are looking forward to graduation. He also said the skills tests are going along smoothly and they are looking forward to their upcoming building project.

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 – Mr. Statler shared he will be attending the annual Board Meeting on Wednesday to accept the rates for each school district as presented during the Finance Committee which is no increase for Big Spring for next year.

14.g. Capital Area Intermediate Unit - Mr. Swanson – Mr. Swanson stated the next meeting is a week from Thursday for the May meeting. He also shared that today a tentative contract agreement was reached but hasn't yet been voted on.

14.h. Tax Collection Committee - Mr. Swanson – Nothing Offered

14.i. Future Board Agenda Items – Nothing Offered

14.j. Superintendent's Report

Dr. Roberts stated a few weeks ago, Mrs. Ashley Gleeson and some of her students presented to the board on a program called Ship SAILS. Ship SAILS stands for “Students Achieving Independent Living Skills” and is designed as a follow on program to Hire Me. Both programs aim to help students develop job skills and independence on the Shippensburg University campus. Hire Me is geared at students ages 14-18 and Ship SAILS focuses on students that are 18-21 years old. Maddie Seiler wrote a great story covering the benefits and outcomes of this program in the Sentinel and the article ran on May 6th and a copy of that article has been provided to Board members.

Dr. Roberts said we are excited to have our 4th and 5th grade district-wide field day tomorrow. Just prior to the pandemic, we created a district-wide experience for our 4th and 5th grade students at the district track near Mount Rock Elementary. This year’s event will take place tomorrow. For those of you that may not know, our high school students plan and deliver the program under the guidance and with the assistance of our elementary health and physical education staff and Mr. Matthew Kump. A special thanks to all involved and I look forward to a great event tomorrow.

Dr. Roberts stated last Thursday, I had the pleasure of accompanying three of our students, Mrs. Lisa Black, and Mrs. Cherie Powell to Central Penn College where the Partnership for Career Development recognized area students for outstanding internship experiences. Our students that were recognized included: Sofia Liberator and Dylan Williams for their internship experiences at Volvo in Shippensburg; and Josh Durff for being a part of the ACE Mentor program which is an after school program in Architecture, Construction, and Engineering. Josh was also selected as a scholarship recipient for the ACE program. In addition to being recognized at the program, Sofia Liberator was also selected to speak about her experiences. She creatively and insightfully described her program and it was an absolute pleasure supporting these students at this event. Congratulations to all three on a job well done and many thanks to our two career coordinators for making these experiences possible.

Dr, Roberts said Saturday, our student body held their Mini-THON at the Big Spring High School. We had a presentation by the Mini-THON advisor, Kelsey Hernjak and the student leadership a few weeks ago. The event was a tremendous success with the students and the community raising \$60,207.88 to support Penn State’s efforts with childhood cancer. This is a new school record. Beyond that and as no surprise, our students were outstanding that evening. They not only had a blast with the activities that were planned but are just so respectful and appreciative of those events. We are truly blessed at Big Spring to get to serve our great students! A very special thank you to the Mini-THON student leadership, Miss Hernjak, the administration and staff at the high school, and the many volunteers that made this event happen. Also, special thanks to all who were able to donate to such a worthy cause.

Dr. Roberts stated commencement will take place on Friday, June 10th at 7 pm in Bulldog Stadium and interested Board members should please let Mrs. Minnich know this evening so that we can plan accordingly.

15. Meeting Closing

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

Mr. Deihl thanked administration, teachers, and everyone who has contributed to getting everybody through the year moving forward from this COVID pandemic.

Mr. Wardle thanked those in attendance this evening and the interest from the community and asked for everyone to please help get our students to graduation and keep them safe. He thanked teachers, administration and especially support staff for what everyone does to give our students that extra edge. He also stated he is looking forward to a great graduation.

Mr. Myers said he had the privilege of attending 3rd grade Field Day at Oak Flat which was very fun for everyone.

15.b. Comment on Future Board Agenda Items

15.c. Adjournment

Motion to adjourn the meeting by Mr. Roush was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

Meeting adjourned at **8:51 pm, May 16, 2022**

Next scheduled meeting is **June 6, 2022**


