

MAY 2, 2022

BOARD MEETING AGENDA

08:00 PM - Middle School Auditorium



1. Opening Meeting

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

2. Student/Staff Recognition and Board Reports

- 2.a. PA National Guard "Best of the Best" Organizations Award - Brigadier General (retired) Wilbur Wolf III
- 2.b. PA National Guard Associations "Guard-Friendly High Schools" Award - Brigadier General (retired) Wilbur Wolf III

3. Reading of Correspondence

4. Recognition of Visitors

5. Public Comment Period

6. Approval of Minutes

- 6.a. Regular Board Meeting, Committee of the Whole Board Meeting, and Finance Committee Minutes for April 19, 2022

7. Board Appointment of Newly Appointed Board Member

8. Election of the Treasurer - Appointment through June 30, 2022 (to fill the vacancy)

Election of Officer

Refer to Section 402 and 404 of the Public School Code of 1949

Elected _____

9. Election of the Treasurer - One Year Appointment 7/1/2022 - 6/30/2023

Election of Officer

Refer to Section 402 and 404 of the Public School Code of 1949

Elected: _____

10. Election of Secretary - Four year Appointment

School Boards must appoint a board secretary in May of this year to serve a four-year term beginning July 1, 2022 pursuant to section 404 of the School Code. In code, the secretary position must be an appointment of every four (4) years beginning in May, 1953.

Elected _____

Board Secretary will begin his/her duties July 1, 2022 and run through June 30, 2026

11. Financial Reports

11.a. Payment of Bills

General Fund

| | | |
|-------------------------------|-----------|---------------------|
| Procurement Card | \$ | 14,477.27 |
| Checks/ACH/Wires | \$ | 1,354,008.20 |
| Capital Projects Reserve Fund | \$ | - |
| Cafeteria Fund | \$ | - |
| Student Activities | \$ | <u>15,094.05</u> |
| Total | \$ | 1,383,579.52 |

Motion to approve the Payments of Bills as presented.

12. Old Business

13. New Business

14. Personnel Items - Actions Items

14.a. Recommended Approval for a School Psychologist

Mr. William August, Assistant Superintendent, recommends Dr. Angela Heishman to serve as a School Psychologist

Education:

Special Education and Disability Studies - George Washington University - Doctorate Degree

Community Counseling - Shippensburg University - Master's Degree

School Psychology - Millersville University - Certificate

Experience:

Central Penn Educational Associates - School Psychologist August 2021 - present

Big Spring School District - School Psychologist 2004 - 2021

The administration recommends the Board of School Directors rehire and appoint Dr. Angela Heishman to serve as a School Psychologist beginning July 1, 2022. Dr. Heishman's compensation for this position should be established at Master's 75, step 15, \$78,849.00 based on the current contract between the Big Spring Education Association and the Big Spring School District for 2022-2023.

14.b. Recommended Approval for the 2022 Summer Hire List

Ms. Cheri Frank, Director of Custodial Services would like to recommend the 2022 Summer Hire List for Custodial and Maintenance Staff. The 2022 Summer Hire List is included with the agenda.

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

14.c. Leave Requests

- Ms. Julie Thumma, Seventh Grade Science Teacher at the Middle School, is requesting a leave of absence to begin Monday, April 11 through approximately Friday, June 10, 2022 with a return date of Monday, June 13, 2022.
- Ms. Mary Beidel, Administrative Assistant at Newville Elementary School, is requesting a leave of absence to begin Wednesday, April 27 through approximately Thursday, June 9, 2022 with a return date of Friday, June 10, 2022.
- Ms. Shannon Arnold, Second Grade Teacher at Mount Rock Elementary School, is requesting 2.5 days of leave without pay for April 1, April 22, and April 27, 2022.
- Ms. Bethany Stanton, Special Education Teacher at Mount Rock Elementary School, is requesting 2.5 days of leave without pay for April 27, April 28, and April 29, 2022.

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

14.d. Recommended Approval of a Custodian

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

- Michael Conrad for the position of part-time, second shift Custodian at the High School replacing Niki Hamilton 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.

15. New Business - Actions Items

15.a. Recommended Approval for Contracted Services of the School Dentist, School Physician, and Medical Standing Orders

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend a School Dentist, School Physician, and Medical Standing Orders for the 2022-2023 school year:

- Dr. William Noll to serve as the school dentist for the 2022-2023 school year with a fee of \$7.00 per each state mandated exam
- Dr. Darryl Guistwite to serve as the school physician for the 2022-2023 school year for student examinations at a rate of \$15.10 per student exam and a stipend of \$1,000.00
- Medical Guidelines and Standing Orders

The administration recommends the Board of School Directors appoint Dr. William Noll as the school dentist, Dr. Darryl Guistwite as the school physician, and approve medical standing orders for the 2022-2023 school year as presented.

15.b. Recommended Approval for the Proposed 2022 - 2023 Agreements

Mr. William Gillet, Director of Student Services, has reviewed the proposed 2022-2023 agreement with **Yellow Breeches Educational Center, Inc.** The agreement provides academic programs and related services to Big Spring students in an alternative setting.

Dr. Kevin C. Roberts, Jr., Superintendent of Schools, received and reviewed the **Capital Area Intermediate Unit (CAIU) Special Education Services Agreement** for the 2022-2023 school year. The agreement is included with the agenda.

Mr. Michael Statler, Business Manager, received and reviewed the **Easter Seals, Western & Central PA** for the 2022-2023. The agreement is included with the agenda.

Mr. Michael Statler, Business Manager, received and reviewed the **Government Software Services (GSS), Inc.** for the 2022-2023 tax year. The contract is for the District's software for real estate tax services. The GSS software is used by the District's tax collectors and Cumberland County.

15.b. Recommended Approval for the Proposed 2022 – 2023 Agreements (continued)

Mr. William Gillet, Director of Student Services, has reviewed the proposed 2022-2023 agreements with **TherAbilities, Inc.** for Occupational Therapy, Physical Therapy, and Speech Therapy. The agreements are included with the agenda.

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

15.c. Voting Delegate for the 2022 PSBA Delegate Assembly

The Pennsylvania School Boards Association requests the Board of School Directors for each PSBA member school district notify PSBA of the name of each school district's voting delegate for the November 5, 2022 PSBA Delegate Assembly for 2022.

The administration recommends the Board of School Directors designate Frank Myers, Board Member, to serve as Big Spring School District's Voting Delegate for the November 5, 2022 PSBA Delegate Assembly.

15.d. Recommended Approval for Permission to Apply for a Grant

Mrs. Nicole Donato, Director of Curriculum and Instruction, has received requests from teachers interested in applying for grants:

- Mr. Adam Nobile is requesting permission to apply for a grant through the Mockingbird Foundation. Information about the grant is found at <https://mbird.org/grants/apply/>
- Mrs. Sherisa Nailor is requesting permission to apply for a Learning by Doing Grant. Information about the grant is included with the agenda.

The administration recommends the Board of School Directors approve the requests to apply for and participate in the grants as presented.

15.e. Recommended Approval of Disposal of Educational books and materials

Per the District's Board Policy 706.1 (Disposal of Equipment/Supplies/Textbooks), the District may do the following to obsolete or outdated textbooks and materials:

1. Placement in classrooms as supplemental materials.
2. Sold to commercial used book purchasers by quotation.
3. Sold to private schools by quotation.
4. Donated to a non-profit or state agency.
5. Student/parent fair giveaway.
6. Disposal as classified "unwanted" textbooks.

This process is typically done annually. Due to the age and conditions of this year's obsolete or outdated books and materials, the best and most efficient course of action will be the disposal of the books and materials.

The administration recommends the Board of School Directors approve the disposal of the obsolete or outdated books for this year's removal.

15.f. Recommended Approval for Building Utilization Requests

Mr. Kyle Kotzmoyer, Diamond Premier Baseball, is requesting to utilize the high school JV baseball field for a baseball tournament on April 23 and 24, 2022 and May 7 and May 8, 2022. Because the utilization request includes Sundays, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Kotzmoyer's request to utilize the high school JV baseball field as presented.

15.g. Recommended approval of Change Order for the Middle School Generator Power Project

Lobar determined a need for two transformers for the Middle School roof-top condensing units. The existing roof-top condensing units located above room 118A and 315a are the incorrect voltage (277V single phase) for the new emergency panel circuits being provided. This requires the addition of a transformer per each unit in order to accept the incoming emergency power voltage (240V single phase). The cost of the change order is \$1,219.56.

The administration recommends the Board of Directors approve the change order to add two transformers. The funds will come from the Capital Project Reserve Fund.

15.h. Recommendation for Middle School and High School FFA Fundraiser

Mrs. Clarissa Nace, Middle School Principal, is requesting permission for the Middle and High School FFA to conduct a Pop-Up Milkshake Stand Fundraiser on Thursday, May 19 from 2:45 until 6:00 pm at the High School.

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

15.i. Recommended Approval for 2021-2022 Bus Drivers from Deitch Buses, Inc.

Deitch Buses, Inc., has submitted Robert Barrick and Robert Zook as new drivers for the 2021-2022 school year.

The administration recommends the Board of School Directors acknowledge receipt of Robert Barrick and Robert Zook as new drivers for Deitch Buses, Inc.

15.j. Recommended approval of the Food Service Management Company Proposal

The District received three proposals for the FSMC to fill the third 5-year contract. Chartwells has the largest guarantee of \$50,000 return on operations. The proposals are available at these links, [Chartwells](#), [Metz](#), and [Nutrition](#). The contract, approved by the Commonwealth, is attached.

The administration recommends the Board of School Directors accept the proposal from Chartwells to operate dining services for the next five years, and pending Solicitor Review, authorizes the administration to sign those documents required to enact the contract.

15.k. Recommended approval of the Food Service Fund budget and Lunch Prices for the 2022-2023 School Year

Included with the agenda is Chartwell's CR-3 (Budget). Meal prices for the 2022-2023 school year that are included in the budget are:

| <u>Meal Pricing</u> | <u>2022-23</u> |
|--------------------------|----------------|
| Breakfast (all students) | \$1.55 : |
| Elem Lunch | \$2.85 : |
| Secondary Lunch | \$3.00 : |
| Adult Breakfast | \$2.80 : |
| Adult Lunch | \$4.30 : |
| Milk | \$0.60 |
| YB/Headstart Lunch | \$3.60 : |
| YB/Headstart Breakfast | \$1.95 |

The administration recommends the Board of School Directors approve the Chartwell's budget and meal prices for the 2022-2023 school year food service operations.

15.l. Recommended Approval of the Proposed Final 2022-2023 Budget

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption which is scheduled for June 20, 2022. This proposed budget must be available for public inspection 20 days prior to the final adoption and the final adoption advertised 10-days prior. The administration, working with the Board's Finance Committee, is recommending a budget of \$59,400,590 in expenditures. General Fund revenues with a 2.5% tax increase would be \$59,243,315 requiring a \$157,275 pull from fund balance. Proposed real estate taxes at 2.5% would be 15.8877 mills. These numbers will continue to be adjusted before the final budget on June 20, 2022.

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$59,400,590 for the 2022-2023 school with a tax rate of 15.8877 mills.

15.m. Recommended Approval of the Middle School Server Room Ductless Replacement

Mr. Tim Drawbaugh, Director of Maintenance Services, solicited three quotes for the Middle School Server Room Ductless Replacement. McClure Company secured the lowest price at \$6,695. The funds for the replacement will be paid through the PCCD Grant.

The administration recommends the Board of School Directors approve McClure Company to replace the Middle School Server Room Ductless Split System from the PCCD funds.

15.n. Recommend Approval of Newville Munster ERU-1 Compressor Replacement

Mr. Tim Drawbaugh, Director of Maintenance Services, secured three quotes for the Newville Munster ERU-1 Compressor Replacement. McClure Company secured the lowest price at \$7,200. The funds for the replacement will be paid through the PCCD Grant.

The administration recommends the Board of School Directors approve McClure Company to replace Newville's Munster ERU-1 Compressor from the PCCD funds.

16. New Business - Information Item

16.a. School Board Meeting Dates 2022 - 2023

The school board secretary is responsible for publication of required meeting notices in a newspaper of general circulation. The notice of the 2022 - 2023 Board Meeting Dates will be published in the May 4, 2022 edition of the Valley Times Star.

16.b. Long-Term Substitute Teacher through ESS the District's Substitute Agency

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

- Samantha Reasey to serve as long-term substitute for Science at the Middle School for Julie Thumma from April 11 through June 10, 2022.

16.c. Contracted Staffing Updates

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

- Kelsey Hoffmann has submitted a letter of resignation from her position as ESS Aide at Oak Flat Elementary School effective June 9, 2022.
- Trevor Perry has submitted a letter of resignation from his position as ESS Aide at Oak Flat Elementary School effective April 29, 2022.

16.d. Proposed Job Description

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

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the updated job descriptions for Board approval at the May 16, 2022 Board meeting.

17. Discussion Item

18. Board Reports

18.a. District Improvement Committee - Mr. Fisher and Mr. Myers

18.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle

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

18.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle

18.e. Finance Committee - Mr. Deihl, Mr. Over, and Mr. Piper

18.f. South Central Trust - Mr. Deihl

18.g. Capital Area Intermediate Unit - Mr. Swanson

18.h. Tax Collection Committee - Mr. Swanson

18.i. Future Board Agenda Items

18.j. Superintendent's Report

19. Meeting Closing

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

19.b. Comment on Future Board Agenda Items

19.c. Adjournment

Meeting adjourned at _____ pm, **May 2, 2022**

Next scheduled meeting is **May 16, 2022**