



# BOARD MEETING AGENDA

## AUGUST 8, 2022

08:00 PM - Middle School Auditorium

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### 1. Opening Meeting

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

### 2. Student/Staff Recognition and Board Reports

### 3. Reading of Correspondence

### 4. Recognition of Visitors

### 5. Public Comment Period

### 6. Approval of Minutes

- 6.a. Regular Board Meeting and Committee of the Whole Meeting Minutes for July 18, 2022

### 7. Financial Reports

#### 7.a. Payment of Bills

General Fund		
Procurement Card	\$	16,044.45
Checks/ACH/Wires	\$	2,707,230.30
Capital Projects Reserve Fund	\$	357,697.40
Cafeteria Fund	\$	81,260.82
Student Activities	\$	<u>7,788.74</u>
<b>Total</b>	<b>\$</b>	<b>3,170,021.71</b>

Motion to approve the Payment of Bills as presented.

### 8. Old Business

### 9. New Business

## 10. Personnel Items - Actions Items

### 10.a. Recommended Employment Change and Transfer for Classified Employees

Based on the recent retirements of benefited paraprofessionals, Dr. Abigail Leonard, Supervisor of Ancillary Services, is recommending the following classified staff changes:

- Kimberly Egger from part-time Health Room Assistant at the high school to full-time Health Room Assistant at the high school with no change in number of days worked or placement on the classified pay scale.
- Mary Bradley from part-time Health Room Assistant at the middle school to full-time Health Room Assistant at the middle school with no change in number of days worked or placement on the classified pay scale.

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

- Karen Hamilton from High School Lifeskills to High School In-School-Suspension effective August 19, 2022 to replace Nancy Mummau who has retired. This is a change from paraprofessional 1 to paraprofessional 2 on the classified pay scale with no change in total hours or number of days worked.

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

### 10.b. Resignations

Administration received Teaching resignations:

- Jodi Nankee has provided a letter of resignation from the position of Middle School Special Education Teacher effective immediately.
- C. Baylee Leonard has provided a letter of resignation from the position of 4th grade Newville Elementary School Teacher effective immediately.

Mr. Scott Penner, Director of Athletics and Student Activities, received Coaching resignations:

- Robert Jumper has provided a letter of resignation from the position of Assistant High School Track and Field Coach effective immediately.
- Jason Creek has provided a letter of resignation from the position of Assistant Middle School Football Coach effective immediately, with plans to continue as a volunteer.

Mr. Michael Statler, Business Manager, received a staff resignation:

- R. Beth Rhoades has provided a letter of resignation from the position of Administrative Assistant for Business Affairs effective August 9, 2022.

Ms. Cheri Frank, Director of Custodial Services, received a staff resignation:

- Robert Nailor has resigned from the position of High School Custodian effective immediately.

Dr. Abigail Leonard, Supervisor of Ancillary Services, received a staff resignation:

- Jennifer Kinch has provided a letter of resignation from the position of Middle School Paraprofessional effective immediately.

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

**10.c. Recommendation of an Extra Duty Position:**

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the following individual for an Extra Duty Position for 2022-2023:

- Casey Barwin for the extra duty position of 3rd Grade Level Leader

The administration recommends the Board of School Directors approve the 2022-23 extra duty position as presented.

**10.d. Recommended Mentors for 2022-2023**

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or transfer of building assignment 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. The recommended mentors for 2022-2023 are listed below:

<b>Inductee</b>	<b>Building/Subject</b>	<b>Curriculum Mentor</b>
Megan Frantz	Oak Flat 3rd Grade	Alisha Willis
Tiffany Warner	Oak Flat 1st Grade	Caitlin Steinly
Amanda Webber	Oak Flat Special Education	Megan Martin

<b>Inductee</b>	<b>Building/Subject</b>	<b>Year 2 Curriculum Mentor</b>
DeAnna Antonicelli	Oak Flat Special Education	Emily Moyer
Madelyn Bentz	High School Science	Heath Myers
Madison Frick	Oak Flat 2nd Grade	Tessa Lindsey
Emily Hangen	Middle School Special Education	Jessica Sprecher
Darbie Miller	High School Nurse	Dianne Doll
Stephanie Morris	Elementary Nurse	Dianne Doll
Jordan Robinson	High School Art	Mike McVitty

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

**10.e. Recommended Approval for Child Rearing Leave**

Sara VanderHeijden, Fourth Grade Teacher at Oak Flat Elementary, is requesting a child-rearing leave of absence to begin approximately Friday, August 19, 2022 through approximately Thursday, December 22, 2022 with a return date of Tuesday, January 3, 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 or adoption 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 Sara VanderHeijden's child rearing leave as presented.

**10.f. Coaching Recommendations**

Mr. Scott Penner, Director of Athletics and Student Services recommends the following individuals for available coaching positions:

- Joshua Beck - High School Cross Country Assistant Coach
- Jesse Deutsch - Middle School Cross Country Assistant Coach
- Kelly Finkey - High School Diving Head Coach
- Sarah Fletcher - High School Swimming Assistant Coach
- Jerry Kelley - High School Baseball Co-Assistant JV Coach
- Megan Kuntz - High School Girls Soccer Assistant Coach
- Brian Motter - High School Golf Assistant Coach
- Weston Reall - High School Baseball Co-Assistant JV Coach
  
- Jesime Freet - volunteer coach for the Girls Soccer program

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

**10.g. Recommended Approval of the Fall Coaching Roster**

A list of the fall coaching positions and recommended personnel has been prepared by Scott Penner, Director of Athletics and Student Activities, which was reviewed by Stacy Lehman, Human Resources Coordinator. The 2022-2023 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District.

The administration recommends the Board of School Directors approve the fall coaching roster for 2022-2023 of extra-curricular personnel and establish the salaries for these positions 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.

Brooke Markle	\$3,096.00
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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 Revised Policy

Recommended Approval for Revisions of Policy 903 Public Participation in Board Meetings

- The administration has made revisions to ***Policy 903 Public Participation in Board Meetings***

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

### 11.c. Recommended Approval of Agreements for 2022-2023

The administration has reviewed the **Sponsor to Sponsor Agreement** for 2022-2023. This agreement is entered into for the purpose of purchasing meals for the operation of a nonprofit food service program for Yellow Breeches Educational Center that will be supplied by Big Spring School District according to the terms of the agreement.

Mr. Michael Statler, Business Manager, has reviewed the **DebtBook Agreement** for 2022-2023. The agreement is for DebtBook to provide GASB 87 and in the future GASB 96 services for the District. GASB 87 is a new requirement, in which the District now has to calculate and record lease (including transportation contracts) transactions for financial statement purposes.

Mr. William August, Assistant Superintendent, has reviewed the **Paper Education Company Inc. Service Agreement**. The company provides a 24 hour online platform to provide students access to educators in order to obtain tutoring in connection with their courses.

Mr. William August, Assistant Superintendent, has reviewed the **BELCO Community Credit Union Agreement** for 2022 - 2025. BELCO provides a branch location at the Big Spring High School to utilize the expertise of the Credit Union to enhance the financial literacy of students.

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

**11.d. Recommended Approval of Student Handbooks for 2022-2023**

The Elementary, Middle, and High School Administration have updated the Student Handbooks for the 2022-2023 school year.

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

**11.e. Recommended Approval of Updated Curriculum**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending updated high school curriculum for 2022-2023:

**High School:**

- AP Chemistry
- Design and Innovation Workshop
- Exploring Presentations
- Introduction to Forensics
- Introduction to Music Theory
- Music in Film
- Music Tech Lab I
- Piano Lab
- Retail Management
- Small Animal Science
- Structural Engineering
- Supervised Ag Experience
- Sustainable Engineering
- Welding
- Wood Production

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

**11.f. Request to Apply for a Grant**

Mrs. Nicole Donato, Director of Curriculum and Instruction, has received a request from the following teacher to apply for a grant:

- Rebecca Whigham, Middle School Family and Consumer Science Teacher is requesting permission to apply for the [PA Beef & Veal in the Classroom Grant](#).

The administration recommends the Board of School Directors approve Mrs. Whigham's request to apply for and participate in the grant as presented.

**11.g. PTO Audits for 2021-2022**

The Big Spring School District has received letters advising the 2021 - 2022 PTO financial reports were accepted with auditing standards for the following buildings:

- Mount Rock Elementary PTO - letter from Karen M. Heishman
- Oak Flat Elementary PTO - letter from Trina Manetta
- Middle School PTO - letter from Trina Manetta

The administration recommends the Board of School Directors accept the 2021-2022 PTO audits as presented.

**11.h. Recommended Approval of the Procurement Card Users for Fiscal Year 2022-23**

Annually, the Administration reviews the changes to the Procurement Card approved users. The FY23 has no new cards, but a few changes in personnel.

The administration recommends the Board of School Directors approve the procurement card users for the 2022-2023 fiscal year as presented.

**11.i. Recommended Approval of Chartwells Employee Roster for the 2022 - 2023 School Year**

Ms. Michelle Morgan, Director of Dining Services, has submitted a roster of Chartwells employees for the 2022-2023 school year.

The administration recommends the Board of School Directors acknowledge receipt of the 2022-2023 Chartwells employee roster as presented.

**11.j. Recommended Approval of Capital Project Payments**

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

- Upgrade Core & Edge Switching and Wi-Fi - IntegraOne Invoice #202512 for \$17,743.87
- Interactive TV Panel Project - Amazon Invoice #1PJX-LMM4-7R74 and #1WWY-J7L1-9Q9N for \$285.90 and \$339.98.

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

**11.k. Recommended Approval of Deitch, Inc. Employee Roster for the 2022 - 2023 School Year**

Ms. Shelli Kent, Coordinator of Food Service and Transportation, has submitted a Deitch, Inc. employee roster for the 2022-2023 school year.

The administration recommends the Board of School Directors acknowledge receipt of the 2022-2023 roster as presented.

### **11.I. Recommended Approval of Utilization Requests**

Ms. Lauren Hetrick is requesting utilization of the High School Commons and LGR for a Student Council Kick-Off Meeting on Sunday, August 7 from 1:00 to 5:00 pm.

Mr. Kyle Kotzmoyer is requesting utilization of both the HS Baseball Field and the JV Baseball Field for the purpose of a Diamond Premier Baseball Tournament on Saturday, August 13 and Sunday, August 14.

Because the requests involve a Sunday, Board action is necessary.

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

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

### **12.a. ESS Staffing Updates, the District's Contracted Service Provider**

Dr. Abigail Leonard, Supervisor of Ancillary Services, provides the following ESS staffing updates:

- Christine Inman - to be hired as a full-time Aide at the High School effective August 19, 2022.
- Faith Kyle has provided a letter of resignation from her position effective immediately.
- Kelsi Minich has provided a letter of resignation from her position effective immediately.
- Christian Witmer - to be hired as a full time Learning Support Aide at Newville Elementary School effective August 19, 2022.
- Danielle Zeigler - to be hired as a full-time Aide at the High School effective August 19, 2022 to replace Brenda Beecher who has retired.
- Brittney Zimmerman - to be hired as a full-time Aide at Oak Flat effective August 19, 2022 to replace Cindy Zimmerman who has transferred to the middle school.

**12.b. Proposed Adoption of Updated Curriculum**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending new and updated curriculum which is available in the Curriculum Center for review by the Board of School Directors. The administration will present the curriculum for Board approval at the August 22, 2022 Board meeting:

Elementary

Grade 5 Writing (updated)

Middle School

Spanish Cultures (new)

High School

Algebra I (updated)

Algebra II (updated)

Babysitting and Aquatics (updated)

Chemistry (updated)

College Prep Literature (new)

Elementary Water Safety (updated)

Geometry (updated)

Lifeguard Training (updated)

Mass Media (updated)

Microbiology (updated)

Sports Medicine (updated)

Weight Training (updated)

**13. Discussion Item**

**14. Board Reports**

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

**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, Mr. Over, Mr. Piper, and Mr. Myers**

**14.f. South Central Trust - Mr. Deihl**

FY22 financials for South Central Trust (SCT) are not final, there are audit adjustments that need to be completed. FY22 presented a significantly positive result compared to FY21. The two driving factors were the increase in Premiums paid to SCT and a reduction in claims paid to Capital. In consideration of both these factors for FY23, Conrad Siegel advised not to increase our premiums for FY23.

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

**14.h. Tax Collection Committee - Mr. Swanson**

**EIT and LST from Jan to July - 2022 v. 2021**

- Big Spring has seen a 4.2% increase in EIT revenue through July compared to EIT; while the County as a whole has seen a 6.8% year over year increase.

Net Distribution All Years Tax, Pen, Int & Recovered Costs	Calendar Year to Date 2022		Calendar Year to Date 2021		Difference	
	EIT	LST	EIT	LST	EIT	LST
Cooke Township	16,143		15,890		253	
Lower Frankford Township	126,004		119,604		6,400	
Lower Mifflin Township	121,163		113,778		7,385	
Newville Borough	86,854	4,870	75,025	4,339	11,830	531
North Newton Township	185,537		185,965		(428)	
Penn Township	252,420	49,935	231,941	33,752	20,479	16,183
South Newton Township	108,433	5,043	99,924	4,262	8,509	781
Upper Frankford Township	143,574		143,403		171	
Upper Mifflin Township	104,105		99,077		5,028	
West Pennsboro Township	440,283		402,868		37,415	
<b>Big Spring School District</b>	<b>3,523,924</b>	<b>42,303</b>	<b>3,382,248</b>	<b>37,879</b>	<b>141,675</b>	<b>37,879</b>
Camp Hill School District	2,869,530	24,520	2,708,558	25,109	160,971	(589)
Carlisle Area School District	6,235,707		5,850,952		384,755	
Cumberland Valley School District	17,034,295	115,453	15,885,125	115,837	1,149,169	(384)
East Pennsboro School District	4,029,082	28,201	3,844,789	32,670	184,293	(4,469)
Mechanicsburg Area School District	7,558,453	37,903	6,914,461	37,176	643,992	727
Shippensburg Area School District	3,421,755	57,658	3,182,678	54,057	239,078	3,601
South Middleton School District	3,275,124	27,637	3,017,608	24,858	257,516	2,779
West Shore School District	11,599,742		10,816,649		783,093	
	<b>89,447,350</b>	<b>4,139,260</b>	<b>83,774,320</b>	<b>4,095,288</b>	<b>5,700,120</b>	<b>2,535,947</b>

**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. Comment Future Board Agenda Items**

**15.c. Adjournment**

Meeting adjourned at \_\_\_\_\_ pm, **August 8, 2022**

Next scheduled meeting is **August 22, 2022** in the Middle School Auditorium