

# **Big Spring School District Newville, Pennsylvania Board Meeting Minutes September 20, 2021**

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## **1. Opening Meeting**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Auditorium at 8:00 pm with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Dave Gutshall, Robert Over, Frank Myers, Richard Roush, and John Wardle.

Absent: Alexis Hurley

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.

## **2. Pledge to the Flag**

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

Mr. Swanson announced the Board of School Directors met in Executive Session prior to the Committee of the Whole Meeting to discuss legal matters.

## **3. Approval of Minutes**

Approval of the September 7, 2021 Regular Board Meeting Minutes and the September 7, 2021 Committee of the Whole Meeting Minutes.

Motion by Mr. Deihl seconded Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

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

Student Report - Rylee Hall provided a summary of school opening activities and upcoming events.

Staff Recognition, Mrs. Nicole Donato, Director of Curriculum & Instruction - Year 1 and 2 professional staff members: DeAnna Antonicelli, Madelyn Bentz, Erin Bishop, Jesse Bortner, Sean Donaldson, Madison Frick, Denise Hocker, Dena Kilian, Jessica Kindon, Alexa Maier, Darbie Miller, Stephanie Morris, Jodi Nankee, Adam Oldham, Jordan Robinson, Bonnie Seltzer, and Samantha Webber

#### 5. Financial Reports

##### 5.a. Payments of Bills

General Fund	\$	207,869.38
Capital Project Reserve Fund	\$	94,207.50
Cafeteria Fund	\$	-
Student Activities	\$	<u>9,524.58</u>
<b>Total</b>	<b>\$</b>	<b>311,601.46</b>

Motion to approve the Payments of Bills, as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

##### 5.b. Treasurer's Fund Report

General Fund	\$	26,469,944.78
Capital Project Reserve Fund	\$	7,898,808.86
Cafeteria Fund	\$	354,932.98
Student Activities	\$	<u>240,202.00</u>
<b>Total</b>	<b>\$</b>	<b>34,963,888.62</b>

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**5.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 YTD General Fund and Tax Reports by Mr. Deihl was seconded by Mr. Roush  
Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush  
Motion Carried unanimously. 8-0

**6. Reading of Correspondence – No Correspondence**

**7. Recognition of Visitors**

Bill Beck, 108 Lawrence Lane, Carlisle addressed members of the Board of School Directors and offered a prayer of encouragement for the Board members, administration, staff, students, and community.

25 total visitors were in attendance.

**8. Public Comment Period**

Gerry Barrick, 100 Limekiln Road, Carlisle addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Dorothy Pastor, 1567 Mountain Road, Newburg addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Tony Wiser, 1100 Greenspring Road, Newville addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Amber French, 108 Greason Road, Carlisle addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Josh Helm, 26 Windy Hill Road, Newville addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Alexis Webb, Carlisle addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Erica Reall, 176 West Lake Drive, Newville addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Lisa Webb, no address given addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Amanda Bailey, 2 Heim Court, Newville addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

Kevin Bicking, 4 Elton Drive, Carlisle addressed the Board with comments regarding the Acting Secretary of Health’s order directing face coverings in school entities.

## 9. Structured Public Comment Period

### 10. Old Business

### 11. New Business

## 12. Personnel Items - Actions Items

### 12.a. Recommended Approval of High School Extra Duty Positions for 2021-2022

Mr. Jason Shover, High School Principal, would like to recommend the following individual for an extra duty position for 2021-2022:

Mrs. Carissa Roberts for the position of Senior Awards Night Coordinator

The administration recommends the Board of School Directors approve Mrs. Roberts for an extra duty position for 2021-2022 as presented.

### 12.b. Recommended Approval of Middle School Extra Duty Positions for 2021-2022

Mrs. Clarissa Nace, Middle School Principal, would like to recommend the following individuals for extra duty positions for 2021-2022:

Mr. David Roberts for the position of Arts Team Leader

Ms. April Brosius for the position of Memory Book Advisor

The administration recommends the Board of School Directors approve the extra duty positions for 2021-2022 as presented.

### 12.c. Recommendation of a Secondary Instructional Coach - Ms. Brooke Markle

#### Education:

West Virginia Wesleyan College - English (Bachelor's Degree)

Penn State Capital College - English/Political Science (Master's Degree) and K-12 Principal Certification

#### Experience:

Mechanicsburg Area School District - Grade 7 English Teacher

Mr. William August, Assistant Superintendent, would like to recommend Brooke Markle as a Secondary Instructional Coach replacing Nicole Donato who has transferred. The compensation for this position should be established at Master's plus 30, step 14, \$73,285.00 based on the current contract between the Big Spring Education Association and the Big Spring School District.

**12.d. Recommended Approval of a Coaching Position**

Mr. Joseph Sinkovich, Athletic Director, would like to recommend Mr. Jesse Deutsch for the position of Middle School Cross Country Coach.

The administration recommends the Board of School Directors approve Mr. Deutsch for the 2021-2022 Middle School Cross Country coaching position as recommended.

**12.e. Recommended Additional Mentor 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 mentors for 2021-2022 are listed below.

Inductee	Building/Subject	Curriculum Mentor
Brooke Markle	Secondary Instructional Coach	Crystal Grossman

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

**12.f. Resignation - Ms. Tiffany Blain**

Ms. Tiffany Blain has submitted her resignation from the position of High School Special Education Aide.

The administration recommends the Board of School Directors accept Ms. Blain's resignation as presented.

**12.g. Resignation - Mrs. Sharon Myers**

Mrs. Sharon Myers has submitted her resignation from the position of Administrative Assistant to the Director of Student Services effective November 1, 2021 for the purpose of retirement.

The administration recommends the Board of School Directors approve Mrs. Myers' resignation as presented.

Vote on New Business 12a – 12g, Personnel Items

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

### 13. New Business - Actions Items

#### 13.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.

Erin Bishop	\$1,404.00
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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.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

#### 13.b. Recommended Approval for the Adoption of New and Revised Curriculum

Listed below are new and revised curriculum for Board approval:

7<sup>th</sup> Grade - World Cultures (New)

8<sup>th</sup> Grade - Exploratory French (New)

8<sup>th</sup> Grade - Exploratory Spanish (New)

High School Mathematical Modeling (Revised)

The administration recommends the Board of School Directors approve the new and revised curriculum as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

#### 13.c. Recommended Approval of 2021 - 2022 Agreements

Mr. William Gillet, Director of Student Services, has reviewed the proposed 2021 - 2022 Vista Consortium Agreement. Vista provides educational services and supports to students with intensive needs related to Autism Spectrum Disorder. A copy of the agreement is included with the agenda.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.d. Recommended Approval of the District Controls Project**

The District is looking to upgrade the existing HVAC automation systems. The upgrade includes the installation of the Tracer Ensemble Enterprise Software to be installed on a virtual server. A web-based graphics package includes district landing page, school landing page, 2D floor plans, chilled water/hot water/water source heat pump look schematics, and 3D equipment renderings. The funds for this project will come from ARP ESSER III Capital Projects.

The administration recommends the Board of School Directors approve the Trane Controls Project as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.e. Recommended Approval of Middle School PTO Audit for 2020-2021**

The Big Spring School District has received a copy of a letter from Trina Manetta advising that the Big Spring Middle School PTO financial report was accepted with auditing standards for the 2020-2021 school year. A copy of the letter is included with the agenda.

The administration recommends the Board of School Directors accept the 2020-2021 Middle School PTO audit as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.f. Recommended Approval of the Procurement Card Users for FY22**

Annually, the Administration reviews the changes to the Procurement Card approved users. The FY22 has no new cards but several changes in personnel.

The administration recommend the Board of School Directors approve the procurement card users for the FY22 as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.g. Recommended Approval of the Manpower Agreement**

In an effort to expand the District's talent pool for the custodian group, Big Spring has contracted with Manpower on a temporary to hire basis. The one-year contract looks to fill any opening position, either full time or part time, on a 6-month temporary basis. After 6 months, the District will have the option to hire the employee on as a Big Spring employee at a minimum fee. The District will continue to be able to hire for any open positions.

The administration recommend the Board of School Directors approve the contract with Manpower to hire custodial employees on a temporary to hire basis.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.h. Recommend Approval of Payment from Capital Projects**

As part of the HS Boiler Project, the District received this invoice from Barton. The invoice covers the bidding requirement for the HS Boiler project.

The administration recommends the Board of School Directors approve the payment of \$1,049.28 to Barton from the Capital Project Reserve Fund - ESSER II Funds.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

**13.i. Recommended Approval of Newville Elementary Fundraisers for 2021-2022**

Mr. William Wonders, Newville Elementary School Principal, is requesting approval to conduct fundraisers for 2021-2022 as described below:

World's Finest Chocolate Fundraiser -September 28 - October 15 with approximate distribution on October 29. [Link to WFC Company Information](#)

Snowflake Shuffle - December

The administration recommends the Board of School Directors approve the above listed 2021-2022 fundraisers for Newville Elementary School as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

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

### **14.a. Beef and Veal in the Classroom Grant Award**

Ms. Rebecca Whigham received notification from Kaitlyn Swope, Director of Consumer Affairs for the Northeast Beef Promotion Initiative/PA Beef Council, of approval for the Beef and Veal in the Classroom grant which Ms. Whigham was Board approved to apply for at the August 16, 2021 Board Meeting. A copy of the guidelines of the grant award are included with the agenda and a Big Spring account has been established for the reimbursement of the \$100.00 amount of the grant.

### **14.b. Resignation of ESS Employees**

Dr. Abigail Leonard, Supervisor of Ancillary Services, has received resignations from the following ESS employees:

Ms. Sarah Bodvin - Aide to High School Resource Room - effective 9/24/2021

Ms. Jade Myers - Aide to Middle School Special Education - effective 9/2/2021

## **15. Discussion Item**

## **16. Future Board Agenda Items**

## **17. Board Reports**

### **17.a. District Improvement Committee - Mr. Over, Mr. Myers**

No report offered

### **17.b. Athletic Committee - Mr. Deihl, Mr. Wardle, Mr. Myers**

The September 15<sup>th</sup> meeting included discussion on the need for bus drivers and PIAA officials. Anyone interested in officiating, please contact PIAA.

### **17.c. Cumberland Perry Area Career and Technical Center - Mr. Piper, Mr. Wardle**

The next meeting is September 27.

### **17.d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over**

No report offered

### **17.e. Finance Committee - Mr. Deihl, Mr. Piper, Ms. Hurley, Mr. Gutshall**

No report offered

Click [here](#) for the list of Cumberland County tax appeals.

### **17.f. South Central Trust - Mr. Deihl**

No report offered

### **17.g. Capital Area Intermediate Unit - Mr. Swanson**

The next meeting is Thursday at 8 am.

## Board Reports (continued)

### 17.h. Tax Collection Committee - Mr. Swanson

No report offered

### 17.i. Future Board Agenda Items

No report offered

### 17.j. Superintendent's Report

Dr. Roberts stated it was a pleasure hosting the class of 1971 at the old high school/current middle school this past weekend. Class members toured the school and reminisced with fond memories of their school days at Big Spring.

Dr. Roberts said the Ben Bloser Invitational was outstanding and offered special kudos to Coach Jumper and the buildings and grounds staff for their work and support of this event.

Dr. Roberts shared that he recently toured the renovated Cumberland Perry Area Career and Technical Center and remarked on the quality of the new health/sciences space which now mirrors a real-world clinical setting at their facility.

## 18. Meeting Closing

### 18.a. Business from the Floor

### 18.b. Public Comment Regarding Future Board Agenda Items

### 18.c. Adjournment

Motion to adjourn by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Gutshall, Over, Myers, Wardle, and Roush

Motion Carried unanimously. 8-0

Meeting adjourned at 9:12 pm on **Monday, September 20, 2021.**

Next scheduled meeting is: **Monday, October 4, 2021.**

  

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