

**BIG SPRING SCHOOL DISTRICT**  
**Newville, Pennsylvania**  
**BOARD MEETING MINUTES**  
**TUESDAY, SEPTEMBER 7, 2021**

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**1. Call to Order (President Swanson)**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Auditorium at 7:58 pm with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Alexis Hurley, Treasurer; Dave Gutshall, Robert Over, Frank Myers, and John Wardle.

Absent: Richard Roush

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.

**3. Approval of Minutes**

Approval of the August 16, 2021, Regular Board Meeting Minutes and the August 16, 2021 Committee of the Whole Meeting Minutes.

Motion by Mr. Deihl was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

**4. Student/Staff Recognition and Board Reports - No Student Report**

## 5. Financial Reports

### Payments of Bills

General Fund	
Procurement Card	\$ 22,560.87
Checks/ACH/Wires	\$2,941,075.61
Capital Projects Reserve Fund	\$ 19,312.50
Cafeteria Fund	\$ 119.00
Student Activities	<u>\$ 11,824.50</u>
<b>Total</b>	<b>\$2,994,892.48</b>

Motion to approve the Payments of Bills, as presented.

Motion by Mrs. Hurley was seconded by Mr. Deihl

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

Motion Carried unanimously. 8-0

## 6. Reading of 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.

34 total visitors were in attendance.

## 8. Public Comment Period

## 9. Structured Public Comment Period

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.

Wade Reall, 176 West Lake Drive, Carlisle addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

Kaysie Hammond, 1042 Greenspring Road, Newville addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

Tavia Garland, 305 Ponderosa Road, Carlisle addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

Evelyn Hippensteel, 450 Oak Flat Road, Newville addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

Kathryn Graham, 854 Oakville Road, Newville addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

**Structured Public Comment Period (continued)**

Lawrence Flynn, 3301 Ritner Highway, Newville addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

Jennifer Moore, 20 Bridgewater Road, Newville addressed the Board with comments regarding the Acting Secretary of Health's mask order directing face coverings in school entities.

**10. Old Business**

**11. New Business**

**12. Personnel Items - Actions Items**

**12.a. Recommended Approval of Middle School Extra Duty Position for 2021-2022**

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

Crystal Grossman - Middle School TV Studio

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

**12.b. Resignation of Elementary Educational Technologist - Ms. Mary Hunt**

Ms. Mary Hunt, Educational Technologist, has submitted her letter of resignation effective 8/4/2021.

The administration recommends the Board of School Directors approve Ms. Hunt's resignation effective 8/4/2021 as presented.

**12.c. Recommendation for Coaching Positions**

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

- Mr. Rick Lewis for the position of Volunteer Boys' Basketball Coach
- Ms. Emily Burke for the position of Volunteer Volleyball Coach

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

**12.d. Recommended Approval of Student Assistance Program Coordinator**

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend Mrs. Anne Fulker and Ms. Jessica Winesickle as Co-Coordinators of the Student Assistance Program replacing Angela Heishman who retired.

The administration recommends the Board of School Directors approve Mrs. Fulker and Ms. Winesickle as Co-Coordinators of the Student Assistance Program for 2021-2022 as presented.

**12.e. Recommended Approval of High School Extra Duty Positions for 2021-2022**

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

Mr. Michael McVitty for the position of National Art Honor Society Advisor

Ms. Jordan Robinson for the position of Art Club Advisor

Ms. Alexa Maier for the position of Co-Student Council Advisor

Ms. Courtney Rickabaugh for the position of Co-Student Council Advisor

Ms. Lauren Hetrick's previous position as Student Council Advisor will become a Co-Student Council Advisor

Mr. William August, Assistant Superintendent, recommends two additional Remote Learning Teachers listed below for the 2021-2022 school year to support the Big Spring Cyber program. Teachers will be paid an extra duty stipend.

Micah Artz - Health/Physical Education

Matthew Kump - Health/Physical Education

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

**12.f. Recommendation of Business Office Intern**

In the past, the Business Office has engaged a high school student as an intern rather than hiring a part-time employee to help with routine administrative tasks as well as select accounting reports. Based on a recommendation from Ms. Black, we have a superior candidate for the 2021-22 school year.

The administration recommends the Board of School Directors approve hiring Marlee Johnson as a paid intern in the business office at a rate of \$10.62 per hour not to exceed 20 hours per week.

**12.g. Recommended Part Time Custodian at Oak Flat Elementary - Ms. Brenda Wingfield**

Ms. Cheri Frank, Coordinator of Custodial Services, would like to recommend the following individual to serve in a custodial position:

Brenda Wingfield - part-time custodian at Oak Flat Elementary School at a starting rate of \$14.73 per hour

The administration recommends the Board of School Directors approve Ms. Wingfield as a part-time custodian at Oak Flat Elementary School for the 2021-2022 school year.

**Vote on New Business 12a - 12g, Personnel Items**

Motion by Mr. Deihl was seconded by Mr. Wardle to approve Items 12a – 12g, as outlined and recommended above.

Voting Yes: Swanson, Deihl, Gutshall, Piper, Over, Blasco-Hurley, Wardle, and Myers

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.

Lisa Bahmueller	\$3,240.00
Casey Barwin	\$3,096.00
Shane Miller	\$1,680.00
Alexa Moran	\$1,560.00
Caitlin Steinly	\$1,548.00
Susan Travis	\$5,250.00

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. Deihl was seconded by Mrs. Hurley

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

Motion Carried unanimously. 8-0

**13.b. Tuition Exemption**

The current Collective Bargaining Agreement provides non-resident teachers and employees the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition exemption to the following student for the 2021-2022 school year:

Name	Grade
Levi Beck	6
Blaise Kilian	1

The administration recommends the Board of School Directors approve the tuition exemptions listed above for the 2021-2022 school year as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

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

Mr. Robert Krepps, Director of Technology, has reviewed the **Fiber Optic Cable Maintenance and Emergency Services Agreement** for 2021-2022. The annual agreement is for service on the District's fiber links to Newville and Oak Flat.

Dr. Abigail Leonard, Supervisor of Ancillary Services, has reviewed the **Easterseals Interpreting Services Agreement** for 2021-2022. The agreement provides interpreting services to district students and a copy of the agreement is included with the agenda.

**The Hire Me and Ship SAILS Program Agreement** between Shippensburg University and Big Spring School District for 2021-2022 has been reviewed by Mr. William Gillet, Director of Student Services. The Hire Me program is a work skills program at Shippensburg University to assist 14-18 year old High School students with disabilities. The Ship SAILS program is for district students ages 18-21 who have met District requirements for graduation but continue to be eligible for special education services until the age of 21. The agreement is included with the agenda.

**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 student tuition agreements for BSSD students that will be attending New Story for the 2021-2022 school year. Information regarding the tuition agreements is included with the agenda.

**Recommended Approval of 2021 - 2022 Agreements (continued)**

Mr. William Gillet, Director of Student Services, has reviewed the **Capital Area Intermediate Unit Transportation Agreement** for 2021-2022 which provides off-site transportation for special needs and early intervention students. A copy of the agreement is included with the agenda.

Dr. Abigail Leonard, Supervisor of Ancillary Services, has reviewed the **Teenline Letter of Agreement** for 2021-2022. The agreement maintains a cooperative relationship in the delivery of the Student Assistance Program (SAP) services and also to provide Mental Health liaison services to the Big Spring School District SAP teams. A copy of the agreement is included with the agenda.

Dr. Abigail Leonard, Supervisor of Ancillary Services, has reviewed the **CASSP Elementary School Based Program and Elementary Student Assistance Program Letter of Agreement** for 2021-2022 to provide mental health and other support services to elementary students and families. A copy of the agreement is included with the agenda.

The administration recommends the Board of School Directors approve the 2021-2022 agreements listed above as presented.

Motion by Mr. Deihl was seconded by Mrs. Hurley

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

Motion Carried unanimously. 8-0

**13.d. Recommended Approval for the Adoption of New and Revised Curriculum**

Listed below are new and revised curriculum for board approval:

High School - Earth and Space Science (New Curriculum)

High School - Retail Management (Revised Curriculum)

Middle School - 7th and 8th grade Nutrition Course B (New Curriculum)

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

Motion by Mr. Deihl was seconded by Mrs. Hurley

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

Motion Carried unanimously. 8-0

**13.e. District Fiber Project at Newville Elementary Change Order**

The administration has received a proposal from Celerity Fiber for a change order related to the District Erate Fiber Project at Newville Elementary. The change order is necessary to remove recently installed fiber from utility poles owned by Lumen/CenturyLink and alternatively bore underground to enter the school building. This additional underground bore was outside the original scope of the project because two poles on the property at Newville were unmarked and mistakenly thought to be owned by the district. After providing proof of ownership the legal department from Lumen is requiring the fiber be removed. The change order was reviewed by Robert Krepps, Technology Director for the district. The total cost of the change order is \$19,650. The funds for the change order will come from the Capital Project Fund.

	<b>Amount</b>
Oak Flat Fiber	\$212,319.65
Newville Fiber	\$76,065.00
Erate Reimbursement	(\$156,223.04)
Newville Change Order	<u>\$19,650.00</u>
<b>Net Cost of the Fiber Project</b>	<b><u>\$151,811.61</u></b>

The administration recommends the board approve the change order as part of the Erate Fiber Capital Project as presented.

Motion by Mr. Deihl was seconded by Mrs. Hurley  
Roll call vote: Voting Yes: Swanson, Deihl, Piper, Hurley, Gutshall, Over, Myers, and Wardle  
Motion Carried unanimously. 8-0

**13.f. Memorandum of Understanding for Live Stream Instruction and Remote Learning Instruction**

The administration has reviewed a Memorandum of Understanding between the Big Spring School District and the Big Spring Education Association for Live Stream Instruction and Remote Learning Instruction to provide instructional support to those learning options for the 2021-2022 school year. A copy of the MOU is attached.

The administration recommends the Board of School Directors approve the Memorandum of Understanding for Live Stream Instruction and Remote Learning Instruction for 2021-2022 as presented.

Motion by Mr. Deihl was seconded by Mrs. Hurley  
Roll call vote: Voting Yes: Swanson, Deihl, Piper, Hurley, Gutshall, Over, Myers, and Wardle  
Motion Carried unanimously. 8-0

Dr. Roberts stated both of the agreements enable instruction to be offered to students during COVID and to students with other medical problems.

**13.g. Capital Project Payment**

The administration has received the following payment application from GDC IT Solutions.

<b>Project</b>	<b>Contractor</b>	<b>Payment</b>
Interactive Panel	GDC	\$94,207.50

The administration recommends the Board of School Directors approve payment from the Capital Project fund in the amount of \$94,207.50.

Motion by Mr. Deihl was seconded by Mrs. Hurley

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

Motion Carried unanimously. 8-0

**13.h. Recommendation to Approve High School Band Booster Fundraisers for 2021-2022**

The Big Spring Band Booster's are requesting permission to conduct the following fundraisers during the 2021-2022 school year:

- Marianna’s Pizza & Subs
- Maplewood Whoopie Pies
- R&K Subs
- Raffles (utilizing our Small Games of Chance License)
- 5K Run (virtual and/or live)
- Sweet Rollers
- Gift Card sale
- Online Auction

The administration recommends the Board of School Directors approve the 21-22 Band Booster's fundraisers listed above as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 8-0

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

### **14.a. Aide Positions through ESS the District's Contracted Service Provider**

Dr. Abigail Leonard, Supervisor of Ancillary Services, has recommended the ESS aides listed below:

Shelly Burkholder - full-time Individual Aide beginning August 25, 2021 to replace Jimi Anderson who has resigned.

Cindy Zimmerman - full-time MDS Aide beginning August 31, 2021 to replace Elizabeth Clark who has resigned.

Kelsey Carbaugh - full-time MDS Aide beginning August 25, 2021 to replace Beth Stewart who has transferred.

Jade Myers - full-time Aide beginning August 25, 2021 to replace Katelyn Hamilton who has transferred.

Tiffany Blumenschein - full-time Aide beginning August 25, 2021 to replace Donna Blain who has transferred.

Emily Hangen - full time Direct Care Paraprofessional beginning August 25, 2021 to replace Melissa Brennan who has resigned. Emily will serve in this position while student teaching in Mrs. Fry's classroom at Oak Flat through October 13, 2021.

### **14.b. FY22 Investment Plan**

Each summer, the Business Department meets with PSDLAF to review and develop an investment plan for the upcoming school year. The plan is designed to maximize the District's earned interest revenue capability. The plan has flexibility for interest rate swings. Unfortunately, right now there is not much opportunity to investing, but we will continue to monitor.

In accordance with board policy 609, attached is a copy of the District's investment plan with PSDLAF for the 2021-2022 fiscal year.

### **14.c. Hurley Auction Results**

At the August 2nd board meeting, the Board of School Directors approved the 2021 summer auction results. The attachment is a formal summary of what was sold and the money received. The total amount received from the auction was \$7,094.11.

### **14.d. Long-Term Substitute Teacher through ESS the District's Substitute Agency**

Dodie Bishopp to serve as Long-Term Substitute Teacher for Agriculture/Technology at the Middle School for Jenna McIntire who will be on leave. Dodie will begin in this position August 25, 2021 with a tentative end date of January 3, 2022.

**14.e. Proposed Adoption of Curriculum**

New middle school and revised high school curriculum are listed below for board approval. All completed curriculum is available in the Curriculum Center for review by the Board of School Directors,

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)

**14.f. HS World Language Trip to Spain 2023**

Mrs. Anderson has provided links to additional information for the June 2023 High School World Language Trip to Spain, which was approved at the June 7, 2021 Board Meeting.

<https://acis.com/tripsite-trip-overview/?key=MjAyM3w4NDgxMg>

<https://acis.com/wp-content/uploads/2021/05/ACIS-International-Protection-Plans.pdf>

**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 next meeting will be September 15.

**17.c. Vocational-Technical School - Mr. Piper, Mr. Wardle**

Mr. Swanson reminded Mrs. Minnich to update the school's name on the agenda to the new name.

Mr. Piper shared updates from the August 23, 2021 Meeting at CPACTC

**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.

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

No report offered.

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

**17.g.a. CAIU Board Highlights and Director's Report**

Mr. Swanson shared that a 1-acre tract of land was previously donated to East Pennsboro with an agreement to maintain the property, but they now want to pass the property on to the Historical Society which will require new paperwork because they cannot transfer directly to them.

The next meeting is September 16.

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

No report offered.

**17.i. Future Board Agenda Items**

Nothing offered

**17.j. Superintendent's Report**

Dr. Roberts shared that we had a great start to the school year other than closing school for two days due to Hurricane IDA which means students will have those days to make up.

Dr. Roberts stated it was great to walk through the buildings and see students who were excited to be back in school.

Dr. Roberts said he had the pleasure of meeting with State FFA Officers who were invited to Big Spring and stated he would like to tip his hat to the leadership within the FFA and to Mrs. Fulton, Mrs. Nailor, and Ms. Bentz for their efforts to help our students meet with peer leaders.

Enrollment update: 2,510 students K-12 with 165 kindergarten students and 132 students enrolled with outside cyber charter schools.

Dr. Roberts thanked everyone in attendance including board members for their volunteer service and stated he appreciated the opportunity to engage in civil discourse this evening.

**18. Meeting Closing**

**18.a. Business from the Floor**

Mr. Wardle stated he is looking forward to having students in class every day and offering sports as well as other school activities.

Mr. Swanson thanked everyone for coming and appreciated that people were very civil this evening.

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

**18.c. Adjournment**

Motion to adjourn by Mr. Deihl was seconded by Mrs. Hurley

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

Motion Carried unanimously. 8-0

Meeting adjourned at 8:45 PM, **Tuesday, September 7, 2021.**

Next scheduled meeting: **Monday, September 20, 2021.**

*William L. Piper*

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