



JANUARY 10, 2022
BOARD MEETING AGENDA
8:00 p.m. at the Middle School Auditorium

1. Opening Meeting

Welcome members: The Board of School Directors will proceed with the January 10, 2022 Board Agenda.

Call to Order (President Swanson)

2. Pledge to the Flag

3. Approval of Minutes

Approval of the December 6, 2021 Regular Board Meeting Minutes, the December 6, 2021 Finance Committee Meeting Minutes, and the December 6, 2021 Committee of the Whole Meeting Minutes.

4. Student/Staff Recognition and Board Reports - Rylee Hall, Cody Jones, and Elizabeth Sheriff

5. Financial Reports

5.a. Payments of Bills

General Fund

Procurement Card	\$	22,261.40
Checks/ACH/Wires	\$	2,665,537.72
Capital Projects Reserve Fund	\$	2,109.62
Cafeteria Fund	\$	115,553.49
Student Activities	\$	<u>26,218.88</u>
Total	\$	2,831,681.11

Motion to approve the Payments of Bills as presented.

5.b. Treasurer's Fund Report

General Fund	\$	34,118,689.07
Capital Project Reserve Fund	\$	8,142,823.69
Cafeteria Fund	\$	477,565.20
Student Activities	\$	<u>263,584.50</u>
Total	\$	43,002,662.46

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

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 Year-To-Date General Fund and Tax Reports as submitted.

6. Reading of Correspondence

7. Recognition of Visitors

8. Public Comment Period

9. Old Business

10. New Business

11. Personnel Items - Actions Items

11.a. Coaching Resignations

Mr. Joseph Sinkovich, Athletic Director has received the following coaching resignations:

- Mr. Weston Reall - Middle School Assistant Soccer Coach (with a request to continue as a volunteer coach)
- Ms. Cara Rhone - High School Head Volleyball Coach (with a request to continue as a volunteer coach)
- Ms. Jenna McIntire - Middle School Track Coach

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

11.b. Recommended Approval of Extra Duty Positions

Mrs. Karen Ward, Mount Rock Elementary School Principal, is recommending the following individuals for Extra Duty Positions for 2021-2022:

- Samantha Webber - Elementary Quiz Bowl
- Shannon Arnold - Elementary Quiz Bowl

The administration recommends the Board of School Directors approve the extra duty positions for 21-22 as presented.

11.c. Recommended Approval for Child Rearing Leave

Casey Barwin, Third Grade Teacher at Oak Flat Elementary, is requesting a child-rearing leave of absence to begin approximately Monday, April 25, 2022 through approximately Thursday, August 18, 2022 with a return date of Friday, August 19, 2022. 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 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.

Emma Shutt, Seventh Grade English Teacher at Big Spring Middle School, is requesting a child-rearing leave of absence to begin approximately Monday, April 25, 2022 through approximately Thursday, June 9, 2022 with a return date of Friday, June 10, 2022. 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 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.

Molly Kordes, Third Grade Teacher at Mount Rock Elementary School, is requesting a child-rearing leave of absence to begin approximately Monday, April 25, 2022 through approximately Wednesday, June 8, 2022 with a return date of Thursday, June 9, 2022. 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 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.

Sarah Roller, Special Education Teacher at Big Spring Middle School, is requesting a child-rearing leave of absence to begin approximately Friday, May 13, 2022 through approximately Friday, May 12, 2023 with a return date of Monday, May 15, 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 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 Casey Barwin, Emma Shutt, Molly Kordes, and Sarah Roller's requested child-rearing leave of absence as presented.

11.d. Recommended Approval of the Winter Coaching Roster

A list of the winter coaching positions and recommended personnel has been prepared by Randy Jones in the Athletic Department and reviewed by Stacy Lehman, Human Resources Coordinator. A copy of the list has been included with the agenda. The 2021-2022 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 that the Board of School Directors approve the winter coaching roster for 2021-2022 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.e. Recommendation for Middle School Extra Duty Position

Mr. Bradley Fry, Middle School Assistant Principal, would like to recommend the following individual for an extra duty position for 2021-2022:

- Johanna Kirwan - Middle School After School Club Advisor

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

11.f. Recommended Approval of Student Interns for the Aquatic Program

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending an additional Student Intern for the Aquatic Program based on a recommendation from Mrs. Lisa Black, Student Career Coordinator:

- Haley Fraker

The administration recommends the Board of School Directors approve hiring an additional paid student intern for the Aquatic Program at a rate of \$10.62 per hour based on the Classified Employee Agreement for 2021-2022 as presented.

11.g. Resignation of Middle School Special Education Teacher - Ms. Alexa Moran

Ms. Alexa Moran has submitted a letter of resignation from the position of Middle School Special Education Teacher in the Big Spring School District.

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

11.h. Recommended Approval for a High School Counselor - Ms. Kylie Shaul

Education:

Shippensburg University - Psychology (Bachelor's Degree)

Shippensburg University - Counseling K-12 (Master's Degree)

Experience:

Chambersburg Area School District - Secondary School Counselor

The administration recommends the Board of School Directors appoint Kylie Shaul as a High School Counselor, replacing Judy Creps who has retired. The compensation for this position should be established at Master's Degree, step 7, \$64,655.00 for the 2021-2022 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

11.i. Custodial Resignation and New Hire

Ms. Brenda Wingfield has submitted her resignation from the position of part-time custodian at Oak Flat Elementary School effective January 3, 2022.

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

Ms. Corinne Rice for the position of full-time second shift Custodian at the High School replacing Karen Fetchkan at an hourly rate of \$15.68 for the 2021-2022 school year. This 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 resignation and new hire as presented.

11.j. Recommended Approval of Student Intern for the Special Education Department

Dr. Abigail Leonard, Supervisor of Ancillary Services, is recommending the following High School Student Intern for the Special Education Department based upon recommendation by Mrs. Lisa Black, Student Career Coordinator:

- Lydia Myers - Special Education at Oak Flat Elementary

The administration recommends the Board of School Directors approve hiring a paid student intern for the Special Education Department at a rate of \$10.62 per hour based on the Classified Employee Agreement for 2021-2022 as presented.

12. New Business - Actions Items

12.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	\$1,680.00
Erin Bishop	\$1,404.00
Frank Landis	\$3,282.00
Tessa Lindsey	\$1,680.00
Alexa Maier	\$3,086.00
Brooke Markle	\$1,548.00
Jessica Maser	\$1,680.00
Darbie Miller	\$3,360.00
Adam Oldham	\$1,680.00
Scott Penner	\$3,180.00
Cherie Powell	\$3,086.00
Caitlin Steinly	\$1,680.00

12.a. Credit Pay (continued)

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.

12.b. Request to Attend Cheer Competition at Milton Area High School on January 16, 2022

Mr. Joseph Sinkovich, Athletic Director, is requesting permission for the Middle School and High School Cheer Team to attend a competition at Milton Area High School on January 16, 2022.

The administration recommends the Board of School Directors approve the request for the Cheer Team to attend the competition at Milton Area High School as presented.

12.c. Proposed New and Revised Policies

Proposed Approval for Revision of Policy 622, GASB Statement 34

- The administration has made revisions to ***Policy 622, GASB Statement 34***, which is included with the agenda.

Proposed New Policy 218.3, Discipline of Students Convicted/Adjudicated of Sexual Assault

- The administration has provided a copy of ***Policy 218.3, Students Convicted/Adjudicated of Sexual Assault***, which is included with the agenda.

The administration recommends the Board of School Directors approve the Revision to Policy 622, GASB Statement 34 and Policy 218.3, Students Convicted/Adjudicated of Sexual Assault as presented.

12.d. Case A

The parent of Case A of the 2021-2022 school year waived their right to a formal student discipline hearing before the Board of School Directors for an incident that occurred at CPACTC.

The administration recommends the Board of School Directors exclude the student in Case A of the 2021-2022 school year for the remainder of the 2021-2022 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

12.e. Case B

The parents of Case B of the 2021-2022 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends the Board of School Directors exclude the student in Case B of the 2021-2022 school year for a period of 25 days. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

12.f. Recommended Approval of the Pitney-Bowes Lease

The District's current mail and metering machine lease is set to expire. The District is looking to sign another 5-year lease with Pitney Bowes. The new agreement includes an \$8.37 reduction in the monthly lease cost.

The administration recommends the Board of School Directors approve the 60-month lease of a SendPro C Pitney Bowes at the cost of \$188.00 per month and authorized the administration to sign the lease agreement.

12.g. Recommended Approval of ACNB General Fund, Capital Project Reserve, and Cafeteria Fund signers and employee access

ACNB will now be the District depository and checking bank for General Fund, Capital Project Reserve, and Cafeteria Fund. The following school board members and employees will need to be approved as check signers, employee access, or able to drop off deposits.

General Fund

Check signers - William Swanson, Alexis Hurley, and William Piper

Employee account access - Caleb Barwin, Phyllis Martin, Beth Rhoades, and Mike Statler

Deposit - Ray Lebo

Capital Project Reserve Fund

Check signers - William Swanson, Alexis Hurley, and William Piper

Employee account access - Caleb Barwin, Beth Rhoades, and Mike Statler

Cafeteria Fund - (Check signer and other employee access was set up in October.)

Employee account access - Shelli Kent

Deposit - Ray Lebo

The administration recommends the Board of School Directors approve the above Board of School Directors as signers and the above employees for ACNB access.

12.h. Recommend Approval of Payment from Capital Projects

Capital Project Payments

- Heim invoices \$5,221.62 (Invoice 406763) and \$19,339.10 (Invoice 406764-1). The invoices represent the last two payments for the boiler #1 replacement. The total project was \$193,391. The funds will be paid with ESSER II dollars through the Capital Project Reserve fund.

The administration recommends the Board of School Directors approve the payments from the Capital Project Reserve fund.

12.i. Recommended Approval of a Non-Resident Student Attending Big Spring High School

The parents of Allen Pensinger, High School senior are requesting permission for Allen to attend Big Spring High School for the remainder of the 2021-2022 school year and graduate with the class of 2022, per the conditions outlined in Board Policy 202.1: "The Board may permit the admission of nonresident students in accordance with Board policy. The parent/guardian are required to provide the necessary transportation.

The administration recommends the Board of School Directors approve Mr. Pensinger's request for Allen Pensinger to attend Big Spring High School for the remainder of the 2021-2022 school year and graduate with the class of 2022 as per the conditions outlined in Board Policy 202.1.

12.j. Proposed 2022 Police Service Agreement

Administration has reviewed the Agreement to Provide Police Services between the Big Spring School District and the Borough of Newville/Newville Borough Police Department which is presented for Board action.

The administration recommends the Board of School Directors approve the 2022 contract for police services between the Big Spring School District and the Borough of Newville as presented.

12.k. Recommended Approval of South Central Trust Trustees

The District is allowed four South Central Trust Trustees. The District's trustees are the Assistant Superintendent, Human Resources Coordinator, BSEA rep, and Business Manager. At this point, BSEA has not presented a name to be the representative. With upcoming meetings, Big Spring will need to appoint trustees.

The administration recommends the Board of School Districts appoint Mr. William August, Mrs. Stacy Lehman, and Mr. Mike Statler as the District's South Central Trust Trustees with the BSEA rep to be appointed at a later date.

12.l. Recommended Approval of Summer 2022 Capital Projects

The administration presented the 2022 Capital Project List to the Building and Property Committee tonight. The Capital Project List was put together for the intention of addressing safety and energy efficient needs. Below are the recommended facility projects for the Summer of 2022. Technology projects will be forthcoming in the next few months.

- Insulate the District Office planetarium at a cost not to exceed \$25,000.
- Run generator power at the Middle School for bathroom lighting, Wifi, phones, intercom, and air condition for the servers at a cost not to exceed \$57,000.
- Add a hallway door to the gym, soundproof the cafeteria, and widen door #10 at Newville Elementary at a cost not to exceed \$60,000.

The administration recommends the Board of School Districts approve the 2022 Summer Capital List. The funding for these projects will come from the Capital Project Reserve Fund.

12.m. Recommended Approval of the 2020-2021 Financial Statements and Audit

The District's auditors (SEK) presented the financial statements and the single audit to the Committee of the Whole prior to the regular board meeting. The 2020-2021 audit is an unmodified opinion with no findings. The financial statements and single audit are required to be sent to several state agencies and the CAIU. The documents are posted on our website, along with all the District's financial history is available at this [webpage](#).

The administration recommends that the Board of School Directors accept the District's 2020-21 financial statements and audit report as presented by SEK and authorize the administration to distribute as required.

13. New Business - Information Item

13.a. Request For Proposal for Food Service Management Company

PDE requires Districts to seek new proposals every 5 years, the District's current contract expires June 30, 2022. Big Spring is required to invite at least 5 PDE-Approved vendors to participate as well as advertise the RFP. Attached is the approved PDE RFP for the Food Service Management Company.

13.b. Board Membership List and Committee Assignment Roster

The administration has prepared a Board Membership List and Committee Assignment Roster following reorganization of the School Board. A copy of each document is included with the agenda.

13.c. Aide Positions through ESS the District's Contracted Service Provider

Dr. Abigail Leonard, Supervisor of Ancillary Services, recommends the following individuals for ESS aide positions:

- Christine Chestnut - full-time Learning Support Aide at the Middle School starting January 4, 2022
- Haleigh Snyder - full-time Student Intern as PD Aide at Oak Flat to replace Niki Hamilton who transferred
- Elizabeth Wilkinson - part-time Student Intern as Learning Support Aide at Newville to replace Christian Witmer who resigned
- Emilee Sullivan - part-time Student Intern as PD Aide at Newville
- Abriale Hershey - part-time Student Intern as PD Aide at Newville

14. Discussion Item

15. Future Board Agenda Items

16. Board Reports

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

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

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

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

16.e. Finance Committee - Mr. Deihl, Mrs. Hurley, Mr. Over, and Mr. Piper

16.f. South Central Trust - Mr. Deihl

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

16.h. Tax Collection Committee - Mr. Swanson

The Organizational Meeting will be held on Tuesday, January 18, 2022, at 8 am. There will be a call-in option and that information will be sent you with the meeting packet on January 14. In addition to the annual election of officers, we did not have a quorum for the October meeting. The group approved the 2022 Budget, 2020 Financial Audits and the 2022 bond amount, but these **must be ratified at the January meeting**. Please remember that if you cannot make the meeting to send your alternate.

16.i. Future Board Agenda Items

16.j. Superintendent's Report

17. Meeting Closing

17.a. Business from the Floor

17.b. Public Comment Regarding Future Board Agenda Items

17.c. Adjournment

Meeting adjourned at _____ pm, **Monday, January 10, 2022**

Next scheduled meeting is **Monday, February 7, 2022** at the Big Spring Middle School Auditorium