



# BOARD MEETING AGENDA

**JUNE 6, 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, Committee of the Whole Meeting, and Finance Committee Meeting Minutes for May 16, 2022

## 7. Financial Reports

### 7.a. Payment of Bills

General Fund	\$	894,640.14
Capital Project Reserve Fund	\$	-
Cafeteria Fund	\$	146,004.33
Student Activities	\$	<u>8,798.19</u>
<b>Total</b>	<b>\$</b>	<b>1,049,442.66</b>

Motion to approve the Payment of Bills as presented.

## 8. Old Business

## 9. New Business

## 10. Personnel Items - Actions Items

### 10.a. Request for Medical Sabbatical Leave

Ms. Melissa McElwee, Kindergarten Teacher at Newville Elementary School is requesting a medical sabbatical leave for restoration of health purposes through the end of the 2022-2023 school year. Sabbatical leaves are governed according to Sections 1166-1171 of the Pennsylvania School Code of 1949, as amended.

The administration recommends the Board of School Directors approve Ms. McElwee's request for a sabbatical leave for restoration of health purposes through the end of the 2022-2023 school year.

#### **10.b. Leave Requests**

- Sharon VanHove, Middle School Paraprofessional, is requesting leave without pay for May 16 - May 18, 2022.
- Alison Brown, Middle School Teacher, is requesting leave without pay for May 27, June 3, and a half day June 7, 2022.
- April Brosius, Middle School Paraprofessional, is requesting leave without pay for May 31 and June 1, 2022.
- Sharon Rinesmith, Newville Custodian, is requesting leave without pay for June 1, 2022.

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

#### **10.c. Recommendation for Coaching Positions**

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

- Gregory Ellerman for the position of Varsity Boys Soccer Co-Assistant Coach
- Ryan Long for the position of Varsity Boys Soccer Co-Assistant Coach

#### **10.d. Recommended Approval for Transfers of Professional Personnel**

The administration will transfer the professional staff whose names are listed below for the 2022-2023 school year. These transfers are in accordance with Board Policy 309, Assignment and Transfer.

- Lauren Swigart from Newville Intervention Specialist to Newville Instructional Coach replacing Heather Housel who has retired.
- Chelsea Jackson from Newville First Grade to Newville Intervention Specialist replacing Lauren Swigart who has transferred.
- Tiffany Warner from Oak Flat Third Grade to Oak Flat First Grade replacing Randy Crawford who has retired.
- Megan Frantz from Oak Flat Special Education to Oak Flat Third Grade replacing Tiffany Warner who has transferred.
- DeAnna Antonicelli from High School Special Education to Oak Flat Special Education
- Jodi Nankee from Oak Flat Special Education to Middle School Special Education replacing Jana Megan Barrick who has resigned.
- Amanda Webber from District Speech & Language Clinician to Oak Flat Special Education
- Joseph Sinkovich from Assistant Principal/Director of Athletics and Student Activities to High School Assistant Principal.
- Wendy Hanks from Big Spring High School Mathematics Teacher to District Distance Learning Coordinator

The administration recommends the Board of School Directors approve the above listed professional staff transfers for 2022-2023 as presented.

#### **10.e. Recommended Approval for Transfers of Classified Personnel**

As per Board Policy 309, the administration will transfer the classified employees listed below:

- Sharon Hoover from District Receptionist to Administrative Assistant for Support Services with no change in placement on the classified pay scale.
- Madison Sloop from Administrative Assistant for Public Information and Transportation to Administrative Assistant for Public Information, Reception, and Registration with no change in placement on the classified pay scale.

The administration recommends the Board of School Directors approve the above listed classified staff transfers for 2022-2023 as presented.

#### **10.f. Recommended Approval for a Special Education Teacher - Mrs. Heather Nenninger**

##### **Education:**

Shippensburg University - Elementary Education (Bachelor's Degree)

Shippensburg University - Special Education (Master's Degree)

##### **Experience:**

Chambersburg Area School District - Elementary Special Education Teacher

The administration recommends the Board of School Directors appoint **Heather Nenninger** to the position of Special Education Teacher at Oak Flat Elementary School replacing Megan Frantz who has transferred. The compensation for this position should be established at Master's Degree step 3 \$62,397.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

#### **10.g. Recommended Approval of Director of Athletics and Student Activities**

The administration recommends the Board of School Directors appoint Mr. Scott Penner to serve as the Director of Athletics and Student Activities to replace Mr. Joseph Sinkovich who has transferred. Mr. Penner's compensation for this position should be established at \$83,430 for the 2022-2023 school year, per the Act 93 Agreement.

The administration recommends the Board of School Directors approve Mr. Penner as the Director of Athletics and Student Activities as presented.

#### **10.h. Approval of Custodial Transfers and Resignation**

Ms. Cheri Frank, Director of Custodial Services, received a staff resignation and is recommending the following custodial transfers:

- Julie Myers has submitted a letter of resignation from the position of part-time High School Custodian effective June 10, 2022.
- Michael Conrad transferring from part-time Custodian at the High School to full-time Custodian at the High School (newly combined position) with no change in placement on the classified pay scale.
- Sharon Rinesmith transferring from part-time Custodian at Newville Elementary to part-time Custodian at Middle School replacing John Weller with no change in placement on the classified pay scale.

#### **10.i. Recommended Approval for Lifeguards**

Mr. Matthew Kump, Aquatics Director, recommends the following students for hire as lifeguards to the Aquatic Program:

- Ayla Davis
- Katrina Long
- Isabelle Walley

The administration recommends the Board of School Directors approve the above list of names to serve as lifeguards as presented.

#### **10.j. Revised Leave of Absence Dates**

Dr. Sarah Roller, Special Education Teacher at Big Spring Middle School, was approved for a child-rearing leave of absence at the January 10, 2022 Board meeting. Sarah's leave started earlier than expected and she is requesting the leave end date be adjusted to Friday, May 5, 2023 with a revised return date of Monday, May 8, 2023.

The administration recommends the Board of School Directors approve Dr. Roller's revised leave dates as presented.

#### **10.k. Recommended Approval for a First Grade Teacher - Mrs. Carrie Gutshall**

##### **Education:**

Shippensburg University - K-6 Elementary Education (Bachelor's Degree)

##### **Experience:**

Bermudian Springs School District - K-1 Elementary Teacher

The administration recommends the Board of School Directors appoint **Mrs. Carrie Gutshall** to the position of First Grade Teacher at Newville Elementary School replacing Chelsea Jackson who has transferred. The compensation for this position should be established at Bachelor's Degree step 7, \$60,427.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

#### **10.l. Recommendation for a Long-Term Substitute - Ms. Kendra Miller**

##### **Education:**

Shippensburg University - Early Childhood Education PK-4 (Bachelor's Degree)

##### **Experience:**

Big Spring School District - LTS and Building Substitute Teacher

Mt. Rock Elementary School - Student Teacher

The administration recommends the Board of School Directors appoint **Ms. Kendra Miller** as a one year Long-Term Substitute Kindergarten Teacher at Newville Elementary School replacing Ms. Melissa McElwee who will be on a Medical Sabbatical Leave. Ms. Miller's compensation for this position for 2022-2023 should be established at a Bachelor's Degree, step 1, \$56,627.00, based on the current contract between the Big Spring Education Association and the Big Spring School District.

#### 10.m. Recommended Mentors for 2022-2023

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 mentor for 2022-2023 is listed below:

Inductee	Building/Subject	Curriculum Mentor
Heather Nenninger	Elementary Special Education - Oak Flat	Rebecca Coulson
Kendra Miller	LTS Kindergarten - Newville	Courtney Wiser
Carrie Gutshall	First Grade - Newville	Chelsea Jackson

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

#### 10.n. Recommended Approval of an Administrative Assistant to Transportation and Substitute Management - Mrs. Carly Zinn

The administration would like to recommend **Mrs. Carly Zinn** as a full-time Administrative Assistant to Transportation and Substitute Management. Mrs. Zinn will work 232 days at 7.75 hours per day at the C-17 salary rate on the Classified Compensation Plan for the 2021 - 2022 school year with an employment start date of June 27, 2022.

The administration recommends the Board of School Directors approve Mrs. Carly Zinn as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

#### 10.o. Additional Summer School Staffing for 2022

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends Meagan Brackbill be added as a Paraprofessional for 2022 Summer School Staffing for the elementary level.

The administration recommends the Board of School Directors approve the addition of Meagan Brackbill to the Summer School Staffing for 2022 and set the compensation for the position based on the current contract between 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.

Tara Barnard	\$1,545.00
Erin Bishop	\$1,404.00
Leah Williams-Rensel	\$1,680.00

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.

#### 11.b. Recommended Approval of Job Descriptions

Mr. William August, Assistant Superintendent, has provided the job descriptions listed below and a copy of each job description is included with the agenda.

- 520 - Administrative Assistant for Public Information, Registration, and Reception
- 522 - Administrative Assistant for Support Services
- 523 - Administrative Assistant for Transportation and Substitute Management

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

#### 11.c. Recommended Approval of Eliminating Two Part Time Custodian Positions and Adding One Full Time Position

Cheri Frank, Director of Custodial Services, Stacy Lehman, Human Resources Coordinator, and Mike Statler, Business Manager, reviewed the custodial structure district wide. In reviewing the structure and analyzing the custodial candidate pool, two part time positions at the High School have been unfilled for a while. Historically, part time custodial positions are more difficult to fill, due to a lack of candidates. In that the move has the potential to have a minor impact on the budget, there will be a positive impact on having a candidate to fill the role.

The administration recommends the Board of School Directors eliminate two part time custodian positions and create one full time custodian position at Big Spring High School.

#### 11.d. Recommended Approval of 2022 - 2023 Agreements

Mr. William Gillet, Director of Student Services, has reviewed the proposed 2022 - 2023 **Vista-District Consortium Classrooms Agreement**. Vista provides educational services and supports to students with intensive needs related to Autism Spectrum Disorder.

Mr. Tim Drawbaugh, Director of Maintenance, has reviewed the **Diversified Refrigeration Agreement**. Diversified Refrigeration provides maintenance of the District's water heaters.

Mr. Tim Drawbaugh, Director of Maintenance, has reviewed the **HB McClure Agreement** for the High School. This agreement supersedes the agreement approved last month. The agreement needed to include two boilers, not one.

Mr. William Gillet, Director of Student Services, received and reviewed the proposed **Merakey Agreement** for the 2022 - 2023 school term. Merakey is a private academic school, licensed by the Pennsylvania Department of Education. The agreement is to assist BSSD in providing educational services to students with autism and/or emotional disturbance.

The administration has reviewed the **Sponsor to Sponsor Agreement** for 2021-2022. 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.

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

#### **11.e. Recommended approval of the District Insurance Coverage Resolution**

During 2019, the District shifted the health insurance deductible period from a fiscal year to a calendar year. During the transition, one deductible period consisted of an 18-month period. The District's health insurance consultant recommended the need for a resolution and escrow account to support this transition in total. This resolution will be coupled with the placement of funds into an escrow account should additional expenses be necessary to support that transition.

The administration recommends the Board of School Directors approve the resolution placing funds into a health insurance escrow account to support the 18-month deductible period used to transition from a fiscal year deductible period to a calendar year deductible period.

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

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

Ms. Rebecca Whigham, Middle School Family and Consumer Science Teacher and Jenna McIntire, Middle School Agriculture/Technology Teacher are requesting permission to apply for the LiveHealthy School Grant through Capital BlueCross.

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

#### **11.g. Capital Project Payments**

- AV Solutions invoices (7258 and 7259) for a total of \$10,722.36 for the District Wide Interactive Panel Project. The invoices will be paid with ESSER Funds.

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

#### **11.h. Approval of Transferring Funds from the General Fund to Capital Reserve for the 2021-2022 Fiscal Year**

Depending on the outcome of the 2021-2022 audit, the District may move money from general fund to capital project reserve. The purpose of the agenda item is to allow the transfer to occur during the 2021-2022 fiscal year. The determination of the move and amount will occur in the fall.

The administration recommends the Board of School Directors approve transferring funds from the general fund to capital reserve pending the results of the 2021-2022 financial audit. The amount will be determined in the fall.

#### **11.i. Recommended Approval for Building Utilization Requests**

- Jesse Bortner is requesting to use the High School new baseball field and old baseball field for a Battle of Dogtown Baseball Tournament Fundraiser on Saturday, June 11 at 8 am, 10:30 am, and 1:00 pm and Sunday, June 12 at 1:00 pm.

Because the utilization request includes a Sunday, Board action is necessary. The administration recommends the Board of School Directors approve the utilization request as presented.

### **11.j. Recommended Approval for Summer 2022 Basketball Team Camp**

Mr. Joe Sinkovich, Athletic Director, received a request from Jason Creek, Boys Basketball Coach, for the varsity team and coaches to attend team camp at the West Virginia University in Morgantown West Virginia from June 10 - June 12, 2022.

The administration recommends the Board of School Directors approve the request for the varsity boys' basketball team and coach's to attend the summer 2022 team camp as presented.

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

### **12.a. Long-Term Substitute through ESS the District's Substitute Agency**

Mr. William August, Assistant Superintendent, recommends the following candidate to serve as a long-term substitute during the 2022-2023 school term:

- LidiaAnn Edwards to serve as long-term substitute Teacher for Special Education at the Middle School during Dr. Sarah Roller's leave from August 19, 2022 through May 5, 2023.

### **12.b. Proposed Updated Job Description**

The administration has updated the job description listed:

#### **110 Director of Athletics and Student Activities**

After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for Board approval at the June 20, 2022 Board meeting.

## **13. Discussion Item**

## **14. Board Reports**

**14.a. District Improvement Committee - Mr. Fisher and Mr. Myers**

**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, and Mr. Piper**

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

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

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

**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, **June 6, 2022**

Next scheduled meeting is **June 20, 2022** in the Middle School Auditorium