

# **Big Spring School District**

## **Newville, Pennsylvania**

### **Board Meeting Minutes**

#### **Monday, October 4, 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; 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 September 20, 2021 Regular Board Meeting Minutes and the September 20, 2021 Committee of the Whole Meeting Minutes.

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

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

## 5. Financial Reports

### 5.a. Payments of Bills

#### General Fund

Procurement Card	\$	19,061.80
Checks/ACH/Wires	\$	3,929,948.68
Capital Projects Reserve Fund	\$	1,049.28
Cafeteria Fund	\$	-
Student Activities	\$	<u>5,082.52</u>
<b>Total</b>	<b>\$</b>	<b>3,955,142.28</b>

Motion to approve the Payments of Bills, as presented.

Motion by Mrs. Hurley was seconded by Mr. Myers

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

Motion Carried unanimously. 8-0

## 6. Reading of Correspondence

Letter dated September 17, 2021 from the Department of Education

Letter of Support to the School Board and Administration from the Phillips Family

## 7. Recognition of Visitors

## 8. Public Comment Period

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

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

Mr. 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.

Mr. 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.

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

Mr. 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 and expressed his opinion on equity and diversity.

Miss Ella Reinford, 1332 Doubling Gap Road, Newville addressed the Board with comments regarding the Acting Secretary of Health's order directing face coverings in school entities.

Ms. MaDawn Hostetter, 60 Buckeye Lane, Newville addressed the Board with comments regarding the Acting Secretary of Health's order directing face coverings in school entities.

Ms. Karyn Cunningham, 627 Mt. Rock Road, Newville expressed support for the Board and Administration and thanked them for everything they have done for her family.

## **9. Structured Public Comment Period**

### **10. Old Business**

### **11. New Business**

## **12. Personnel Items - Actions Items**

### **12.a. Recommendation for Coaching Positions**

Mr. Joseph Sinkovich, Athletic Director, would like to recommend the following individuals for 2021-2022 coaching positions:

Cindy Dyson - Middle School Co-Assistant Girls' Basketball Coach

Ryan Long - Middle School Co-Assistant Girls' Basketball Coach

Kelsi Minich - Middle School Co-Assistant Girls' Basketball Coach

### **12.b. Recommended Approval of a Health Room Aide at Newville Elementary School - Ms. Brooke Brown**

Mr. William August, Assistant Superintendent, would like to recommend Ms. Brooke Brown as a full-time Health Room Aide at Newville Elementary School replacing Tina Fickes who resigned. Ms. Brown will work 180 days at 7 hours per day at the D-11 salary rate on the Classified Compensation Plan for the 2021 - 2022 school year starting (retroactively) on October 1, 2021.

The administration recommends the Board of School Directors approve Ms. Brooke Brown as a Health Room Aide as presented. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

## **Personnel Items - Actions Items (continued)**

### **12.c. Recommended Approval for Professional Extra-Curricular Personnel List**

A list of the 2021-2022 extra-curricular positions and recommended personnel has been prepared by Stacy Lehman, Human Resources Coordinator, and 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 2021-2022 extra-curricular personnel list and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **12.d. Leave Without Pay - Ms. Chelsea Jackson**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave." Ms. Chelsea Jackson is requesting a day of leave without pay for October 29, 2021.

The administration recommends the Board of School Directors approve Ms. Jackson's request for leave without pay as presented.

### **12.e. Recommended Approval of a High School Custodian - Ms. Stephanie McHenry**

Ms. Cheri Frank, Coordinator of Custodial Services, recommends Ms. Stephanie McHenry for a full-time High School Custodial position replacing Karen Fetchkan who transferred. The starting date for Ms. McHenry will be October 5, 2021 at a rate of \$14.73 per hour for the 2021-2022 school year.

The administration recommends the Board of School Directors approve Ms. McHenry as a full-time custodian at the High School for the 2021-2022 school year. This hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.

### **12.f. Resignation of High School Musical Vocal Coach - Mr. Edward Wilson**

Mr. Edward Wilson has submitted his letter of resignation from the position of High School Musical Vocal Coach.

The administration recommends the Board of School Directors approve Mr. Wilson's resignation as presented.

### **12.g. Resignation - Ms. Sandra Cunningham**

Ms. Sandra Cunningham has submitted her resignation from the position of Administrative Assistant at Mount Rock Elementary School effective October 8, 2021.

The administration recommends the Board of School Directors approve Ms. Cunningham's resignation as presented.

## **Personnel Items - Actions Items (continued)**

### **12.h. Recommended Approval of Extra Duty Positions for 2021-2022**

Mr. William Gillet, Director of Student Services, would like to recommend the following individuals for extra duty positions for 2021-2022:

Ms. Ashley Gleeson - Co-Assistant Department Head for Special Education/Transition Coordinator  
Ms. B. Christie Katora - Co-Assistant Department Head for Special Education/Transition Coordinator  
Ms. Jennifer Tomasov - Co-Assistant Department Head for Special Education  
Ms. Stephanie Weller - Co-Assistant Department Head for Special Education

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

### **12.i. Recommended Approval of Extra Duty Positions**

Mrs. Stacy Lehman, Human Resources Coordinator, is recommending the following individuals for Extra Duty Positions for 2021-2022:

Mrs. Melissa Kiehl - Elementary Co-Chorus Advisor  
Mrs. Melissa Kiehl - Honors Co-Chorus Advisor  
Ms. Dena Kilian - Elementary Co-Chorus Advisor  
Ms. Dena Kilian - Honors Co-Chorus Advisor

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

Motion by Mr. Deihl was seconded by Mrs. Hurley to approve Items 12a – 12i, as outlined and recommended above.

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

Motion carried unanimously 8–0

## **13. New Business - Actions Items**

### **13.a. Credit Pay**

The professional employees whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Lisa Velazquez	\$174.50
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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 Mrs. Hurley

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

Motion Carried unanimously. 8-0

### **13.b. Recommended Approval of the Proposed 2021-2022 FFA Program of Activities**

The officers of the Big Spring FFA are requesting Board approval of the proposed 2021-2022 FFA Program of Activities. Board approval of the Program of Activities is a requirement in preparation for the State and National Chapter Awards. Included in the Program of Activities is a listing of current officers and information regarding the organizations standing committees.

The administration recommends that the Board of School Directors approve the 2021-2022 Program of Activities for the Big Spring FFA 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. Request to Attend Cheer Competition at Slippery Rock University on November 14, 2021**

Cecelia Zukauckas, Varsity Cheerleading Coach, is requesting permission for the High School Cheer Team to attend a competition at Slippery Rock University on Sunday, November 14, 2021.

The administration recommends the Board of School Directors approve the request for the High School Cheer Team to attend the competition at Slippery Rock University 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. Elementary PTO Audits**

The Big Spring School District has received letters advising the 2020 - 2021 Elementary PTO financial reports were accepted with auditing standards. A copy of the letters is included with the agenda.

Newville Elementary PTO - Letter from Cohick Associates

Mount Rock Elementary PTO - Letter from Karen M. Heishman

Oak Flat Elementary PTO - Letter from Trina Manetta

The administration recommends the Board of School Directors accept the 2020-2021 Elementary PTO audits 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. Bank Request for Proposals**

Administration was notified in September that our bank fees will significantly increase through PSDLAF/PNC starting November 1, 2021. The increase in fees is due to limited/no revenue in investment over the past few years. We believe the timing is good to see what other banking options exist for the District.

The administration recommends the Board of School Directors approve the release of the banking RFP.

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. Recommended Approval of 2021 - 2022 Agreements**

Mr. William Gillet, Director of Student Services, has reviewed the Master Service Agreement from Language Line Services, Inc. which provides phone translation services to non-English speaking parents of students receiving EL services from Big Spring School District. A copy of the Master Service Agreement and the Statement of Work are included with the agenda.

The administration recommends the Board of School Directors approve the agreement with Language Line Services, Inc. for 2021-2022 services 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.g. Recommended Approval for Building Utilization Request - Warrior Softball Practices**

Mr. Mike Gutshall, Warrior Softball, is requesting to utilize the high school softball field and Mt. Rock gym for Sunday practices from October 2021 - February 2022. Because the utilization request is on Sundays, Board action is necessary. Field practices are from 1-5 pm and gym practices are from 1-7 pm.

The administration recommends the Board of School Directors approve Mr. Gutshall's request to utilize the high school softball field and Mt. Rock gym 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.h. ACNB (Café Account) Signers and Account Access**

The District's Cafeteria Fund for parent deposits run through ACNB. The account signers and employee access need to be updated.

The administration recommends the Board of School Directors approve Mr. William Swanson, Mr. William Piper, and Ms. Alexis Hurley as signers and Mr. Caleb Barwin to have access to the ACNB account.

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.i. Request for Grant Application**

Mrs. Nicole Donato, Director of Curriculum and Instruction, has received two requests from teachers to apply for the following grants:

Ms. Dana Sheaffer and Ms. Melissa Sheffer - [Empowering Educators Grant](#) from PPL

Ms. Rebecca Whigham – Kings Gap Environmental Programs [Transportation Grant](#)

Links are provided above to information regarding the details of the grants. The administration recommends the Board of School Directors approve the requests to apply for and participate in the grants 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.j. Recommended Approval for the 2021-2022 PSBA Membership Renewal**

The District has received correspondence from Pennsylvania School Boards Association (PSBA) regarding the 2021-2022 Renewal of Membership at a cost of \$15,158.79. Information regarding the membership renewal is included with the agenda.

In addition, the administration has received a Policy Maintenance Program Participation Agreement from the Pennsylvania School Boards Association (PSBA) which sets forth the terms and conditions of the program. A copy of the agreement is included with the agenda.

The administration recommends the Board of School Directors approve the District's PSBA membership renewal and participation agreement for the 2021-2022 fiscal year and authorize the administration to sign the appropriate documents and remit payment to PSBA.

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



### **13.k. Recommendation for High School Art Club Fundraiser**

The High School Art Club is requesting permission to conduct a Terri-Lynn Fundraiser during the 2021-2022 school year. A copy of the fundraiser request and product brochure is included with the agenda.

The administration recommends the Board of School Directors approve the 21-22 High School Art Club fundraiser with Terri-Lynn 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

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

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

Dr. Abigail Leonard, Supervisor of Ancillary Services, recommends the ESS aide listed below:

Christopher Boyd - full-time Specialist Paraprofessional at the High School

### **15. Discussion Item**

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

### **17. Board Reports**

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

The next Meeting will be held in November.

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

No report offered

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

Mr. Piper provided a summary of the September 27, 2021, meeting.

#### **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**

Issue 3 - September 23, 2021

September 23, 2021 Board Highlights

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

No report offered

#### **17.i. Future Board Agenda Items – There were no future Board agenda items presented.**

#### 17.j. Superintendent's Report

- ✓ Superintendent Roberts reminded everyone of the Homecoming Football Game Friday at 7 pm against Boiling Springs followed by the Homecoming Dance on Saturday at the high school which is being planned for outdoors unless we have significant rain.
- ✓ Dr. Roberts stated there will be a free Student Heart Screening Clinic on October 16 from 9 until 3 at the high school which has been made possible by the Peyton Walker Foundation in memory of JT Kuhn. Registration is required at <https://www.peytonwalker.org/>
- ✓ Dr. Roberts provided an enrollment update and highlighted the 126 students enrolled at Cumberland Perry Career and Technical Center.
- ✓ Dr. Roberts echoed Mr. August's earlier thank you to our school nurses and recognized their devotion and willingness to stand on the front lines while supporting our students through the pandemic. Dr. Roberts encouraged everyone to thank our nurses for the great care they are providing.

#### 18. Meeting Closing

Mr. Wardle thanked everyone helping to keep our students in class everyday and stated it is very important they receive their education in the building. He also shared his pledge to keep students safe to the best of the Board's ability. Mr. Over and Mr. Gutshall echoed Mr. Wardle's words.

Mr. Deihl thanked teachers and administrators for their work and dedication.

Mr. Swanson stated he is happy we are still delivering instruction full time 5 days a week.

**18.a. Business from the Floor** – Nothing was presented

**18.b. Public Comment Regarding Future Board Agenda Items** – Nothing was offered

**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 8:44 pm on **Monday, October 4, 2021.**

Next scheduled meeting is **Monday, October 18, 2021.**

  

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