



BOARD MEETING AGENDA

NOVEMBER 14, 2022

8:00 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge - President Bill Swanson**
- 2. Student/Staff Recognition and Board Reports** - Sammi Feldman and Cailin Spies
- 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 October 17, 2022

Motion to approve the October 17, 2022 [Regular Board Meeting](#), [Committee of the Whole](#), and [Finance Committee](#) Meeting Minutes as presented.

7. Financial Reports

7.a. Payment of Bills

General Fund

Procurement Card	\$	21,725.34
Checks/ACH/Wires	\$	2,428,303.43
Capital Projects Reserve Fund	\$	18,849.02
Cafeteria Fund	\$	246,095.55
Student Activities	\$	37,761.87
Total	\$	2,752,735.21

Motion to approve the Payment of Bills as presented.

7.b. Treasurer's Fund Report

General Fund	\$	37,934,288.24
Capital Project Reserve Fund	\$	9,064,538.22
Cafeteria Fund	\$	876,772.26
Student Activities	\$	<u>310,727.32</u>
Total	\$	48,186,326.04

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

7.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.

8. Old Business

9. New Business

10. New Business Personnel Items - Actions Items

10.a. Recommended Approval of Leave Request

Emma Shutt, Seventh Grade English Teacher, is requesting a leave of absence to begin approximately Monday, February 6, 2023 through approximately Friday, March 24, 2023 with a return date of Monday, March 27, 2023.

The administration recommends the Board of School Directors approve Emma Shutt's requested leave of absence as presented.

10.b. Recommended Approval of Custodians

Ms. Cheri Frank, Director of Custodial Services, recommends the following candidates for available custodial positions:

- Steven Bloser for the position of part-time, second shift Custodian at the High School replacing Randy Coldsmith at an hourly rate of \$15.17 for the 2022-2023 school year and beginning employment on November 14, 2022. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.
- Jason Sullivan for the position of full-time, second shift Custodian at the High School replacing Michael Conrad at an hourly rate of \$15.17 for the 2022-2023 school year and beginning employment on November 14, 2022. This new 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 custodians as presented.

10.c. Resignation - Dr. Kevin C. Roberts, Jr., Superintendent of Schools

Dr. Kevin C. Roberts, Jr., has submitted a letter of resignation from the position of Superintendent of Schools effective January 29, 2023.

The administration recommends the Board of School Directors approve Dr. Roberts' resignation as presented.

10.d. Recommended Approval of Child-Rearing Leave

Shannon Berry, High School Math Teacher, is requesting a child-rearing leave of absence to begin approximately Monday, February 6, 2023 through approximately Monday, May 1, 2023 with a return date of Tuesday, May 2, 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 Shannon Berry's child-rearing leave as presented.

10.e. Recommended Approval of an Accounting Controller

Ashley Nevling - Accounting Controller replacing Caleb Barwin who resigned. Ms. Nevling's compensation for this position should be established at \$59,000.00. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Education: Shippensburg University - Bachelor's Degree in Business Administration

Experience: Orrstown Bank - Branch Executive Officer

The administration recommends the Board of School Directors approve Ms. Nevling's hire as presented.

10.f. Recommended Approval of the Winter Coaching Roster

A list of the [winter coaching](#) positions and recommended personnel has been prepared by Scott Penner, Director of Athletics and Student Activities, and reviewed by Stacy Lehman, Human Resources Coordinator. The 2022-2023 salaries established for these positions are based on the current contract between the Big Spring Education Association and the Big Spring School District.

The administration recommends the Board of School Directors approve the winter coaching roster for 2022-2023 of extra-curricular personnel as presented.

10.g. Recommended Approval of 2022-2023 Coaching and Extra Duty Staff

Mr. Scott Penner, Director of Athletics and Student Activities, recommends the following coaching and extra duty staff:

- Courtney Anderson to be a High School Assistant Track Coach
- Blake Barrick to be a volunteer coach for the Wrestling Program
- Shane Cohick to be a Middle School Assistant Track Coach
- Ted Frengel to be a Middle School Assistant Track Coach
- Steve Gayman to be a volunteer for the Girls' Basketball Program
- Lauren Hetrick to be a High School Musical Assistant
- Matthew Kump to be a volunteer coach for the High School Swimming and Diving Program
- Teresa Madden has submitted a letter of resignation from the position of High School Assistant Volleyball Coach
- Jaclyn Nickel to be a High School Assistant Track Coach
- Adam Nobile to be a High School Musical Technology Director
- Weston Reall to be a volunteer coach for the Boys' Basketball Program
- Jennifer Rhoads to be a High School Musical Assistant
- Lauren Swigart to be a volunteer for the Girls' Basketball Program
- Susan Travis to be a High School Musical Assistant
- Greg Warner to be a High School Assistant Wrestling Coach for Girls
- Jason Yost to be a volunteer for the Girls' Basketball Program

The administration recommends the Board of School Directors approve the 2022-2023 coaching and extra duty staff as presented.

10.h. Recommended Approval for an Elementary Special Education Teacher

Gwyneth Forster - Special Education Teacher at Oak Flat Elementary School for the Emotional Support Program effective December 12, 2022 replacing Heather Nenninger who has resigned. The compensation for this position should be established at Bachelor's Degree step 1 \$56,627.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

Education: Shippensburg University - Special Education and Early Childhood Education (Bachelor's Degree)

Experience: Big Spring School District - Student Teacher at Mount Rock and Oak Flat Elementary Schools

The administration recommends the Board of School Directors appoint Gwyneth Forster to the position of Special Education Teacher at Oak Flat Elementary School.

10.i. Recommended Approval of a 2022-2023 Mentor

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.

Inductee	Building/Subject	Curriculum Mentor
Gwyneth Forster	Elementary Special Education - Oak Flat	Rebecca Coulson

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

10.j. Resignation of a First Grade Teacher

Administration received the following professional staff resignation:

- Wendy Wolpert has provided a letter of resignation from the position of first grade teacher at Newville Elementary School.

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

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.

Lisa Bahmueller	\$1,680.00
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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, the Act 93 Agreement, and the Big Spring School District.

11.b. Recommended Approval of Utilization Requests

- Sue Martin, on behalf of **Wyldlife Youth Group**, is requesting utilization of the middle school gym for open gym activities and fellowship on January 15, February 5, and March 5, 2023. Because the request involve Sundays, Board action is necessary.
- Mike Clelan, on behalf of **Jr. Olympic Wrestling**, is requesting utilization of the high school gym and commons for a Dog Dual Tournament on January 29, 2023. Because the request is a Sunday, Board action is necessary.

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

11.c. Recommended Approval of Fundraisers

Mrs. Clarissa Nace, Middle School Principal, recommends approval of the following fundraiser:

- **Fisher Popcorn Fundraiser** to benefit the Middle School NJHS beginning November 16 through December 14, 2022.

Mr. Jason Shover, High School Principal, recommends approval of the following fundraiser:

- **Gift Wrapping Fundraiser** to benefit the High School Intensive Learning Support students beginning November 29 through December 19, 2022.

Mr. Scott Penner, Director of Athletics and Student Activities, recommends approval of the following fundraisers:

- **Claus Cash Fundraiser** to benefit the Senior Class during the month of December.
- **Halladay's Dips and Mixes Fundraiser** to benefit the High School Tri-M Music Honors Society from November 16 to December 2, 2022.
- **String Art Fundraiser** to benefit the High School Mini-Thon on November 17, 2022 from 6:00 - 8:00 pm.
- **Candy-Grams** to benefit the High School Mini-Thon during the month of December.
- **Tie-Dye Shirts** to benefit the High School Mini-Thon during the month of December.
- **Kids Night Out** (babysitting) to benefit the High School Mini-Thon during the month of December.
- **Bingo** to benefit the High School Mini-Thon during the month of January.
- **Game Night** to benefit the High School Mini-Thon during the month of January.
- **Rock Painting** to benefit the High School Mini-Thon during the month of February.
- **Mr. Mini-Thon** to benefit the High School Mini-Thon during the months of February and March.
- **Silent Auction** to benefit the High School Mini-Thon during the month of March.
- **Karaoke** to benefit the High School Mini-Thon during the months of March and April.
- **5K Run** to benefit the High School Mini-Thon during the month of April.
- **Cornhole Tournament** to benefit the High School Mini-Thon during the months of April and May.
- **Penny War** to benefit the High School Mini-Thon during the months of April and May.
- **Car Wash** to benefit the High School Mini-Thon during the months May and June.
- **Mini Mini-Thon** to benefit the High School Mini-Thon during the months of May and June.
- **Pork BBQ** to benefit the High School Mini-Thon during the months of May and June.
- **Restaurant Nights** to benefit the High School Mini-Thon during the months of February - April.
- **Disney Princess Breakfast** to benefit the High School Mini-Thon during the months of February - April.

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

11.d. Recommend Approval of Capital Project Payments

The following invoices are for payment within the Capital Project Fund.

- District Wide Feasibility Study - EI Invoice #P10000015157 \$1,000
- E-Rate Wi-Fi and Network Switch Project - CNI Sales Inc #1034817 for \$33,938.34
- E-Rate Wi-Fi and Network Switch Project - CNI Sales Inc #1034818 for \$31,561.90
- E-Rate Wi-Fi and Network Switch Project - CNI Sales Inc #1034816 for \$63,103.80
- E-Rate Wi-Fi and Network Switch Project - CNI Sales Inc #1034868 for \$33,352.80
- E-Rate Wi-Fi and Network Switch Project - CNI Sales Inc #1034617 for \$58,172.19
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #201391 for \$9,343.16
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #200272 for \$6,731.21
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #204507 for \$7,546.48
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #204508 for \$6,362.97
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #200273 for \$1,675.55
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #204509 for \$7,572.57
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #200274 for \$3,053.70
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #202512 for \$17,743.87
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #205319 for \$3,219.67
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #205357 for \$3,923.70
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #205358 for \$3,130.72
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #205359 for \$772.38
- E-Rate Wi-Fi and Network Switch Project - IntegraOne #205361 for \$3,923.70

The administration recommends the Board of School Directors approve the invoices to be paid from the Capital Reserve Project Fund.

11.e. Recommend Approval of adjusted rates for the 2022/23 Snow Season

Blue Mountain is proposing adjusted rates for the 2022/23 snow season.

The administration recommends the Board of Directors approve the adjusted rates for the 2022/23 snow season.

11.f. Recommend Approval of moving the Part-Time Custodial Position at Mount Rock Elementary School to Full-Time Custodial

The District is having a difficult time filling part-time custodial positions. Mount Rock Elementary has an open part-time position. Mount Rock Elementary custodial responsibilities also include the fitness center. In moving the position from part-time to full-time, the position will likely be easier to fill and will serve as additional support for the fitness center.

The administration recommends the Board of Directors approve the transfer of the part-time custodial position at Mount Rock Elementary to a full-time position.

11.g. Recommend Approval for McClure Co to Proceed with an Investment Grade Audit

The Building and Property Committee, along with administration and Mr. Tobie Wolf, has completed a search for the District's Energy Saving's Company. The search included a Request for Proposals, two rounds of interviews, and reference checks. The District received four competitive proposals from reputable companies, with local school district experience. The Committee believes McClure Company would be the best fit for Big Spring.

The administration recommends the Board of School Directors approve McClure Company to proceed with an Investment Grade Audit.

11.h. Recommend Approval of the Release of Mowing Bid Specification

The District's four year mowing contract has expired. Mr. Betts, Head Groundman, prepared/revised specifications for the Oak Flat, Newville, and Mount Rock campuses. The proposal is looking for a three year contract, with a mutual agreed upon extension for the fourth and fifth year.

The administration recommends the Board of School Directors approve the release of the request for bids.

11.i. Recommend Approval of a Resolution to Stay Within the Act 1 Index

School Districts who stay within the Adjusted Act 1 index can avoid the extended budget process. From the [PDE Annual Budget Timelines and Standard Terminology](#) page: *Note: An alternate process exists under SS Act 1 of 2006. A Board may adopt (via Board vote) a resolution indicating that it will not raise the rate of any tax for the support of public schools for the following fiscal year by more than its index. No less than 110 days prior to the primary election, a Board must submit a copy of the resolution and a schedule of the proposed tax rates to PDE via the Consolidated Financial Reporting System, General Fund Budget (CFRS-GFB). A Board that adopts a resolution through this process does not need to comply with the preliminary budget requirements and need only follow the procedures outlined in section 312 of SS Act 1 and section 687 of the School Code for the adoption of both its proposed final budget and its final budget.*

Based on the presentation to the Finance Committee in October, the administration prepared a [resolution to stay within the index](#) as noted above.

The administration recommends the Board of School Directors approve the resolution to stay within the index.

11.j. Recommended Approval of Agricultural Advisory Council

SaraBeth Fulton, Sherisa Nailor, Madelyn Bentz, and Jenna McIntire, Agriculture Education Teachers have requested the Board of School Directors approve the 2022 - 2023 member roster of the [Agricultural Advisory Council](#) which has elected new members.

The administration recommends the Board of School Directors approve the Agricultural Advisory Council of Members roster as presented.

11.k. Recommend Approval of National Center for Transformational Leadership Strategies Consultant Services

The National Center for Transformational Leadership Strategies has provided a proposal for services to conduct a Superintendent Search. If approved by the Board, a Consultant Agreement will be developed by the National Center for Transformational Leadership Strategies based upon the proposal.

The administration recommends the Board of School Directors approve the proposal for services as presented.

12. New Business - Information Item

12.a. Tuition Agreements

New Story, LLC is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Mr. William Gillet, Director of Student Services, and Dr. Abigail Leonard, Supervisor of Ancillary Services, have reviewed the student tuition agreements for BSSD students attending New Story for the 2022-2023 school year.

12.b. ESS Long-Term Substitutes

Mr. William August, Assistant Superintendent, recommends long-term substitutes through ESS for the 2022-2023 school year:

- Hope Flack to serve as long-term substitute Seventh Grade English Teacher for Emma Shutt from February 6 through March 24, 2023.
- Amy Ryan to serve as long-term substitute Administrative Assistant at the District Office during Madison Sloop's leave from January 6 through March 6, 2023.
- Delores Shank to serve as a long-term substitute High School Math Teacher for Shannon Berry's leave of absence from February 3 through May 3, 2023.

12.c. Agricultural Advisory Committee Meeting

The Agricultural Advisory Committee held a meeting on October 6, 2022 at 7:00 p.m. and provided a copy of their [meeting agenda](#) and [minutes](#).

12.d. Proposed Adoption of Updated Curriculum

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending updated curriculum which is available in the Curriculum Center for review by the Board of School Directors. The administration will present the curriculum for Board approval at the December 5, 2022 Board meeting:

Elementary: [Grade 4 Writing](#) (updated)

13. Discussion Item

14. Board Reports

14.a. District Improvement Committee - Mr. Fisher and Mrs. Webster

Meeting Dates: November 17, January 19, and April 20

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

Meeting Dates: December 7, February 7, March 16, and May 17

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, Mr. Piper, and Mr. Myers

14.f. South Central Trust - Mr. Deihl

November 2nd - Executive Committee Meeting (Audit Report, Bylaw Update, & Conrad Siegel Presentation).

SCT Full Board meeting will be December 7th. Big Spring SCT Trust members - Asst Superintendent, Lauren Hetrick, Stacy Lehman, and Mike Statler.

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

[All-In Oct. 2022](#)

[October 27, 2022 Board Highlights](#)

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, **November 14, 2022.**

Next scheduled meeting is **December 5, 2022.**