



# **DECEMBER 6, 2021**

## **BOARD MEETING AGENDA**

### **1. Opening Meeting**

Welcome members: The Board of School Directors will proceed with the December 6, 2021 Board Agenda.

Call to Order (President Swanson)

Pledge to the Flag

### **2. Election of the Temporary President**

"... there shall be elected by and from the hold-over members a temporary president, and the secretary of the board shall act as secretary of such meeting. The certificates of the election or appointment of all new school directors shall be read, and a list of the legally elected or appointed and qualified school directors prepared."

Elected: \_\_\_\_\_ (temporary appointment)

### **3. Oath of Office of Newly Appointed and Re-Elected Board Members**

When there are newly-elected, appointed or re-elected Board members, the Temporary President will administer the oath of office:

**"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity."**

### **4. Election of Officers**

Refer to Sections 402 and 404 of the Public School Code of 1949

#### **4.a. Election of the President - One Year Appointment**

Elected: \_\_\_\_\_

The Board President will begin his/her duties.

**4.b. Election of the Vice-President - One Year Appointment**

Elected: \_\_\_\_\_

**5. Appointments of Committee Members**

**5.a. Pennsylvania School Boards Association Legislative Chairperson - One Year Appointment**

Elected:

**5.b. Capital Area Intermediate Unit - One Year Appointment**

Elected:

**5.c. Athletic Council - One Year Appointment**

Elected:

1.

2.

3.

**5.d. District Improvement Committee - One Year Appointment**

Elected:

1.

2.

**5.e. Meet and Discuss Committee for Classified Employees - One Year Appointment**

Elected:

1.

2.

**5.f. Cumberland Perry Area Career Technical Center - One Year Appointment**

Elected:

1.

2.

**5.g. Pennsylvania School Boards Association Regional Cabinet Member - One Year Appointment**

Elected:

**5.h. Buildings and Property Committee - One Year Appointment**

Elected:

1.

2.

3.

4.

**5.i. Finance Committee - One Year Appointment**

Elected:

1.

2.

3.

4.

**5.j. South Central Trust Board - One Year Appointment**

Elected:

**5.k. Tax Collection Committee - One Year Appointment**

Elected:

**6. Beginning of the Regular Board Meeting: Approval of Minutes**

The Regular Board Meeting shall commence with the approval of the November 15, 2021 Regular Board Meeting Minutes and the November 15, 2021 Committee of the Whole Meeting Minutes.

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

## 8. Financial Reports

### 8.a. Payment of Bills

#### General Fund

|                               |           |                     |
|-------------------------------|-----------|---------------------|
| Procurement Card              | \$        | 20,327.02           |
| Checks/ACH/Wires              | \$        | 2,439,098.19        |
| Capital Projects Reserve Fund | \$        | 168,830.28          |
| Cafeteria Fund                | \$        | 520.00              |
| Student Activities            | \$        | <u>18,262.82</u>    |
| <b>Total</b>                  | <b>\$</b> | <b>2,647,038.31</b> |

Motion to approve the payment of bills as presented.

### 8.b. Treasurer's Fund Report

|                              |           |                      |
|------------------------------|-----------|----------------------|
| General Fund                 | \$        | 32,470,536.82        |
| Capital Project Reserve Fund | \$        | 8,144,853.86         |
| Cafeteria Fund               | \$        | 418,209.85           |
| Student Activities           | \$        | <u>246,397.64</u>    |
| <b>Total</b>                 | <b>\$</b> | <b>41,279,998.17</b> |

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

### 8.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.

## 9. Reading of Correspondence

## 10. Recognition of Visitors

## 11. Public Comment Period

## 12. Old Business

## 13. New Business

## 14. Personnel Items - Action Items

#### **14.a. Recommended Wellness Committee Member**

Mrs. Nicole Donato, Director of Curriculum and Instruction, would like to recommend Megan Brackbill for the 2021-2022 Wellness Committee replacing Charlene D'Amore who resigned.

The administration recommends the Board of School Directors approve Megan Brackbill for the Wellness Committee as presented.

#### **14.b. Recommended Transfer of Custodian**

Ms. Cheri Frank, Coordinator of Custodial Services, would like to recommend the following individual for transfer:

Mrs. Lisa Hair employment transfer from full-time High School Custodian to full-time second shift Custodian at Mount Rock Elementary School replacing Robert Noss effective December 7, 2021.

The administration recommends the Board of School Directors approve the employee listed above for a transfer.

#### **14.c. Recommendation of an ESL Teacher - Mrs. Dakotah Miller**

##### **Education:**

Millersville University - Spanish (Bachelor's Degree)

Shippensburg University - ESL Program Specialist (Certificate)

Messiah University - Teaching English to Speakers of Other Languages (Master's Degree)

##### **Experience:**

Cumberland Valley High School

Mr. William August, Assistant Superintendent, would like to recommend Dakotah Miller as an ESL Teacher replacing Charlene D'Amore who resigned. The compensation for this position should be established at Master's Degree, step 7, \$63,725.00 for 2021-2022 based on the current contract between the Big Spring Education Association and the Big Spring School District.

#### **14.d. Recommended Additional Mentor for 2021-2022**

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 additional mentor for 2021-2022 is listed below.

| <b>Inductee</b> | <b>Building/Subject</b> | <b>Curriculum Mentor</b> |
|-----------------|-------------------------|--------------------------|
| Dakotah Miller  | ESL Teacher             | Karyn Cunningham         |

The administration recommends the Board of School Directors approve the 2021-2022 mentor teacher as presented.

**14.e. Recommended One-Time Custodian Incentive Pay**

During the past year and half, the custodial team has dealt with significant staffing shortages and additional cleaning due to COVID (i.e. plexiglass). Due to the shortages and additional cleaning, the custodial team has had to work additional hours and weekends. In these unprecedented times, the District is recommending a one-time incentive pay for the custodial team. The funding for the incentive pay will be paid through ESSER I funds.

The administration recommends the Board of School Directors approve a one-time incentive pay of \$400 for full-time and \$300 for part-time custodians.

**14.f. Recommended Approval of Student Interns for the Aquatic Program**

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending Student Interns for the Aquatic Program based on recommendations from Mrs. Lisa Black, Student Career Coordinator:

- Rosario Alvarez, Lily Bechtold, Tomi Branyan, Ava Nealy, and Mattea Penner

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

**15. New Business - Action Items**

**15.a. Credit Pay**

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

|                     |            |
|---------------------|------------|
| Molly Kordes        | \$1,680.00 |
| Matthew Kump        | \$1,680.00 |
| Courtney Rickabaugh | \$1,347.00 |

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.

### **15.b. Recommended Approval of the Year End Transfer from General Fund to Capital Project Reserve Fund**

The Annual Financial Report (AFR) has been completed and is attached. The AFR includes increasing the assigned fund balance for healthcare and transferring funds to capital project reserve to help assist in funding the future projects, including a potential significant project in the summer of 2023 or 2024. Mr. Michael Statler is recommending a \$2,200,000 transfer from general fund to capital reserve. The unassigned fund balance, as of June 30, 2021, is below the 8% Commonwealth of PA requirement.

The administration recommends the Board of School Directors approve the transfer of \$2,200,000 from the general fund to the capital project reserve fund, retroactive to June 30, 2021.

### **15.c. Proposed Adoption of New Curricular Resources/Textbooks**

Listed below are curricular resources and textbooks recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for board approval:

#### **Resources:**

- K – 2: [Geodes Leveled Classroom Libraries](#) - Publisher Wilson Language
- K-5: [Math in Practice](#) - Publisher Heinemann

#### **Textbook:**

- High School: Statistics and Probability with Applications - Publisher Bedford, Freeman, and Wort

The administration recommends the Board of School Directors approve the new curricular resources/textbooks as presented.

### **15.d. Recommended 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 earlier this evening, 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.

#### **15.e. Recommended Approval of Smart Interactive Panels**

Robert Krepps, Director of Technology and Mike Statler, Business Manager have reviewed the Visual Sound and Gordian Proposals to replace 112 Smartboard/Projector systems in the Middle and High School Classrooms. This project was originally approved for the summer of 2021 but was cancelled due to the unknown ramifications surrounding the pandemic.

The existing 10–12-year-old projector/board systems will be replaced with 86” Smart Interactive TV Panels similar to those implemented in the elementary schools between 2019 and 2020. The total cost of the project including desktop computers that were implemented in August 2021 is \$1,086,739 to be paid using ESSER II funds. It was originally budgeted for \$1,250,000 in capital projects.

The administration recommends the Board of School Directors approve both proposals with work to commence in June 2022.

#### **15.f. Recommended Depository and Checking Bank**

The Business Office completed a Request for Proposals for banking services and received six proposals. In evaluating the proposals, ACNB received the highest score due to location, customer service, and pricing. Due to financial security and controls, the switch from PNC to ACNB will take some time. The transition will be fully complete by June 30, 2022. The District will continue to use PSDLAF for our investing needs.

The administration recommends the Board of School Directors approves ACNB as the District's depository and checking bank for the General Fund, Capital Project Reserve Fund, and Food Service Fund.

#### **15.g. Capital Project Payments**

##### **Capital Project Payments**

- Barton Associates for engineering services of the Big Spring School District High School Boiler Replacement in the amount of \$2,109.62.

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

#### **15.h. CAIU Agreement for Educational Services 2021-2022**

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the CAIU Agreement for Tier 1 Instructional Coaching Services for the 2021-2022 school year and would like to recommend board approval.

The administration recommends the Board of School Directors approve the CAIU Agreement for Tier 1 Instructional Coaching Services for the 2021-2022 school year as presented.



#### **15.i. ARP-ESSER Reserve Agreement**

The administration has submitted for grant funding under the American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Grant - 7% Set Aside Funds. Funds are allocated to be utilized for after-school programming, summer school programming, and to support supplementary funding for professional learning and educational resources. A copy of the Agreement is attached.

The administration recommends the Board of School Directors approve the ESSER Reserve Agreement as presented.

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

#### **16.a. Proposed New and Revised Policies**

Proposed Approval for Revisions 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.

After the policies have been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the January 10 Board meeting.

### **17. Discussion Item**

### **18. Future Board Agenda Items**

### **19. Board Reports**

- 19.a. District Improvement Committee -**
- 19.b. Athletic Committee -**
- 19.c. Cumberland Perry Area Career and Technical Center -**
- 19.d. Buildings and Property Committee -**
- 19.e. Finance Committee -**
- 19.f. South Central Trust -**
- 19.g. Capital Area Intermediate Unit -**
- 19.h. Tax Collection Committee -**
- 19.i. Future Board Agenda Items**
- 19.j. Superintendent's Report -**

## **20. Meeting Closing**

**20.a. Business from the Floor**

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

**20.c. Adjournment**

Meeting adjourned at \_\_\_\_\_ PM, **December 6, 2021.**

Next scheduled meeting is **January 10, 2022 at the Middle School Auditorium.**