



BOARD MEETING AGENDA

MAY 16, 2022

08:00 PM - Middle School Auditorium

1. Opening Meeting

1.a. Call to Order - President Bill Swanson

1.b. Pledge to the Flag

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

3. Reading of Correspondence

4. Recognition of Visitors

5. Public Comment Period

6. Approval of Minutes

6.a. Regular Board Meeting and Committee of the Whole Meeting Minutes for May 2, 2022

7. Financial Reports

7.a. Payment of Bills

General Fund	\$	1,483,477.68
Capital Project Reserve Fund	\$	85,087.75
Cafeteria Fund	\$	2,793.50
Student Activities	\$	<u>7,390.88</u>
Total	\$	1,578,749.81

Motion to accept the Payment of Bills as presented.

7.b. Treasurer's Fund Report

General Fund	\$	17,303,162.12
Capital Project Reserve Fund	\$	10,193,018.17
Cafeteria Fund	\$	510,478.50
Student Activities	\$	<u>313,720.32</u>
Total	\$	28,320,379.11

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. Personnel Items - Actions Items

10.a. Classified Staff Resignation

Brenda Beecher has submitted a letter of resignation from her position as a High School Paraprofessional effective September 15, 2022 for the purpose of retirement.

10.b. Leave Requests

- Mary Bradley, Health Room Aide, is requesting a day of leave without pay on May 3, 2022.
- Alison Brown, Middle School Teacher, is requesting a day of leave without pay on May 10, 2022.
- Bethany Stanton, Mount Rock Elementary Teacher, is requesting a half day of leave without pay on May 5 and May 17, 2022.
- Sharon Rinesmith, Newville Elementary Custodian, is requesting leave without pay on May 5 and May 6, 2022.
- Sharon VanHove, Middle School Paraprofessional, is requesting a day of leave without pay on May 13, 2022.
- Megan Barrick, Middle School Teacher, is requesting a day of leave without pay on May 11, 2022.
- Brenda Beecher, High School Paraprofessional, is requesting leave from August 24 through September 15, 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:

- Emily Hangen for the position of Assistant Coach for High School Volleyball
- Teresa Madden for the position of Assistant Coach for High School Volleyball
- Emily Witter for the position of Assistant Cheer Coach for the Middle School
- Alexis Peck for the position of Assistant Cheer Coach for the High School
- John Frey for the position of Volunteer Coach for Football

The administration recommends the Board of School Directors approve the above listed individuals for coaching positions as presented.

10.d. Resignations from Extra Duty Positions

- Keith Lavala has submitted a letter of resignation from the position of Eighth Grade Middle School Team Leader effective the conclusion of the 2021-2022 school year.
- Tracey Cook has submitted a letter of resignation from the position of Title I Coordinator effective the conclusion of the 2021-2022 school year.
- April Brosius has submitted a letter of resignation from the position of Middle School Memory Book effective the conclusion of the 2021-2022 school year.
- Diane McClead has submitted a letter of resignation from the position of Middle School Memory Book effective the conclusion of the 2021-2022 school year.

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

10.e. Recommended Approval of a Custodian

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

- Marshall Clarke for the position of part-time, first shift Custodian at Mount Rock Elementary replacing Dennis Witmer at an hourly rate of \$14.73 for the 2021-2022 school year.

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 custodial new hire as presented.

10.f. Recommended Additions to the 2022 Summer Hire List

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the following additions to the 2022 Summer Hire List for Custodial and Maintenance Staff:

- Michael Conrad
- Marshall Clarke

The administration recommends the Board of School Directors approve the additions to the 2022 Summer Hire List as presented.

10.g. Recommended Approval for a Special Education Teacher - Ms. Cherie Williams

Education:

Portland State University - Psychology (Bachelor's Degree)

Shippensburg University - Special Education (Master's Degree)

Experience:

East Pennsboro Area School District - High School Lifeskills Teacher

The administration recommends the Board of School Directors appoint Ms. Cherie Williams to the position of Special Education Teacher. The compensation for this position should be established at Master's Degree plus 30 credits step 11 \$71,657.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.h. Recommended Mentor 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
Cherie Williams	High School Special Education	Michelle Bear

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

Frank Landis	\$3,132.00
Alexa Maier	\$3,061.00
Brooke Markle	\$1,548.00
Darbie Miller	\$7,745.00
Stephanie Morris	\$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 Renewal for the 2022-2023 PSBA Membership

The District has received correspondence from Pennsylvania School Boards Association (PSBA) regarding the 2022-2023 Renewal of Membership at a cost of \$15,575.80. Information regarding the membership renewal is included with the agenda.

The administration recommends the Board of School Directors approve the District's PSBA membership renewal for the 2022-2023 fiscal year and authorize the administration to remit payment to PSBA.

11.c. Recommended Approval for Student Sponsored Activity Funds

Per GASB Statement #84, student organizations fall under either Student Sponsored Activity Fund (21) or Student Activity Fund (81). The majority of Big Spring's student organizations are run through Student Activity Fund (81). We have two student organizations that currently do not reside in either Student Sponsored Activity Fund (21) or Student Activity Fund (81). Both of these organizations have student and administration control. Since there is a significant administration control, due to the nature of the organization, the District will put the funds into a Student Sponsored Activity Fund. Both funds are treated the same from an organization aspect, the separation of the funds are due to GASB and financial reporting reasons.

The administration recommends the Board of School Districts approve the High School Market Place and the Middle School Principal's Advisory Board as new Student Sponsored Activity Funds.

11.d. Recommended Approval of Updated Job Descriptions

Mrs. Nicole Donato, Director of Curriculum and Instruction has updated the job descriptions listed below and a copy of each job description is included with the agenda.

- 201 Department Chairperson
- 202 Department Assistant Chairperson
- 216 Elementary Grade Level Coordinator
- 320 Title I Reading Coordinator

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

11.e. Permission to Attend Cheer Camp

Ms. Caitlyn Kerver, High School Cheerleading Coach, is requesting Board approval for the cheerleaders and coaches to attend [Cheer Camp at Pine Forest](#) in Greeley PA from August 14, 2022 through August 17, 2022.

All expenses are paid for by the respective teams and/or individual student athletes. The administration recommends the Board of School Directors approve Ms. Kerver's request for cheerleaders and coaches to attend summer team camp as presented.

11.f. Approval of 2022 - 2023 Agreements

Mr. William Gillet, Director of Student Services, has reviewed the 2022-2023 proposed agreement with **Central Penn Education Associates, Inc.** which provides assistance with psychoeducational evaluations. A copy of the agreement has been included with the agenda.

Dr. Kevin C. Roberts, Jr., Superintendent of Schools received an agreement from Gareth D. Pahowka, Esquire, of **Stock and Leader** for School Solicitor services for the 2022-2023 school year. The agreement is included with the agenda.

Mr. Michael Statler, Business Manager, reviewed the three year lease proposal from **Lenovo**. The agreement is a 3 year lease with a \$1 buyout. The funds are included in the technology budget for Fiscal Year 2022-2023. The agreement is included with the agenda.

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the 2022-2024 Agreement for **CAOLA Services** with the **CAIU** and would like to request approval for the agreement. The Agreement is included with the agenda.

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

11.g. Recommended Approval of the Classified Compensation Plan

The Administration, Board, and Classified Employee representatives have reviewed the final 2022-2027 Compensation Plan for the Classified Employees of the Big Spring School District.

The administration recommends the Board of School Directors approve the July 1, 2022 - June 30, 2021 Compensation Plan as included in the agenda.

11.h. Recommended Approval of Renewal of Service Agreements

The administration reviewed the following renewals for existing service agreements. The first is with Blue Mountain for the annual service and PM inspection of the 9 air compressors. The Cope Company Salt performs preventative maintenance, tank cleaning, and service and repair for our AutoBrine Systems. Honeywell performs preventative maintenance for the District's Fire / Smoke alarms. Kint conducts annual inspections of the District's fire extinguishers. Proasys provides quarterly water testing and treatment of heating, chilled and well field loops (10). Triangle Fire Protection, Inc. completes the QR sprinkle sample test and fire sprinkler inspection. HB McClure provides PM service semi-annually for the 4 buildings with boilers, the Dectron pool unit and the Trailblazer chiller at Oak Flat.

<u>Vendor</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Blue Mountain	Air Compressor Services	1 YR	1,991.07
The Cope Company Salt	Salt & Service Agreement	1 YR	1,800.00
Honeywell	Fire/Smoke Alarm	1 YR	30,142.17
Kint	Fire Extinguishers	1 YR	5,515.00
Proasys	Quarterly PM Services for all hot water loops	1 YR	11,400.00
Triangle Fire	Internal Pipe Investigation	5 YR	5,860.00
Triangle Fire	Fire Sprinkler Inspection	1 YR	1,500.00
HB McClure	DAO Boiler PM Services	3 YR	2,014.00
HB McClure	HS Boiler PM Services	3 YR	5,598.00
HB McClure	OF Boiler PM Services	3 YR	4,949.00
HB McClure	MS Boiler PM Services	3 YR	3,308.00
Total			\$58,208.24

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

11.i. Student Eligible for Early Graduation

Based on the successful completion of course work and an educational opportunity to study abroad, Elise Eddy is eligible for early graduation for the 2021-2022 school year.

The administration recommends the Board of School Directors approve May 19, 2022 early graduation for Elise Eddy based on the successful completion of all graduation requirements.

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:

- LidiaAnn Edwards to serve as long-term substitute Teacher for Special Education at the Middle School during Dr. Sarah Roller's leave from May 4 through June 9, 2022.
- Amy Ryan to serve as long-term substitute Administrative Assistant at Newville Elementary School during Mary Beidel's leave from May 9 through June 10, 2022.

12.b. Contracted Staffing Updates

Dr. Abigail Leonard, Supervisor of Ancillary Services, is providing contracted staffing updates as follows:

- Ed Webber, Van Aide to replace positions filled by Devyn Heinbaugh and Sky Coy beginning Monday, May 9, 2022.
- Niki Hamilton has resigned from her Aide position at Oak Flat and her last day will be May 18, 2022.
- Thomas Kinsella, full-time Specialist Paraprofessional at Oak Flat Elementary School replacing Clayton Maiden who has resigned.

12.c. Notice of Board Meeting Dates for 2022-2023

Public notice of Board Meetings Dates for 2022-2023 was published in the Valley-Times Star on April 20, 2022 and verification of the paid notice is included with the agenda.

12.d. Agricultural Advisory Committee Agenda and Minutes

The High School Agriculture Teachers have provided a copy of the Agricultural Advisory Committee Meeting Agenda and Meeting Minutes from their April 7, 2022 meeting.

12.e. Proposed 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

After the job descriptions have been reviewed by the Board of School Directors and the administration, the administration will present the job descriptions for Board approval at the June 6, 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 on Future Board Agenda Items
- 15.c. Adjournment

Meeting adjourned at _____ pm, **May 16, 2022**

Next scheduled meeting is **June 6, 2022**