

# **Big Spring School District**

## **Newville, Pennsylvania**

### **Board Meeting Minutes**

#### **Monday, July 19, 2021**

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#### **I. Call to Order (President Swanson)**

Mr. Swanson, President, took roll call of the Board of School Directors present for the Big Spring School District, July 19, 2021 Board Meeting of the Big Spring Board of School Directors Meeting at 8:00 P.M. with nine (7) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Robert Over, Frank Myers, Richard Roush, and John Wardle.

Absent: Dave Gutshall and Alexis Hurley

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Bill August, Assistant Superintendent, Michael Statler, Business Manager; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darrin Baughman, Technology Support.

#### **II. Pledge to the Flag**

President Swanson led all individuals present in the Pledge to the Flag.

#### **III. Approval of Minutes**

Approval of the June 21, 2021, Regular Board Meeting Minutes and the June 21, 2021 Committee of the Whole Meeting Minutes.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried unanimously. 7-0

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

## v. Financial Reports

### Payments of Bills

General Fund	
Procurement Card	\$ 19,349.36
Checks/ACH/Wires	\$3,907,221.40
Capital Projects Reserve Fund	\$ 1,049.28
Cafeteria Fund	\$ 94,701.91
Student Activities	<u>\$ 16,149.17</u>
<b>Total</b>	<b>\$4,038,471.12</b>

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

### Treasurer's Fund Report

General Fund	\$17,911,532.64
Capital Project Reserve Fund	\$ 7,911,179.08
Cafeteria Fund	\$ 268,339.36
Student Activities	<u>\$ 240,535.75</u>
<b>Total</b>	<b>\$26,331,586.83</b>

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

### YTD General Fund Report and YTD Taxes

Motion by Mr. Wardle was seconded by Mr. Roush

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

Motion Carried 7-0

## vi. Reading of Correspondence - None

- vii. Recognition of Visitors** — Jason Shover, Lauren Hetrick, Kiersten White, Elizabeth Wilkinson, Aliyah March, Jordyn Grandstaff, Sherisa Nailor, Karen Copenhaver, Lara Kauffman, Lane Whigham, Tate Kauffman, Kathy Livengood, Evan Livengood, Lisa Shade, and Bill Beck

## viii. Public Comment Period

## **IX. Structured Public Comment Period**

Ms. Kathy Livengood, 116 Horsekiller Road, Shippensburg addressed the Board with questions regarding the Health and Safety Plan.

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

Mr. Tate Kauffman, 45 Fry Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Mr. Lane Whigham, 1595 Walnut Bottom Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Ms. Lara Kauffman, 45 Fry Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

## **X. Old Business**

## **XI. New Business**

## **XII. Personnel Items - Actions Items**

### **12.a. Resignation of High School Biology Teacher - Ms. Emily Young**

Ms. Emily Young has submitted her letter of resignation from the positions of High School Biology Teacher, Science Department Chair, and Student Council Advisor.

The administration recommends the Board of School Directors accept Ms. Young's resignation as presented.

### **12.b. Request for Leave - Mrs. Amanda Frankford**

Mrs. Amanda Frankford, High School Biology Teacher, is requesting a child-rearing leave of absence to begin Monday, November 1, 2021 through approximately Tuesday, February 1, 2022 with a return date of Wednesday, February 2, 2022. 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 Mrs. Frankford's requested child-rearing leave of absence to begin Monday, November 1, 2021 through approximately Tuesday, February 1, 2022 as presented.

## **Personnel Items cont'd**

### **12.c. Recommended Approval for a Substitute Custodian - Kersten Wolf**

Cheri Frank, Coordinator of Custodial Services, recommends Kersten Wolf for the position of Substitute Custodian at a pay rate of \$14.73 an hour.

The administration recommends the Board of School Directors approve Ms. Wolf for the substitute custodial position as presented.

### **12.d. Resignation of Football Coach - Mr. Shane Cohick**

Mr. Shane Cohick has submitted his resignation from his position as a Football Coach.

The administration recommends the Board of School Directors accept Mr. Cohick's resignation from his coaching position as presented.

### **12.e. Resignation of School Psychologist and SAP Coordinator - Mrs. Angela Heishman**

Mrs. Angela Heishman has submitted her resignation from the position of School Psychologist and Student Assistance Program Coordinator for the purpose of retirement.

The administration recommends the Board of School Directors accept Mrs. Heishman's resignation as presented.

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

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

- Mr. Greg Sallie for the position of Middle School Basketball Coach
- Mr. Andrew Wolfe for the position of Assistant Field Hockey Coach
- Ms. Megan Kuntz for the position of Assistant High School Girls' Soccer Coach

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

### **12.g. Resignation of Elementary Music Teacher - Ms. Sarah O'Donnell**

Ms. Sarah O'Donnell, Elementary Music Teacher, has submitted her letter of resignation.

The administration recommends the Board of School Directors accept Ms. O'Donnell's resignation as presented.

## **Personnel Items cont'd**

### **12.h. Recommended Approval for a High School Science Teacher - Ms. Madelyn Bentz**

#### **Education:**

Penn State University, Agricultural Sciences (Bachelor's Degree)

#### **Experience:**

Big Spring School District - Student Teacher, Agriculture at Big Spring High School

The administration recommends the Board of School Directors appoint Madelyn Bentz as a high school science teacher, replacing Aaron Knapp who has resigned. The compensation for this position should be established at a Bachelor's Degree, step 1, \$54,955.00 for the 2021-2022 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **12.i. Recommended Approval of a High School Special Education Teacher - Ms. DeAnna Antonicelli**

#### **Education:**

Shippensburg University, Elementary and Special Education (Bachelor's Degree)

#### **Experience:**

Big Spring School District - Substitute Teacher at Newville Elementary School

Carlisle School District - Student Teacher at Mooreland and LeTort Elementary Schools

The administration recommends the Board of School Directors appoint DeAnna Antonicelli as a high school special education teacher, replacing Cecilia Warthin who has resigned. The compensation for this position should be established at a Bachelor's Degree, step 1, \$54,955.00 plus \$400.00 special education stipend for the 2021-2022 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

### **12.j. Recommended Custodial Transfer - Mrs. Karen Fetchkan**

Ms. Cheri Frank, Coordinator of Custodial Services, is requesting a custodial transfer for Mrs. Karen Fetchkan from her current position as a full-time high school custodian to a full-time custodian at Mt. Rock Elementary School replacing Mr. Thomas Hockenberry who is retiring. The hourly wage for Mrs. Fetchkan should be established at \$17.80 per hour effective the transfer date of August 2, 2021.

The administration recommends the Board of School Directors approve Mrs. Fetchkan's transfer as presented.

### **Vote on XII., New Business 12a through 12j, Personnel Concerns**

Motion by Mr. Diehl was seconded by Mr. Roush to combine items 12a. through 12j. as outlined and recommended above

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

Motion Carried 7-0

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

#### **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.

Lindsey Dix	\$1,548.00
Jessica Maser	\$1,560.00
Shane Miller	\$1,620.00
Scott Penner	\$1,590.00
Cherie Powell	\$2,928.00
Jennifer Tomasov	\$1,548.00

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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

#### **b. Approval of Pandemic and Safety Coordinator**

As required by Act 44 of 2018, the chief school administrator of a school entity shall appoint a school administrator as the School Safety and Security Coordinator for the school entity.

In addition, each school district is required to have a point of contact to serve as the district's Pandemic Coordinator. The function of this role is to serve as a point of contact for information regarding the pandemic until its conclusion.

The Superintendent of Schools recommends the Board of School Directors appoint Mr. William August, Assistant Superintendent, to serve as School Safety and Security Coordinator and the Pandemic Coordinator.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

### **c. Approval of Big Spring School District Health and Safety Plan**

As a requirement of the American Rescue Plan (ARP) Act, each Local Educational Agency (LEA) must submit a *Health and Safety Plan* to the Pennsylvania Department of Education (PDE) by July 30, 2021. The plan addresses how the school district will maintain the health and safety of students and staff.

The administration recommends the Board of School Directors approve the 2021-2022 Health and Safety Plan as presented.

Mr. Wardle shared comments prior to the vote regarding the proposed Health and Safety Plan

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

### **d. Approval of 2021 - 2022 Agreements:**

- Mr. William Gillet, Director of Student Services, has reviewed the 2021-2022 proposed agreement with Folium, Inc. d/b/a Laurel Life Services which provides special education emotional support counseling services.
- Mr. William August, Assistant Superintendent, has reviewed the 2021-2022 Concurrent Enrollment Agreement with Shippensburg University which provides foundation courses in early childhood education that lead to the Child Development Associate (CDA) degree.
- Diakon Youth is a secondary contract for students placed in the Capital Area Intermediate Centerpoint Program which provides mental health services.
- Dr. Abby Leonard, Supervisor of Ancillary Services, has reviewed the Tuition Agreement between New Story, LLC and Big Spring School District for the 2021-2022 school year. Information regarding the agreement is included with the agenda.
- The administration has received an Addendum to Extend the Agreement between ESS Support Services, LLC and Big Spring School District to provide substitute staffing to fill positions at the request of the District. Information regarding the addendum is included with the agenda.
- Mr. Michael Statler, Business Manager, has reviewed the 5-year Xerox contract for the District's copier needs. The new contract will save the District \$7,400/year with the same number of devices. Additionally, Xerox/CDS has placed Big Spring on an additional support contract at no additional cost.

The administration recommends the Board of School Directors approve the proposed 2021-2022 agreements as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

**e. Recommended Mentors 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 mentors for 2021-2022 are listed below.

<b>Inductee</b>	<b>Building/Subject</b>	<b>Curriculum Mentor</b>
Stephanie Morris	Elementary - Nurse	Diane Doll
Jordan Robinson	High School - Art	Mike McVitty
Darbie Miller	High School - Nurse	Diane Doll
Madison Frick	Oak Flat - 2nd Grade	Tessa Lindsey
Jesse Bortner	Middle School - 7th Grade ELA	Emma Leuschen
Adam Oldham	High School - Counselor	Jocelyn Kraus
Shania Washabaugh	Oak Flat - Kindergarten	Heather Sheppard
Weston Real	Middle School - 8th Grade Social Studies	Morgan Beamer
Melissa McElwee	Newville - Kindergarten	Courtney Wiser
Tara Barnard	Mount Rock - Kindergarten	Lindsay Graham
Daniel Tigyer	Middle School - 6th Grade Social Studies	Shawn Britcher

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

**f. Resolution of Instructional Hours for the 2021-2022 School Year**

Due to the pandemic, the Pennsylvania Department of Education is continuing to grant school districts flexibility with instructional time and the way in which the district meets instructional time requirements under Section 520.1 of the Pennsylvania School Code. The attached resolution provides the Big Spring School District with the flexibility to meet the requirements of Section 520.1, should the pandemic require a move to remote learning at any point throughout the upcoming school year. Dr. Kevin C. Roberts, Jr., Superintendent of Schools, would like to recommend a Resolution of Instructional Hours for the 2021-2022 school year. The Board is required to approve and submit required Emergency Instructional Time Provisions to the Pennsylvania Department of Education that ensure a minimum of 180 days of instruction with a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level.

The administration recommends the Board of School Directors approve the Resolution of Instructional Hours for the 2021-2022 School Year, as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

**g. CAIU Title III Memorandum of Understanding for 2021-2022**

Dr. Kevin C. Roberts, Jr., Superintendent of Schools, has reviewed the CAIU Title III Memorandum of Understanding for the 2021-2022 school year and would like to recommend board approval for the MOU. The MOU defines how the CAIU Title III Consortium will meet the Title III requirements and details the roles and responsibilities of the member districts and the fiscal agent of the consortium during the 2021-2022 school year.

The administration would like to recommend the Board of School Directors approve the CAIU Title III Memorandum of Understanding for the 2021-2022 school year as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

**h. FFA Trips for 2021 - 2022**

The FFA would like to request permission to attend the 2021 - 2022 trips and leadership conferences listed below:

**National FFA Convention** - Indianapolis, IN - October 26 – October 29, 2021

**State FFA ACES Leadership Conference** - Harrisburg, PA - February 5 – February 6, 2022

**State FFA State Legislative Leadership Conference** - Harrisburg, PA - March 13 – March 15, 2022

**FFA Spring Trip** - Location TBD - April or May, 2022

**State FFA Convention** - State College, PA - June 7 – 9, 2022

The administration recommends the Board of School Directors approve the above listed trips and leadership conferences as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried 7-0

**i. Approve Hurley Auction Sales**

The district has numerous excess items that will be auctioned by Hurley Auction.

The administration recommends the Board of School Directors approve the sale of these items and authorize the administration to sign the appropriate sale documentation.

Motion by Mr. Deihl was seconded by Mr. Wardle

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

Motion Carried 7-0

#### **j. Approval of District Check Signers**

The District's checks are signed by the Board President, Secretary and Treasurer. In May, Ms. Alexis Hurley was voted as the new Board Treasurer. Due to the change, the District will need to complete a new bank signature card.

The administration recommends the approval of Mr. William Swanson, Mr. William Piper, and Ms. Alexis Hurley to be the District's approved signers for the General Fund, Capital Project Fund, Food Service Fund, and Student Activity Fund checks.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried 7-0

### **xiv. New Business - Information Items**

#### **a. Tenure Status**

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on satisfactory performance: Casey Barwin, Lindsey Dix, and Ally Fry.

Additional information regarding these professional employees has been prepared by Ms. Stacey Kimble, Oak Flat Elementary Principal.

#### **b. E-rate Reimbursement**

The District received confirmation of e-rate reimbursement for the District's E-rate Fiber Project.

### **xv. Discussion Item**

### **xvi. Future Board Agenda Items**

## **xvii. Board Reports**

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

No report offered

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

No report offered

### **c. Vocational-Technical School - Mr. Piper, Mr. Wardle**

Mr. Piper shared details concerning the June 28 Name Change Ceremony and a progress update on the renovation. The school name will be The Career and Technical Center. Mr. Piper also shared the Nursing Assistant Program will now be named the Healthcare Pathways Program and curricular areas should be referred to as programs and not shops.

Mr. Wardle recognized Josh and Justin Miller for their hard work on the planning and completion of the masonry work on the new sign and stated that we should be very proud of all career and technical center students.

### **d. Building and Property Committee - Mr. Roush, Mr. Piper, Mr. Swanson, Mr. Over**

No report offered

### **e. Finance Committee - Mr. Deihl, Mr. Piper, Ms. Hurley, Mr. Gutshall**

No report offered

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

No report offered

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

CAIU Board Highlights and June 24, 2021 Report were provided to members  
The next meeting will be July 29, 2021.

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

The July meeting was cancelled, and the next meeting will be in October.

### **i. Future Board Agenda Items**

No report offered

### **j. Superintendent's Report**

Dr. Roberts shared kudos to the unsung heroes who clean our school buildings.

Current District Enrollment is 2,470 which is higher than PDE's projections for our district.  
Kindergarten registration is 137 finalized students with 28 in the process for a total of 165 students.

Dr. Roberts thanked parents, community, and Board members for participating in the decision-making process of the Health and Safety Plan.

## **xviii. Meeting Closing**

### **a. Business from the Floor**

Mr. Wardle stated he is proud of where we are as a district and hopes that all students will consider being in person and have a great school year.

Mr. Piper stated that all of us in one way or another are affected by agriculture and the importance of activities resuming at the Farm Show building.

Mr. Myers stated that he has a great respect for Dr. and Mrs. Kauffman and appreciated their comments and thanked the Student Council students for speaking with Board members.

Mr. Swanson said that he respects everything that was said at the meeting and thanked everyone for coming.

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

### **c. Adjournment**

Motion by Deihl Roush seconded

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

Motion Carried 7 - 0

Meeting adjourned at 8:45 PM, **Monday, July 19, 2021.**

Next scheduled meeting is: **Monday, August 2, 2021.**

  

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