

BIG SPRING SCHOOL DISTRICT
Newville, Pennsylvania
BOARD MEETING MINUTES
MONDAY, AUGUST 16, 2021

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and section 504 coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

1. Call to Order (President Swanson)

Mr. Swanson, President, took roll call of the Board of School Directors present for the Big Spring School District, August 16, 2021 Board Meeting of the Big Spring Board of School Directors Meeting at 8:00 P.M. with eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Dave Gutshall, Robert Over, Frank Myers, Richard Roush, and John Wardle.

Absent: Alexis Hurley

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Bill August, Assistant Superintendent, Michael Statler, Business Manager; Nicole Donato, Director of Curriculum and Instruction; 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 August 2, 2021, Regular Board Meeting Minutes and the August 2, 2021 Committee of the Whole Meeting Minutes.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

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

5. Financial Reports

5.a. Payments of Bills

General Fund	\$	905,191.27
Capital Projects Reserve Fund	\$	1,000.00
Cafeteria Fund	\$	4,000.00
Student Activities	\$	<u>4,899.20</u>
Total	\$	915,090.47

Motion to approve the Payments of Bills as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

5.b. Treasurer's Fund Report

General Fund	\$	18,196,736.74
Capital Projects Reserve Fund	\$	7,919,051.82
Cafeteria Fund	\$	352,551.44
Student Activities Fund	\$	<u>247,762.34</u>
Total	\$	26,716,102.34

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

5.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.

[Tax Reports](#)

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

6. Reading of Correspondence

7. Recognition of Visitors

89 visitors were in attendance.

8. Public Comment Period

Kathleen Livengood, 116 Horsekiller Road, Shippensburg addressed the Board with comments regarding the Health and Safety Plan.

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

Josh Helm, 26 Windy Hill Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Jeremy Shotto, 137 Whiskey Run Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

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

Brandi Nash, 70 Oak Drive, Newburg addressed the Board with comments regarding the Health and Safety Plan.

Tricia Scott, 658 Grahams Woods Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Kelly Thompson, 1110 Creek Road, Carlisle addressed the Board with comments regarding the Health and Safety Plan.

Tony Wiser, 1100 Greenspring Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Sharon Snyder Armolt, 10 Meadows Drive, Carlisle addressed the Board with comments regarding the Health and Safety Plan.

Karen Copenhaver, 1 Mt. Rock Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

MaDawn Hosteter, 60 Buckeye Lane, Newville addressed the Board with comments regarding the Health and Safety Plan.

Dorothy Pastor, 1367 Mountain Road, Newburg addressed the Board with comments regarding the Health and Safety Plan.

Don Pratt, 2189 Newville Road, Carlisle addressed the Board with comments regarding the Health and Safety Plan.

Becky Hetrick, 5 Meadows Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

Public Comment Period (cont'd)

Tori Gilbert, 24 Watson Drive, Carlisle addressed the Board with comments regarding the Health and Safety Plan.

Rick Armolt, 10 Meadows Drive, Carlisle addressed the Board with comments regarding the Health and Safety Plan.

Brandon Vazquez, 1978 Ritner Highway, Shippensburg addressed the Board with comments regarding the Health and Safety Plan.

Kristina Cressler, 14 E. Main Street, Walnut Bottom addressed the Board with comments regarding the Health and Safety Plan.

Chad Hetrick, 5 Meadows Road, Newville addressed the Board with comments regarding the Health and Safety Plan.

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 coaching positions:

- Mr. Christopher Boyd for the position of Assistant Varsity Football Coach
- Mr. Nathan Gutshall for the position of Middle School Football Co-Head Coach
- Mr. Shane Cohick for the position of Middle School Football Co-Head Coach
- Ms. Caitlyn Kerver for the position of volunteer Cheerleading Coach
- Mr. Ryan Burns for the position of volunteer Football Coach

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

12.b. Resignation of Cheerleading Coach - Ms. Cecelia Zukauckas

Ms. Cecelia Zukauckas has submitted her letter of resignation as Head Cheerleading Coach effective the end of the 2021-2022 season.

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

12.c. Recommended Approval of Middle School Extra Duty Positions for 2021-2022

Mrs. Clarissa Nace, Middle School Principal, would like to recommend the following individuals for extra duty positions for 2021-2022:

Mr. Shawn Britcher for the position of Middle School Sixth Grade Gold Team Leader.

Ms. Millie Gilbert for the position of Middle School Student Council Advisor.

The administration recommends the Board of School Directors approve Mr. Britcher and Ms. Gilbert for extra duty positions for 2021-2022 as presented.

12.d. Resignation of Health Room Assistant - Ms. Tina Fickes

Ms. Tina Fickes, health room assistant at Newville Elementary School, has submitted her letter of resignation effective August 19, 2021.

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

12.e. Recommended Approval for an Elementary Music Teacher - Dena Kilian

Education:

York College of PA - Bachelor's Degree, Music K-12

Neumann University – Master's Degree, Special Education N-12

Experience:

Interboro School District – K-2 General Music Teacher

Penns Grove Carneys Point Regional School District – Director of Bands and Music Teacher

The administration recommends the Board of School Directors approve Ms. Dena Kilian as an Elementary Music Teacher replacing Sarah O'Donnell who has resigned. The compensation for this position should be established at a Master's Degree, step 11, \$68,125.00 for the 2021-2022 school year, based on the current agreement between the Big Spring Education Association and the Big Spring School District.

12.f. Recommended Approval for Child Rearing Leave - Elizabeth Carns

Elizabeth Carns, District Athletic Trainer, is requesting a child-rearing leave of absence to begin approximately Wednesday, November 17, 2021 through approximately Wednesday, January 26, 2022 with a return date of Thursday, January 27, 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 Elizabeth Carns' requested child-rearing leave of absence to begin approximately November 17, 2021 through January 26, 2022 as presented.

12.g. Recommended Approval for a Long-Term Substitute Teacher through ESS the District's Substitute Agency

Kendra Miller to serve as Long-Term Substitute Fourth Grade Teacher at Newville Elementary School for Catherine Leonard who will be on leave. Kendra will begin in this position approximately August 25, 2021 with a tentative end date of November 5, 2021.

The administration recommends the Board of School directors approve Kendra Miller as the long-term substitute fourth grade teacher at Newville as presented.

12.h. Recommendation of Remote Learning Teachers for 2021-2022

Mr. William August, Assistant Superintendent, recommends the Remote Learning Teachers listed below for the 2021-2022 school year to support the Big Spring Cyber program. Teachers will be paid an extra duty stipend.

Sherisa Nailor - Science

Tyler Henry - Math

Lauren Hetrick - Social Studies

The administration recommends the Board of School Directors approve the 2021-2022 Remote Learning Teachers listed above as presented.

12.i. Recommended Additional 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.

Inductee	Building/Subject	Curriculum Mentor
Samantha Webber	Mount Rock Elementary First Grade	Stephanie Devonald
Jessica Kindon	High School Special Education	Heather Best
DeAnna Antonicelli	High School Special Education	Ashley Gleeson
Madelyn Bentz	High School Science	Heath Myers
Dena Kilian	Elementary Music	Melissa Kiehl
Jodi Nankee	Elementary Special Education	Amanda Webber

12.j. Recommend of Custodian transfer

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

- Ms. Alma Mixell employment transfer from a 9.5 month custodian to an 11 month custodian

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

12.k. Recommended Approval of Library Aide through ESS

Dr. Abigail Leonard, Supervisor of Ancillary Services, would like to recommend the ESS aide listed below:

Bernadette Nippert - full-time new Library Aide beginning August 25, 2021

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

Motion by Mr. Deihl was seconded by Mr. Roush to approve items a-k, as outlined and recommended above.

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13. New Business - Actions Items

13.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.

Megan Martin	\$1,548.00
Alexa Moran	\$1,560.00
Leah Williams-Rensel	\$3,240.00

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, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.b. Recommended Approval of 2021 - 2022 Agreements

Mr. Joseph Sinkovich, Assistant High School Principal/Athletic Director, has reviewed the **Ambulance Agreement** for the 2021-2022 school year. The agreement assists the District with football games.

Mr. William Gillet, Director of Student Services, has reviewed the proposed 2021-2022 agreement with **Yellow Breeches Educational Center, Inc.** The agreement provides academic programs and related services to Big Spring students in an alternative setting.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.c. Recommendation for 2021-2022 Post Grad Fundraisers

The 2022 Post Grad Committee is requesting permission to conduct the fundraisers listed below during the 2021-2022 school year:

Supermarket Sweep at Saylor's Market

Bingo at Penn Township Fire Hall

Amazon Smiles

Capt'n Chucky's Crab Cakes

Chicken BBQ

Direct Sales Company Business Fundraiser (etc., Pampered Chef, Thirty-One)

Drive-In Movie Night

Duck Race

Golf Tournament

Maplewood Produce (Whoopie Pies)

Marianna's Subs

Mill Street Treats (Coffee and Popcorn)

Restaurant Night's

Senior Signs

5K Color Run

Buy Out Donation/option

Various Raffles (Yeti Cooler)

Krispy Kreme Donut Sale

Food Truck Festival

Car Show

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.d. Recommend Approval for 2021-2022 Bus Drivers from Deitch Buses, Inc.

Deitch Buses, Inc., has submitted a list of bus drivers for the 2021-2022 school year. A copy of the list of drivers has been included with the agenda.

The administration recommends the Board of School Directors acknowledge receipt of the 2021-2022 bus driver list prepared by Deitch Buses, Inc., as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.e. Recommendation for Middle School Fundraisers

Mrs. Clarissa Nace, Middle School Principal, is requesting approval for a Middle School Fall Fundraiser which will take place September 14, 2021 through September 28, 2021 with product delivery November 16, 2021. Middle School students will be selling prepackaged foods, wrapping paper and household/kitchen items from the Cherrydale Fundraising catalogs with links provided below:

Heart & Home Gift Catalog: <https://www.cherrydale.com/Fundraiser-Flipbook?tid=35>

Otis & More Gourmet Foods: <https://www.cherrydale.com/Fundraiser-Flipbook?tid=5>

The administration recommends the Board of School Directors approve the 2021-2022 Big Spring Middle School Cherrydale fundraiser.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.f. Recommend Approval of closing the Class of 2021 Student Activity Account

With the Class of 2021 graduating and the account currently having a \$0 balance, the student activity account for the Class of 2021 account will need to formally be closed.

The administration recommends the Board of School Directors approve the closing of the student activity account for the Class of 2021.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.g. Approval of the 2021 - 2022 High School Student Handbook

The High School Administration has updated the High School Student Handbook for the 2021-2022 school year. The changes that have been made in the High School Handbook are included with the agenda.

The administration recommends the Board of School Directors approve the updated 2021-2022 High School Student Handbook as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.h. Capital Project / ESSER II Payment

The administration has received the following payment request from Gov Connection, Inc..

Project	Contractor	Payment
Interactive Panel TVs	Gov Connection, Inc.	\$19,312.50

The administration recommend the Board of School Directors approve payment from Capital Projects/ESSER II fund to Gov Connection, Inc. in the amount of \$19,312.50.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.i. ESSER III Agreement

The administration has received and reviewed the Elementary and Secondary School Emergency Relief (ESSER III) Program under the American Rescue Plan (ARP), which offers a grant to defray program costs incurred from March 13, 2020 to September 30, 2023. A copy of the ESSER III Agreement is attached.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.j. Request to participate in the Beef and Veal in the Classroom Program

Mrs. Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to participate in the Beef and Veal in the Classroom program through the PA Beef Council. Information about the program is included with the agenda.

The administration recommends the Board of School Directors approve Mrs. Whigham's request to participate in the Beef and Veal in the Classroom program as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

13.k. Approval of the Updated 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). 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 updated 2021-2022 Health and Safety Plan as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

Mr. Wardle shared that he is a product of this School District and encouraged parents and the community to come together in a united manner for the benefit of our students.

13.l. Recommended Approval of Utilization Requests

Mr. Kyle Kotzmoyer's request has been revised to request utilization of both the HS Baseball Field and the JV Baseball Field for the purpose of a Diamond Premier Baseball Tournament on Saturday, August 7 from 8 am - 7 pm and Sunday, August 8 from 1:00 pm to 7:00 pm. Because the request involves a Sunday, Board action is necessary.

Mr. Scott Anderson, High School Soccer Coach, has requested to utilize Soccer Field #6 for the U13 Soccer League practices and games. Because the request involves Sundays, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Kotzmoyer and Mr. Anderson's requests as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting yes: Swanson, Deihl, Over, Piper, Roush, Wardle, Gutshall and Myers.

Motion Carried unanimously. 8-0

14. New Business - Information Item

14.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:

Anthony Casella - Big Spring High School
Jessica Maser - Mount Rock Elementary School
Jennie Ortiz - Big Spring High School
Melissa Sheffer - Newville Elementary School

Additional information regarding these professional employees has been provided by their building principals.

14.b. Proposed Adoption of Curriculum

Listed below are middle school and high school curriculum for board approval. All completed curriculum is available in the Curriculum Center for review by the Board of School Directors.

High School - Earth and Space Science (New Curriculum)
High School - Retail Management (Revised Curriculum)
Middle School - 7th and 8th grade Nutrition Course B (New Curriculum)

15. Discussion Item

16. Future Board Agenda Items

17. Board Reports

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

No report offered

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

First meeting will be September 15.

17.c. Vocational-Technical School - Mr. Piper, Mr. Wardle

Next meeting will be later this month

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

Next meeting will be August 26

17.h. Tax Collection Committee - Mr. Swanson

No report offered

17.i. Future Board Agenda Items

17.j. Superintendent's Report

- Dr. Roberts shared current student enrollment is 2,505 with kindergarten at 163 which continues to be higher than PDE projections for us.
- Dr. Roberts extended kudos to Cheri Frank and all custodians on their hard work getting buildings ready for the first day of school despite being short staffed.
- Dr. Roberts stated he will continue Safety Plan discussions with the Board this week before communicating a plan to families on Friday, August 20.
- Dr. Roberts communicated that on August 20, we will welcome new teachers then welcome back all staff on August 25 in preparation for kids walking through the doors on August 31. Students and families have travelled a difficult path, but we are excited to open with 5 days a week in-person learning.
- Dr. Roberts extended his appreciation to Board Members and families for coming out to the meeting and sharing their thoughts.

18. Meeting Closing

18.a. Business from the Floor

Mr. Wardle stated he is looking forward to the first day of school.

Mr. Piper thanked everyone for sharing their opinions.

Mr. Swanson shared he is pleased we are getting students to school 5 days a week.

18.b. Public Comment Regarding Future Board Agenda Items

No comments

18.c. Adjournment

Motion to adjourn by Mr. Deihl was seconded by Mr. Roush

Meeting adjourned at 9:44 pm, **Monday, August 16, 2021.**

Next scheduled meeting is: **Tuesday, September 7, 2021.**


