

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

August 22, 2022



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1. Opening Meeting: Call to Order/Pledge - President Bill Swanson

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 7:57 pm with nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, John Wardle, and Donna Webster

Absent: There were no absences

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Chris Harris, Solicitor; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darrin Baughman, Technology Support.

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

2. Student/Staff Recognition and Board Reports – Nothing offered

3. Reading of Correspondence – Nothing offered

4. Recognition of Visitors – Nothing offered

President Swanson stated he would read parts of Policy 903 and highlight some of the revisions that were approved at the August 8, 2022 meeting which were also posted on the screen for the audience.

5. Public Comment Period - 18 visitors signed-in for the meeting

Pastor Bill Beck offered a prayer of encouragement for the Board members, administration, staff, students, and community.

Jessica Kreiger re-addressed her question about wanting to know why each Board member serves on the Board.

Laura Mackey stated objections to the Sunshine Act and offered comments about public participation, the right to speak, and raising objections.

Charlotte McDonald offered comments regarding Title 65 and providing a reasonable opportunity to speak during meetings.

Arlene Reinford stated objections to the Sunshine Act and offered comments about an order from her attorney, the rules of the Sunshine Act, and Policy 903.

Lawrence Flynn stated repeated objections to the Sunshine Act and Policy 903 and offered comments about his objections, public comment period and the adoption of Policy 903. After Mr. Flynn's public comment time expired, Mr. Swanson stated several times that his speaking time had expired and he was out of order.

Mr. Swanson called Torrey Reinford as the next speaker for public comment but Torrey failed to appear at the podium for public comment.

Mr. Deihl made a motion to recess the Board Meeting for 15 minutes at 8:22 pm which was seconded by Mr. Roush.

Mr. Swanson called the Board Meeting back to order 8:37 pm. Mr. Flynn continued to speak from the podium and Mr. Swanson again called Torrey Reinford to the podium for Public Comment. Mr. Flynn continued to speak and President Swanson announced he was out of order and called Torrey Reinford to the podium but she failed to appear for her requested public comment.

Mr. Swanson announced Public Comment period was over.

6. Approval of Minutes

6.a. Regular Board Meeting, Buildings and Property Committee Meeting Minutes, and Committee of the Whole Meeting Minutes for August 8, 2022

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

7. Financial Reports

7.a. Payment of Bills

General Fund	\$	1,177,071.93
Capital Project Reserve Fund	\$	20,374.36
Cafeteria Fund	\$	-
Student Activities	\$	<u>13,198.24</u>
Total	\$	1,210,644.53

Motion to approve the Payment of Bills as presented by Mr. Myers was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

7.b. Treasurer's Fund Report

General Fund	\$	15,897,597.75
Capital Project Reserve Fund	\$	9,324,702.37
Cafeteria Fund	\$	819,788.91
Student Activities	\$	<u>267,309.04</u>
Total	\$	26,309,398.07

Motion to approve the Treasurer's Fund Report as presented by Mr. Myers was seconded by Mr. Deihl

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster
Motion Carried unanimously. 9-0

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.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster
Motion Carried unanimously. 9-0

8. Old Business – Nothing offered

9. New Business – Nothing offered

10. Personnel Items - Actions Items

10.a. Staff Resignations

Administration received the following Teaching resignations:

- Greg Perry has provided a letter of resignation from the position of 7th Grade Science Teacher and Team Leader at the Middle School.
- Lori Munson has provided a letter of resignation from the position of High School Business Teacher.
- Leah Williams-Rensel has provided a letter of resignation from the position of 7th Grade Math Teacher at the Middle School.

Ms. Cheri Frank, Director of Custodial Services, received a Custodial resignation:

- Sharon Rinesmith has provided a letter of resignation from the position of part-time Middle School Custodian effective August 12, 2022.

Mr. Tim Drawbaugh, Director of Maintenance Services, received Staff resignations:

- Patricia Mowers has provided a letter of resignation from her Maintenance position for the purpose of retirement.
- Ronald Mowers has provided a letter of resignation from his Maintenance position for the purpose of retirement.

Mr. Scott Penner, Director of Athletics and Student Activities, received a Coaching resignation:

- Jenna Shoop has provided a letter of resignation from the position of Middle School Assistant Girls Soccer Coach.

Dr. Abigail Leonard, Supervisor of Ancillary Services, received a Staff resignation:

- Diane McClead has provided a letter of resignation from the position of Middle School Paraprofessional for the purpose of retirement effective August 8, 2022.

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

10.b. Recommended Approval for a High School Social Studies Teacher - Mr. Joseph Kucker

Education:

Shippensburg University - History/Social Studies 7-12 (Bachelor's Degree)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends the Board of School Directors appoint **Mr. Joseph Kucker** to the position of High School Social Studies Teacher replacing Sean Stevenson 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.

10.c. Recommended Approval for a 4th Grade Newville Elementary Teacher - Mrs. Kristin Wiley

Education:

Shippensburg University - Elementary Education K-6 (Bachelor's Degree)

Experience:

Mechanicsburg Area School District - Grade 5 Teacher

The administration recommends the Board of School Directors appoint **Mrs. Kristin Wiley** to the position of Grade 4 Teacher at Newville Elementary School replacing Bayley Leonard who has resigned. The compensation for this position should be established at Master's Degree step 8, \$66,497.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.d. Recommended Approval for a 7th Grade Math Teacher - Ms. Ellie Piper

Education:

Shippensburg University - Middle Level Math and Social Studies (Bachelor's Degree)

Experience:

Central Fulton School District - Middle and High School Math

The administration recommends the Board of School Directors appoint **Ms. Ellie Piper** to the position of Grade 7 Math Teacher at the Middle School replacing Leah Williams-Rensel who has resigned. The compensation for this position should be established at Bachelor's Degree step 2, \$57,027.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.e. Recommended Approval for a 7th Grade Science Teacher - Ms. Kyna Morgan

Education:

Shippensburg University - Middle Level Math and Science (Bachelor's Degree)

Experience:

Susquenita School District - 7th Grade Math Teacher

The administration recommends the Board of School Directors appoint **Ms. Kyna Morgan** to the position of Grade 7 Science Teacher at the Middle School replacing Gregory Perry who has resigned. The compensation for this position should be established at Bachelor's Degree step 6, \$59,327.00 for the 2022-2023 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

10.f. Extra Duty Position for 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 Collective Bargaining Agreement between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend:

Inductee	Building/Subject	Curriculum Mentor
Joseph Kucker	High School Social Studies	Lauren Hetrick
Ellie Piper	Middle School 7th Grade Math	Millie Gilbert
Kristin Wiley	Newville 4th Grade	Chelsey Piper
Kyna Morgan	Middle School 7th Grade Science	Julie Thumma

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

10.g. Recommended Approval of a Student Intern for the Athletic Department

The Athletic Department will engage a high school student as an intern rather than hiring a part-time employee to help with after school game management and support. Based on a recommendation from Mrs. Black, we have a superior candidate:

- Jaden Hair to serve as a 2022-2023 student intern at a rate of \$10.94 per hour not to exceed 20 hours per week based on the Classified Employee Agreement.

The administration recommends the Board of School Directors approve the recommended student intern as presented.

10.h. Coaching Recommendations

Mr. Scott Penner, Director of Athletics and Student Services, recommends the following individuals for available coaching positions and approved volunteer status:

- Nathan Gutshall transfers from Co-Assistant Middle School Football Coach to Assistant Middle School Football Coach.
- Austin Myers - Co-Assistant Middle School Football Coach (position shared with Shane Cohick) replacing Nathan Gutshall who transferred to a full football coaching position.

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- Jesse Burnhisel – Volunteer Coach for Football and Boys Basketball
 - Austin Long – Volunteer Coach for Football
 - Grant Long – Volunteer Coach for Football
 - Emily Moyer – Volunteer Coach for Field Hockey

The administration recommends the Board of School Directors approve the coaching and volunteer recommendations as presented.

Motion by Mr. Deihl was seconded by Mr. Roush to combine New Business Personnel Items – Action Items 10 (a) through 10 (h) as outlined and recommended above

Mr. Myers abstained from the voting of item 10 (h) Coaching Recommendations because of a conflict of interest.

Roll call vote (excluding 10h) Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

Roll call vote for 10h Voting Yes: Swanson, Deihl, Piper, Fisher, Over, Roush, Wardle, and Webster
Motion Carried unanimously. 8-0

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.

BrieAnn Arnsberger	\$3,096.00
Lisa Bahmueller	\$1,878.00
Therese Bukousky	\$2,835.00
Matthew Kump	\$1,650.00
Shania Washabaugh	\$3,096.00

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 to combine New Business Action items 11 (a) through 11 (i)

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

Motion Carried unanimously. 9-0

11.b. Agreements 2022-2023

Dr. Abigail Leonard, Supervisor of Ancillary Services, has reviewed the **CASSP Elementary School Based Program and Elementary Student Assistance Program Letter of Agreement** for 2022-2023 to provide mental health and other support services to elementary students and families.

Administration has reviewed the 2022 - 2023 **CAIU Operation and Maintenance Agreement** to operate and maintain space for use by the CAIU for instructional purposes in the early intervention preschool program located at Oak Flat Elementary School.

Mr. Scott Penner, Director of Athletics and Student Activities, has reviewed the **Friendship Hose Company No. 1, Inc., Ambulance Agreement** for the 2022-2023 school year which assists the District with football games.

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

11.c. Recommended Approval of New and Updated Curriculum

Mrs. Nicole Donato, Director of Curriculum and Instruction, is recommending new and updated curriculum for 2022-2023:

Elementary

Grade 5 Writing (updated)

Middle School

Spanish Cultures (new)

High School

Algebra I (updated)

Algebra II (updated)

Babysitting and Aquatics (updated)

Chemistry (updated)

College Prep Literature (new)

Elementary Water Safety (updated)

Geometry (updated)

Lifeguard Training (updated)

Mass Media (updated)

Microbiology (updated)

Sports Medicine (updated)

Weight Training (updated)

The administration recommends the Board of School Directors approve the new and updated curriculum as presented.

11.d. Recommended Approval of Utilization Requests

- Nicole Garman and Ginger Young on behalf of **Big Spring Midget Football** are requesting utilization of the football stadium and the lower baseball field for practice and games from August 28 through October 23, 2022.
- James Graver on behalf of **PA Titans Baseball** is requesting utilization of the old baseball field from August 28 through November 6, 2022 for baseball practice.
- Lee Beecher on behalf of **Big Spring Youth Soccer** is requesting utilization of the high school soccer field from August 28 through October 30, 2022 for soccer practice and games.
- Kyle Kotzmoyer on behalf of **Diamond Premier Baseball** is requesting utilization of the old baseball field and the high school baseball field for a baseball tournament September 10 and September 11, 2022.

Because the requests involve Sundays, Board action is necessary.

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

11.e. Recommend Approval of Capital Project Payments

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

- Interactive TV Panel Project - Wolf Consulting Engineering, LLC - Invoice 2318 for \$858.00.
- Interactive TV Panel Project - Lobar Associates, Inc. - Invoice Pay App #3 for \$102,395.21.
- Interactive TV Panel Project - Waste Management - Invoice 5642297-0061-7 for \$1,195.46, Invoice 5644763-0061-6 for \$411.94 and Invoice 5644764-0061-1 for \$807.31.

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

11.f. Recommended Approval for District-Wide Feasibility Study

As the District moves forward with a potential 2023 or 2024 project, the next step is to outline the District's facility needs. The feasibility study, along with an Investment Grade Audit, will help to determine the future of the capital project direction. The District recommends engaging with EI Associates to complete the study.

The administration recommends the Board of Directors approve the Professional Services District-wide Feasibility Study from EI Associates.

11.g. Recommend Approval of the Release of a Request for Qualifications for a Guaranteed Energy Savings Performance Contract

Big Spring would like to evaluate our energy usage and find ways to ensure we are more energy efficient. Energy Saving Companies are designed to help school district find savings in a project. The design of the project is to offset the expense of the new equipment with the project savings. The District is looking for ESCOs to submit their qualifications, in order to engage in an Investment Grade Audit (IGA).

The administration recommends the release of a request for qualifications for a guaranteed energy savings performance contract.

11.h. Recommendation to Approve 2022-2023 Fundraisers

The 2023 Post Grad Committee has requested permission to conduct the fundraisers listed below:

- Supermarket Sweep at Saylor's Market
- Bingo at Penn Township Fire Hall
- Fall Fest & Car Show
- Golf Tournament
- Beef Stick Sale
- Raise Right.
- Giant Rewards
- Soft Pretzel Sale
- Krispy Kreme Sale
- Tervis Tumblers Sale
- R&K Subs Sale
- Lottery Calendars (We have a "Small Games of Chance" License)
- Flock Yards
- Dog Yards
- Paint Night
- Goat yoga
- Winter Wonderland
- Eggstravaganza
- Easter "Egg Your Yard"
- Adult Prom
- 2023 Class Spirit Wear
- Amazon Smiles
- Captain Chucky's Crab Cakes
- Chicken BBQ
- Direct Sales Company Business Fundraiser (etc., Pampered Chef, Thirty-One)
- Drive-In Movie Night
- Duck Race
- Whoopie pies
- Restaurant Nights
- Senior Signs
- Yeti Cooler Raffle
- 5K Color Run (possibly at the school cross country course)
- Buy Out donation/option

11.h. Recommendation to Approve 2022-2023 Fundraisers (continued)

The Big Spring Band Boosters have requested permission to conduct the fundraisers listed below:

- Maplewood Farms baked goods
- Marianna's pizzas and subs
- Gift card raffle
- Virtual silent auction
- Chicken BBQ
- Spirit Nights at local restaurants (i.e. Hoss's, Five Guys, Chick-fil-A)

The Middle School Principal has requested permission to conduct a [Cherrydale Fundraiser](#) from September 8 - September 27 with product delivery on November 1, 2022.

The Field Hockey Team has requested permission to conduct a [Rickabaugh's Candle Company Fundraiser](#) at the Bulldog Bash.

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

11.i. PTO Audit for 2021-2022

The Big Spring School District received a letter advising the 2021 - 2022 PTO financial report was accepted with auditing standards for the following building:

- Newville Elementary PTO - letter from Cohick and Associates

The administration recommends the Board of School Directors accept the 2021-2022 PTO audit as presented.

12. New Business - Information Item

12.a. Long-Term Substitutes through ESS the District's Substitute Agency

Mr. William August, Assistant Superintendent, recommends the following candidates to serve as long-term substitute teachers during the 2022-2023 school term:

- Dodie Bishopp to serve as long-term substitute Special Education Teacher at the Middle School from August 19 through December 22, 2022 during Sarah Roller's leave of absence.
- LidiaAnn Edwards to serve as long-term substitute Special Education Teacher at the Middle School from August 19 through December 22, 2022 for the unfilled vacant 6th grade position of Jodi Nankee who has resigned.
- Samantha Reasey to serve as long-term substitute 7th Grade Science Teacher at Big Spring Middle School for Gregory Perry who has resigned.
- Katie Sands to serve as long-term substitute 4th Grade Teacher at Oak Flat Elementary School during Sarah VanderHeijden's leave from August 19 through December 23, 2022.

12.b. ESS Staffing Updates

Dr. Abigail Leonard, Supervisor of Ancillary Services, provides the following ESS staffing updates:

- Misty Berninger will be a full-time ESS Paraprofessional at Oak Flat Elementary School effective August 19, 2022.
- Erin Bucher will be a direct care Paraprofessional at Oak Flat Elementary School effective August 19, 2022.
- Christine Chestnut has resigned from her position at the Big Spring Middle School.
- Tim Hoskins will be a full-time direct care Paraprofessional at the High School effective August 22, 2022.
- Dawn Ickes will be a direct care Paraprofessional at the High School effective August 19, 2022 to replace Holly Jones who has transferred.
- Holly Jones will transfer from a High School direct care Paraprofessional to a High School learning support Paraprofessional for the 2022-23 school year.
- Carrie Livelsberger will be a full-time principal's discretion Aide at Oak Flat Elementary School effective August 19, 2022.
- Clayton Maiden will be an ESS Paraprofessional at Oak Flat Elementary School effective August 19, 2022.
- Amanda Mixell will transfer from a High School direct care Paraprofessional to a High School lifeskills Paraprofessional with Mrs. Boyd.
- Lydia Myers will be a full-time principal's discretion Aide at Mount Rock Elementary School effective August 19, 2022.
- Taunya Nenninger has provided a letter of resignation from her position at Mt. Rock Elementary School.
- Trevor Perry will be a specialist Paraprofessional at Oak Flat Elementary School effective August 19, 2022.
- Mary Scott will be a full-time Behavior Technician at Oak Flat Elementary School effective August 19, 2022.
- Brittney Zimmerman will be reassigned to Mrs. Martin's classroom at the Big Spring Middle School effective August 19, 2022.

12.c. Proposed Updated 2022-2028 Strategic Plan

Mr. William August, Assistant Superintendent, and the District Improvement Committee, have updated and prepared the proposed 2022-2028 Strategic Plan. The administration will present the plan for Board approval at the September 6, 2022 Board meeting.

13. Discussion Item – Nothing offered

14. Board Reports (as shared during Committee of the Whole)

a. District Improvement Committee - Mr. Fisher and Mrs. Webster – Nothing offered

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

22-23 Meeting Dates: August 11, October 6, December 7, February 7, March 16, and May 17

c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle

Mr. Piper shared the new Business Administrator Ryan Wagner started his duties and Assistant Principal Beth Ann Sellers started her duties and said the First Day for students is August 25. Mr. Piper also stated the next meeting is Monday, August 29. Mr. Wardle shared there was a meeting to discuss the building plans to enhance the programs but they do not have figures or a schematic but that will be forthcoming.

d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle – Nothing offered

e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers – Nothing offered

f. South Central Trust - Mr. Deihl – Nothing offered

g. Capital Area Intermediate Unit - Mr. Swanson – Next meeting will be Thursday at 8:00 am in Enola.

a. July 28, 2022 Meeting Cancelled

The July 2022 Executive Director's Report (CAIU: ALL IN!) can be found [here](#). The next CAIU Board Meeting is August 25, 2022.

h. Tax Collection Committee - Mr. Swanson - Nothing offered

i. Future Board Agenda Items - Nothing offered

j. Superintendent's Report (as shared during the Regular Board Meeting)

Dr. Roberts shared the current District enrollment is 2448 students which is just below the PDE projections of 2466. We have 162 students enrolled for kindergarten and last year we were near there with 169. I'd anticipate a few more enrollments this week and into early next week as well. In addition, we currently have 143 students in outside cyber programming, which is slightly down from where we finished last school year.

Dr. Roberts stated the Fall Sports season is certainly off and running. The competitions for most fall sports are starting this week with varsity football having a home game against Greencastle Antrim on Friday at 7PM.

Dr. Roberts said like other school districts, we are challenged with the staffing of bus drivers for our transportation runs. We are currently down 6 drivers for the start of the year either due to late resignations or leaves of absence. The District has worked with our transportation provider, Deitch, to address these vacancies. They continue to work to staff those positions. Obviously, our goal is to minimize the amount of time that a student rides a bus. Given the sheer size of our district geographically at 197 square miles, the reality is that we have

historically had bus rides near one hour for some of our students. This continues to be our maximum threshold for ride time, but again, our goal is to have it be much less than that. We truly appreciate the parent's patience and flexibility as we navigate the national shortage of bus drivers.

Dr. Roberts stated our staff returned to service on Friday, August 19th and we had a kick-off celebration that morning in our auditorium. We were able to share our vision for the year that morning and then we had planned in-service activities.

Dr. Roberts said in closing, as you know, we are excited to welcome our students back on Wednesday, August 24th. There is always so much excitement around the first day of school and I look forward to getting this school year started!

15. Meeting Closing

15.a. Business from the Floor/Board Member Comment

President Swanson announced the Board met in Executive Session for litigation where the attorney briefed us on a threat and moving forward.

15.b. Comment Future Board Agenda Items – Nothing offered

15.c. Adjournment

Motion to adjourn the meeting by Mr. Wardle was seconded by Mr. Deihl

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

Motion Carried unanimously. 9-0

Meeting adjourned at **8:46 pm, August 22, 2022**

Next scheduled meeting is **Tuesday, September 6, 2022**


