



# BOARD MEETING AGENDA

## MAY 20, 2024

7:30 PM - Middle School Auditorium

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1. **Opening Meeting: Call to Order/Pledge** - President John Wardle
2. **Student/Staff Recognition and Board Reports** - Sadaf Sharifi and Caleb Tilden
3. **Reading of Correspondence**
4. **Recognition of Visitors** - We remind all visitors to please sign-in on the clipboard for tonight's meeting.
5. **Public Comment Period**

### 6. Approval of Minutes

Motion to approve the [Committee of the Whole](#) and [Board Meeting](#) Minutes for May 6, 2024 as presented?

### 7. Financial Reports

#### 7.a. Payment of Bills

General Fund

Procurement Card	\$	10,216.51	<a href="#">Pcard</a>	
Checks/ACH/Wires	\$	2,522,312.76	<a href="#">Detail</a>	<a href="#">Summary</a>
Special Revenue	\$	942.57	<a href="#">Detail</a>	<a href="#">Summary</a>
Capital Projects Reserve Fund	\$	10,675.80	<a href="#">Detail</a>	<a href="#">Summary</a>
ESCO Fund	\$	-		
Cafeteria Fund	\$	267,265.70	<a href="#">Detail</a>	<a href="#">Summary</a>
Student Activities	\$	30,947.48	<a href="#">Detail</a>	<a href="#">Summary</a>
Total	\$	2,842,360.82		

Motion to approve the Payment of Bills as presented?

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

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project Report](#)
- [ESCO Fund Report](#)
- [Cafeteria Fund Report](#)
- [Student Activities Fund Report](#)
- [Investment Report](#)
- [Earned Interest and Bank Fees YTD](#)

Treasurer's Fund Reports are noted.

### **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 expenses 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.

The Year-To-Date General Fund and Tax Reports are noted.

### **8. Old Business – Do we have any old business?**

### **9. New Business Personnel Items - Actions Items**

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #9 into one motion.

#### **9.a. Recommended Approval of Resignations**

Dr. Nicholas Guarente, Superintendent, received the following professional staff resignation:

- Melissa Oberdorf provided a letter of resignation from the position of 5th Grade Teacher at Newville Elementary School effective May 31, 2024.

Dr. Sanders, Assistant Superintendent, received the following extra-duty resignation:

- Heather Detwiler provided a letter of resignation from the extra-duty position of National Honor Society Advisor effective the conclusion of the 2023-2024 school year.
- Emma Shutt provided a letter of resignation from the extra-duty position of Middle School Student Council Advisor effective the conclusion of the 2023-2024 school year.

Scott Penner, Director of Athletics and Student Activities, received the following staff resignations:

- Emily Franklin provided a letter of resignation from the position of High School JV Girls Basketball Coach but wishes to remain as a Volunteer Coach.
- Alexa Maier provided a letter of resignation from the extra-duty position of High School Student Council Advisor and FBLA Advisor.

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

**9.b. Recommended Approval of Transfer for Professional Staff**

The administration will transfer the professional staff listed below for the 2024-2025 school year. The transfers are in accordance with Board Policy 309, Assignment and Transfer.

<b>Teacher</b>	<b>Transferring From</b>	<b>Transferring To</b>	<b>Replacing</b>
Christina Gruver	6 <sup>th</sup> Grade Math Middle School	8 <sup>th</sup> Grade Math Middle School	Chloe Fealtman who transferred
Chloe Fealtman	8 <sup>th</sup> Grade Math Middle School	6 <sup>th</sup> Grade Math Middle School	Christina Gruver who transferred
Chelsey Piper	5 <sup>th</sup> Grade Newville Elementary School	6 <sup>th</sup> Grade ELA Middle School	Luke Nerone who transferred
Michelle Holtry	5 <sup>th</sup> Grade Oak Flat Elementary School	5 <sup>th</sup> Grade Newville Elementary School	Melissa Oberdorf who resigned
Kristin Wiley	4 <sup>th</sup> Grade Newville Elementary School	5 <sup>th</sup> Grade Newville Elementary School	Chelsey Piper who transferred
Jennifer Kuhn	3 <sup>rd</sup> Grade Newville Elementary School	4 <sup>th</sup> Grade Newville Elementary School	Kristin Wiley who transferred

The administration recommends the Board of School Directors approve the professional staff transfers for the 2024-2025 school year as presented.

**9.c. Recommended Approval of Leave Without Pay**

Section 6.09 of the contract between the Big Spring Education Association and the Big Spring School District provides "The Board may grant leave without pay to an employee who requests prior approval for such leave." Superintendent Dr. Nicholas Guarente received a request for leave without pay from the following employee:

- Allison Baer, Administrative Assistant, requesting leave without pay for May 13, 2024.

The administration recommends the Board of School Directors approve the leave without pay request as presented.

**9.d. Recommended Approval of a Custodian**

Ms. Cheri Frank, Director of Custodial Services, recommends the following for new hire:

- Jennifer Spahr to serve as a full-time third shift Custodian at the High School replacing Terri Stroup who recently resigned the position formerly held by Jason Sullivan. The starting rate should be \$15.63 per hour for the 2023-2024 school year pending receipt of all required employment documentation. This 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 custodian for new hire as presented.

**9.e. Recommended Approval of a Mentor**

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or building 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 an Extra Duty Stipend. Dr. Nadine Sanders recommends the following mentor:

Inductee	Building/Position	2024 - 2025 Mentor
Taylor Miller	Newville Elementary School Counselor	Kristen Boles

The administration recommends the Board of School Directors approve the 2024-2025 mentor as presented.

**10. New Business - Actions Items**

**10.a. Election of the Treasurer - One Year Appointment 7/1/2024 - 6/30/2025**

Based on Section 402 and 404 of the Public School Code of 1949, President Wardle will open the floor to nominations for the office of Treasurer for a one-year appointment beginning 7/1/2024 through 6/30/2025. This is a roll call vote.

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

**10.b. Recommended Approval of Request to Apply for a Grant**

Dr. Abigail Leonard, Director of Student Services, is requesting permission to apply for a [PHEAA PA Helps Grant](#) to attract high quality interns who would contribute to our educational professional learning community.

The administration recommends the Board of School Directors approve the request to apply for and participate in the grant as presented.

**10.c. Recommended Approval of 2024-2025 Team Travel:**

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following team travel:

- Girls Wrestling Team to attend [Wrestling Camp](#) at Lock Haven University from June 27 - 30, 2024.

The administration recommends the Board of School Directors approve participation and team travel as presented.

**10.d. Recommend Approval of the Trane Access Control Agreement**

<u>Vendor/Description</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Trane provides service and maintenance for the District's access control system (ACS) it includes (1) Server and (9) Building Controllers. The service agreement provided by Trane includes scheduled onsite inspections, software updates, safety and door alarm firmware updates.	<a href="#">Trane</a>	3 YR	\$16,203.00/YR 1
			\$16,851.12/YR 2
			\$17,525.16/YR 3

The administration recommends the Board of School Directors approve the Trane Access Control agreement.

**10.e. Recommend Approval of Trane HVAC Controls Agreement**

<u>Vendor/Description</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Trane provides the District's building automation system (BAS) it includes (1) Server (7) Building Controllers, and (571) Controllers. The Trane agreement provides software and support for all the associated automation and devices. The building automation system assists in providing increased energy efficiency, lower operating and maintenance costs, better indoor air quality, and greater occupant comfort. Trane's applications include remote access, onsite and remote service, building & energy applications, reports, dashboards, and utility management.	<a href="#">Trane</a>	3 YR	\$96,826.71/YR 1
			\$100,699.78/YR 2
			\$104,727.77/YR 3

The administration recommends the Board of School Directors approve the Trane controls agreement.

**10.f. Recommend Approval of Renewal Service Agreement for Maintenance of the District's Aerco hot water heaters**

The administration reviewed the following renewal of service agreement:

<u>Vendor/Description</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Diversified provides maintenance for our hot water heaters. A total of three quotes were received.	<a href="#">Aerco Equipment</a>	1 YR	\$4,500/YR

The administration recommends the Board of Directors approve of the Diversified agreement.

#### **10.g. Policy Review and Development Committee**

Seth Cornman recommends the Board develop a [Policy](#) Review and Development Committee, appoint a Board Chairperson, and appoint Board Committee Members.

#### **10.h. Recommended Approval of Board Meeting Calendar**

The administration drafted a proposed Board Meeting [Calendar](#) for the 2024-2025 school year.

The administration recommends the Board of School Directors approve the proposed 2024-2025 meeting calendar as presented.

#### **10.i. Recommended Approval of a Non-Resident Student Tuition Waiver**

Cindie Haubert, mother of High School student Emma Haubert, is requesting permission for Emma to continue to attend Big Spring High School for the 2024-2025 school year and graduate with the class of 2025, per the conditions outlined in Board Policy 202.1. The parent is required to provide the necessary transportation to and from school.

The administration recommends the Board of School Directors approve Ms. Haubert's request for Emma Haubert to attend Big Spring High School for the 2024-2025 school year as a non-resident senior and graduate with the class of 2025 (if eligible) as per the conditions outlined in Board Policy.

#### **10.j. Recommended Renewal of 2024 - 2025 Memberships**

Superintendent Dr. Nicholas Guarente received correspondence regarding the renewal of the following Memberships:

- Pennsylvania Association of Rural and Small Schools 2024-2025 [Renewal](#) of Membership
- Pennsylvania School Boards Association 2024-2025 [Renewal](#) of Membership

The administration recommends the Board of School Directors approve the District's membership renewals for 2024-2025 as presented.

#### **10.k. Recommended Approval of District License**

Dr. Abigail Leonard, Director of Student Services, recommends the purchase of a District license with [SmartFutures](#) which provides access to their K-12 career planning and portfolio platform. The District would stop using Naviance K-8 and replace it with Smart Futures K-12 which would save \$732.00 and support our students by serving as a platform to collect their career artifacts required by PDE and Chapter 339 and also provide resources for our career internship program and special education department related to post-secondary school outcomes and transition assessments.

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

### **10.l. Recommended Approval of Agreement for Occupational Therapy**

Dr. Abigail Leonard, Director of Student Services, and Dr. Nicholas Guarente, Superintendent, have reviewed the proposed [Contract for Therapy Services](#) with Skybound Pediatric Therapy to provide [occupational therapy](#) to students during the 2024-2025 school year.

The administration recommends the Board of School Directors approve the agreement for occupational therapy services for 2024-2025 as presented.

### **10.m. Recommended Approval of Agreement for Physical Therapy**

Dr. Abigail Leonard, Director of Student Services, and Dr. Nicholas Guarente, Superintendent, have reviewed the proposed Physical Therapy [Agreement](#) with TherAbilities, Inc. to provide physical therapy to students during the 2024-2025 school year.

The administration recommends the Board of School Directors approve the agreement for physical therapy services for 2024-2025 as presented.

### **10.n. Recommended Appointment of School District Solicitor**

Dr. Nicholas Guarente, Superintendent of Schools received the annual [proposal](#) from Gareth D. Pahowka, Esquire, of Stock and Leader for School Solicitor Services for the 2024-2025 fiscal year.

The administration recommends the Board of School Directors appoint Stock and Leader as School District Solicitor for the 2024-2025 fiscal year as presented.

### **10.o. Recommended Approval of Security Project**

The administration recommends the completion of a security project for upgrades across the District and has secured a proposal for the work which will require additional funds from the Capital Reserve Project Fund in the amount of \$181,716.00.

The administration recommends the Board of School Directors approve the security project to be paid from the Capital Project Reserve Fund as presented.

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

### **11.a. Proposed Draft of the Big Spring School District Comprehensive Plan**

Dr. Nadine Sanders, Assistant Superintendent, presents the [Comprehensive Plan](#) and separate state-required reports for assurances regarding Academic Standards & Assessment Requirements (Chapter 4); Student Services Assurances (Chapter 12); Professional Development Plan (Act 48); and Induction Plan (Chapter 49) for Board review. The Plan was posted to the web page on May 1, 2024, for the mandatory 28-day public review and will be presented at the June 3, 2024, Board meeting as an action item for approval.

### **11.b. New Story Tuition Agreement**

New Story, LLC is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Dr. Abigail Leonard, Director of Student Services, has reviewed the student tuition agreement for a Big Spring student enrolled with New Story during the 2023-2024 school year.

### **11.c. Extended School Year Service Contracts**

Dr. Abigail Leonard, Supervisor of Student Services, has reviewed the Extended School Year Service Contracts for students enrolled with New Story to receive ESY educational services.

### **11.d. Technology Student Intern for Summer 2024**

Robert Krepps, Technology Director, recommends a student intern for the summer of 2024 to aide in various technology projects with compensation provided by Questeq Educational Technology Services.

- Jordan Wonders to serve as a Student Intern to the Technology Department for the summer of 2024.

### **11.e. Recommendation for Curricular Resources**

The following are resources being presented for approval that will provide teachers with a list of resources to use as they design lessons for students. Curriculum unit maps will be presented at a later time that will outline the PA Standards, Essential Questions, and Learner Outcomes.

The curricular resources recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, will be included for Board approval at the June 3, 2024 Board Meeting. All resources are available from the links provided below for review by the Board of School Directors.

#### Social Studies

- [ABC-CLIO](#)
- [Britannica](#)
- [Bill of Rights Institute](#)
- [The Canadian Encyclopedia](#)
- [Digital Inquiry Group](#)
- [Discovery Ed Social Studies Techbook](#)
- [Ducksters](#)
- [History Channel](#)
- [iCivics](#)
- [Google Arts and Culture](#)
- [Google Earth](#)
- [Google Maps](#)
- [Library of Congress](#)
- [National Archives](#)
- [PA Historical and Museum Commission](#)
- [PBS Learning Media](#)
- [Scholastic Interactive Ellis Island Tour](#)
- [Smithsonian Institution](#)
- [Tenement Museum](#)
- [United Nations World Issues: Migration](#)
- [US Holocaust Museum](#)
- [World 101- Migration](#)

## 11.e. Recommendation for Curricular Resources (continued)

### Art

- [The Art Story](#)
- [How Art Made the World 2005 Episodes 1 - 4](#)
- Tim's Vermeer – Video Documentary
- Caravaggio Biography from Goodbye-Art Academy

### Middle School Career Exploration

- [SAS PDE - Career Ready Toolkit](#)
- [Advance CTE: State Leaders Connecting Learning to Work](#)

## 11.f. Leave Request

Casey Barwin, Oak Flat Elementary School Teacher, is requesting a child-rearing leave of absence beginning Wednesday, October 2, 2024 through approximately Monday, November 25, 2024 with a return date of Tuesday, November 26, 2024. According to Section 6.07 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, the request meets all provisions for child-rearing leave according to the current contract.

## 11.g. Proposed Updated Job Descriptions

The administration has updated the job descriptions listed below:

[115 - Director of Safety and Security, School Police Officer](#)

[506 - Administrative Assistant for PIMS & Child Accounting](#)

[520 - Administrative Assistant for Public Information, Registration, and Reception](#)

After the job descriptions have been reviewed by the Board of School Directors, the administration will present the updated job descriptions for Board approval at the June 3, 2024 Board meeting.

## 12. Board Reports

**12.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle** - Meeting: June 5, 2024

**12.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle**

**12.c. Capital Area Intermediate Unit - Seth Cornman** - Meeting Dates: May 23, 2024 June 27, 2024

**12.d. Cumberland Perry Area CTC - John Wardle**

**12.e. DIG Committee - Julie Boothe, Chair (Seth Cornman, Lisa Shade)** - Meeting Dates: May 30, 2024 - 7 pm in MS Room 514 June 13, 2024 - 7 pm in MS Room 514 [5/2/2024 Meeting Minutes](#)

**12.f. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade** - Meeting Dates: May 20, 2024 June 3, 2024

**12.g. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade**

**12.h. South Central Trust - Seth Cornman**

**12.i. Tax Collection Committee - David Fisher - Meeting Dates: July 16, 2024    October 15, 2024**

**12.j. Wellness Committee - Seth Cornman**

**12.k. Future Board Agenda Items**

**12.l. Superintendent's Report - Dr. Nicholas Guarente**

## **13. Meeting Closing**

**13.a. Business from the Floor/Board Member Comment**

**13.b. Adjournment**

Meeting adjourned at \_\_\_\_\_ pm, **May 20, 2024**

Next scheduled meeting is **June 3, 2024 at 7:30 pm**