

BOARD MEETING AGENDA

1-20-2025

7:30 PM - Middle School Auditorium



1. **Opening Meeting: Call to Order/Pledge** - President John Wardle

2. **Student/Staff Recognition and Board Reports**

- Student Representatives - August Dellinger and Evelyn Hippensteel
- Staff Recognition - BSEA Board Relations Committee

3. **Reading of Correspondence**

4. **Recognition of Visitors** - please sign in on the clipboard for tonight's meeting

5. **Public Comment Period**

6. **Approval of Minutes**

Motion to approve the [DIG Committee](#), [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for December 16, 2024 as presented?

7. **Financial Reports**

7.a. **Payment of Bills**

<u>Fund Name</u>	<u>Amount</u>	<u>Fund Accounting Payment Register</u>	<u>Fund Accounting Payment Summary</u>
General Fund - Procurement Card	\$17,624.67	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$5,362,899.05	General Fund - Detail	General Fund - Summary
Special Revenue	\$1,501.46	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$231,437.49	Capital Projects Reserve Fund - Detail	Capital Projects Reserve Fund - Summary
Cafeteria Fund	\$150,972.11	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$45,308.54	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$5,809,743.32

Motion to approve the Payment of Bills as presented

7.b. Treasurer's Fund Report

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project Report](#)
- [Cafeteria Fund Report](#)
- [Student Activities Fund Report](#)
- [Student Activities Account Summary](#)
- [Investment Report](#)
- [Earned Interest and Bank Fees YTD for General Fund, Special Revenue, Capital Projects, and Cafeteria](#)
- [Earned Interest YTD Student Activities](#)

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 a High School English Teacher

Education:

Indiana University of Pennsylvania - English Education (Bachelor's Degree)

Experience:

South Middleton School District - Middle School English Teacher

The administration recommends the Board of School Directors appoint **Adam McKeehan** to the position of High School English Teacher replacing Jennie Ortiz who resigned. The compensation for this position should be established at Bachelor's Degree Step 1 \$60,229.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation.

9.b. Recommended Approval of Extra-Duty Personnel

Dr. Nadine Sanders recommends the following extra-duty staff:

- Stephanie Devonald to serve as Mentor Teacher to Christa Rine at Mount Rock Elementary School for second semester replacing Leslie Locy.
- Andrea Lehman to serve as Mentor Teacher to Brooke Kotzmoyer at Newville Elementary School for second semester replacing Beth D'Agostino.
- Kelly Schenk to serve as Mentor Teacher to Adam McKeehan.

Scott Penner, Director of Athletics and Student Activities, recommends the following extra-duty staff:

- Kate Barrick to serve as 2024-2025 Co-Assistant JV Coach for Softball.
- Joshua Calaman to serve as 2024-2025 Middle School Head Coach for Girls Soccer.
- Levi Fertig to serve as 2025-2026 High School Assistant Coach for Girls Soccer.
- Lindsay Graham to serve as 2025-2026 High School Assistant Coach for Girls Soccer.
- Lindsay Graham to serve as 2024-2025 Middle School Assistant Coach for Girls Soccer.
- Lonnie McKillip II to serve as 2024-2025 Co-Assistant JV Coach for Softball.
- Dustin Rook to serve as a Volunteer Coach for the Wrestling Program.
- Seth Stover to serve as a Volunteer for the Soccer Program.

The administration recommends the Board of School Directors approve the extra-duty positions as presented.

9.c. Recommended Approval of Resignations

The administration received the following staff resignations:

- Christa Daugherty provided a letter of resignation from the extra-duty position of High School Co-FBLA Advisor.
- Theodore Frengel provided a letter of resignation from the position of Assistant Coach for Middle School Track.
- Scott Martin provided a letter of resignation from the position of Maintenance Technician effective January 30, 2025.
- Austin Myers provided a letter of resignation from the extra-duty position of Head Coach for Middle School Track.
- Ashley Nevling provided a letter of resignation from the position of Accounting Controller effective January 10, 2025.

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

9.d. 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:

- Kirsty Herb, Newville School Counselor, is requesting leave without pay for March 20, 2025.

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

9.e. Recommended Approval of a Technology Student Intern

Robert Krepps, Director of Technology, recommends a student intern to assist in various technology projects across the district:

- Logan Rockwell to serve as a Student Intern to the Technology Department and be compensated at \$11.61 an hour based on the 2024-2025 Classified Staff Compensation Agreement.

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

9.f. Recommended Approval of Custodial Staff

Ms. Cheri Frank, Director of Custodial Services, is recommending a new custodial hire:

- Tammy Hamilton to serve as a full-time second shift Custodian at the High School to replace Cullen Willock. The starting rate should be \$16.10 per hour for the 2024-2025 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 custodial hire as presented.

9.g. Recommended Approval of an Accounting Controller

Jo Ann Negley is recommended to serve as Accounting Controller replacing Ashley Nevling who resigned. The position is 8 hours a day with 232 work days and Ms. Negley's compensation for this position should be established at \$64,500.00 pending receipt of all required employment documentation. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Education: Big Spring High School and Computer Learning Network (Certificate in Computer Operations)

Experience: Shippensburg Area School District - Accounting Controller

The administration recommends the Board of School Directors approve Ms. Negley's hire and salary as presented.

10. New Business - Actions Items

10.a. Recommended Approval of Proposed Updated Policy

The Policy Committee has proposed the updated policy listed below:

- [Policy 004.1](#) Student Representative to the Board

The updated policy is proposed to the Board of School Directors for approval as presented.

10.b. Recommended Approval of School Property Utilization

- Mike Gutshall, on behalf of Jersey Outlaw Softball is requesting use of the High School softball field and Mt. Rock Elementary Gym for softball practices from January through August, 2025. Because the utilization includes Sundays, Board action is necessary.

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

10.c. Proposed Job Description

The administration has developed the job description listed below:

- [801 - School Police Officer](#)

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

10.d. Recommended Approval of Fundraiser

Clarissa Nace, Middle School Principal, recommends approval of the following 2024-2025 fundraiser:

- Carnation Flower Sale in February to benefit the Middle School Student Council.

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2024-2025 fundraisers:

- Advertisements for the outfield fence banners to benefit the Softball Program.
- Email fundraising campaign [Snap Raise](#) through Mr. Mike Wood from March 8 - 22, 2025 to benefit the Softball Program.
- Car Show on April 14, 2025 (Sunday) from 7:30 am until 3:00 pm in the High School Parking Lot to benefit the Softball Program.

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

10.e. Recommended Approval of Cumberland Perry Area Career & Technical Center 2025-2026 General Fund Budget Proposal

Cumberland Perry Area Career & Technical Center has prepared a [General Fund Budget](#) for the 2025-2026 school year for consideration by the Board.

The administration recommends the Board of School Directors approve the proposed 2025-2026 CPACTC General Fund Budget as presented with the understanding that the actual cost for Big Spring's participation in the Career & Technical Center will be determined based on final enrollment calculations.

10.f. Recommended Approval of Tax Collector Compensation Plan Resolution

Pursuant to Section 36a of the Local Tax Collection Law, municipalities and school districts have the ability to change tax collector compensation only once every four years. The compensation structure must be in place "prior to the fifteenth day of February of the year of the municipal election." It ensures that persons running for tax collector in the primary election and municipal elections of 2025 have notice of the compensation structure prior to making the decision to run for the four-year term of office.

The administration recommends the Board of School Directors approve the revised [Tax Collector Compensation Plan Resolution](#).

10.g. Recommended Approval of Agreement

Superintendent Dr. Nicholas Guarente and Nicole Deutsch, Supervisor of Transportation have reviewed the [Agreement](#) between Paylor Transport and Big Spring School District to provide supportive transportation services for the 2024-2025 school year.

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

10.h. Recommended Approval of Proposal for Audit Services

The District requested a proposal for audit services from Boyer & Ritter LLC starting with audit year ending June 30, 2025. The firm provided the District with three proposals to include a one-year engagement, a three-year engagement and a five-year engagement.

The administration recommends the Board of School Directors accept the [five-year engagement proposal](#).

10.i. Recommended Approval of the K-12 Guidance Plan (Chapter 339)

Dr. Nadine Sanders, Assistant Superintendent, has updated and prepared the proposed 2025-2028 K-12 Guidance Plan (Chapter 339):

- [K-12 Guidance Plan 2025 - 2028](#)
- [Monthly Guidance Services Calendar](#)
- [Career Resources](#)
- [CTE Career Guidance Service Activities and Opportunities](#)
- [Career Placement Services](#)
- [Delivery System](#)

The administration recommends the Board of School Directors approve the proposed K-12 Guidance Plan as presented.

11. New Business - Information Item

11.a. Contracted Staff Update

Dr. Nadine Sanders, Assistant Superintendent, provides the following Contracted Staff Update:

- Cynthia Balestier to serve as a full-time contracted Laurel Life Counselor beginning January 2, 2025 replacing Ariel Helm who resigned.
- Sarah Finkenbinder provided a resignation from the position of ESS Paraprofessional at Mount Rock Elementary School effective January 30, 2025.
- Christie Main to serve as an ESS Paraprofessional at the Middle School.
- Olivia Stanton to serve as New Story Teacher in the Consortium Classroom at Oak Flat Elementary School replacing Sarah McCleaf.
- Danyelle Stone to serve as an ESS MDS Paraprofessional at the Middle School.
- Icia Zinn provided a resignation from the position of ESS Direct Care Paraprofessional at Oak Flat Elementary School.

11.b. Student Eligible for Early Graduation

Based on the successful completion of course work, Carson Hetrick is eligible for early graduation for the 2024-2025 school year and is also eligible to participate in the graduation ceremony in May.

11.c. Attorney General Assembly

Mr. Mitchell from the PA Office of Attorney General will be speaking to students in grades 4-12 about [Digital Citizenship](#) on January 27 and January 29, 2025. Presentation by school assembly will be made to the 4th and 5th grade students, middle school students, and high school students at separate times.

11.d. Buildings and Property Committee Meeting

The January 20, 2025 Buildings and Property Committee Meeting at 6:00 pm was advertised by public notice in the December 25, 2024 edition of the Newville Valley Times Star.

11.e. Appointment of a School Police Officers for Big Spring School District

Shane Cohick and Kyle Schlusser have been appointed School Police Officers of Big Spring School District being subject to the powers, duties, and requirements of the Public School Code of 1949, as amended, Section 1302-C and have been authorized by Order of Court dated January 6, 2025 in the Court of Common Pleas of Cumberland County.

11.f. Donation Recognition

The Big Spring School District received a donation of STEM Center Items which was accepted by Superintendent Dr. Nicholas Guarente for use in the Elementary Schools.

11.g. Proposed 2025-2026 School Calendar

The administration has drafted a proposed [School District Calendar](#) for the 2025-2026 school year and is provided as an information item which will be included on the February 18, 2025 Agenda as an action item.

11.h. Recommendation for New Curricular Resource

Listed below is a science, technology & engineering, environmental literacy & sustainability (STEELS) curricular resource recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for review by the Board which will be presented for approval at the February 18, 2025 Board Meeting:

- [Amplify Elementary Science](#) for grades K - 3

12. Board Reports

12.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle

Meeting Dates: February 5, April 2, and June 4

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

January 20, 2025 - 6:00 pm

12.c. Capital Area Intermediate Unit - Seth Cornman

[CAIU](#) Meeting Dates: January 23, February 27, March 27, April 24, May 22, and June 26

12.d. Cumberland Perry Area CTC - John Wardle and Mike Hippensteel

Meeting Dates: January 27, February 24, March 24, April 28, May 27, June 23, and July 28, 2025.

12.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade

Meeting Dates: February 18, 2025 - 6:30 pm, March 3, 2025 - 6:30 pm, April 7, 2025 - 6:30 pm, May 5, 2025 - 6:30 pm, and June 2, 2025 - 6:00 pm

12.f. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade

Meetings: March 17, April 22, May 19, and June 2

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

12.h. Policy Review and Development Committee - Seth Cornman, Julie Boothe, David Fisher, and John Wardle

Meetings: January 20, 2025 - 6:30 pm, March 17, 2025 - 6:00 pm, April 22, 2025 - 6:00 pm, May 19, 2025 - 6:00 pm, and June 23, 2025 - 6:30 pm

12.i. South Central Trust - Seth Cornman

12.j. Tax Collection Committee - David Fisher

12.k. Wellness Committee - Seth Cornman

12.l. Future Board Agenda Items

12.m. 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, **January 20, 2025**

Next scheduled meeting is **February 18, 2025 at 7:30 pm**