



# BOARD MEETING AGENDA

**OCTOBER 16, 2023**

7:30 PM - Middle School Auditorium

---

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** - Sadaf Sharifi
- 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 [Buildings and Property Committee](#), [Committee of the Whole](#) and [Board Meeting](#) Minutes for October 2, 2023 as presented?

## 7. Financial Reports

### 7.a. Payment of Bills

General Fund

Procurement Card	\$	12,158.18
Checks/ACH/Wires	\$	1,517,337.03
Special Revenue	\$	2,603.99
Capital Projects Reserve Fund	\$	75,600.00
ESCO Fund	\$	-
Cafeteria Fund	\$	234.55
Student Activities	\$	11,627.28
<b>Total</b>	<b>\$</b>	<b>1,619,561.03</b>

Motion to approve the Payment of Bills as presented?

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

General Fund	\$	37,620,876.43
Special Revenue Fund	\$	75,972.61
Capital Project Reserve Fund	\$	9,530,206.35
ESCO Fund	\$	5,343,138.83
Cafeteria Fund	\$	954,488.92
Student Activities	\$	268,774.85
<b>Total</b>	<b>\$</b>	<b>53,793,457.99</b>

Motion to approve the Treasurer's [Fund Report](#) as presented?

**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.

Motion to accept Year-To-Date [General Fund](#) and [Tax Reports](#) as submitted?

**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 Classified Extra-Curricular Personnel**

Extra-curricular classified positions and recommended personnel for 2023-2024 have been prepared by Stacy Lehman, Human Resources Coordinator and the salaries established for these positions for the 2023-2024 school year.

The administration recommends the Board of School Directors approve the extra-curricular classified personnel as presented.

**9.b. Recommended Approval of Resignation**

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

- E. Sherisa Nailor provided a letter of resignation from the position of High School Agriculture Teacher.

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

## 10. New Business - Actions Items

### 10.a. Recommended Approval for the Business Office to apply and obtain a Visa Credit Card for the use within Student Activities Fund

The District's procurement card program is designed for payments through the General Fund (Fund 10). There are times in which credit card payment is required on the Student Activity Fund (Fund 81). In these situations, the current procurement card process creates obstacles and opens the District up to reporting errors. The District would like to apply for and obtain a credit card through Belco to help streamline and tighten up internal controls. The credit card will be held in the Business Office and only used as a last resort. Additionally, the club advisors must have a completed dummy check before the credit card may be used. The credit limit we are requesting is \$5,000.

The administration recommends the Board of School Directors approve the Business Office to apply and obtain a Visa Credit Card through Belco.

### 10.b. Recommended Approval of ESCO Project Payment

The following invoice is for payment within the ESCO Project:

- McClure, Co. - [Pay App #7](#) - \$340,247.05

The administration recommends the Board of School Directors approve the McClure invoice to be paid from the ESCO Project Fund.

### 10.c. PTO Audits for 2022-2023

The Big Spring School District received letters advising the 2022 - 2023 PTO financial reports were accepted with auditing standards for the following buildings:

- Middle School PTO - [letter](#) from Trina Manetta
- Mount Rock Elementary PTO - [letter](#) from Karen M. Heishman
- Oak Flat Elementary PTO - [letter](#) from Trina Manetta

The administration recommends the Board of School Directors accept the 2022-2023 PTO audits as presented.

### 10.d. Recommended Approval of Capital Project Fund Payments

The following invoice is for payment within the Capital Project List:

- [Prismworks - \\$67,550.00 - Invoice#15135 - HS Cabling Project](#)

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

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

Mrs. Nicole Donato, Director of Curriculum and Instruction, received a request from the following teacher to apply for a grant:

- Jenna McIntire, Middle School Agriculture/Technology Education Teacher, is requesting permission to apply for the [Learning by Doing Grant](#).

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

**10.f. Recommended Approval of 2023 - 2024 Agreement**

The **Hire Me and Ship SAILS Program** [Consultant Agreement](#) between Shippensburg University and Big Spring School District for 2023-2024 has been reviewed by Dr. Abigail Leonard, Director of Student Services. The Hire Me program is a work skills program at Shippensburg University to assist 14-18 year old High School students with disabilities. The Ship SAILS program is for district students ages 18-21 who have met District requirements for graduation but continue to be eligible for special education services.

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

**10.g. Recommended Approval of a Middle School Fundraiser**

Mrs. Clarissa Nace, Middle School Principal, is requesting permission for the following 2023-2024 fundraiser:

- [RaiseRight](#) Gift Card Fundraiser - November 1 through January 31, 2024 to benefit 8th Grade Students

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

**10.h. Recommended Approval of Middle School Field Trips**

Mrs. Clarissa Nace, Middle School Principal, is requesting permission for the following 2023-2024 field trips:

- Susquehanna University Trip for 8th grade French 1 students on November 13, 2023.
- Hershey Park Trip for 8th grade students on Thursday, May 23, 2023.

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

## 11. New Business - Information Item

### 11.a. The Western PA School for Blind Children

The Western PA School for Blind Children 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 Behavior Technician Services Agreement for a Big Spring student receiving services during the 2023-2024 school year.

### 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 for the 2023-2024 school year.

### 11.c. Proposed Job Descriptions

The administration has proposed the job descriptions listed below:

- [601 Supervisor of Food Service](#)
- [605 Supervisor for Transportation](#)

After the job descriptions have been reviewed by the Board of School Directors, the administration will present the job descriptions for Board approval at the November 13, 2023 Board meeting.

## 12. Board Reports

### 12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster

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

Meeting Dates: February 7, 2024 April 3, 2024 June 5, 2024

### 12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle

### 12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle

Meeting Dates: Nov. 13, 2023 May 6, 2024

### 12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers

Meeting Dates: Dec. 4, 2023 March 18, 2024 April 22, 2024 May 20, 2024 June 3, 2024

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

### 12.g. Capital Area Intermediate Unit - Mr. Swanson - September 28, 2023 [Board Highlights](#)

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

### 12.i. Future Board Agenda Items

### 12.j. 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, **October 16, 2023**

Next scheduled meeting is **November 13, 2023 at 7:30 pm**