



# **Big Spring School District**

## **Newville, Pennsylvania**

### **Board Meeting Minutes**

#### **October 16, 2023**

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

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 7:30 pm with nine (9) Board of School Directors present: John Wardle, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, William Swanson, and Donna Webster

Absent: No absences

Others in attendance: Nicholas Guarente, Superintendent; Nadine Sanders, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darin Baughman, Technology Support.

#### **2. Student/Staff Recognition and Board Reports** - Sadaf Sharifi provided updates on the activities and events of the high school to the Board.

#### **3. Reading of Correspondence** – Nothing Offered

#### **4. Recognition of Visitors** – 19 visitors signed in for the meeting

#### **5. Public Comment Period**

Lisa Shade offered comments on PSSA test scores and the need for improvement. She requested a public update on what is being done to address the non-proficient test scores.

Middle School Choral Director and Teacher Lori Shover invited everyone to attend the PA Music Educators Association District 7 Middle School Song Fest hosted by Big Spring on November 11 at 4:00 pm in the Middle School Auditorium.

## 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?

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

## 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 by Mr. Myers was seconded by Mr. Deihl

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

Motion Carried unanimously. 9-0

### 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?

Motion by Mr. Myers was seconded by Mr. Deihl

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Swanson, 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 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?

Motion by Mr. Deihl was seconded by Mr. Roush

Mr. Statler offered comparison percentages to last year and said expenditures are on par as expected.

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

## **8. Old Business – Nothing Offered**

## **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.

Motion by Mr. Deihl was seconded by Mr. Roush to combine and approve all items in New Business Personnel Action Items 9 (a) through 9 (b) as outlined and recommended above.

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

## **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **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, 2024.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

## **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** – Nothing Offered

**12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle** – Mr. Deihl said the next meeting is February 7, 2024

**12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle** – Nothing Offered

**12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle** – Mr. Over stated the next meeting is November 13, 2023

**12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers** – Nothing Offered

**12.f. South Central Trust - Mr. Deihl** – Nothing Offered

**12.g. Capital Area Intermediate Unit - Mr. Swanson** – Mr. Swanson said the September 28, 2023 [Board Highlights](#) were in Board packets and the next meeting is October 26.

**12.h. Tax Collection Committee - Mr. Swanson** – Mr. Statler said there will be a meeting tomorrow to hopefully pass the budget.

**12.i. Future Board Agenda Items** – Nothing Offered

#### **12.j. Superintendent's Report - Dr. Nicholas Guarente**

Dr. Guarente said ESCO II will be included as a November topic as well as capital projects beyond the scope of ESCO II. He also said the ACT 1 timeline and percentage will not exceed the percentages mentioned today.

Dr. Guarente said we are looking forward to the Special Olympics which will be held on October 24 at Dickinson College at 10:00 am.

Dr. Guarente stated we have previously discussed the money we are contributing to the CTC building project and said our 8<sup>th</sup> grade students will visit there on October 19 to explore career opportunities which are yielded by our investment in the CTC.

Dr. Guarente shared the Bulldogs CARE initiative at the middle school is going well as it correlates the school store to students shopping with coins earned for respectful, responsible, and safe behavior. He said we are very pleased with the success of the program.

### **13. Meeting Closing**

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

Mr. Myers asked if all 8<sup>th</sup> grade students visit the Cumberland Perry Career & Technical Center or only interested students and Dr. Guarente responded everyone makes the trip to see what is offered to students.

Mr. Wardle thanked everyone for coming and said this is the last meeting before elections and he encouraged everyone to vote for the candidate of their choice. He also thanked Sadaf for being the high student representative to the Board.

#### **13.b. Adjournment**

Motion to adjourn the meeting by Mr. Deihl was seconded by Mr. Roush  
Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Swanson, Wardle, and Webster  
Motion Carried unanimously. 9-0

Meeting adjourned at **7:59 pm, October 16, 2023**

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

  

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