

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### October 2, 2023



*The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and section 504 coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.*

---

#### **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 7:32 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; and Rob Krepps, Director of Technology.

President Wardle announced the Board held an Executive Session this evening prior to the start of the Buildings and Property Committee Meeting to discuss legal elements of technology and technology contracts.

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

The High School Chamber Choir, directed by High School Teacher Ed Wilson, performed the National Anthem.

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

Jocelyn Kraus and Ed Wilson provided staff updates to the Board on the offerings and student/staff involvement at the High School.

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

#### **4. Recognition of Visitors - 21 visitors signed-in for the meeting**

#### **5. Public Comment Period – Nothing Offered**

## 6. Approval of Minutes

Motion to approve the [Committee of the Whole](#) and [Board Meeting Minutes](#) for September 18, 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	\$	3,425,661.04
Special Revenue Fund	\$	1,351.38
Capital Project Reserve Fund	\$	-
ESCO Fund	\$	-
Cafeteria Fund	\$	107,759.38
Student Activities	\$	20,591.88
<b>Total</b>	<b>\$</b>	<b>3,555,363.68</b>

Motion by Mr. Myers was seconded was seconded by Mr. Deihl

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 Resignations

Dr. Sanders, Assistant Superintendent, received the following staff resignation:

- Carly Zinn provided a letter of resignation from the position of Administrative Assistant to Transportation and Substitute Management effective October 6, 2023.

Mr. Scott Penner, Director of Athletics and Student Activities, received the following extra-duty resignations:

- Jan Beck provided a letter of resignation from the position of Head Middle School Track Coach.

**9.a. Recommended Approval of Resignations (continued)**

- Kristen Gaus provided a letter of resignation from the position of Musical Assistant effective immediately.
- Evan Jarusewski provided a letter of resignation from the position of Head Swim Coach.
- Michelle Paris provided a letter of resignation from the position of Assistant Bocce Coach.

Mr. Jason Shover, High School Principal, received the following extra-duty resignation:

- Riley Brown provided a letter of resignation from the position of Advisement Coordinator.

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

**9.b. Recommended Approval of Athletic Staff**

Mr. Scott Penner, Director of Athletics and Student Activities, recommends the following:

- Javaun Moore to serve as Volunteer for the Boys Basketball Program.
- Robert Morrison to serve as Assistant High School Girls Basketball Coach.
- Caitlin Steinly to serve as Volunteer Coach for the Girls Basketball Program.

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

**9.c. Recommended Approval of Professional Extra-Curricular Personnel**

Extra-Curricular positions and recommended personnel for 2023-2024 have been reviewed by Stacy Lehman, Human Resources Coordinator and the 2023-2024 salaries established for these positions are based on the current contract between the Big Spring Association and the Big Spring School District.

The administration recommends the Board of School Directors approve the 2023-2024 extra-curricular personnel as presented.

**9.d. Recommended Mentors for 2023-2024**

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or transfer of building assignment 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. The recommended year 2 mentors for 2023-2024 are listed below:

Inductee	Building/Subject	Mentor
Valerie Kanc	Oak Flat Speech & Language	Amanda Webber (pro-rated for year 2 mentor coverage during Jennifer Warner's leave of absence).
Kacey O'Donnell	Newville Speech & Language	Amanda Webber (pro-rated for curriculum mentor coverage during Jennifer Warner's leave of absence).

The administration recommends the Board of School Directors approve the additional 2023-2024 mentor teacher as presented.

**9.e. Recommended Approval of Leave Request**

Laurie Miller, Administrative Assistant to the High School Counseling Office, is requesting a leave of absence to begin Wednesday, September 20, 2023 through approximately Wednesday, November 15, 2023 with a return date of Thursday, November 16, 2023.

The administration recommends the Board of School Directors approve Laurie Miller's requested leave of absence as presented.

Motion by Mr. Deihl was seconded by Mr. Roush to combine and approve New Business Personnel Items 9 (a) through 9 (e) 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. 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 current contract between the Big Spring Educational Association, the Act 93 Agreement, and the Big Spring School District.

Tara Barnard	\$1,545.00
Riley Brown	\$4,353.00
Denise Hocker	\$5,550.00
Adam Oldham	\$1,995.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits 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.b. Recommended Approval for Building Utilization Request**

- Mike Clelan on behalf of Junior Olympic Wrestling is requesting to use the High School Commons and Gym on January 28, 2024 for a Dual Meet. Because the utilization request is on a Sunday, Board action is necessary.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 8-1

**10.c. Recommended Approval of Snow Removal RFP**

The snow removal agreement ended in FY23. The District must advertise for proposals under the formal bid process as reviewed and directed by the Solicitor.

The administration recommends the Board of School Directors approve the release of the included [bid specification](#) as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Motion by Mr. Over to amend the advertisement for proposals to require one year and 3 year bids was seconded by Mr. Deihl

Mr. Statler asked a clarification question about the advertisement for proposals to include a renewal option and the consensus was to continue to include a 1 year renewal option for both 1 year and 3 year proposals.

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

Motion Carried unanimously. 9-0

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

**10.d. Case A**

The parents of Case A of the 2023-2024 school year waived their right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case A of the 2023-2024 school year 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.e. Recommended Approval of Fundraisers**

Oak Flat Principal, Stacey Kimble, recommends approval of the following fundraisers:

- [Java Joes](#) fall fundraiser to benefit Oak Flat Elementary School PTO.
- [Square 1 Personalized Art](#) fall fundraiser to benefit Oak Flat Elementary School PTO.
- Hershey Chocolate Bar spring fundraiser to benefit Oak Flat Elementary School PTO.

**10.e. Recommended Approval of Fundraisers (continued)**

The administration recommends the Board of School Directors approve the fundraisers 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 the McClure Notice to Proceed**

The District's Phase II of the ESCO project will be completed over the summer of 2024. The District and McClure are working on a contract. The contract will include High School HVAC upgrades, Mount Rock HVAC upgrades, Newville HVAC upgrades, High School window replacements, and Mount Rock/DAO roof replacement. The contract will be on the board agenda for November 13, 2023.

The administration recommends the Board of Directors approve the [notice to proceed](#) with McClure Company.

Motion by Mr. Deihl was seconded by Mr. Roush

Mr. Over expressed concerns regarding the number of bids on Phase II of the ESCO and made a motion to solicit additional bids on each individual item of work to be completed before proceeding, which was seconded by Mr. Fisher.

The Phase II project contract process and bidding of the individual elements of the project was discussed by the Board.

Mr. Roush reminded everyone the McClure Company has already paid for permits and engineering because of our contract with them for Phase I so Big Spring would be required to obtain and pay for engineering in order to receive additional bids.

Dr. Guarente reminded the Board McClure Company is operating under a KPN state contract which is a nation-wide purchasing co-op to offer schools the ability to obtain bulk pricing discounts in order to save money. He also stated the purpose of an ESCO is to be economically and energy efficient under one contract in conjunction with the state contract purchasing power.

Voting Yes on the Amendment: Fisher and Over

Motion Fails. 2-7

Voting Yes on the Motion: Deihl, Fisher, Myers, Piper, Roush, Swanson, Wardle, and Webster

Motion Carried. 8-1

**10.g. Recommended Approval of Middle School Field Trip**

Middle School Principal, Clarissa Nace, is requesting permission for middle school students to attend the following field trip:

- Middle School Environmental Club to conduct a stream study on November 1, 2023 in connection with the Chesapeake Bay Foundation [Learn Outside](#) Environmental Education Program.

The administration recommends the Board of School Directors approve the above listed field trip 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 Agreements**

Dr. Abigail Leonard, Director of Student Services, has reviewed the [Addendum](#) between Big Spring School District and **ESS Northeast, LLC**, to provide educational staffing services during the 2023-2024 school year.

Dr. Abigail Leonard, Director of Student Services, has reviewed the Teletherapy Master Professional Services [Agreement](#) between Big Spring School District and **AXIS Teletherapy, LLC**, to provide telehealth-based professional educational services during the 2023-2024 school year.

Dr. Abigail Leonard, Director of Student Services, has reviewed the [Memorandum of Understanding](#) between Big Spring School District and **Diakon Family Life Services** to provide school based drug and alcohol outpatient treatment services during the 2023-2024 school year.

The administration recommends the Board of School Directors approve the agreements 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. Revised 2023 - 2024 Board Meeting Schedule**

Meeting start times have been amended for future 2023-2024 Board meetings. Please refer to the [revised schedule](#) of meeting dates and start times which are also posted to our Web Page.

## **11.b. ESS Staff Information**

Dr. Abigail Leonard, Director of Student Services, provides the following ESS staff updates:

- Adelisa Mesic will transfer from a Paraprofessional position at Oak Flat to a Direct Care Paraprofessional position at Oak Flat.
- Carrie Livelsberger will transfer from a Paraprofessional position at Newville Elementary to a Paraprofessional position at Oak Flat effective August 17, 2023.
- Amy Staver will serve as the new Specialist Paraprofessional at the Middle School.
- Alexandra Bair will serve as a part-time virtual speech clinician through ESS.

## **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 stated the next meeting is October 4, 2023.

**12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle** – Mr. Piper provided September 25 meeting updates to the Board including further development of the plans for the construction project and work of the engineers to prepare for bid documents.

**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** – Mr. Deihl stated the next meeting is October 16, 2023.

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

**12.g. Capital Area Intermediate Unit - Mr. Swanson** – Nothing Offered

**12.h. Tax Collection Committee - Mr. Swanson** – Nothing Offered

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

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

Dr. Guarente said we are preparing a district-wide newsletter which will be mailed out by the end of October as an informational item to increase transparency and knowledge of the District.

Dr. Guarente stated this week is Homecoming so we have a lot of fun activities going on throughout the week culminating with activities on Friday and Saturday.

Dr. Guarente shared the Big Spring School District was voted Outstanding Visual Arts Community for the 2022 – 2023 school year and congratulated everyone on that achievement which he said speaks to the engagement piece mentioned by the high school teachers earlier.

**12.j. Superintendent's Report - Dr. Nicholas Guarente (continued)**

Dr. Guarente recognized Mr. Swanson who missed receiving his PSBA Award for 20 years of service on the Board at the last meeting because of an injury.

**13. Meeting Closing**

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

Mr. Wardle thanked everyone for coming this evening to hear about the business of the Board and said things are going well with students and activities.

**13.b. Adjournment**

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

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

Motion Carried unanimously. 9-0

Meeting adjourned at **8:22 pm, October 2, 2023**

Next scheduled meeting is **October 16, 2023 at 7:30 p.m.**

  

---