



BOARD MEETING AGENDA

NOVEMBER 13, 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 [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting](#) Minutes for October 16, 2023 as presented?

7. Financial Reports

7.a. Payment of Bills

General Fund

Procurement Card	\$	16,705.08
Checks/ACH/Wires	\$	2,259,131.36
Special Revenue	\$	2,279.55
Capital Projects Reserve Fund	\$	107,872.90
ESCO Fund	\$	340,247.05
Cafeteria Fund	\$	160,252.69
Student Activities	\$	44,436.58
Total	\$	2,930,925.21

Motion to approve the [Payment of Bills](#) as presented?

7.b. Treasurer's Fund Report

General Fund	\$	38,680,097.43
Special Revenue Fund	\$	84,877.08
Capital Project Reserve Fund	\$	9,446,306.34
ESCO Fund	\$	5,025,997.08
Cafeteria Fund	\$	905,268.98
Student Activities	\$	272,282.59
Total	\$	54,414,829.50

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 four 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 a High School Agriculture Teacher

Education:

The Pennsylvania State University, College of Agricultural Sciences (Bachelor’s Degree)

Experience:

Cumberland Valley School District - Agriculture Teacher

The administration recommends the Board of School Directors appoint **Morgan Bear** to the position of High School Agriculture Education Teacher replacing E. Sherisa Nailor who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$58,354.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.b. Recommended Approval of Athletic Staff Updates

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

- Justin Barrick to serve as a volunteer for the Boys Wrestling Program.
- Madison Bishop to serve as a Volunteer Coach for the Girls Basketball Program.
- Shane Cohick to serve as Assistant Coach for Middle School Girls Wrestling.
- Gregory Ellerman to serve as Head Coach for Swimming
- Derek Enders to serve as a volunteer for the Boys Wrestling Program.
- Luke Etter to serve as a Volunteer for the Boys Wrestling Program.
- Leah Flemming to serve as a Volunteer Coach for the Girls Wrestling Program.
- Mark Graham to serve as a Volunteer Coach for the Girls Basketball Program.
- Shawn Gutshall to serve as a Volunteer for the Boys Wrestling Program.
- Kelsey Hernjak to serve as Assistant Coach for the Bocce Program.
- Benjamin Pratt to serve as a Volunteer Coach for the Boys Basketball Program.
- Weston Reall submitted a letter of resignation from the position of Assistant JV Baseball Coach but will continue to serve as a Volunteer Coach.
- Joseph Sinkovich to serve as Assistant Coach for High School Girls Wrestling.

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

9.c. Recommended Approval of the Winter Coaching Roster

A list of the winter coaching positions and recommended personnel prepared by Scott Penner, Director of Athletics and Student Activities, has been reviewed by Stacy Lehman, Human Resources Coordinator. The 2023-2024 salaries established for these positions are based on the current contract between the Big Spring Education Association and the Big Spring School District.

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

9.d. Recommended Approval of Extra-Duty Positions

Dr. Nadine Sanders, Assistant Superintendent, recommends the following individual for a 2023-2024 Extra Duty Position:

- Aaron Hungerford for the position of High School Choral Director during Edward Wilson's sabbatical leave.
- Morgan Bear for the position of Agriculture Education Program Coordinator replacing E. Sherisa Nailor who resigned.

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

9.e. Recommended Approval of Leave Requests

Administration received the following leave requests:

- **Amanda Frankford**, High School Teacher, is requesting a child-rearing leave of absence to begin approximately Monday, March 25, 2024 through approximately Friday, May 31, 2024 with a return date of Monday, June 3, 2024.
- **Jennifer Roberts**, Mount Rock Elementary Teacher, is requesting a leave of absence to begin Thursday, January 11, 2024 through approximately Thursday, February 8, 2024 with a return date of Friday, February 9, 2024.

The administration recommends the Board of School Directors approve the requested leave of absence as presented.

9.f. Recommended Approval of Resignations

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

- Morgan Beamer provided a letter of resignation from the position of Middle School Social Studies Teacher.

Dr. Abigail Leonard, Director of Student Services, received the following staff resignation:

- Brooke Brown provided a letter of resignation from the position of Health Room Assistant at Newville Elementary School effective November 3, 2023.

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

9.g. Recommended Approval of Student Interns for the Aquatic Program

Mr. Matthew Kump, Aquatics Director, is recommending Student Interns for the Aquatic Program based on a recommendation from Mrs. Cherie Powell, Student Career Coordinator:

- Alexis Clouse
- Maeve Hurley
- Christian Kaufman
- Abel Negley
- Abigail Rosenberry

The administration recommends the Board of School Directors approve hiring paid student interns for the Aquatic Program at a rate of \$11.27 per hour based on the Classified Employee Agreement for 2023-2024 as presented.

9.h. Recommended Approval of Extra Duty Position

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 mentors:

Inductee	Building/Position	2023-2024 Mentor
Morgan Bear	High School Agriculture Teacher	SaraBeth Fulton

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

9.i. Recommended Transfer of Classified Staff

Administration would like to recommend the following individual for transfer:

- Ms. Shelli Kent from Supervisor of Food Service and Transportation to Supervisor of Food Service

The administration recommends the Board of School Directors approve the employee listed above for a transfer with no change in placement on the classified pay scale.

9.j. Recommended Approval of a Supervisor for Transportation - Nicole Deutsch

Nicole Deutsch is recommended to the position of Supervisor for Transportation with a compensation established at \$50,000.00 per year which will be pro-rated for the 2023-2024 school year. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Education: High School Diploma - Lebanon High School

Experience: Old Dominion Freight Line - Parts Coordinator

The administration recommends the Board of School Directors approve Nicole Deutsch's hire as presented.

9.k. Approval of the Contract for the Business Manager

The Board of School Directors will vote to continue the employment agreement with Mr. Michael J. Statler Business Manager with a contract that commences on July 1, 2024 and concludes on June 30, 2029.

Motion to approve an employment contract for Mr. Michael Statler to serve as the Business Manager July 1, 2024 through June 30, 2029.

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.

Brent Duffy	\$1,507.50
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The administration recommends the Board of School Directors authorize reimbursement for graduate credits as presented.

10.b. Recommended Approval of the FBLA MOU

The High School would like to build a [Future Business Leaders of America](#) program. The MOU allows for adding an FBLA advisor position to the CBA.

The administration recommends the Board of School Directors approve the [FBLA MOU](#).

10.c. Recommended Approval of the MOU for four Middle School Extra Curricular Positions

Mrs. Nace is recommending a Talent Show Director, Talent Show Assistant Director, Talent Show Tech and Stage Crew Supervisor, and BSMS FFA Assistant Advisor positions to be added to the CBA.

The administration recommends the Board of School Directors approve the [MOU](#) to create four Middle School extra-duty positions.

10.d. Recommended Approval of a New Deitch Driver

Deitch Buses, Inc. has submitted an additional driver for the 2023-2024 school term:

- **Heather Shutt**

The administration recommends the Board of School Directors acknowledge receipt of the additional driver for the 2023-2024 school year.

10.e. Recommended Approval of a Resolution to Stay within the Act 1 Index

School Districts who stay within the Adjusted Act 1 index can avoid the extended budget process. From the [PDE Annual Budget Timelines and Standard Terminology](#) page: *Note: An alternate process exists under SS Act 1 of 2006. A Board may adopt (via Board vote) a resolution indicating that it will not raise the rate of any tax for the support of public schools for the following fiscal year by more than its index. No less than 110 days prior to the primary election, a Board must submit a copy of the resolution and a schedule of the proposed tax rates to PDE via the Consolidated Financial Reporting System, General Fund Budget (CFRS-GFB). A Board that adopts a resolution through this process does not need to comply with the preliminary budget requirements and need only follow the procedures outlined in section 312 of SS Act 1 and section 687 of the School Code for the adoption of both its proposed final budget and its final budget.*

Based on the presentation to the Finance Committee in October, the administration prepared a [resolution to stay within the index](#) as noted above.

The administration recommends the Board of School Directors approve the resolution to stay within the index.

10.f. Recommended Approval of Fundraisers

Mr. Jason Shover, High School Principal, recommends the following 2023 - 2024 fundraisers:

- Giftwrapping Fundraiser from November through December 2023 to benefit a High School Intensive Learning Support field trip.
- [Terry Lynn Fundraiser](#) during the fall to benefit the High School National Art Honor Society.
- Christmas Bonanza Craft Show on December 2, 2023 in the High School Commons to benefit the 2024 Post Grad.

Mr. Scott Penner, Director of Athletics and Student Activities, recommends the following 2023-2024 fundraiser:

- [Gertrude Hawk](#) Fundraiser during November and December to benefit the Class of 2026.

Mrs. Clarissa Nace, Middle School Principal, recommends the following 2023-2024 fundraiser:

- [Fishers Popcorn](#) from November 15 until December 15, 2023 to benefit NJHS.

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

10.g. Recommended Approval of Capital Project Fund Payments

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

- Trane - [Application #8](#) - \$74,597.37

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

10.h. Recommended Approval of the McClure Contract Amendment

The District's Administration, along with the Buildings and Property Committee, has spent some time researching, interviewing, and analyzing project options for outdated/end of life equipment. A significant part of the planning involved a Request for Proposal. The District received four competitive proposals. The team then interviewed all four companies, with a second interview for two of the companies. The projects are focused on providing energy savings to the District, along with upgrading outdated equipment. Phase I of the project was completed by McClure this past Summer/Fall. The proposal for the contract amendment is for Phase II. Phase II will have the following projects: [High School HVAC Upgrades, Mount Rock HVAC Upgrades, Oak Flat Kitchen Cooling Upgrades, Newville HVAC Upgrades, High School Window Replacement, and Mount Rock/DAO Roof Replacement.](#)

The administration recommends the Board of School Directors approved the [McClure Company contract](#) amendment.

10.i. 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:

- SaraBeth Fulton, High School Agriculture Teacher, is requesting permission to apply for the [Learn by Doing Grant](#) sponsored by the PA FFA Foundation.

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

10.j. Recommended Approval of Proposed Job Descriptions

The administration has proposed the job descriptions listed below:

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

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

10.k. Recommended Approval of Agreements

Administration has reviewed the [Order Form](#), [Employee Order Form](#), and [Software and Services Agreement](#) between Big Spring School District and Terrace Metrics, Inc. which provides a survey tool that seeks feedback to support student and staff wellness.

Dr. Abigail Leonard, Director of Student Services, has reviewed the [Partnership Agreement](#) between Big Spring School District and [Domestic Violence Services of Cumberland and Perry Counties](#) (DVSCP) to provide a [We Care Program](#) for grades 3-5 and the [Empowerment Support Group](#) for grades K-5 during the 2023-2024 school year.

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the Cosmic Adventures Traveling Planetarium Program Guidelines and [Planetarium Visit Agreement](#) #23-1266 for a Title I Reading Event during the 2023-2024 school year.

Dr. Abigail Leonard, Director of Student Services, has reviewed the [Agreement](#) with Clear Path Pediatric Therapy LLC to provide speech and language services to special education students during the 2023-2024 school year.

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

10.l. Recommended Approval of Building Utilization Requests

- Nichole Garman on behalf of Midget Football is requesting to use the High School Auditorium and commons on Sunday, December 3 from 1:00 to 6:00 pm for their end-of-year banquet.
- Samantha Webber on behalf of Big Spring Volleyball is requesting to use the Commons at Mount Rock Elementary School on Sunday, December 3, 2023 from 2:00 until 4:00 p.m. for an end of season volleyball celebration.

Because the utilization requests are on Sunday, Board action is necessary. The administration recommends the Board of School Directors approve the utilization requests as presented.

10.m. Recommended Approval of MOU for Extra-Curricular Salaries

A revised coaching structure for the Wrestling Program was approved at the June 19, 2023 Board Meeting to establish a separate Girls Wrestling Team. A [Memorandum of Understanding](#) has been created to update the Collective Bargaining Agreement to establish the Wrestling Coaches Salaries based upon the new structure of the program.

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

10.n. Recommended Approval of Middle School Field Trips

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

- History Club Field Trip to Gettysburg on Wednesday, December 6, 2023
- Fundraiser Reward Trip to Carlisle Movie Theater on December 8, 2023 paid by Cherrydale fundraising company
- Geography Bee Finalists Trip to Washington D.C. on March 12, 2024
- Sixth Grade Field Trip to Pine Grove Furnace State Park on Friday, May 17, 2024
- Seventh Grade Field trip to Camp YoliJwa on May 24, 2024

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

10.o. Recommended Approval of Fundraisers

Clarissa Nace, Middle School Principal, is requesting permission to conduct fundraisers during the 2023-2024 school year:

- Dinner Night at local restaurants to benefit the Middle School PTO
- Big Spring Spirit Wear Sale to benefit the Middle School PTO
- Red Robin Gift Card Fundraiser November through December to benefit the Middle School PTO
- FFA Pet Wash at the Shippensburg Tractor Supply on December 2, 2023 to benefit the FFA

Stacey Kimble, Oak Flat Elementary Principal, is requesting permission to conduct a fundraiser during the 2023-2024 school year:

- Race for Education in the spring to benefit students and support the PTO

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

10.p. Recommended Approval of Snow Removal Bid/Contract

After advertising for snow removal, the District received one bid response from [Blue Mountain](#).

The administration recommends the Board of School Directors accept the alternate bid from Blue Mountain Excavating, Inc. at the hourly rates shown for snow removal during the 2023-24 school year. The agreement is a three-year agreement with a mutual option for year four.

10.q. Recommended Approval of the Fiscal Year End 2022-23 Transfer from General Fund to Capital Project Reserve Fund

The Annual Finance Report (AFR) for fiscal year 2022-23 is due November 30th. Part of the AFR includes any transfers from General Fund to Capital Project Reserve Fund. As discussed at the Finance Committee in October, the transfer looks to include \$2,700,000 for the ESCO Project Phase II and \$1,500,000 for future capital needs.

The administration recommends the Board of School Directors approve the transfer of \$4,200,000 from the general fund to the capital project reserve fund, retroactive to June 30, 2023.

11. New Business - Information Item

11.a. Long-Term Substitute through ESS the District's Substitute Agency

Dr. Nadine Sanders, Assistant Superintendent, recommends the following candidate to serve as a long-term substitute teacher during the 2023-2024 school term:

- Aaron Hungerford to serve as long-term substitute Vocal Music Teacher at the High School beginning January 15, 2024 during Edward Wilson's sabbatical leave.

11.b. ESS Staff Resignation

Dr. Abigail Leonard, Director of Student Services, received an ESS Staff Resignation:

- Adelisa Mesic provided a letter of resignation from the position of Paraprofessional at Oak Flat Elementary School.

11.c. Proposed Approval of Updated Curriculum

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends updated Curriculum listed below for Board approval at the December 4, 2023 Board Meeting. All resources are available in the Curriculum Center for review by the Board of School Directors.

- [High School Web Page Design](#) (revised)

11.d. Proposed Approval of Updated Job Description

The administration has updated the job description listed below:

- [104 Assistant Superintendent](#)

After the job description has been reviewed by the Board of School Directors, the administration will present the updated job description for Board approval at the December 4, 2023 Board meeting.

11.e. BAYADA Staff Update

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

- Isabel Carr to serve as a substitute nurse through BAYADA Home Health Care beginning November 6, 2023 until the vacancy is filled.

11.f. Clear Path Pediatric Therapy LLC Staff Update

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

- Felicity Baker to provide speech and language services to special education students through Clear Path Pediatric Therapy LLC contingent upon pending receipt of a type 04 Emergency Permit approved by the PA Department of Education.

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: May 6, 2024

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

Mtg 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

[Board Highlights](#) for October 26, 2023 Next Meeting is November 16, 2023 at 8:00 am

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, **November 13, 2023**

Next scheduled meeting is the Re-Organization Meeting on **December 4, 2023 at 7:30 pm**