



BOARD MEETING AGENDA

NOVEMBER 18, 2024

7:30 PM - Big Spring Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** – Evelyn Hippensteel
- 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 Meeting Minutes for October 7, 2024](#), the [Policy Committee Meeting Minutes](#), the [Finance Committee Meeting Minutes](#), [Committee of the Whole Meeting Minutes](#), and the [Board Meeting Minutes](#) for October 21, 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	\$25,330.96	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,436,802.34	General Fund - Detail	General Fund - Summary
Special Revenue	\$1,981.15	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$100,018.00	Capital Projects Reserve Fund - Detail	Capital Projects Reserve Fund - Summary
Cafeteria Fund	\$171,957.78	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$43,058.38	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$2,779,148.61

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, ESCO 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 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:

- Aubrey Chestnut
- Rebekah Fertig
- Micah Leuck
- Kolyn Rhoads
- Jocelyn Warner
- Kady White

The administration recommends the Board of School Directors approve hiring paid student interns for the Aquatic Program at a rate of \$11.61 per hour based on the Classified Employee Agreement for 2024-2025 as presented.

9.b. Recommended Approval of Classified Extra-Curricular Personnel

A list of the 2024-2025 extra-curricular classified positions and recommended personnel has been prepared by Stacy Lehman, Human Resources Coordinator.

The administration recommends the Board of School Directors approve the extra-curricular classified personnel roster 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 and Phyllis Martin, Payroll and Benefits. The 2024-2025 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 for 2024-2025 as presented.

9.d. Recommended Approval of Resignations

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

- Shannon Arnold provided a resignation from the position of Second Grade Teacher at Mount Rock Elementary School effective October 23, 2024.
- Jennie Ortiz provided a resignation from the position of English Teacher at the High School effective the end of the first semester.

Cheri Frank, Director of Custodial Services, received the following resignation:

- Cullen Willock provided a resignation from the position of High School Custodian effective October 21, 2024.

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

- Chris Killian provided a resignation from the position of Musical Assistant.
- Riley Williams provided a resignation from the position of Musical Assistant.

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

9.e. Recommended Approval of Extra-Duty Personnel

Scott Penner, Director of Athletics and Student Activities, recommends the following 2024-2025 extra-duty staff:

- Kaylee Enck to serve as Musical Assistant for the Musical.
- Sarah Enck to serve as Musical Assistant for the Musical.
- Morgan Feick to serve as Musical Assistant for the Musical.

- **9.e. Recommended Approval of Extra-Duty Personnel (continued)**

- Dylan Johnson to serve as Assistant Coach for the Baseball Program.
- Isabella Llanguno to serve as Musical Assistant for the Musical.
- Michael Owen to serve as Volunteer Coach for the Swimming Program.
- Chelsey Schlusser to serve as Head JV Coach for the Softball Program.
- Brandon Stum to serve as Volunteer Coach for the Girls Wrestling Program.
- Rodney Yeager to serve as Assistant Coach for the Girls Wrestling Program.

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

9.f. Recommended Approval of a School Police Officer

The administration recommends Shane Cohick as a 200-day School Police Officer for the 2024-2025 school year. Shane will work 8 hours per day at an hourly wage of \$33.00 based on the 2024-2025 Classified Compensation Plan. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. Employment is pending receipt of all required employment documentation.

9.g. Recommended Approval of a School Police Officer

The administration recommends Kyle Schlusser as a 180-day School Police Officer for the 2024-2025 school year. Kyle will work 8 hours per day at an hourly wage of \$33.00 based on the 2024-2025 Classified Compensation Plan. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. Employment is pending receipt of all required employment documentation.

10. New Business - Actions Items

10.a. Recommended Approval of Student Trips and Athletic Team Travel

Clarissa Nace, Middle School Principal, recommends approval of the following student trips:

- Approximately 12 middle school students and 2 teachers to attend the Nutcracker Ballet in Harrisburg on December 6, 2024 as part of the Bulldogs C.A.R.E. (PBIS) initiative.
- Middle School History Club and advisors to attend and participate in Regional level National History Day Competition at Messiah University on March 1, 2025.
- Middle School students and 7th grade Social Studies teachers to attend and participate in the Geography Bee in Philadelphia on March 10, 2025.

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following overnight team travel and athletic participation:

- Boys Wrestling Program to Catasauqua November 29 - 30, 2024.
- Girls Wrestling Program to Jim Thorpe January 17 - 18, 2025.
- Girls Wrestling Program to North Allegheny January 31 - February 1, 2025.

10.a. Recommended Approval of Student Trips and Athletic Team Travel (continued)

- Boys Wrestling Program to any post-season tournaments.
- Girls Wrestling Program to any post-season tournaments.

The administration recommends the Board of School Directors approve the student trips, team travel, and participation as presented.

10.b. Recommended Approval of One-Year SRO Agreement

Dr. Nicholas Guarente, Superintendent, has reviewed the [One-Year School Resource Officer Agreement](#) with the Cumberland County Sheriff's Office for services for the 2024-2025 school year.

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

10.c. Recommended Approval of 2024-2025 Fundraisers

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

- Rodeo Circuit ticket sales for January 9, 2025 at the Farm Show to benefit the Middle School FFA.

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

- [Gertrude Hawk Candy Sale](#) January through March, 2025 to benefit the Class of 2027.
- On-Field Banner Advertisements December through February 2025 to benefit the Baseball Team.
- E-Mail Campaign March 2025 to benefit the Baseball Team
- Summer Youth Camp June 16 - June 20, 2025 to benefit the Baseball Team.
- Jersey Sale May 2025 to benefit the Baseball Team.
- Golf Outing September 27, 2025 to benefit the Baseball Team.

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

10.d. Recommended Approval of Student Athlete Leadership Council and Bylaws

Scott Penner, Director of Athletics and Student Activities, recommends approval of the [Student Athlete Leadership Council and bylaws](#) which were reviewed and revised by Solicitor Thomas King.

The administration recommends the Board of School Directors approve the Student Athlete Leadership Council to be a recognized club and approve their bylaws as presented.

10.e. Recommended Approval of the Agriculture Advisory Council Member Roster

SaraBeth Fulton and Morgan Bear, High School Agriculture Education Teachers, have requested the Board of School Directors approve the [updated member roster](#) of the (Occupational Advisory Committee) Agriculture Advisory Council which has elected new members.

The administration recommends the Board of School Directors approve the updated High School FFA (OAC) Agriculture Advisory Council member roster for 2024 as presented.

10.f. Recommended Approval of Capital Project Fund Payments

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

- McClure Company - [Invoice App No. 24186-8](#) - 10/31/2024 - \$52,968.00

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

10.g. Approval of Resolution and Attorney-Client Fee Contract

School Solicitor Thomas King has invited Big Spring School District to participate in litigation involving insulin pricing and has provided a [Resolution #241118-01](#) and [Attorney-Client Fee Contract](#) for consideration by the Board of School Directors.

10.h. Recommended Appointment of Interim Director of Student Services

Motion to [contract with Pennsylvania Principals Association](#) for Dr. Janet Trimmer to serve as Interim Director of Student Services. In that position, she will assume all responsibilities as articulated in Job Description 111. All services will be contracted through the PA Principals Association at a daily rate of \$500 per day.

11. New Business - Information Item

11.a. School Director Training Requirement

In compliance with Act 55 and Act 18, newly elected and re-elected School Directors are required to complete hours of training within a year of taking the oath of office. The 6 Board Members elected in 2023 ([Julie Boothe](#), [Seth Cornman](#), [David Fisher](#), [Mike Hippensteel](#), [Frank Myers](#), and [Lisa Shade](#)) have completed their required hours of training.

11.b. Leave Requests

- Nicole Deutsch, Supervisor of Transportation, is requesting a leave of absence beginning Thursday, January 16, 2025 through approximately Friday, February 28, 2025 with a return date of Monday, March 3, 2025.

11.b. Leave Requests (continued)

- Randy Jones, Administrative Assistant to Athletics, is requesting a leave of absence beginning Wednesday, November 6, 2024 through approximately Friday, December 20, 2024 with a return date of Thursday, January 2, 2025.
- Courtney Wiser, Newville Elementary School Teacher, is requesting a leave of absence beginning Monday, November 25, 2024 through approximately Thursday, January 2, 2025 with a return date of Friday, January 3, 2025.

According to Family and Medical Leave Policy 335, administrative, professional and support employees may request a leave of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

11.c. Proposed Updated Policy

The Policy Committee proposes the updated policy listed below:

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

After the policy has been reviewed by a first and second reading with opportunities for public comment, the updated policies will be presented to the Board of School Directors for approval at the January 20, 2024 Board meeting.

11.d. Donation Recognition

The Big Spring School District received a donation of equipment (Mark V Complete Workshop) from Bill Yufer, Carlisle PA which was accepted by Board President John Wardle and Superintendent Dr. Nicholas Guarente for use by the Agriculture/Technology Departments at the High School.

The Big Spring School District received a donation of butter from Land O'Lakes which was accepted on behalf of Superintendent Dr. Nicholas Guarente for use in the Family and Consumer Science Classroom at the Middle School.

11.e. Athletic Participation

The Boys Wrestling Program will attend the Trojan Wars Tournament in Chambersburg on December 28-29, 2024 which is not an overnight event.

11.f. Agriculture Advisory Committee Meeting Agenda and Minutes

High School Agriculture Education Teachers SaraBeth Fulton and Morgan Bear have provided the November 7, 2024 (OAC) Agriculture Advisory Committee Meeting [Agenda](#) and [Minutes](#).

12. Board Reports

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

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

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

Meeting Dates: November 18, 2024

12.c. Capital Area Intermediate Unit - Seth Cornman

Meeting Dates: November 21, December 19, January 23, February 27, March 27, April 24, May 22, and June 26

[CAIU Board Meeting Highlights](#)

12.d. Cumberland Perry Area CTC - John Wardle

Meeting Dates: November 25 and December 9.

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

Meeting Dates: December 16, 2024 - 6:00 pm, 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 are held at 6:30 pm: December 16, 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: November 18, 2024 - 6:00 pm, 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, **November 18, 2024**

Next scheduled meeting is **Tuesday, December 3, 2024 at 7:30 pm for the Re-Organization Meeting**