

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

November 18, 2024



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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 7:32 pm with nine (9) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Lisa Shade, Treasurer; Julie Boothe, Secretary; Seth Cornman, David Fisher, Kenneth Fisher, Frank Myers, and Robert Over.

Absent: No absences

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

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

2. Student/Staff Recognition and Board Reports – Evelyn Hippensteel provided a student update to the Board.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors – 139 visitors signed in for the meeting.

5. Public Comment Period

Rosie McCrea shared a written comment on behalf of Logan Shulenberger who supports global citizen in the profile of a graduate.

John Fisher offered a prayer of support for the students, staff, administration, and School Board.

Courtney Rickabaugh thanked the administration and community for their support and devotion to the Volleyball Team, which she said had a meaningful impact on the players.

Lara Kauffman read a letter from her attorney and offered comments on the Sunshine Act.

Mary Franco offered comments of opposition to changing global and empathetic citizen from the current profile of a graduate.

5. Public Comment Period (continued)

William Piper offered comments on global citizens, said he sees no reason to change the profile of a graduate, and requested copies of curriculum teaching globalism. Mr. Cornman offered a comment about the number of people who participated in the Thought Exchange related to global citizens and asked for a document to be displayed. An objection was raised on the document causing a distraction to the meeting and President Wardle said the objection was noted and requested it be removed.

Carly White offered comments regarding the JV softball coaching position on the agenda.

Laci Lehman and Emma offered comments regarding agenda item 9e pertaining to JV softball.

Anne Marie and Katie McKillip offered comments regarding the JV softball coaching position on the agenda.

Sarah Enck offered comments regarding the girls' soccer program.

Jen Long offered comments regarding the girls' soccer program.

Maslynn Enck offered comments regarding the girls' soccer program.

Kylie Zach offered comments regarding the girls' soccer program.

Evelyn Hippensteel offered comments regarding the girls' soccer program.

Katlyn Alexander offered comments regarding the girls' soccer program.

Kennedy Long offered comments regarding the girls' soccer program.

Helena Trez offered comments regarding the girls' soccer program.

Clara Ryan offered comments regarding the girls' soccer program.

President Wardle and Vice-President Hippensteel asked to briefly speak with Coach Cachara and Coach Long in the hallway.

Justin Long offered comments regarding the girls' soccer program.

Jason Cachara offered comments regarding the girls' soccer program. Mr. Cornman asked if they had been working with the feeder teams to get things growing from the ground up to improve the lower level and he replied yes.

Bob Kanc offered a family blessing prayer, a comment on the term global, and asked that we move on to deal with more important issues.

5. Public Comment Period (continued)

John McCrea offered comments on the solicitor.

Adam Oldham offered comments on negativity and the impact on our students

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?

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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 by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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 – 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 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.

President Wardle asked if there was any objection to combining agenda items 9 (a) to 9 (g) into one motion and Mr. Over stated he has questions about one position in agenda item 9e and said he would like to investigate further before voting. Mr. Over made a motion to remove the vote on the softball coaching position in 9e which was seconded by Mrs. Boothe.

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle
Motion Carried unanimously. 9-0

Motion to combine and approve all remaining items of 9 (a) through 9 (g) by Mr. Myers was seconded by Mr. Cornman as outlined and recommended above.

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle
Motion Carried unanimously. 9-0

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.
- 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.

Motion by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle
Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion to approve the resolution and contract by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

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.
- 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 - Nothing Offered

12.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle - Mr. D. Fisher said the committee discussed potential projects for the summer this evening.

12.c. Capital Area Intermediate Unit - Seth Cornman – Nothing Offered [CAIU Board Meeting Highlights](#)

12.d. Cumberland Perry Area CTC - John Wardle – Mr. Wardle said things are going well, the building project is being rebid to save costs, and he will be attending a workshop meeting.

12.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade – Mrs. Boothe said the Disenrollment Survey has gone out and a 2 week reminder will also be sent out.

12.f. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade – Nothing Offered

12.g. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade – Nothing Offered

12.h. Policy Review and Development Committee - Seth Cornman, Julie Boothe, David Fisher, and John Wardle – Mr. Cornman said we voted to update a few more policies, we are waiting on feedback on the data retention policy and will forward it to Mr. King once it is ready.

12.i. South Central Trust - Seth Cornman – Nothing Offered

12.j. Tax Collection Committee - David Fisher - Nothing Offered

12.k. Wellness Committee - Seth Cornman – Nothing Offered

12.l. Future Board Agenda Items – Mrs. Boothe requested 1). an information item produced by the administration for public review listing the civics and government PA standards by grade level to include the grade where the standards are taught or noted if not listed in our curriculum.

Mrs. Boothe also requested 2). an agenda item for vote to make the Thought Exchange results publicly available on our web page in preparation for the review of the strategic plan.

12.m. Superintendent's Report - Dr. Nicholas Guarente

Dr. Guarente offered a thank you to our students, staff, and community for the wonderful Veteran's Day celebrations in each of our schools which were well attended and a well deserved tribute to our Veterans.

Dr. Guarente congratulated the volleyball team for making history. He said the team was enjoyable to watch and was a great representation of our school and community.

Dr. Guarente said two state qualifying individuals deserving of recognition are Asher Baker finishing 59th and Gavin Becker finishing 94th representing Big Spring in Cross Country.

Dr. Guarente thanked Mr. Wolfe and Isaac Sollenberger for visiting and highlighting the experience and benefit of our CTC partnership. Dr. Guarente also shared that 11 High School CTC students will be celebrated as Students of the Quarter.

Dr. Guarente said as a district, we strive to provide career exposure and awareness for students who do not attend CTC and looking ahead to next week, there will be no school for students on Tuesday and Wednesday. The elementary and middle school will host parent teacher conferences and the high school, in partnership with the Carlisle Chamber of Commerce, will be visiting various businesses in the area to gain greater insight into the skills, attributes and student preparation desired which will be used to further strengthen our student opportunities. There will be no school for students on November 26 and 27 leading into Thanksgiving Break which will continue through December 2 with students returning to class on December 3.

Dr. Guarente wished everyone a restful break and Thanksgiving holiday.

Solicitor Thomas King said he is happy to report that the Department of Education has reached a settlement over the CRSE guidelines following mediation of a lawsuit in Commonwealth Court which threatened schools with a loss of funding for noncompliance.

13. Meeting Closing

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

Mr. D. Fisher said he noticed on the list of students at CTC we have the most students in the diesel technology program and said he plans to tell his employer there are 13 people they need to hire. He also said the soccer comments this evening provided the most information he has heard.

Mr. Cornman said we have to establish some sort of rule set for the same type of scenario review process where coaches speak before reaching the Board.

Mr. K. Fisher congratulated the girls' volleyball team.

Mr. Over said Big Spring is the greatest and thanked the students, staff, and teachers.

Mrs. Shade shared a fun fact of instructions walking us through access to the online library system and thanked Dr. Guarente for the Bulldog Experience Newsletter and said a fantastic job!

13.a. Business from the Floor/Board Member Comment (continued)

Mrs. Boothe said we have a lot to be thankful for, said it is hard to stand in front of people and speak so she admires the students for sharing their thoughts tonight. She also said the resumes for the aquatic program interns were impressive and offered a shout out to Mr. Kump, Mrs. Powell, and the students for their hard work.

Mr. Hippensteel congratulated the volleyball team and said the quarter finals game he attended was his first ever game to watch. He said the game was exciting, he looked forward to attending more games and wished everyone a Happy Thanksgiving.

Mr. Wardle said he is thankful for each one who has an interest in our school system, said he served brussel sprouts and corn to our elementary students last week, and said he is thankful for the parents who take time to transport and be involved with our students. He said as we sit down to a thanksgiving meal next week, let us be a family that works together and praises one another.

13.b. Adjournment

Motion to adjourn the meeting by Mrs. Boothe was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 9-0

Meeting adjourned at **9:25 pm, November 18, 2024**

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

