



# BOARD MEETING AGENDA

**DECEMBER 16, 2024**

7:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** – August Dellinger-Bennett and 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 [Policy Committee](#), [Buildings and Property Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for November 18, 2024 and [Board Meeting Minutes](#) for December 3, 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	\$12,321.58	<a href="#">Procurement Card - Detail</a>	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,933,874.95	<a href="#">General Fund - Detail</a>	<a href="#">General Fund - Summary</a>
Special Revenue	\$82.32	<a href="#">Special Revenue - Detail</a>	<a href="#">Special Revenue - Summary</a>
Capital Projects Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$167,459.67	<a href="#">Cafeteria Fund - Detail</a>	<a href="#">Cafeteria Fund - Summary</a>
Student Activities	\$30,798.69	<a href="#">Student Activities - Detail</a>	<a href="#">Student Activities - Summary</a>

Total amount of all funds **\$3,144,537.21**

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 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 a Mount Rock Elementary School Second Grade Teacher

#### **Education:**

Shippensburg University - Early Childhood Education Elementary PK-4 (Bachelor's Degree)

#### **Experience:**

Big Spring School District - LTS Newville Elementary School

The administration recommends the Board of School Directors appoint **Christa Rine** to the position of Mount Rock Elementary School Second Grade Teacher replacing Shannon Arnold who resigned. The compensation for this position should be established at Bachelor's Degree Step 1 \$60,229.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation.

### **9.b. Recommended Approval of Extra-Duty Positions**

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 extra-duty staff:

- Leslie Locy to serve as Mentor to Christa Rine for the 2024-2025 school year.

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

- Joshua Calaman to serve as Head Coach for the Girls Soccer Program and vacate all supporting positions.
- Shane Cohick to serve as a Volunteer Coach for the Girls Wrestling Program.
- Chelsey Schlusser to serve as Head JV Coach for the Softball Program.
- Lukas Wolfe to serve as Head Coach for the Boys Soccer Program and vacate all supporting positions.

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

### **9.c. Recommended Approval of Resignations**

Scott Penner, Director of Athletics and Student Activities, received the following staff resignation:

- Kaitlyn Miller provided a letter of resignation from the position of Middle School Assistant Volleyball Coach.
- Olivia Monismith provided a letter of resignation from the position of Assistant Softball Coach.
- Carly White provided a letter of resignation from the position of Assistant Softball Coach.

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

### **9.d. 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:

- Zoey Peters
- Emma Smiley

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.

## 10. New Business - Actions Items

### 10.a. Recommend Approval of the 2024 Act 80 Automated Subscription

Cristy Lentz, Business Manager, recommends approval of the [Act 80 Automated Subscription software quote](#) to assist with completing the required annual Act 80 report to verify the district tax code that taxpayers report on their State personal income tax return. The 2024 subscription cost is \$1,739.00.

The administration recommends the Board of School Directors approve the 2024 Act 80 Automated Subscription software quote.

### 10.b. Recommended Acknowledgment of Receipt of Financial Review

Mr. Scott Penner, Director of Athletics and Student Activities, received a [letter](#) from Jeffrey S. Cohick, Enrolled Agent, advising the Band Boosters financial records were reviewed with auditing standards for the school year ending June 30, 2024.

The administration recommends the Board of School Directors acknowledge receipt of the 2023-2024 Financial Review letter as presented.

### 10.c. 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 November, 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.d. Recommended Approval of Fundraisers**

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2024-2025 fundraisers:

- Student made items sold at school events throughout the school year (magnet, bottle opener, pin, key chain, and mirror buttons) to benefit the High School Job Skills student shopping trip/Marketplace mission.
- Baked goods sold at quad basketball games during the winter season to benefit the High School Quill and Scroll Club activities with elementary school students.
- Baked goods and hot chocolate sold at Saylor's Market through January to benefit the High School FBLA.

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

#### **10.e. Middle School FFA Trip to Northern Italy**

Jenna McIntire, Middle School Agriculture Teacher and FFA Advisor and Kyna Morgan, Middle School Science Teacher and FFA Advisor are requesting permission to plan a trip to Northern Italy for Big Spring Middle School FFA students to tentatively travel in the summer of 2026. A detailed travel itinerary will be submitted to the Board of School Directors for review once completed by staff.

The administration recommends the Board of School Directors grant Ms. McIntire and Ms. Morgan approval to explore travel opportunities for Big Spring Middle School FFA Students to travel in the summer of 2026, pending approval of a detailed travel itinerary when complete.

#### **10.f. Recommended Approval to Conclude the One-Year SRO Agreement**

The Board of School Directors voted to approve a one-year school resource officer agreement at the November 18, 2024 meeting. Since we have hired police officers employed by Big Spring School District, Superintendent Dr. Nicholas Guarente has drafted a communication to the Cumberland County Sheriff's Office to conclude services for the 2024-2025 school year effective January 1, 2025.

The administration recommends the Board of School Directors approve the communication to the Cumberland County Sheriff's Office to conclude services effective January 1, 2025 as presented.

#### **10.g. Recommended Approval of Student Travel**

Clarissa Nace, Middle School Principal, is requesting approval of the following student travel:

- 6th Grade Chorus to Saylor's Market on Tuesday, December 17, 2024 for Caroling.
- Middle School FFA to attend the PA Farm Show to assist with leadership activities and events January 7 - 10, 2025.

The administration recommends the Board of School Directors approve the middle school student travel as presented.

#### **10.h. Recommended Approval of Capital Project Fund Payments**

The following invoices are for payment within the Capital Project Fund:

- Trane U.S. Inc - [Invoice 315019676](#) - 11/25/2024 - \$30,253.60
- Lobar Associates - [Invoice 241083-1](#) - 10/21/2024- \$114,933.96
- Lobar Associates - [Invoice 241082-1F](#) - 11/13/2024- \$33,281.93

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

#### **10.i. Release of ThoughtExchange Results**

Mrs. Julie Boothe has requested an action item for the Board to vote to make ThoughtExchange results associated with global citizen publicly available on the district website in preparation of the review of the strategic plan as permissible.

#### **10.j. Recommended Approval of Proposed Policy and Procedures Manual for School Police**

Because of a desire for a timely, fully staffed police department, a first and second reading of new policies is offered at this time to pursue action and approval of the policies under the authority granted to the Board. Administration, in collaboration with Thomas King, School Solicitor, has proposed the policy and procedures listed below:

- [School Police Officers Policy](#)
- [School Police Department Policy](#)
- [Police Department Procedures Manual](#)

The administration recommends the Board of School Directors approve the policies and procedures for the school police as presented.

### **11. New Business - Information Item**

#### **11.a. Proposed Updated Policy**

The Policy Committee proposes the updated policy listed below:

- [Policy 004.1](#) Student Representative to the Board (Second 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.b. Contracted Staff Update**

Dr. Nadine Sanders, Assistant Superintendent, provides the following ESS Staff Update:

- Kaden Cornman resigned from the position of Paraprofessional at Oak Flat Elementary School effective November 15, 2024.
- Samantha Laird resigned from the position of Principal's Discretion Paraprofessional at Oak Flat Elementary School effective November 29, 2024.
- Heather Magee to serve as long-term substitute teacher for 6th grade Math during Chloe Cornman's leave of absence.
- Katherine Miller to serve as Principal's Discretion Paraprofessional at Oak Flat Elementary School beginning December 17, 2024.

### **11.c. Donation Recognition**

The Big Spring School District received a donation of a [1952 Singer 201 Sewing Machine](#) from Caroline and Mike Byers which was accepted for use in the Middle School FCS Classroom as an example of an early machine.

### **11.d. Local Advisory Committee Meeting Agenda and Minutes**

The Local Advisory Committee (LAC) met on November 12, 2024 and Dr. Nadine Sanders, Assistant Superintendent, provided a copy of the [Meeting Agenda](#) and [Meeting Minutes](#) from the committee.

### **11.e. Leave Requests**

Riley Brown is requesting a leave of absence beginning Tuesday, January 21, 2025 through approximately Friday, February 14, 2025 with a return date of Tuesday, February 18, 2025.

Emma Shutt is requesting a leave of absence beginning Monday, April 14, 2025 through approximately Thursday, January 1, 2026 with a return date of Friday, January 2, 2026.

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.f. PA Civics and Government Standards**

Mrs. Julie Boothe requested the [Chapter 4 PA Civics and Government Standards](#) be shared as an information item.

- [State Academic Standards](#)
- [Voluntary Elementary Standards - Civics and Government](#)

### **11.g. Change of Teaching Assignment**

In June of 2024, the Board approved Gwyneth Forster's transfer to shared time as a Special Education Teacher at Oak Flat and Newville Elementary Schools for Emotional Support. In January, Gwyneth will transition to 100% of her teaching assignment being at Newville Elementary School.

## **12. Board Reports**

### [December 3, 2024 Committee Assignments](#)

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

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

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

#### **12.c. Capital Area Intermediate Unit - Seth Cornman**

[CAIU](#) Meeting Dates: December 19, January 23, February 27, March 27, April 24, May 22, and June 26

#### **12.d. Cumberland Perry Area CTC - John Wardle and Mike Hippensteel**

Meeting Dates: January 27, February 24, March 24, April 28, May 27, June 23, and July 28, 2025.

#### **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**

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: 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, **December 16, 2024**

Next scheduled meeting is **January 20, 2025 at 7:30 pm**