

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### December 4, 2023



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#### **1. Opening of the Annual Re-Organization Meeting:** Mr. Wardle

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 7:30 pm with nine (9) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Julie Boothe, Secretary; Frank Myers, Treasurer; Seth Cornman, David Fisher, Kenneth Fisher, Robert Over, and Lisa Shade

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; Rob Krepps, Director of Technology; and Darin Baughman, Technology Support.

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

#### **2. Reading of Correspondence** – Superintendent Guarente read a thank-you letter from Matt Schauf, University of Wisconsin-Stout Blue Devil Athletics

#### **3. Recognition of Visitors** - 48 visitors signed-in for the meeting

#### **4. Public Comment Period**

Michael Deihl offered a prayer of encouragement for the Board members, administration, staff, students, and community.

Kristi Keebaugh offered comments of concern regarding transportation for Bulldog Prep Academy students.

#### **5. Election of Temporary President** (by holdover members)

Motion by Mr. Over to nominate Mr. Wardle as Temporary President

Voting Yes: K. Fisher, Over, and Wardle

Motion Carried unanimously. 3-0

Elected Temporary President: John Wardle

## 6. Oath of Office of Newly Appointed and Re-Elected Board Members

Temporary President John Wardle read the election certificates and administered the Oath of Office to the newly elected and re-elected members:

Julie Boothe, 2 year term Upper Mifflin Township

Seth Cornman, 4 year term Lower Frankford Township

David Fisher, 4 year term Upper Frankford Township

Michael Hippensteel, 4 year term Upper West Pennsboro Township

Frank Myer, 4 year term North and South Newton Townships

Lisa Shade, 4 year term Lower West Pennsboro Township

## 7. Election of Officers - Refer to Sections 402 and 404 of the Public School Code of 1949

### 7.a. Election of the President - One Year Appointment

Motion by Mrs. Boothe to nominate Mr. Wardle as President

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

Motion Carried unanimously. 9-0

Elected President: **John Wardle**

Mr. Wardle started his duty as the elected President of the Board.

### 7.b. Election of the Vice-President - One Year Appointment

Motion by Mr. Cornman to nominate Mr. Hippensteel as Vice-President

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

Motion Carried unanimously. 9-0

Elected Vice-President: **Michael Hippensteel**

### 7.c. Election of the Secretary - Vacant term ending 6/30/2025

Motion by Mrs. Shade to nominate Mrs. Boothe as Secretary

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

Motion Carried unanimously. 9-0

Elected Secretary: **Julie Boothe**

## **8. Appointments of Committee Members**

### **8.a. Athletic Council - One Year Appointment**

1. Ken Fisher
2. Mike Hippensteel
3. Frank Myers
4. John Wardle

### **8.b. Buildings and Property Committee - One Year Appointment**

1. David Fisher
2. Mike Hippensteel
3. Robert Over
4. John Wardle

### **8.c. Capital Area Intermediate Unit - One Year Appointment**

1. Seth Cornman

### **8.d. Cumberland Perry Area Career Technical Center - One Year Appointment**

1. John Wardle

### **8.e. Finance Committee - One Year Appointment**

1. Julie Boothe
2. Frank Myers
3. Robert Over
4. Lisa Shade

### **8.f. Future Ready Comprehensive Plan Board Reps - One Year Appointment**

1. Ken Fisher
2. Lisa Shade

### **8.g. South Central Trust Board - One Year Appointment**

1. Seth Cornman

### **8.h. Tax Collection Committee - One Year Appointment**

1. David Fisher

### **8.i. Wellness Committee - One Year Appointment**

1. Seth Cornman

## **9. Adjournment and start of the Regular School Board Meeting:**

Motion by Mr. Myers to adjourn the Re-Organization Meeting was seconded by Mr. K. Fisher  
Voting Yes: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle  
Motion Carried unanimously. 9-0

Re-Organization portion of the meeting adjourned at **7:54 pm**

**President Wardle called the Regular School Board Meeting for December 4, 2023 to order.**

Student/Staff Recognition and Board Reports – Nothing Offered

## **10. Approval of Minutes**

Motion to approve the [Committee of the Whole](#) and [Board Meeting Minutes](#) for November 13, 2023 as presented?

Motion by Mr. Myers was seconded by Mr. Fisher

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

Motion Carried unanimously. 9-0

## **11. Financial Reports**

### **11.a. Payment of Bills**

General Fund

Procurement Card	\$	16,095.00
Checks/ACH/Wires	\$	2,608,226.60
Special Revenue	\$	-
Capital Projects Reserve Fund	\$	74,597.37
ESCO Fund	\$	-
Cafeteria Fund	\$	151,112.48
Student Activities	\$	20,127.09
<b>Total</b>	<b>\$</b>	<b>2,870,158.54</b>

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

### **11.b. Treasurer's Fund Report**

Due to the December board meeting being close to the November month end, the business office is unable to accurately produce the November Treasurer's Report in time for the meeting. The November Treasurer's Report will be on the January board agenda, along with the December report.

### **11.c. YTD General Fund Report and YTD Taxes**

Due to the December board meeting being close to the November month end, the business office is unable to accurately produce the November YTD General Fund Report and YTD Taxes in time for the meeting. The November reports will be on the January board agenda, along with the December reports.

## **12. Old Business – Nothing Offered**

## **13. New Business Personnel Items - Action Items**

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #13 into one motion.

### **13.a. Recommended Approval of Transfer of Professional Staff**

Assistant Superintendent Dr. Nadine Sanders recommends transfer of the professional staff below in accordance with Board Policy 309, Assignment and Transfer:

- Ellie Piper from 7th Grade Math Teacher at the Middle School to 8th Grade Social Studies Teacher at the Middle School replacing Morgan Beamer who resigned with no change in placement on the 2023-2024 salary scale.

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

### **13.b. Recommended Approval of Extra Duty Positions**

Mr. Scott Penner, Director of Athletics and Student Activities, is recommending the following individuals for Extra Duty positions:

- Heather Detwiler for the position of High School FFA Assistant Advisor.
- Adam McKeegan for the position of High School Musical Director.

Dr. Nadine Sanders, Assistant Superintendent, is recommending the following individual for an Extra Duty position:

- Andrew Koman to serve as mentor to Ellie Piper who is transferring to a new teaching position.

The administration recommends the Board of School Directors approve the extra duty positions for the 2023-2024 school year as presented.

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

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

- Chelsea Jackson provided a letter of resignation from the position of First Grade Teacher at Newville Elementary School.

### **13.c. Recommended Approval of Resignations (continued)**

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

- Sabea Eisenberg provided a letter of resignation from the position of Head Middle School Volleyball Coach.

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

Motion by Mr. Myers was seconded by Mr. D. Fisher to combine and approve all items in New Business Personnel Action Items 13 (a) through 13 (c) as outlined and recommended above.

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

Motion Carried unanimously. 9-0

## **14. New Business - Action Items**

### **14.a. Credit Pay**

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract between the Big Spring Educational Association, the Act 93 Agreement, and the Big Spring School District.

Riley Brown	\$1,440.00
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The administration recommends the Board of School Directors authorize reimbursement for graduate credits as presented.

Motion 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

### **14.b. Recommended Approval of Terminating Student Activity Accounts**

Mr. Jason Shover reviewed all the High School Student Activity Accounts. After reviewing, it was determined the following accounts are to be disbanded and funds moved to other student activity funds. In each case, the Student Activity Account has been inactive for several years with no plans for future activity.

- Key Club with funds to be disbursed to Tempus Club
- Leadership Club with funds to be disbursed to Mini-Thon Club
- Ski Club with funds to be disbursed to FBLA Club
- Graphics Communication Club with funds to be disbursed to TSA Club
- Shakespeare Troupe Club with funds to be disbursed to Club CARE

#### **14.b. Recommended Approval of Terminating Student Activity Accounts (continued)**

The administration recommends the Board of School Directors approve the closing of the Key Club, Leadership Club, Ski Club, Graphics Communication Club, and Shakespeare Troupe Club.

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

#### **14.c. Recommended Approval of Updated Job Description**

The administration has updated the job description listed below:

- [104 Assistant Superintendent](#)

The administration recommends the Board of School Directors approve the updated job description 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

#### **14.d. Recommended Approval of Updated Curriculum**

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the updated Curriculum listed below:

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

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

Motion by Mr. Myers was seconded by Mr. K. Fisher

Mr. Cornman expressed concerns about the curriculum and made a motion to table the approval which was seconded by Mrs. Shade.

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

Motion Carried unanimously. 9-0

#### **14.e. Recommended Approval of Request to Apply for a Grant**

Dr. Abigail Leonard, Director of Student Services, received a request to apply for a grant:

- School Psychologists Dr. Angela Heishman and Mrs. Denise Hocker are requesting permission to apply for a PHEAA Grant for a school psychology intern.

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

Motion by Mr. Myers was seconded by Mr. Cornman

Mrs. Boothe expressed a desire to see additional documentation with future grant recommendations.

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

#### **14.f. Recommended Approval of the FFA Agriculture Advisory Council Member Roster**

Mrs. SaraBeth Fulton and Mrs. Sherisa Nailor, High School Agriculture Education Teachers have requested the Board of School Directors approve the member roster of the Agriculture Advisory Council which has elected new members.

The administration recommends the Board of School Directors approve the Agriculture Advisory Council of Members roster 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

#### **14.g. Recommended Approval of Fundraisers**

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

- [R & K Subs](#) Fundraiser during the month of January to benefit the 8th Grade Class field trip.

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

- Bake Sale at the quad basketball games on December 13, 2023 to benefit Quill and Scroll Club.
- [Gotsneakers](#) Used Sneaker Recycle Fundraiser during the month of January to benefit the Cheer 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



## 15. New Business - Information Item

### 15.a. Board of School Director Roster for December 4, 2023 Re-Organization

<u>Municipality</u>	<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Penn/Cooke Townships	Member	John Wardle	2025
Upper West Pennsboro Township	Member	Michael Hippensteel	2027
Newville Borough	Member	Robert Over	2025
Lower Mifflin Township	Member	Kenneth Fisher	2025
Upper Mifflin Township	Member	Julie Boothe	2025
North & South Newton Townships	Treasurer Term Ending: 6/30/2024	Frank Myers	2027
Lower Frankford Township	Member	Seth Cornman	2027
Upper Frankford Township	Member	David Fisher	2027
Lower West Pennsboro Township	Member	Lisa Shade	2027

Mr. Myers offered a clarification on the end date for the term of office of treasurer which was corrected to 6/30/2024.

### 15.b. Agricultural Advisory Committee Agenda and Minutes

The High School Agriculture Teachers have provided a copy of the Agricultural Advisory Committee Meeting Agenda and Meeting Minutes from their October 5, 2023 meeting.

### 15.c. Certificates of Election

The Cumberland County Board of Elections has provided the Big Spring School District with copies of Certificates of Election for the newly elected or re-elected members.

#### **15.d. ESS Staff Information**

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

- Kyla Bailey-Stum will be the full-time new aide at Mount Rock Elementary School beginning the assignment upon completion of the ESS onboarding process.
- Michelle Peiffer will transfer from Principal's Discretion Aide to Primary Learning Support Aide at Newville Elementary School beginning November 16, 2023.

#### **15.e. Athletic Skills Opportunity**

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

- Damien Schmuck on behalf of Level-Up Tumbling will be offering skills training to members of the Cheer Team one or two Monday's a month at a cost of \$15.00 per athlete.

### **16. Board Reports**

#### **16.a. Future Board Agenda Items – Nothing Offered**

#### **16.b. Superintendent's Report**

Dr. Guarente stated we've worked through the ESCO project conversations and the next topic will be discussion of the feasibility study as it correlates to program opportunities for our students with potential community growth relative to housing which will be discussed over the next few months.

Dr. Guarente stated it is Winter Concert Season with a Middle School concert this week on Thursday, Oak Flat next Tuesday, Mount Rock next Thursday, the High School also next Thursday, and Newville on Friday. He encouraged everyone to attend these student performances.

Dr. Guarente wished everyone a happy and safe holiday season.

### **17. Meeting Closing** – President Wardle reminded everyone to return signed Oath of Office Certificates to Donna Minnich before leaving this evening.

#### **17.a. Business from the Floor/Board Member Comment**

Mrs. Boothe stated Sabea Eisenberg's resignation appeared on tonight's agenda and commended her as a top notch volleyball coach and said she enjoyed watching her lead the team to an undefeated varsity season and stated she will be missed.

Mr. Cornman thanked everyone for coming out tonight and participating.

Mr. D. Fisher thanked everyone for their support and said Merry Christmas.

Mr. K. Fisher said he is looking forward to working with the new Board and congratulated them.

Mr. Hippensteel said he is looking forward to serving the next 4 years.

Mr. Myers said welcome to the new members and said he looks forward to moving forward and serving our students, which is what we're all here for.

Mr. Over said welcome new Board members.

Mrs. Shade thanked the public for coming out and participating and said she looks forward to working with the Board.

Mr. Wardle thanked everyone for coming and said it is an important part of the process to keep everyone abreast of what's happening. He thanked the staff and students for how they handled last Thursday and said everything went very smoothly under Dr. Guarente's leadership. Mr. Wardle said it is a humble honor to serve another term as Board President and shared goals of unity, respect, trust, transparency, and communication and said the Board will do its best to serve with dignity.

#### **17.b. Adjournment**

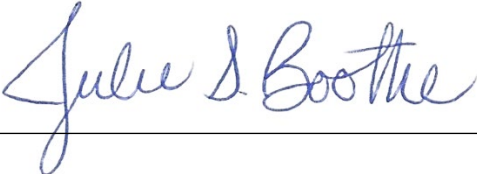
Motion to adjourn the meeting by Mr. Myers was seconded by Mr. Cornman

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

Motion Carried unanimously. 9-0

Meeting adjourned at **8:15 pm, December 4, 2023**

Next scheduled meeting is **January 15, 2024**



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