



BOARD MEETING AGENDA

FEBRUARY 18, 2025

7:30 PM - Middle School Auditorium

1. Opening Meeting: Call to Order/Pledge - President John Wardle

2. Student/Staff Recognition and Board Reports

- Staff Recognition - Mount Rock Elementary School

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 [Buildings and Property Committee](#), [Policy Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for January 20, 2025 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	\$6,769.30	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,831,811.06	General Fund - Detail	General Fund - Summary
Special Revenue	\$2,024.61	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$133,053.82	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$33,262.57	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$3,006,921.36

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 [7YTD 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 Transfer of Classified Staff

Dr. Sanders, Assistant Superintendent, would like to recommend the following classified staff member for transfer:

- Shantay Gantz from Direct Care Paraprofessional at the High School to Direct Care Lifeskills Paraprofessional at Oak Flat Elementary School.

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

9.b. Recommended Approval of Extra-Duty Positions

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

- Courtney Anderson transfer from the position of High School Assistant Track Coach to Co-Assistant High School Track Coach.
- Scott Anderson to serve as Middle School Assistant Track Coach.
- Zachary Barber to serve as High School Co-Assistant Track Coach.
- Shane Cohick to serve as a Volunteer Coach for Middle School Track.
- Ava Duncan to serve as Middle School Head Track Coach.
- Gregory Ellerman to serve as Middle School Head Boys Soccer Coach.
- Margaret Murray to serve as Middle School Assistant Track Coach.
- Joan Schmidt to serve as High School Assistant Track Coach.
- Lukas Wolfe to serve as Middle School Assistant Boys Soccer Coach.
- David Young II to serve as High School Assistant Track Coach.

Brad Fry, Middle School Assistant Principal, recommends the following 2024-2025 extra-duty staff:

- Sharon Van Hove to serve as Middle School After School Club Advisor replacing Laura Grove who resigned.

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

9.c. Recommended Approval of Maintenance Staff

Cristy Lentz, Business Manager, recommends the following maintenance staff hire:

- Craig Stouffer to serve as full-time Maintenance Technician – General Maintenance & Plumbing replacing Scott Martin who resigned. The starting rate is recommended at \$18.73 per hour for the 2024-2025 school year. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.

The administration recommends the Board of School Directors approve the maintenance new hire as presented.

9.d. Recommended Approval of Resignations

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

- Denise Ginter provided a letter of resignation from the position of Elementary Intervention Specialist effective May 30, 2025 for the purpose of retirement.
- James Miller provided a letter of resignation from the position of High School Social Studies Teacher effective the conclusion of the 2024-2025 school year for the purpose of retirement.

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

9.e. Recommended Approval of the Spring Coaching Roster

A list of the [spring 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 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 spring coaching roster for 2024-2025 of extra-curricular personnel and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.f. Recommended Approval of Leave Without Pay

Section 6.09 of the contract between the Big Spring Education Association and the Big Spring School District provides "The Board may grant leave without pay to an employee who requests prior approval for such leave." Superintendent Dr. Nicholas Guarente received a request for leave without pay from the following employee:

- Molly Kordes, Mount Rock Elementary Teacher, requesting leave without pay for a half day on February 19, 2025.

The administration recommends the Board of School Directors approve the leave without pay request as presented.

10. New Business - Actions Items

10.a. Recommended Approval of the 2025-2026 School Calendar

The administration drafted a proposed [School District Calendar](#) and [meeting dates](#) for the 2025-2026 school year which was provided as an information item at the January meeting.

The administration recommends the Board of School Directors approve the 2025-2026 School District Calendar and establish meeting dates and times as presented.

10.b. Recommend Approval of a New Curricular Resource

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends a science, technology & engineering, environmental literacy & sustainability (STEELS) curricular resource for approval by the Board:

- [Amplify Elementary Science](#) for grades K - 3

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

10.c. Recommended Approval of Agreements

Superintendent Dr. Nicholas Guarente reviewed the [Letter of Agreement](#) for the 2025-2026, 2026-2027, and 2027-2028 school years. The agreement is to ensure cooperative efforts and to facilitate continuity of care when serving students enrolled in the Big Spring School District and The Meadows.

Assistant Superintendent Dr. Nadine Sanders reviewed the [renewal subscription quote](#) from PowerSchool for the TalentEd Application and Professional Tracking System to assist with the employment application and employee document collection and electronic storage process.

Superintendent, Dr. Nicholas Guarente, reviewed the [License Agreement](#) from Campbell Psychological Services LLC to provide outpatient mental health services to Big Spring School District students.

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

10.d. Recommended New Bus Driver

Deitch Buses, Inc. has submitted an additional driver for the 2024-2025 school term:

- Christian Kaufman

The administration recommends the Board of School Directors acknowledge receipt of the additional driver for the 2024-2025 school year.

10.e. Recommended Approval of Building Utilization Fee Schedule

Scott Penner, Director of Athletics and Student Activities, recommends a [Building Utilization Fee Schedule](#) for future building utilizations.

The administration recommends the Board of School Directors approve the Building Utilization Fee Schedule as presented.

10.f. Recommended Approval of Fundraisers

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

- [Marianna Subs](#) sale March 3-28, 2025 to benefit FBLA and offset costs for students to attend the state leadership conference.

Clarissa Nace, Middle School Principal, recommends approval of the following 2024-2025 fundraisers:

- [Cherrydale fundraiser](#) February 19 - February 28, 2025 to benefit the Middle School PTO.
- [Fisher Popcorn fundraiser](#) March 3 - March 20, 2025 to benefit National Junior Honor Society.

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

10.g. Recommended Approval of Cellular Signal Boosting - Summer 2025 Project

As discussed during the Building & Property Committee Meeting on January 20, 2025, one of the summer projects for 2025 is to complete the Cellular Signal Boosting Project at the High School. The next step will be to engage in the Invitation to Bid process. The project is currently estimated at \$140,000 and is slated to be paid for from the Pennsylvania Commission on Crime and Delinquency (PCCD) Safety and Security Grant.

The administration recommends the Board of School Directors approve engaging invitations to bid and moving forward with this as a summer of 2025 project.

10.h. Recommended Approval to Apply for a Grant

Dr. Nicholas Guarente, Superintendent, received a request to apply for the following grant:

- Clarissa Nace, Middle School Principal, is requesting permission to apply for and participate in an [Alumni FFA Grant](#) to help with the cost of the annual FFA Banquet.

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

11. New Business - Information Item

11.a. Contracted Staff Update

Jennifer Chamberlin, Supervisor of Special Education, provides the following Contracted Staff Updates:

- Alyssa Haskell to serve as the CAIU Early Intervention Teacher at Oak Flat Elementary School effective January 6, 2025.
- Bradford Wolfe to serve as the New Story Teacher at Oak Flat Elementary School replacing Olivia Stanton effective February 5, 2025.

Dr. Nadine Sanders, Assistant Superintendent, provides the following Contracted Staff Updates:

- Andrea Lonic to serve as a Campbell Psychological Services Therapist at Oak Flat and Mt. Rock Elementary Schools beginning with orientation the week of February 24 and starting services the week of March 1, 2025.
- Madison Tack to serve as ESS Paraprofessional for Life Skills at the Middle School.

11.b. Statement of Financial Interest

Board members have a paper copy of the [Statement of Financial Interest](#) form for 2024 at their seat this evening and are reminded to return a completed form or copy of the [electronic](#) submission of their form to Mrs. Minnich on or before May 1, 2025 for the State Ethics Commission.

11.c. Cumberland County Board of Elections

Municipal secretaries are required to send the Cumberland County Board of Elections written [Official Notice of Offices to be Filled](#) as required by Act of Assembly for the Municipal Primary, 2025 on or before February 18, 2025.

11.d. Leave Request

- Trina Kulp, Administrative Assistant for Student Services, is requesting a leave of absence beginning Thursday, February 27, 2025 through approximately Friday, April 11, 2025 with a return date of Monday, April 14, 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.e. Proposed Updated Job Descriptions

The administration has updated the job descriptions listed below:

- [707 - Maintenance Technician - Facilities Systems](#)
- [709 - Maintenance Technician - Electrical & Security Systems](#)
- [710 - Maintenance Technician - General Maintenance & Plumbing](#)

After the job descriptions have been reviewed by the Board of School Directors, the administration will present the updated job descriptions for Board approval at the March 3, 2025 Board meeting.

12. Board Reports

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

Meeting Dates: 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

Meeting Dates: February 27, March 27, April 24, May 22, and June 26

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

Meeting Dates: 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: 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: 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: 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 = Meeting - April 14, 2025

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, **February 18, 2025**

Next scheduled meeting is **March 3, 2025 at 7:30 pm**