



BOARD MEETING AGENDA

FEBRUARY 20, 2024

07:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** - Sadaf Sharifi
- 3. Reading of Correspondence**
- 4. Recognition of Visitors** - We remind all visitors to please sign-in on the clipboard for tonight's meeting.
- 5. Public Comment Period**
- 6. Approval of Minutes**
Motion to approve the [Committee of the Whole](#) and [Board Meeting](#) Minutes for January 15, 2024 as presented?

7. Financial Reports

7.a. Payment of Bills

General Fund

| | | |
|-------------------------------|-----------|---------------------|
| Procurement Card | \$ | 17,294.37 |
| Checks/ACH/Wires | \$ | 2,265,933.97 |
| Special Revenue | \$ | 1,534.01 |
| Capital Projects Reserve Fund | \$ | 46,371.34 |
| ESCO Fund | \$ | 2,695,689.25 |
| Cafeteria Fund | \$ | 120,249.85 |
| Student Activities | \$ | 45,105.18 |
| Total | \$ | 5,192,177.97 |

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

7.b. Treasurer's Fund Report

[General Fund Report](#)

[Special Revenue Fund Report](#)

[Capital Project Fund Report](#)

[ESCO Fund Report](#)

[Cafeteria Fund Report](#)

[Student Activities Fund Report](#)

[Investment Report](#)

[Earned Interest and Bank Fees YTD](#)

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

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 Resignations

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

- Therese Bukousky provided a letter of resignation from the position of Middle School Science Teacher and extra-duty positions of National Junior Honor Society Advisor and Professional Development/Wellness Committee Member effective June 1, 2024.
- Therese Bukousky provided a letter of resignation from the extra-duty position of Assistant Science Department Head effective immediately.
- Anthony Casella provided a letter of resignation from the position of High School Technology Education Teacher effective February 9, 2024.
- Anne Fulker provided a letter of resignation from the position of Middle School Counselor effective the end of the 2023-2024 school year for the purpose of retirement.

Dr. Nadine Sanders, Assistant Superintendent, received the following resignations:

- Heather Magee provided a letter of resignation from the position of Middle School Science Teacher effective May 31, 2024 for the purpose of retirement.
- Julie Thumma provided a letter of resignation from the extra-duty positions of Middle School Team Leader and Assistant Science Department Head effective immediately.

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

- Christopher Boyd provided a letter of resignation from the position of Assistant Football Coach.

Ms. Cheri Frank, Director of Custodial Services, received a resignation:

- Cameron Heckendorn provided a letter of resignation from the position of Middle School Custodian.

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

9.b. Recommended Approval of Leave Without Pay Request

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."

- Molly Kordes is requesting leave without pay for January 23 and January 25, 2024.

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

9.c. 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 2023-2024 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 2023-2024 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.d. Recommended Approval of a Part-Time Elementary Music Teacher

Alicia O'Donnell - Part-time Elementary Music Teacher. The compensation for this position should be established at Master's Degree step 10, (pro-rated .50 for FTE) \$35,209.50 which will be pro-rated for the remainder of the 2023-2024 school year based on the current contract between the Big Spring Education Association and the Big Spring School District.

Education:

Messiah College - Music Education (Bachelor's Degree)

Kutztown University - Music Education (Master's Degree)

Experience: Harrisburg School District Scott Elementary School - Music Teacher

The administration recommends the Board of School Directors appoint Alicia O'Donnell to the position of part-time Music Teacher pending receipt of all required employment documentation.

9.e. Recommended Approval of a Special Education Teacher - Jocelynne Kuhns

Education:

Lock Haven University – Special Education (Bachelor's Degree pending graduation)

Experience: Mill Hall Elementary School and Robb Elementary School - Student Teacher

The administration recommends the Board of School Directors appoint **Jocelynne Kuhns** to the position of High School Special Education Teacher replacing Michelle Bear who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$58,354.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Employment is pending receipt of all required employment documentation.

9.f. Recommended Approval of Custodial Staff Transfer and Hire

Ms. Cheri Frank, Director of Custodial Services, is requesting a custodial staff transfer and new hire:

- Jason Sullivan to transfer from full-time High School Custodian to full-time second shift Custodian at Newville Elementary School replacing Wanda Graver who retired with no change in placement on the classified staff pay scale.
- Terri Stroup to serve as a full-time second shift Custodian at the High School to replace Jason Sullivan who has transferred. The starting rate should be \$15.63 per hour for the 2023-2024 school year pending receipt of all required employment documentation. This 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 custodial transfer and hire as presented.

9.g. Recommended Approval of Extra-Duty Staff

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the following extra duty staff:

- BrieAnn Arnsberger to serve as a member of the Professional Development/Wellness Committee replacing E. Sherisa Nailor who resigned.

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

- John Frey to change from Volunteer to status of Volunteer Coach for the Football Program.
- Dylan Johnson to serve as a Volunteer Coach for the Baseball Program.
- Jimmy Maxwell to serve as High School Co-Assistant Baseball Coach.
- Mark Scott to serve as Volunteer Coach for the Softball Program.

Dr. Nadine Sanders, Assistant Superintendent, recommends the following extra-duty mentor based on the provisions of the Teacher Induction Program:

- B. Christie Katora to serve as the 2023-2024 Mentor to Jocelynn Kuhns, High School Special Education Teacher.
- Susan Travis to serve as the 2023-2024 Mentor to Alicia O'Donnell, part-time Elementary Music Teacher.

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

9.h. Recommended Approval of Leave Request

The administration received a leave request from a classified employee:

- Sharon Hoover is requesting a leave of absence beginning Monday, April 15, 2024 through Friday, May 24, 2024 with a return date of Tuesday, May 28, 2024.

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

10. New Business - Actions Items

10.a. Recommended Approval of the Capital Project Reserve Payment

The following invoices are for payment with the Capital Project Reserve Fund:

- [Trane](#) - Access Control - 12/14/2023 - \$29,647.07 - 314181758
- [John Deere](#) - Gator - 01/12/2024 - \$13,130.60 - 117562001

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

10.b. Acknowledge Receipt of Financial Review Letters

Mr. William Wonders, Principal of Newville Elementary School, received a copy of a [letter](#) from Jeffrey S. Cohick, Enrolled Agent, advising the Newville PTO financial records were reviewed with auditing standards for the 2022-2023 school year.

Mr. Scott Penner, Director of Athletics and Student Activities, received a copy of a [letter](#) from Natalie Singer and Dawn Grimes advising the Big Spring Athletic Boosters financial records were reviewed with auditing standards for the 2022-2023 school year.

The administration recommends the Board of School Directors acknowledge receipt of the 2022-2023 Financial Review letters as presented.

10.c. Recommended Approval of Building Utilization

- Post Grad 2024 is requesting use of the High School Commons on April 7, 2024 for a Spring Craft Show from 1:00 - 6:00 pm.

Because the utilization request is on a Sunday, Board action is necessary. The administration recommends the Board of School Directors approve the utilization request as presented.

10.d. Recommended Approval of Student Activity Credit Card Users

The Board of Directors approved a VISA card to be used for the Student Activity Fund with a credit limit of \$5,000. The approval occurred on the December board meeting. The bank, Belco, is requesting two approved employees to negotiate and sign for the credit card account on behalf of the school district. The purpose of the card would be used as a last resort, if a vendor does not accept checks. The club advisor must have an approved dummy check before the credit card may be used. The recommendation would be for the Business Manager and Controller to authorize and approve any credit card use on the Student Activity Fund.

The administration recommends the Board of School Directors approve Michael Statler, Business Manager, and Ashley Nevling, Controller, to be authorized to negotiate and sign for the credit card account on behalf of Big Spring.

10.e. Recommended Approval of the District Health and Safety Plan

As per ESSER guidelines, each school district is required to review its [Health and Safety Plan](#) every six months. The District's Health and Safety Plan has been reviewed and revised by Superintendent, Dr. Nicholas Guarente and Assistant Superintendent, Dr. Nadine Sanders.

The administration recommends the Board of School Directors approve the revised District Health and Safety Plan as presented.

10.f. Recommended Approval of ESS Addendum

Dr. Abigail Leonard and Dr. Nadine Sanders have reviewed the [Addendum](#) with ESS Support Services, LLC to establish the hourly rate of compensation for a T1 Paraprofessional.

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

10.g. Case E of 2023-2024

The parents of Case E of the 2023-2024 school year waived their right to a formal student discipline hearing before the Board of School Directors for an incident that occurred at CPACTC. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case E of the 2023-2024 school year as presented.

10.h. Recommended Approval of Agreement

Dr. Abigail Leonard, Supervisor of Student Services, reviewed the Education Master Services [Agreement](#) with Maxim Healthcare Staffing Services, Inc. to provide supplemental services for a Big Spring student attending Franklin Learning Center.

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

10.i. Recommended Approval of Middle School Field Trips

Mrs. Clarissa Nace, Middle School Principal, is requesting permission for the following 2023-2024 field trips:

- FFA students to attend "Meet Your State Officer Night" on February 20, 2024 at Hoss's in Mechanicsburg.
- 7th and 8th grade Choir and High School Cantabile to perform at the Capital on March 27, 2024 for Music In Our Schools Month.

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

10.j. Request to Apply for a Grant

Mrs. Clarissa Nace, Middle School Principal, received a request from the following teacher to apply for a grant:

- Rebecca Whigham, Middle School Family and Consumer Science Teacher is requesting permission to apply for the [Explore.Act.Tell Grant](#) which engages young people in a project based learning process where they will learn about and act on solving hunger and food insecurity.

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

10.k. Case F of 2023-2024

The parents of Case F of the 2023-2024 school year waived their right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case F of the 2023-2024 school year as presented.

10.l. Case G of 2023-2024

The parents of Case G of the 2023-2024 school year waived their right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case G of the 2023-2024 school year as presented.

10.m. Recommended Approval of the Proposed 2024-2025 Academic Calendar

The administration drafted a proposed [Academic Calendar](#) for the 2024-2025 school year.

The administration recommends the Board of School Directors approve the proposed 2024-2025 academic calendar as presented.

10.n. Recommended Approval of the 2022-2023 Financial Statements and Audit

The District auditors (Smith Elliott Kearns & Company, LLC (SEK)) presented the financial statements and the single audit to the Committee of the Whole prior to the regular board meeting. The 2022-2023 audit is an unmodified opinion with no findings. The [financial statements and single audit](#) are required to be sent to several state agencies and the CAIU. The documents are posted on our website, along with the District's financial history available at this [webpage](#).

The administration recommends the Board of School Directors accept the District's 2022-23 financial statements and audit report as presented by SEK and authorize the administration to distribute as required.

10.o. Recommended Approval of Fundraiser

Mr. William Wonders, Newville Elementary School Principal, is requesting permission to conduct a fundraiser:

- Shamrock Shuffle

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

10.p. Recommended Approval of Capital Project - Oak Flat Sidewalk Repairs

Mr. Michael Statler, Business Manager, and Mr. Tim Drawbaugh, Director of Maintenance Services, have reviewed the three responses for the Oak Flat sidewalk repair. The lowest proposal was submitted by [Houck](#). The cost of the proposal is \$20,100.

The administration recommends the Board of School Directors approve the proposal as presented, to be paid from the Capital Project Reserve Fund.

10.q. Recommended Approval of Capital Project - High School Carpet Replacement

Mr. Michael Statler, Business Manager, and Mr. Tim Drawbaugh, Director of Maintenance Services, have reviewed the three responses for the High School carpet replacement. The lowest proposal was submitted by [Custom Cut Flooring](#), through the Pennsylvania COSTARS cooperative purchasing program. The cost of the proposal is \$38,201.55.

The administration recommends the Board of School Directors approve the proposal as presented, to be paid from the Capital Project Reserve Fund.

10.r. Recommended Approval of Capital Project - Oak Flat Front Office Renovation

Mr. Michael Statler, Business Manager, and Mr. Tim Drawbaugh, Director of Maintenance Services, have reviewed the three responses for the Oak Flat front office renovation. The lowest proposal was submitted by Custom Cut Flooring, through the Pennsylvania COSTARS cooperative purchasing program. The cost of the proposal is \$76,375.

The administration recommends the Board of School Directors approve the proposal as presented, to be paid from the Capital Project Reserve Fund.

10.s. Recommended Approval of Capital Projects - High School Pool Deck Replacement

Mr. Michael Statler, Business Manager, and Mr. Tim Drawbaugh, Director of Maintenance Services, have reviewed the three responses for the High School pool deck replacement. The proposal that best fits the District's need was submitted by [Lobar](#), through the [Keystone Purchasing Network](#) cooperative purchasing program. The cost of the proposal is \$119,904.40.

The administration recommends the Board of School Directors approve the proposal as presented, to be paid from the Capital Project Reserve Fund.

10.t. YWCA

Julie Boothe recommends the School District cease any agreements or programs with the YWCA, including any material distribution or in-person or virtual instruction without pre-approval from the board.

10.u. Finance Committee Meetings

Julie Boothe recommends changing the start times of all remaining Finance Committee meetings through June 2024 to 5:30 pm instead of 6:30 pm to allow extra time for budget discussions and transparency. This would include the March 18, 2024, April 22, 2024, May 20, 2024 and June 3, 2024 meetings.

10.v. Operation Lost Sheep

Julie Boothe proposes to establish an [Operation Lost Sheep](#) Committee.

11. New Business - Information Item

11.a. ESS Staff Information

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

- Kelsey Carbaugh provided a letter of resignation from the position of MDS Paraprofessional at Oak Flat Elementary effective February 16, 2024.

11.b. Student Eligible for Early Graduation

Based on the successful completion of course work, Halle Tomlinson is eligible for early graduation for the 2023-2024 school year and is also eligible to participate in the graduation ceremony in May.

11.c. Reminder

Board members are reminded to complete and return a copy of their 2023 [Statement of Financial Interest](#) forms to Mrs. Minnich for the State Ethics Commission on or before May 1, 2024.

11.d. Long-Term Substitute through ESS the District's Substitute Agency

Dr. Nadine Sanders, Assistant Superintendent, recommends the following candidate to serve as a long-term substitute teacher during the 2023-2024 school term:

- Kathryn Griffith to serve as long-term substitute Science Teacher at the High School during Amanda Frankford's leave of absence.

11.e. Maxim Staff Information

Dr. Abigail Leonard, Director of Student Services, provides the following Maxim staff information:

- Jessica Bittinger to serve as paraprofessional to support a new student who attends a full-time special education program with specific requirements based on the student's IEP.

12. Board Reports

12.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle (Director of Athletics, Admin Assistant to Athletics, 2 Coaches, Principals, Assistant Superintendent, and Superintendent) Meeting Dates: April 3, 2024 June 5, 2024

12.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle (Administration) Next Meeting is May 6, 2024

12.c. Capital Area Intermediate Unit - Seth Cornman (19 Members from 24-Member school districts) [CAIU](#) Meeting Dates: Feb 22, 2024 March 21, 2024 Apr 25, 2024 May 23, 2024 June 27, 2024 [All-In](#)

12.d. Cumberland Perry Area CTC - John Wardle (16 Members from 13 Member school districts)

12.e. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade (Administration)
Meeting Dates: March 18, 2024 April 22, 2024 May 20, 2024 June 3, 2024

12.f. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade (Assistant Superintendent, Director of Curriculum & Instruction, Superintendent, Parents, and Community Members)
Meeting Dates: Feb. 22, 2024 April 4, 2024

12.g. South Central Trust - Seth Cornman (Association Rep, Human Resources, and Business Manager)

12.h. Tax Collection Committee - David Fisher (Business Manager)
Meeting Dates: April 16, 2024 July 16, 2024 October 15, 2024

12.i. Wellness Committee - Seth Cornman (District Administrator, District Food Service Rep, Student, Parent, School Health Professional, Physical Education Teacher and Member of the Public)

12.j. Future Board Agenda Items

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

13. Meeting Closing

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

Julie Boothe, Sharpe Over, Ken Fisher, Mike Hippensteel, David Fisher, Seth Cornman, Frank Myers, Lisa Shade

13.b. Adjournment

Meeting adjourned at _____ pm, **Tuesday, February 20, 2024**

Next scheduled meeting is **March 18, 2024 at 7:30 pm**