

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### February 20, 2024



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#### 1. Opening Meeting: Call to Order/Pledge

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 7:40 pm with nine (9) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Frank Myers, Treasurer; Julie Boothe, Secretary; 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.

President Wardle announced the Board met in Executive Session this evening prior to the Committee of the Whole Meeting to discuss Safety and Security pertaining to capital projects and Legal Issues pertaining to review of the pending lawsuit.

#### 2. Student/Staff Recognition and Board Reports - Sadaf Sharifi provided student updates to the Board and staff members from Oak Flat Elementary delivered a staff report to the Board.

#### 3. Reading of Correspondence – Nothing Offered

#### 4. Recognition of Visitors - 58 visitors signed-in for the meeting.

#### 5. Public Comment Period

Laura Mackey offered comments of concern for the draft calendar and the number of scheduled meetings.

Dr. Lara Kauffman offered comments of concern for the agenda posting regarding restriction of services provided by the YWCA.

## 6. Approval of Minutes

Motion to approve the [Committee of the Whole](#) and [Board Meeting](#) Minutes for January 15, 2024 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

## 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
<b>Total</b>	<b>\$</b>	<b>5,192,177.97</b>

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

Motion by Mr. Myers was seconded by Mrs. Boothe

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 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 – 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 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 Jocelyne 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.

Motion by Mr. Cornman was seconded by Mr. Myers to combine and approve all items in New Business Personnel Action Items 9 (a) through 9 (h) 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 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.

Motion by Mr. Myers was seconded by Mr. Cornman

Mr. Hippensteel questioned why the John Deere Gator is being approved again and Dr. Guarente responded this was approved in June but we are now approving paying the invoice.

Mrs. Boothe said the decision to purchase was made prior to the current Board and asked why this invoice is lined out separately for approval and Mr. Statler explained it is being paid by the Capital Projects fund and past practice for payment from those accounts.

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

#### **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.

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

#### **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.

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.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.

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.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.

Motion by Mr. Cornman was seconded by Mrs. Shade

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

Voting No: Myers

Motion Carried. 8-1

#### **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.

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

#### **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.

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.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.

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.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.

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.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.

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.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.

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.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.

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.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.

Mrs. Shade made a motion to amend the proposed calendar to meet twice per month for Board meetings except December and July to follow current policy and Mr. Wardle asked for clarification if her motion included following current policy to meet at 8:00 pm in the High School LGI and she responded she is only requesting to meet twice per month except December and July. The motion to amend the proposed calendar was seconded by Mr. Cornman.

#### **10.m. Recommended Approval of the Proposed 2024-2025 Academic Calendar (continued)**

Mr. Over questioned what would be missed by meeting once a month during the lighter months of business and said one meeting a month wouldn't change the amount of business conducted which Dr. Guarente confirmed by stating it would be the same amount of agenda items if it were once a month or twice a month.

The Board continued to discuss the calendar and meeting options and Mrs. Shade expressed a desire to rescind her motion based on Dr. Guarente and Mr. Wardle's suggestion to focus on the academic calendar for planning purposes and continue the conversation about 2024-2025 meeting dates which aren't pressing at this time.

A motion to remove all meeting dates and approve the 2024-2025 academic calendar by Mr. Cornman was seconded by Mrs. Shade

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

President Wardle asked each Board Member to reach out to administration prior to the March 18 meeting to voice their thoughts on the number of meetings to bring a recommendation to the Board for the March 18 meeting.

#### **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.

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.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.o. Recommended Approval of Fundraiser (continued)**

Motion by Mr. Cornman was seconded by Mr. Myers

Mrs. Boothe shared she made a donation to support the Shamrock Shuffle which is an annual fundraiser prior to action of the Board this evening and holding two meetings per month would be a better opportunity for approval since things shouldn't go out to the public before it is approved.

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

#### **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.

Motion by Mr. Myers was seconded by Mr. Cornman

Mr. Hippensteel asked how many proposals were received and Mr. Statler responded 3.

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

#### **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.

Motion by Mr. Cornman was seconded by Mr. Myers

Mr. Hippensteel asked if anything alternative to carpet was pursued and Mr. Statler stated the entire Growler doesn't have carpet in that area and food is not to be consumed in the carpeted area. Mr. Myers said students do carry and sometimes consume food over the carpeted area and asked if the Growler could be relocated. Mr. Hippensteel stated maybe the library shouldn't be carpeted and Mr. Myers and Mr. David Fisher said carpet provides better acoustics for a library.

**10.q. Recommended Approval of Capital Project - High School Carpet Replacement (continued)**

Mr. Cornman expressed concern about food and drinks near the books in the library and made a motion to table the carpet replacement which was seconded by Mrs. Shade.

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

Motion Carried unanimously. 9-0

**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.

Motion by Mr. Myers was seconded by Mr. Cornman

Mr. Myers asked if Custom Cut Flooring will be using subcontractors and Maintenance Director Tim Drawbaugh said yes.

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

Motion Carried unanimously. 9-0

**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.

Motion by Mr. Cornman was seconded by Mr. Myers

Mr. Hippensteel asked if draining and refilling the pool is included in the estimate and Mr. Statler said no, it is not included in the cost which would be approximately \$5,000. Mr. Hippensteel asked if other work is needed while the pool is drained and asked if the add-on option of sound testing for structure is being pursued. Mr. Statler said the sound testing could be added if desired by the Board.

#### **10.s. Recommended Approval of Capital Projects - High School Pool Deck Replacement (cont'd)**

The Board discussed the pool deck replacement, draining the pool, and possible ways to save money refilling the pool.

Mr. Hippensteel made a motion to table the issue pending a cost for the sound testing and Mr. Cornman seconded the motion.

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

Motion Carried unanimously. 9-0

#### **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.

Motion by Mr. Cornman was seconded by Mrs. Shade

Mr. Over asked how much the services provided by the YWCA cost the school district and Dr. Guarente responded there is no cost. Mr. Over said who are we, the Board, to say which programs or services should come into the schools or not and re-stated this is a free service. He asked what the objection is to the services provided by the YWCA and said they are providing services that may be harder for families to access on their own.

Mrs. Boothe stated there has been a lot of misunderstanding and the concern stems from a parent letter sent home to some parents before the new Board members were seated. Mrs. Boothe said she believes the public should have been notified and given an opportunity to provide input and she introduced this agenda item because she wants transparency and awareness of programs prior to their implementation.

The Board and several in attendance continued to discuss agenda item 10t.

Mr. Over shared his thoughts that he doesn't believe this is a Board decision and the approval process should be in the hands of the building principals or superintendent and offered a motion to table the YWCA agenda item which was seconded by Mr. Myers.

Voting Yes to table agenda item 10t: K. Fisher, Myers, Over, and Wardle

Voting No to table agenda item 10t: Boothe, Cornman, D. Fisher, Hippensteel, and Shade

Motion Failed. 5-4

#### **10.t. YWCA (continued)**

Mr. Over shared he believes it is a mistake to restrict the YWCA from providing services to our students but said he wants parents to be able to opt out of services if that is desired. Mr. Hippensteel and Mrs. Shade both said they want to see pre-approval by the Board before a program is offered to students and there was additional discussion by the Board.

Mr. Cornman asked who is liable if something goes wrong with an unapproved program and Dr. Guarente said the District in its entirety is liable. Mr. Myers said it seems as though we're eliminating the entire administrative end of the table if the Board is going to make all of the decisions.

Mrs. Boothe made a motion to amend her original recommendation to remove YWCA and insert any third party group. The new recommendation is: Big Spring School District cease any agreements or programs with any third party group including any material distribution or in-person or virtual instruction without pre-approval from the Board, which was seconded by Mrs. Shade.

Voting Yes to amend the recommendation: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Shade, and Wardle

Voting No to amend the recommendation: Over and Myers

Motion Carried. 7-2

Voting Yes to approve the amended recommendation: Boothe, Cornman, D. Fisher, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously 9-0

#### **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.

Motion by Mrs. Boothe was seconded by Mr. Cornman

Mr. Wardle asked for clarification if the additional time is optional attendance for non-committee members and Mrs. Boothe stated that was correct.

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

Voting No: Myers

Motion Carried. 8-1

Mrs. Boothe offered a comment that a 60 million dollar budget deserves adequate time for discussion.

#### **10.v. Operation Lost Sheep**

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

Motion by Mrs. Boothe was seconded by Mr. Cornman

Mrs. Boothe said the students who left to go to outside cyber charter schools are not only a financial concern but also a concern for why they chose this option and said we care about each individual student.

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. 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** – Nothing Offered

**12.b. Building and Property Committee** – Nothing Offered

**12.c. Capital Area Intermediate Unit** – Mr. Cornman stated he would like administration to reach out to the CAIU to request a presentation.

**12.d. Cumberland Perry Area CTC** – Mr. Wardle stated the students are doing well at this busy time of year with events, activities, and preparing for NOCTI exams.

**12.e. Finance Committee** – Mrs. Boothe said the next few meetings will begin at 5:30 pm.

**12.f. Future Ready Comp Plan Board Reps** – Nothing Offered

**12.g. South Central Trust** – Nothing Offered

**12.h. Tax Collection Committee** - David Fisher said the next meeting is April 16, 2024

**12.i. Wellness Committee** – Nothing Offered but Mr. Cornman requested the date of the next meeting.

### 12.j. Future Board Agenda Items

Mr. Cornman recommends a student representative to the Board.

Mr. Cornman recommends approving the YWCA on the next agenda following their presentation.

Mrs. Boothe recommends adding a Received Donations section to the regular meeting minutes to ensure compliance with policy 702 which would allow the Board to be aware of gifts, exercise the reserved right to refuse or accept any gifts while affording public awareness and value of gifts and donations received by the District to provide public recognition of donors, encouraging the practice.

Mrs. Boothe said she would like the Board to vote to appoint a chair and 3 community members for Operation Lost Sheep at the next meeting and encouraged interested volunteers to submit a letter of interest to the administration building or her e-mail [jboothe@bigspring.k12.pa.us](mailto:jboothe@bigspring.k12.pa.us) by Wednesday, March 13, 2024. She said she would like President Wardle to appoint 2 additional Board Members who wish to serve and would like the Superintendent to appoint a member of administration to participate.

Mrs. Shade recommends a transition to active consent for all surveys and/or questionnaires being offered and/or taken by students through the school district including any written notification in use with an opt-out option prior to the release of surveys, questionnaires, or written notifications.

**12.k. Superintendent's Report**

Dr. Guarente shared the names of Cumberland Perry Area Career and Technical Center’s Big Spring Students of the 2<sup>nd</sup> Quarter and congratulated the students on their accomplishment:

Student	Course	Grade
Kaydon Armolt	Automotive Technology 2	Junior
Colt Clelan	Masonry 1	Freshman
Maslynn Enck	Healthcare Pathways/Phlebotomy Tech	Junior
Cierra Grimes	Dental Assisting 3	Senior
Kaden Hetrick	Government and Civics	Sophomore
Cassandra Metcalf	Cosmetology 3	Senior
Hailey Pittman	Criminal Justice 3	Senior
Jordan Sweigart	Computer Networking 2	Junior

Dr. Guarente congratulated three middle school students recently recognized by the US Army War College as Essay Contest winners and said job well done!

Alaina Roberts – 6<sup>th</sup> grade

Archer Redcay – 7<sup>th</sup> grade

Baylee Koontz – 8<sup>th</sup> grade

**13. Meeting Closing**

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

Mr. Cornman said Cumberland Perry does a great job with our students and expressed his appreciation.

Mrs. Boothe thanked the community for being engaged and voicing their opinions.

Mr. Hippensteel thanked Dr. Sanders and Dr. Guarente for working through the questions of the new members and said it means a lot that they take the time to give them answers.

Mr. Wardle said communication is key as we work in a transparent manner through discussions to give each person a voice and try to provide the right education for our students to give them the best opportunities.

**13.b. Adjournment**

Motion to adjourn 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

Meeting adjourned at **9:46 pm, Tuesday, February 20, 2024**

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

