

Please Note: Finance Committee Meeting begins at 5:30 pm



BOARD MEETING AGENDA

MARCH 18, 2024

7:30 PM - Middle School Auditorium

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

We welcome the 7th and 8th Grade Chorus, led by Middle School Choral Director Mrs. Lori Shover, to perform the National Anthem.

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 February 20, 2024 as presented?

7. Financial Reports

7.a. Payment of Bills and Budgetary Transactions

General Fund

Procurement Card	\$	30,932.62
Checks/ACH/Wires	\$	7,438,425.91
Special Revenue	\$	1,461.89
Capital Projects Reserve Fund	\$	42,777.69
ESCO Fund	\$	-
Cafeteria Fund	\$	155,153.72
Student Activities	\$	28,787.47
Total	\$	7,697,539.30

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

7.b. Treasurer's Fund Report

[General Fund Report](#)

[Special Revenue Report](#)

[Capital Project 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 - Do we have any old business?

9. New Business Personnel Items - Actions Items

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #9 into one motion.

9.a. Recommended Approval of Seasonal Laborer

Tim Drawbaugh, Director of Maintenance Services, recommends a seasonal laborer:

- Jesse Deutsch to serve as a Summer 2024 Seasonal Laborer

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

9.b. Recommended Approval of Resignations

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

- Mary Beidel provided a letter of resignation from the position of Administrative Assistant at Newville Elementary School effective March 11, 2024 for the purpose of retirement.
- Cheryl Nealy provided a letter of resignation from the position of Administrative Assistant to the Principal at Mount Rock Elementary School effective June 6, 2024 for the purpose of retirement.

9.b. Recommended Approval of Resignations (continued)

- Luke Nerone provided a letter of resignation from the extra-duty position of Co-Advisor for National Junior Honor Society effective May 31, 2024.
- Brent Stroh provided a letter of resignation from the position of Elementary Physical Education Teacher effective June, 2024 for the purpose of retirement.

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

- Jaclyn Nickel provided a letter of resignation from the position of High School Assistant Track Coach.

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

9.c. Recommended Approval of Athletic Staff and Extra-Duty Staff

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

- Christina Gruver for the position of Middle School Head Volleyball Coach.
- Grant Long for the position of High School Assistant Track Coach.

Mr. Jason Shover, High School Principal, recommends the following extra-duty staff:

- Megan Anderson for the position of High School Junior Class Advisor replacing Michelle Bear who has resigned.

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

9.d. 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 requests for leave without pay from the following employees:

- Allison Baer, Mount Rock Elementary Administrative Assistant, requesting leave without pay for March 13 and 14, 2024.
- Laura Grove, Middle School Art Teacher, requesting leave without pay April 12 - 24, 2024.
- Courtney Rickabaugh, High School English Teacher, requesting leave without pay on March 6, 2024 for a half day and all day March 8, 2024.

9.d. Recommended Approval of Leave Without Pay (continued)

- Julie Thumma, Middle School Science Teacher, requesting leave without pay on April 9, 2024.

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

10. New Business - Actions Items

10.a. Recommended Approval of Student Travel

High School Principal, Jason Shover, is requesting permission for two high school students and advisor to travel and participate in the following competition:

- Technology Student Association State Conference and Competition at Seven Springs Resort in Seven Springs, PA - April 17 - 19, 2024.

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

10.b. Recommended Approval of the CrossSafe Contract

In Spring of 2022, the District conducted a Request for Proposal (RFP) to find a vendor to provide crossing guard services for the School District. Nationwide search was conducted to find potential vendors, the District sent out RFP's and advertised. Only CrossSafe returned a proposal. After a thorough analysis and determining the needs of the District, the District moved forward with a CrossSafe Contract for the 2022-2023 school year. A determining factor of the analysis was the training and support CrossSafe would provide to the crossing guards. The training and support help to ensure the District would maximize the safety of our students, staff, and residents that travel on Mount Rock Road. The new contract is for three years.

The administration recommends the Board of School Directors approve a three-year contract with CrossSafe.

10.c. Recommended Approval of Fundraisers

Mr. Scott Penner, Director of Athletics and Student Activities, is recommending approval of the following 2023-2024 fundraisers:

- Dawg Pound to host a Sunset at the Stadium event and fundraiser on Friday, May 17, 2024 from 6:00 to 9:00 pm at Bulldog Stadium. This event will offer free and paid activities provided by high school clubs and Dawg Pound with a small fee charged for admission.
- On-field banner advertisements to benefit the Baseball Program.
- [E-mail campaign](#) to benefit the Baseball Program.
- Summer Youth [Camp](#) to benefit the Baseball Program.
- Jersey Sale to benefit the Baseball Program.

The administration recommends the Board of School Directors approve the Dawg Pound school event and fundraisers as presented.

10.d. Recommended Approval of the Proposed CAIU 2024-2025 General Operating Budget - Resolution 240318-01

A summary of the Capital Area Intermediate Unit General Operating [Budget](#) for the 2024-2025 fiscal year has been reviewed by administration. The budget represents no change in District contribution from the 2023-2024 budget.

The administration recommends the Board of School Directors approve the Capital Area Intermediate Unit's [Resolution](#) for the 2024-2025 General Operating Budget as presented.

10.e. Recommended Approval of Life Insurance, AD&D, and LTD provider

The District requested quotes for life insurance, AD&D, and LTD services. The lowest price came back from Madison National Life. The new rate will take effect on July 1, 2024. The rates are locked for the next three years.

Additionally, the District will start offering voluntary life insurance through Madison, starting with the next open enrollment period - November 2024.

Type	Current (FY24)	Madison (FY25)
Life	0.102	0.100
AD&D	0.020	0.020
LTD	0.374	0.340

The administration recommends the Board of School Directors approve Madison National Life insurance to provide voluntary life, the District provided life insurance, AD&D, and LTD.

10.f. Recommended Approval of Utilization Requests

- Matt Bixler, on behalf of Big Spring Hurricane Softball, is requesting use of the Oak Flat and Mount Rock Softball Fields March 5 through November 2, 2024. Because some of the dates involve Sundays, Board action is necessary.
- Christie Katora, on behalf of Big Spring Aquatics Club, is requesting use of the high school pool and balcony for a Fitter and Faster Swimming Clinic on April 6 from 8 am until 4:30 pm and April 7, 2024 from 1:00 to 7:30 pm. Because the dates involve a Sunday, Board action is necessary.

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

10.g. Recommend Approval of Domestic Violence Services of Cumberland and Perry Counties

[Domestic Violence](#) Services of Cumberland and Perry Counties offers [resources](#) and support to the Big Spring School District with educational prevention programs.

The administration recommends the Board of School Directors approve the Domestic Violence Services of Cumberland and Perry Counties as presented.

10.h. Recommended Approval of PA-ETEP Agreement

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the 2024 [PA-ETEP](#) Annual Agreement between EduLink Inc. and the Big Spring School District to provide an electronic teacher evaluation portal to manage and comply with the required teacher evaluation process.

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

10.i. Recommended Approval of the Capital Projects Fund Payment

The following invoice is for payment within the Capital Project Fund:

- Custom Cut Flooring - Oak Flat Front Office - [2075](#) - 02/29/2024 - \$30,000

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

10.j. Recommended Approval of the ESCO Fund Payment

The following invoice is for payment within the ESCO Fund:

- McClure - ESCO Phase II - [Application # 2](#) - 02/15/2024 - \$53,324.00

The administration recommends the Board of School Directors approve the invoice to be paid from the ESCO Fund.

10.k. Recommended Approval of YWCA

The [YWCA](#) Carlisle and Cumberland County offers [resources](#) and support to the Big Spring School District with educational prevention programs.

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

10.l. Recommended Approval of Fundraisers

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

- [R&K Subs](#) Fundraiser during the month of April to benefit National Junior Honor Society.
- [Spring Spirit Wear fundraiser](#) to benefit Student Council March 20 - April 3, 2024.
- Stall Day Coin Collection to benefit Student Council.

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

10.m. 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 [Walmart Spark Good Local Grant](#)

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

10.n. Operation Lost Sheep

Julie Boothe recommends the Board appoint a chairperson of the [Operation Lost Sheep](#) Committee.

Julie Bothe recommends President John Wardle appoint 2 interested Board committee members to the Lost Sheep Committee.

Julie Bothe recommends community members Patricia Johnson, Kendra Shaffer and Kathy Livengood be appointed to the Lost Sheep committee based on their letters of interest.

11. New Business - Information Item

11.a. Training Reminder

School Board Directors are required to complete training programs pursuant to Act 55 of 2017.

Both New and Advanced School Director Training events are being offered by PSBA through May. Please see [the PSBA website](#) for details on dates and times.

School Board Directors are reminded to provide a copy of their completed training certificates to Mrs. Minnich for our audit records.

11.b. Closeout of Real Estate Tax Collection

Barbara Kuhns has closed out the 2023 Real Estate Taxes. The [summary](#) of the collections is attached. The collection rate of 96.38% is higher than the 5-year average of 96%.

Totals	\$29,804,588.59
Tax Levy	\$30,925,408.85
Collection %	96.38%
Average	\$3,183.91
Total # of bills	9,917

11.c. New Story Student Enrollment

New Story, LLC is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Dr. Abigail Leonard, Director of Student Services, has reviewed the student enrollment form for a Big Spring student enrolling with New Story during the 2023-2024 school year.

11.d. Community First Responders Day

Trooper Wenrich on behalf of the Pennsylvania State Police has been granted permission to utilize the grounds at Oak Flat Elementary School on Saturday, June 1, 2024 for Community First Responders Day from 10:00 am until 1:00 pm.

11.e. Long-Term Substitutes 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:

- Jennifer Cordell to serve as a long-term substitute Special Education Teacher at the High School covering Michelle Bear's position until the hired teacher can start in the position.
- Delores Shank to serve as a long-term substitute Business Teacher at the High School during Alexa Maier's leave of absence.

11.f. Leave Requests

Frank Landis, Middle School Social Studies Teacher, is requesting a leave of absence to begin Tuesday, March 19, 2024 through approximately Tuesday, April 16, 2024 with a return date of Wednesday, April 17, 2024. According to Family and Medical Leave Policy 335 administrative, professional and support employees may request leaves of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

Kacey O'Donnell, Speech and Language Clinician, is requesting a child-rearing leave of absence for the beginning of the 2024-2025 school year through approximately Tuesday, October 15, 2024 with a return date of Wednesday, October 16, 2024. According to Section 6.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, the request meets all provisions for a child-rearing leave according to the current contract.

11.f. Leave Requests (continued)

Kaetlyn Yeager, ESL Teacher, is requesting a child-rearing leave of absence for the beginning of the 2024-2025 school year through approximately Friday, September 20, 2024 with a return date of Monday, September 23, 2024. According to Section 6.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, the request meets all provisions for a child-rearing leave according to the current contract.

11.g. Recognition of Gift/Donation

The Big Spring School District received a donation of supplies from DHL Supply Chain, Centerville Road, Newville which was accepted by Dr. Nicholas Guarente, Superintendent, to be used in the best interest of the District's educational program.

11.h. Middle School Earth Day Expo

Principal Clarissa Nace provides information on a Middle School "Earth Day Expo" planned for Friday, April 12, 2024 with vendors and [FFA](#) activities taking place during the school day.

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](#) Mtg Dates: March 28, 2024 Apr 25, 2024 May 23, 2024 June 27, 2024 [February 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)

12.g. South Central Trust - Seth Cornman (Association Rep, Human Resources, and Business Manager) Executive Committee Meeting March 25th. Full Board Meeting April 24th at 3 pm via Zoom.

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) - Next meeting is April 18th at 3:00 pm.

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

13.b. Adjournment

Meeting adjourned at _____ pm, **March 18, 2024**

Next scheduled meeting is **April 8, 2024 at 7:30 pm**