

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

April 17, 2023



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

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:00 pm with eight (8) Board of School Directors present: John Wardle, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, and Donna Webster who participated virtually.

Absent: William Swanson

Others in attendance: Nicholas Guarente, Superintendent; Jeanne Temple, Interim Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Donna Minnich, Board Minutes; Mike Fronk, 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 start of the Board Meeting to discuss the leave status of a current professional employee.

2. Student/Staff Recognition and Board Reports - Sherisa Nailor and Lauren Hetrick

provided updates to the Board of end of the year activities.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors – 14 visitors signed-in for the meeting.

5. Public Comment Period

Pastor Bill Beck offered a prayer of encouragement for the Board members, administration, staff, students, and community.

Seth Cornman said in an effort to expand his knowledge, he has been reviewing Board Policy and thought there was a problem with a link in policy 101.5 posted to the web page.

6. Approval of Minutes

Motion to approve the [Committee of the Whole](#) and [Board Meeting Minutes](#) for April 3, 2023 as presented?

Motion by Mr. Deihl was seconded by Mr. Roush

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

7. Financial Reports

7.a. Payment of Bills

General Fund	\$	1,408,006.84
Special Revenue Fund	\$	394.27
Capital Project Reserve Fund	\$	77,339.00
Cafeteria Fund	\$	1,685.15
Student Activities	\$	16,664.44
Total	\$	1,504,089.70

Motion by Mr. Myers was seconded by Mr. Deihl

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

7.b. Treasurer's Fund Report

General Fund	\$	30,749,461.20
Special Revenue Fund	\$	72,092.37
Capital Project Reserve Fund	\$	8,525,054.21
Cafeteria Fund	\$	971,034.73
Student Activities	\$	318,773.89
Total	\$	40,636,416.40

Motion by Mr. Myers was seconded by Mr. Deihl

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

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.

Motion by Mr. Deihl was seconded by Mr. Roush

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

8. Old Business – Nothing Offered

9. New Business Personnel Items - Actions Items

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

9.a. Recommended Approval of Leave Requests

- Brooke Brown, Newville Health Room Assistant, is requesting leave without pay for May 4, 5, and 8, 2023.
- Anthony Casella, High School Teacher, is requesting leave without pay for May 11, 12, 15, 16, 17, 18, and 19, 2023.
- Summer LaFrance, High School Custodian, is requesting leave without pay for April 10, 2023.
- Courtney Rickabaugh, High School Teacher, is requesting leave without pay for April 3, 4, and 5, 2023.
- Theresa Stum, Oak Flat Paraprofessional, is requesting leave without pay for March 31, 2023.

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

9.b. Recommended Approval of Athletic Staffing Updates

Mr. Scott Penner, Director of Athletics and Student Activities, recommends approval of the following staffing updates:

- Megan Eckenrode has submitted a letter of resignation from the position of Head Middle School Field Hockey Coach effective immediately.
- Ashlynn Foster is recommended for the position of Head Cheer Coach and all supporting cheer positions are hereby vacated.
- Dwayne Kepner has submitted a letter of resignation from the position of Assistant Girls Varsity Basketball Coach effective immediately.

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

9.c. Recommended Approval of Transfers for Professional Staff

The administration will transfer the professional staff whose names are listed below for the 2023-2024 school year. These transfers are in accordance with Board Policy 309, Assignment and Transfer.

- Marshall Policicchio from High School Business to Middle School Business.
- Cherie Powell from High School Business to High School Career Coordinator replacing Lisa Black who has retired.
- Stephanie Weller from Oak Flat Life Skills to High School Life Skills replacing Maria Boyd who has retired.

The administration recommends the Board of School Directors approve the professional staff transfers for 2023-2024 as presented.

9.d. Recommended Approval of Custodial Staff

Ms. Cheri Frank, Director of Custodial Services, recommends the following custodial staff hire:

- Michael Kitzmiller to serve as part-time 12 month Logistics Specialist for the Custodial Department at an hourly rate of \$15.17 for the 2022-2023 school year beginning employment on June 1, 2023 replacing Ray Lebo who has resigned. 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 custodial new hire as presented.

Mr. Deihl stated he is abstaining from voting on item 9d Recommended Approval of Custodial Staff due to a conflict of interest from a personal acquaintance.

Motion by Mr. Roush was seconded by Mr. Myers to combine all items in New Business Personnel Items 9 (a) – 9 (c) into one motion.

9 (a) – 9 (c)

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

9 (d)

Voting Yes: Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 7-0

10. New Business - Actions Items

10.a. Recommended Approval of Utilization Requests

- Kyle Kotzmoyer, on behalf of Diamond Premier Baseball, is requesting use of the old baseball field and the high school baseball field on June 3 and June 4, 2023 for a baseball tournament. Because the date includes a Sunday, Board action is necessary.

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

Motion by Mr. Deihl was seconded by Mr. Roush to vote on the first bullet.

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

10.a. Recommended Approval of Utilization Requests (continued to second bullet)

- Kyle Kotzmoyer, on behalf of Diamond Premier Baseball, is requesting use of the old baseball field on August 12 and August 13, 2023 for a baseball tournament. Because the date includes a Sunday, Board action is necessary.

Motion by Mr. Deihl was seconded by Mr. Roush to vote on the second bullet.

Voting Yes: Deihl, Fisher, Myers, Over, Roush, Wardle, and Webster

Voting No: Piper

Motion Carried unanimously. 7-1

10.b. Recommended Approval of Fundraiser

Mrs. Clarissa Nace, Middle School Principal, recommends approval of the following middle school fundraiser:

- [Fan Cloth Spirit Wear Sale](#) April 18 - May 4, 2023 to benefit the Middle School Student Council.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

10.c. Recommended Approval of Capital Project Fund Payments

The following invoices are for payment within the Capital Project Fund:

- IntegraOne - \$1,954.29 - Invoice #208834 - Network Switch Project
- CNI - \$18,022.32 - Invoice #IN000083 - Fiber and WiFi Project
- Trane - \$92,449.00 - Invoice #313475642 - Access Control Project

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

Motion by Mr. Deihl was seconded by Mr. Roush

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

10.d. Recommended Approval of the Proposed 2023-2024 GSS, Inc. Agreement

Mr. Michael Statler, Business Manager, received and reviewed the agreement with **Government Software Services (GSS), Inc.** for the 2023-2024 tax year. The contract is for the District's software for real estate tax services used by the District's tax collectors and Cumberland County.

The administration recommends the Board of School Directors approve the proposed 2023-2024 agreement as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

11. New Business - Information Item

11.a. Tuition Agreement

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 tuition agreement for a Big Spring student transferring to New Story during the 2022-2023 school year.

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

Mrs. Jeanne Temple, Interim Assistant Superintendent, recommends the following to serve as a long-term substitute teacher:

- Rachel Dehoff to serve as a long-term substitute 8th Grade Math Teacher at the Middle School for the remainder of the 2022-2023 school year for Jennifer Gregoris who has resigned from the position.

12. Board Reports

12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster - Next Meeting: April 20, 2023

Mr. Fisher reminded everyone of the meeting on Thursday at 6:00 pm

12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle - Mr. Deihl stated the next meeting is May 17, 2023.

12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle – Mr. Piper said the next meeting is Monday, April 24.

12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle – Mr. Over said the next meeting is May 1, 2023.

12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers – Mr. Deihl said the next meeting is May 15, 2023.

12.f. South Central Trust - Mr. Deihl – Mr. Deihl said the next meeting is April 26, 2023.

12.g. Capital Area Intermediate Unit - Mr. Swanson – Nothing Offered

12.h. Tax Collection Committee - Mr. Swanson - Nothing Offered

12.i. Future Board Agenda Items – Nothing Offered

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

Superintendent Guarente said congratulations to our teachers who were recently honored by the Carlisle Army War College for Excellence in Education: Case Barwin, Third Grade Teacher at Oak Flat Elementary School; Maria Boyd, Life Skills Teacher at the Big Spring High School; and Dan Tigyer, Sixth Grade Social Studies Teacher at the Big Spring Middle School.

Superintendent Guarente stated we are very proud of two High School seniors Clayton Hetrick and Faith Warner who have been nominated for a Travers Award.

13. Meeting Closing

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

Mr. Wardle said thank you to everyone for supporting the Big Spring School District.

13.b. Adjournment

Motion by Mr. Deihl was seconded by Mr. Roush to adjourn the meeting.

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Wardle, and Webster

Motion Carried unanimously. 8-0

Meeting adjourned at **8:18 pm, April 17, 2023**

Next scheduled meeting is **May 1, 2023**

Please Note: The **June 5 and June 19, 2023** Board Meetings will be held in the High School Auditorium as well as the **July and August** Board Meetings because of summer work at the Middle School.

William L. Piper