



BOARD MEETING AGENDA

APRIL 22, 2024

7:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** - Sadaf Sharifi and Caleb Tilden
- 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 April 8, 2024 as presented?

7. Financial Reports

7.a. Payment of Bills and Budgetary Transfers

General Fund

Procurement Card	\$	21,565.85
Checks/ACH/Wires	\$	5,381,631.71
Special Revenue	\$	1,993.37
Capital Projects Reserve Fund	\$	30,000.00
ESCO Fund	\$	53,324.00
Cafeteria Fund	\$	151,761.64
Student Activities	\$	44,501.53
Total	\$	5,684,778.10

Motion to approve the [Payment of Bills](#) and [Budgetary Transfers](#) 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 Resignations

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

- Veronica Saylor, provided a letter of resignation from the position of Elementary Health Room Assistant effective May 30, 2024 for the purpose of retirement.

Scott Penner, Director of Athletics and Student Activities, received the following extra-duty staff resignation:

- Brent Stroh provided a letter of resignation from the extra duty position of Fitness Center/Strength Coordinator.

Cheri Frank, Director of Custodial Services, received the following staff resignations:

- Ken Sunday provided a resignation from the position of High School Custodian effective April 5, 2024.
- Gary Young provided a resignation from the position of High School Custodian effective April 5, 2024.

Stacy Lehman, Human Resources Coordinator, received the following extra-duty staff resignation:

- Brian Magee provided a resignation from the extra duty position of Marching Band Field Staff.

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

9.b. 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:

- Riley Brown, High School Teacher, requesting leave without pay for April 12, 2024.
- Joseph Kucker, High School Teacher, requesting leave without pay for April 8 and 9, 2024.
- Julie Thumma, Middle School Teacher, requesting leave without pay for April 12 and April 15, 2024.

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

9.c. Recommended Approval of 2023-2024 Summer School and ESY Program Staff

Mrs. Nicole Donato, Director of Curriculum and Instruction recommends the individuals listed for the positions noted to assist with the Summer School Program. Compensation for the positions will be based on the Collective Bargaining Agreement for the 2023-2024 school year:

<u>L Name</u>	<u>F Name</u>	<u>Position</u>
Barwin	Casey	Elementary Summer School Instructor
Devonald	Stephanie	Elementary Summer School Instructor
Hockenberry	Holly	Elementary Summer School Instructor
O'Donnell	Alicia	Elementary Summer School Instructor
Steinly	Caitlin	Elementary Summer School Instructor
<u>L Name</u>	<u>F Name</u>	<u>Position</u>
Grossman	Crystal	Secondary Summer School Coordinator - Summer 2024
Gutshall	Nate	Secondary Summer School Instructor
Kucker	Joseph	Secondary Summer School Instructor
Pagze	Bethany	Secondary Summer School Instructor

Dr. Abby Leonard, Director of Student Services, recommends the individuals listed for the positions noted to assist with the Special Education Extended School Year (ESY) Program. Compensation for the positions will be based on the Collective Bargaining Agreement for the 2023-2024 school year:

<p><u>ESY Teachers:</u> Jocelynn Kuhn Jessica Sprecher Amanda Webber</p> <p><u>ESY Nurse:</u> Linda Webber</p>	<p><u>ESY Paraprofessionals:</u> Michelle Fountain Tammy Garman Theresa Stum Danielle Zeigler</p>
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The administration recommends the Board of School Directors approve the Summer School and ESY staffing as presented.

9.d. Recommended Approval of a Middle School Science Teacher - Jennifer Long

Education:

Shippensburg University - Elementary Education - Bachelor's Degree
University of Phoenix - Curriculum and Instruction - Master's Degree

Experience:

Carlisle Area School District - 6th Grade Science Teacher

The administration recommends the Board of School Directors appoint **Jennifer Long** to the position of Middle School Science Teacher replacing Alison Brown who is retiring. The compensation for this position should be established at Master's Degree step 15, \$77,789.00 for the 2024-2025 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.e. Recommended Approval of an Elementary Physical Education Teacher - Melissa Motter

Education:

Messiah College - Health and Physical Education Studies - Bachelor's Degree

Experience:

Mechanicsburg Area School District - Health and Physical Education Teacher

The administration recommends the Board of School Directors appoint **Melissa Motter** to the position of Elementary Physical Education Teacher replacing Brent Stroh who is retiring. The compensation for this position should be established at Bachelor's Degree step 6, \$62,929.00 for the 2024-2025 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 a Middle School Science Teacher - Corrin Ward

Education:

Shippensburg University - Criminal Justice - Bachelor's Degree

Shippensburg University - Earth-Space, Environmental, General and Middle School Science - Teaching Certification

Shippensburg University - Curriculum and Instruction - Master's Degree

Experience:

Central Dauphin School District - 8th Grade Science Teacher

The administration recommends the Board of School Directors appoint **Corrin Ward** to the position of Middle School Science Teacher replacing Heather Magee who is retiring. The compensation for this position should be established at Master's Degree step 15, \$77,789.00 for the 2024-2025 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.g. Recommended Approval of a Middle School Science Teacher - Katelyn Minnich

Education:

Wilson College - Veterinary Medical Technology with a minor in Veterinary Biology - Bachelor's Degree

Wilson College - Middle Level Science Teaching Certification (pending)

Experience:

Wilson College – Teacher Certification Pathways

Big Spring School District – Child Accounting/PIMS

The administration recommends the Board of School Directors appoint **Katelyn Minnich** to the position of Middle School Science Teacher replacing Therese Bukousky who has resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$60,229.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Employment is contingent upon pending receipt of a type 01 Emergency Permit with ongoing compliance of the requirements as defined by the PA Department of Education to maintain an emergency permit until such time as full middle level science certification is received.

9.h. Recommended Approval of Extra Duty and Athletic Positions

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or building is assigned a mentor teacher. As per the provisions of the Collective Bargaining Agreement between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive an Extra Duty Stipend. Dr. Nadine Sanders recommends the following mentors:

Inductee	Building/Position	2024 - 2025 Mentor
Jennifer Long	Middle School Science Teacher	Heidi Gilbert
Katelyn Minnich	Middle School Science Teacher	Crystal Grossman
Melissa Motter	Elementary Physical Education	Matthew Engleman
Corrin Ward	Middle School Science Teacher	Crystal Grossman

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

- Jesse Bernhisel for the position of Co-Assistant Football Coach
- John Frey for the position of Co-Assistant Football Coach
- Austin Long for the position of Co-Assistant Football Coach
- Grant Long for the position of Co-Assistant Football Coach

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

10. New Business - Actions Items

10.a. Recommended Approval of Team Travel and Fundraiser:

Mr. Scott Penner, Director of Athletics and Student Activities, recommends approval of the following overnight team travel:

- High School and Middle School Boys Wrestling Teams and Coaches to attend the [Lock Haven Team Camp](#) July 7 - 10, 2024.

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

- [FundraiserBlankets.com](#) May 20 through June 20, 2024 to benefit the Cheer Team.

The administration recommends the Board of School Directors approve participation and team travel and fundraiser as presented.

10.b. Recommended Approval of CAIU Addendum

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the CAIU [Addendum #1](#) modifying the Agreement for Title I Nonpublic Programs and Services.

The administration recommends the Board of School Directors approve Addendum #1 as presented.

10.c. Recommended Approval of Master Agreement

Dr. Nicholas Guarente, Superintendent and Scott Penner, Athletic Director, have reviewed the [Master Agreement](#) and [Equipment Addendum](#) between Power Ad Company and Big Spring High School to provide advertising.

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

10.d. Recommended Approval of Microsoft EES Agreement

The District participates in the [Lancaster/Lebanon IU Collaborative Purchasing](#) service for the [Microsoft EES Agreement](#). The new agreement is for 5 years, starting May 17, 2024 through May 16, 2029. The district relies on Microsoft products to operate all essential technology infrastructure and to provide a suite of client software tools for administration, staff and high school students. The office suite includes Outlook, Word, Excel, PowerPoint, Teams, OneDrive, OneNote, and SharePoint. The agreement also provides unlimited windows server licensing as well as the M365 Security Suite.

The annual cost is \$39,638, a reduction of \$4,159 from the prior agreement.

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

10.e. Recommended Approval of New Curricular Resources

Listed below are curricular resources recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction:

- K-12 Science Curricular Resource - [OpenSciEd](#)

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

10.f. Recommended Approval of Committee Name Change

The committee currently named the Lost Sheep Committee is recommended by Julie Boothe and the committee to be renamed the Disenrollment Investigation and Grievance Committee.

10.g. Recommended Addition to District Web Page

Committee Chair Julie Boothe recommends the creation of a spot on the District Web Page for Lost Sheep Committee communication of contact information and updates.

11. New Business - Information Item

11.a. Leave Requests

Danielle Teter, Newville Elementary School Teacher, is requesting a leave of absence beginning Monday, May 6, 2024 through approximately Tuesday, May 28, 2024 with a return date of Wednesday, May 29, 2024. According to Family and Medical Leave Policy 335, administrative, professional and support staff employees may request leave of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

11.a. Leave Requests (continued)

Amber Rhinehart, Newville Elementary School Teacher, is requesting a child-rearing leave of absence for the beginning of the 2024-2025 school year through approximately Monday, December 2, 2024 with a return date of Tuesday, December 3, 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 child-rearing leave according to the current contract.

11.b. Proposed Updated Policies

The administration has proposed the updated policies listed below:

- [Policy 236.1](#) Threat Assessment
- [Policy 800](#) Records Retention
- [Policy 827](#) Conflict of Interest

After the policies have been reviewed by the Board of School Directors, the administration will present the updated policies for Board approval at the May 6, 2024 Board meeting.

11.c. Proposed Updated Policy

Mrs. Lisa Shade has proposed the updated policy listed below:

- [Policy 235](#) Student Rights-Surveys

After the policy has been reviewed by the Board of School Directors, the updated policy will be presented for Board approval at the May 6, 2024 Board meeting.

11.d. 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.e. Proposed Updated Job Description

The administration has updated the job description listed below:

[308 - Strength and Conditioning Coach](#)

After the job description has been reviewed by the Board of School Directors, the administration will present the updated job description for Board approval at the May 6, 2024 Board meeting.

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 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)

Meeting Dates: Apr 25, 2024 May 23, 2024 June 27, 2024

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: 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. Operation Lost Sheep Committee - Julie Boothe, Chair (Seth Cornman, Lisa Shade and 3 Community Members) Meeting Dates: May 2, 2024 - 7 pm in MS Room 514 May 30, 2024 - 7 pm in MS Room 514 June 13, 2024 - 7 pm in MS Room 514 [April 4, 2024 Meeting Minutes](#)

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

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

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

12.k. Future Board Agenda Items

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

13. Meeting Closing

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

13.b. Adjournment

Meeting adjourned at _____ pm, **April 22, 2024**

Next scheduled meeting is **May 6, 2024 at 7:30 pm**