



# BOARD MEETING AGENDA

**APRIL 22, 2025**

7:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports**
- 3. Reading of Correspondence**
- 4. Recognition of Visitors** - please sign in on the clipboard for tonight's meeting
- 5. Public Comment Period**
- 6. Approval of Minutes**

Motion to approve the [DIG Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for April 7, 2025 as presented?

## 7. Financial Reports

### 7.a. Payment of Bills

<u>Fund Name</u>	<u>Amount</u>	<u>Fund Accounting Payment Register</u>	<u>Fund Accounting Payment Summary</u>
General Fund - Procurement Card	\$28,864.87	<a href="#">Procurement Card - Detail</a>	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$9,618,503.63	<a href="#">General Fund - Detail</a>	<a href="#">General Fund - Summary</a>
Special Revenue	\$8,648.65	<a href="#">Special Revenue - Detail</a>	<a href="#">Special Revenue - Summary</a>
Capital Projects Reserve Fund	\$12,770.44	<a href="#">Capital Projects Reserve Fund - Detail</a>	<a href="#">Capital Projects Reserve Fund - Summary</a>
Cafeteria Fund	\$150,942.28	<a href="#">Cafeteria Fund - Detail</a>	<a href="#">Cafeteria Fund - Summary</a>
Student Activities	\$48,600.99	<a href="#">Student Activities - Detail</a>	<a href="#">Student Activities - Summary</a>

Total amount of all funds **\$9,868,330.86**

Motion to approve the Payment of Bills as presented

## **7.b. Budgetary Transactions**

Motion to approve the following Budgetary Transfers:

- [October 2024](#)
- [November 2024 \(None\)](#)
- [December 2024](#)
- [January 2025](#)
- [February 2025](#)
- [March 2025](#)

## **7.c. Treasurer's Fund Report**

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project Report](#)
- [Cafeteria Fund Report](#)
- [Student Activities Fund Report](#)
- [Student Activities Account Summary](#)
- [Investment Report](#)
- [Earned Interest and Bank Fees YTD for General Fund, Special Revenue, Capital Projects, ESCO and Cafeteria](#)
- [Earned Interest YTD Student Activities](#)

Treasurer's Fund Reports are noted.

## **7.d. YTD General Fund Report and YTD Taxes**

The administration prepared the [YTD General Fund Report](#) and the [YTD Taxes](#) 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. Nicholas Guarente, Superintendent, received the following professional staff resignation:

- Bonnie Seltzer provided a resignation from the position of Itinerant Teacher of Deaf/Hard of Hearing effective August 6, 2025.

Scott Penner, Director of Athletics and Student Activities, received the following athletic staff resignation:

- Jennifer Gutshall provided a letter of resignation from the position of Co-Assistant High School Girls Basketball Coach.

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

### **9.b. Recommended Approval of a Health Room Assistant - Andrea Ruff**

Dr. Nadine Sanders, Assistant Superintendent, recommends Andrea Ruff as a full-time Health Room Assistant at Newville Elementary School. Ms. Ruff will work 180 days at 7 hours per day at the C4 salary rate of the Classified Compensation Plan for the 2024 - 2025 school year. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

The administration recommends the Board of School Directors approve the Health Room Assistant as presented.

### **9.c. Recommended Approval of a High School Biology Teacher - Nicole Davidson**

#### **Education:**

Dickinson College - Biology (Bachelor's Degree)

Shippensburg University - Biology (Master's Degree)

The University of Texas at Arlington - Science Education (Master's Degree)

#### **Experience:**

River Rock Academy - Special Education English Teacher

The administration recommends the Board of School Directors appoint Nicole Davidson to the position of High School Biology Teacher replacing Bob McClure who is retiring. The compensation for this position should be established at Bachelor's Degree Step 1 \$62,175.00 for the 2025-2026 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation including 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 certification is received.

#### 9.d. Recommended Approval of the 2025 Custodial Summer Hire List

Cheri Frank, Director of Custodial Services, would like to recommend the 2025 Summer Hire List for the District's Custodial Staff:

<b>Custodians</b>	<b>Position</b>	<b>Rate</b>	<b>Schedule (days x hours)</b>
Krause, Kimberly	Custodian	\$16.58	4x8
Returning Students			
Bear, Leah	Custodian	\$16.58	4x8
Martin, Bailey	Custodian	\$16.58	4x8
Maria Tandle	Custodian	\$16.58	4x8
Saville, Ayden	Custodian	\$16.58	4x8
Header, Evan	Custodian	\$16.58	4x8
District P/T Custodians			
Hair, Cathy	Custodian	Current	4x5.5
Tubbs, Deb	Custodian	Current	4x5.5
Weller, John	Custodian	Current	3x5
Clarke, Marshall	Custodian	Current	4x8
Melendez, Laura	Custodian	Current	2x8
Wendy, McCartney	Custodian	Current	4x8
Rai, Bishnu	Custodian	Current	4x8
District 11 Month Custodians			
Mixell, Alma	Custodian	Current	4x8
Adams, Michelle	Custodian	Current	4x8

The administration recommends the Board of School Directors approve the 2025 summer custodial hire list as presented.

#### 9.e. Recommended Approval of a High School Social Studies Teacher - Justin Rosas

##### **Education:**

History/Social Studies Certification - Shippensburg University (Bachelor's Degree)

##### **Experience:**

Big Spring School District - Long Term Substitute Teacher

Big Spring High School - Student Teacher

**9.e. Recommended Approval of a High School Social Studies Teacher - Justin Rosas (continued)**

The administration recommends the Board of School Directors appoint Justin Rosas to the position of High School Social Studies Teacher replacing Jim Miller who is retiring. The compensation for this position should be established at Bachelor's Degree Step 1 \$62,175.00 for the 2025-2026 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation.

**9.f. Recommended Approval of Professional Staff Transfer**

The administration will transfer the professional staff listed below for the 2025-2026 school year. The transfer is in accordance with Board Policy 309, Assignment and Transfer:

Teacher	Transferring From	Transferring To	Replacing
Jennifer Ferrante	3rd Grade Oak Flat Elementary	1st Grade Oak Flat Elementary	Tiffany Warner who has transferred to a new position.

The administration recommends the Board of School Directors approve the staff transfer for 2025-2026 as presented.

**9.g. Recommended Approval of a Third Grade Teacher - Clayton Maiden**

**Education:**

Early Childhood Elementary PK-4 Education - Shippensburg University (Bachelor's Degree - May 2025)

**Experience:**

Big Spring School District - Substitute Teacher  
Big Spring School District - ESS Paraprofessional

The administration recommends the Board of School Directors appoint Clayton Maiden to the position of Third Grade Teacher at Oak Flat Elementary School replacing Jennifer Ferrante who has transferred to a new position. The compensation for this position should be established at Bachelor's Degree Step 1 \$62,175.00 for the 2025-2026 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation including appropriate teaching certification.

#### 9.h. Recommended Approval of Extra-Duty Positions

Dr. Nadine Sanders, Assistant Superintendent, recommends the following extra-duty staff:

- BrieAnn Edmondson to serve as Mentor to Jennifer Ferrante at Oak Flat Elementary School for the 2025-2026 school year.
- Alisha Mowery to serve as Mentor to Clayton Maiden at Oak Flat Elementary School for the 2025-2026 school year.
- Heath Myers to serve as Mentor to Nicole Davidson at the High School for the 2025-2026 school year.
- Lauren Hetrick to serve as Mentor to Justin Rosas at the High School for the 2025-2026 school year.

Nicole Donato, Director of Curriculum and Instruction, recommends the following for 2-year extra-duty positions:

<u>L Name</u>	<u>F Name</u>	<u>Extra-Duty Position</u>
Tomasov	Jennifer	Assistant Department Head - Elementary Special Education
Katora	Barbara	Assistant Department Head - HS Special Education
Gruver	Christina	Assistant Department Head – Math
McVitty	Michael	Department Head – Art
Kraus	Jocelyn	Department Head - Counseling
Grossman	Crystal	Assistant Department Head - ELA
Daugherty	Christa	Department Head - Library
Miller	Darbie	Department Head - Nursing
Artz	Micah	Co-Department Head - Physical Education
Kump	Matthew	Co-Department Head - Physical Education
Barnouski	Joseph	Department Head - Technology Education/ Agriculture/ FCS / STEM
Steinly	Caitlin	Elementary Grade Level Leader - Grade 1
Locy	Leslie	Elementary Grade Level Leader - Grade 2
Mowery	Alisha	Elementary Grade Level Leader - Grade 4
Header	Crystal	Co-Elementary Grade Level Leader - Kindergarten
Graham	Lindsay	Co-Elementary Grade Level Leader - Kindergarten

#### **9.h. Recommended Approval of Extra-Duty Positions (continued)**

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

- Michael Davies as a Volunteer Coach for the Wrestling Program.
- Jocelyn Hayslett as a Volunteer Coach for the Cheer Program.

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

#### **9.i. 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 employee:

- Sara VanderHeijden, Oak Flat Teacher, is requesting leave without pay for May 2, 2025.

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

### **10. New Business - Actions Items**

#### **10.a. Recommended Approval of Updated Policies**

The administration proposes the updated policies listed below:

- [216 Student Records](#)
- [216.1 Supplemental Discipline Records](#)
- [218.2 Terroristic Threats/Acts, Threats and Threat Assessment](#)

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

#### **10.b. Curriculum Resource for Continued Usage**

Nicole Donato, Director of Curriculum and Instruction, is recommending continued usage of the K-12 Curriculum Support Program Resource [PowerSchool - Performance Matters](#) for the 2025 - 2026 school year to the Superintendent of Schools.

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

#### **10.c. Recommended Approval of DIG Survey and Letter for Disenrollment and Post Graduation Survey**

The DIG Committee recommends approval of an updated [Disenrollment Survey](#) and [explanation letter](#) for distribution 1 month post-disenrollment or when district is notified, whichever is later including all disenrollments from this school year and all disenrollments moving forward. The Committee also recommends the administration begin a post-graduation survey to monitor graduate success and find areas for improvement.

#### **10.d. Recommended Approval of 2025-2026 Agreements and Membership**

Dr. Nicholas Guarente, Superintendent, reviewed the Capital Area Intermediate Unit (CAIU) [Agreement for School-Age Educational Services](#) for the 2025-2026 school year.

Nicole Donato, Director of Curriculum and Instruction, reviewed the 2025-2026 [Agreement for CAOLA Services](#) provided by the CAIU.

Dr. Nicholas Guarente, Superintendent, reviewed the [PSBA Dues Invoice](#) for membership renewal for the 2025-2026 school year.

The administration recommends the Board of School Directors approve the agreements and membership renewal as presented.

#### **10.e. Recommended Ratification of the RFP Process for Transportation**

Motion to ratify the [RFP](#) process for Transportation Services for Big Spring School District initiated in anticipation of the expiration of the district's existing contract.

#### **10.f. Recommended Appointment of Board of School Director**

Motion to appoint Dr. Alison Mellott as Board of School Director for the Newville Borough replacing Robert Over who resigned.

### **11. New Business - Information Item**

#### **11.a. CAIU 2025 Annual Election Ballot**

Each Board Member will receive a printed copy of the 2025 CAIU Annual Election Ballot on April 22, 2025 which must be signed and may be returned to Donna Minnich as soon as possible or by the deadline on Friday, June 13, 2025 to [rgibson@caiu.org](mailto:rgibson@caiu.org) to participate in the voting process.

#### **11.b. Contracted Staff Update**

Dr. Nadine Sanders, Assistant Superintendent, received the following contracted staff resignation:

- Christopher Boyd provided a letter of resignation from the position of ESS High School Paraprofessional effective April 25, 2025.



### **11.c. Leave Request**

Tessa Brenize, Teacher, is requesting a child-rearing leave of absence beginning Tuesday, August 26, 2025 through approximately Monday, November 24, 2025 with a return date of Tuesday, November 25, 2025. 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.

Madison Sloop, Administrative Assistant, is requesting a child-rearing leave of absence beginning Thursday, September 4, 2025 through approximately Thursday, November 13, 2025 with a return date of Friday, November 14, 2025. 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.

## **12. Board Reports**

**12.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle - Meeting Date:** June 4

**12.b. Building and Property Committee - David Fisher, Mike Hippensteel, and John Wardle**

**12.c. Capital Area Intermediate Unit - Seth Cornman - [CAIU](#) Meeting Dates:** April 24, May 22, and June 26

**12.d. Cumberland Perry Area CTC - John Wardle and Mike Hippensteel - Meeting Dates:** April 28, May 27, June 23, and July 28, 2025.

**12.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade - Meeting Dates:** May 5 - 6:30 pm and June 2 - 6:00 pm

**12.f. Finance Committee - Julie Boothe, Frank Myers, and Lisa Shade - Meetings:** April 22, May 19, and June 2

**12.g. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade**

**12.h. Policy Review and Development Committee - Seth Cornman, Julie Boothe, David Fisher, and John Wardle - Meetings:** April 22, 2025 - 6:00 pm, May 19, 2025 - 6:00 pm, and June 23, 2025 - 6:30 pm

**12.i. South Central Trust - Seth Cornman**

**12.j. Tax Collection Committee - David Fisher**

**12.k. Wellness Committee - Seth Cornman**

**12.l. Future Board Agenda Items**

**12.m. 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, 2025**

Next scheduled meeting is **May 5, 2025 at 7:30 pm**