



BOARD MEETING AGENDA

APRIL 8, 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
- 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 [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting](#) Minutes for March 18, 2024 as presented?
- 7. Old Business** - Do we have any old business?
- 8. 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.

8.a. 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 a half day of leave without pay on March 21, 2024.
- Riley Brown, High School Business Teacher, requesting a half day of leave without pay on March 26, 2024.
- Courtney Rickabaugh, High School English Teacher, requesting leave without pay on March 19, 20, and March 27, 2024.

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

8.b. Recommended Approval of Transfer for Professional Staff

The administration will transfer the professional staff listed below for the 2024-2025 school year. These transfers are in accordance with Board Policy 309, Assignment and Transfer.

- Kristen Boles from School Counselor at Newville Elementary to School Counselor at the Middle School to replace Anne Fulker who is retiring.
- Luke Nerone from Middle School Grade 6 to High School Distance Learning Coordinator to replace Wendy Hanks who is retiring.

The administration recommends the Board of School Directors approve the professional staff transfers for the 2024-2025 school year as presented.

8.c. Recommended Approval of Administrative Assistants

The administration recommends Mollie Varner as a 190-day Administrative Assistant for Newville Elementary School, replacing Mary Beidel who retired. Ms. Varner will work 7.5 hours per day at the H 11 step of the 2023-2024 Classified Compensation Plan. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. Employment is pending receipt of all required employment documentation.

The administration recommends Brandie Snyder as a 190-day Administrative Assistant to the Principal for Mount Rock Elementary School for the 2024-2025 school year, replacing Cheryl Nealy who will be retiring. Ms. Snyder will work 7.5 hours per day at the G 2 step of the 2024-2025 Classified Compensation Plan. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. Employment is pending receipt of all required employment documentation.

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

8.d. Recommended Approval of a Middle School Science Teacher - Ava Duncan

Education:

Shippensburg University - Environmental Sustainability/Conservation - Bachelor's Degree

Wilson College - Earth and Space Science Teaching Certification (pending - May 2024)

Experience:

Greencastle-Antrim School District Honors Environmental Science - Student Teacher

The administration recommends the Board of School Directors appoint **Ava Duncan** to the position of Middle School 7th Grade Science Teacher replacing Julie Thumma who is retiring. 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 pending receipt of all required employment documentation and teaching certification.

8.e. Recommended Approval of Resignation

Superintendent Dr. Nicholas Guarente received the following resignation:

- Luke Nerone provided a letter of resignation from the extra-duty position of Middle School After-School Club Advisor effective May 31, 2024.

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

8.f. Recommended Approval of a High School Technology Education Teacher - Aleia Baker

Education:

Millersville University - Technology and Engineering Education - Bachelor's Degree (pending May, 2024)

Experience:

Conestoga Valley High School - Graphic Technology - Student Teacher

The administration recommends the Board of School Directors appoint **Aleia Baker** to the position of High School Technology Education Teacher replacing Anthony Casella 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 and teaching certification.

8.g. Recommended Approval of Extra Duty 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 | Mentor |
|-------------|----------------------------------|------------------|
| Aleia Baker | High School Technology Education | J. Sam Barnouski |
| Ava Duncan | Middle School Science | Kyna Morgan |

High School Principal, Jason Shover, recommends the following for an extra-duty position:

- J. Sam Barnouski to serve as High School National Technical Honor Society Advisor replacing Anthony Casella who resigned.

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

8.h. Recommended Approval of the 2024 Summer Hire List

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the 2024 Summer Hire List for the District's Custodial Staff:

| | |
|----------|-----------|
| Michelle | Adams |
| Leah | Bear |
| Marshall | Clarke |
| Shawn | Devonald |
| Parker | Drawbaugh |
| Cathy | Hair |
| Evan | Header |
| Kimberly | Krause |
| Kye | Lafrance |
| Bailey | Martin |
| Alma | Mixell |
| Bishnu | Rai |
| Ayden | Saville |
| Ken | Sunday |
| Maria | Tandle |
| Deb | Tubbs |
| John | Weller |
| Russell | White |

The administration recommends the Board of School Directors approve the 2024 summer custodial hire list as presented.

9. New Business - Actions Items

9.a. Recommended Approval for Cumberland County Tax Claim Bureau Repository Sale

The property at [7 Mountain View Terrace](#) was offered for sale on November 10, 2023 and no bids were received. The Tax Claim Bureau is requesting the Board of School Directors of the Big Spring School District prove its consent to the sale of the property at 7 Mountain View Terrace, Newville, for the repository bid price of \$500. The property will then be brought back into tax generating status.

The administration recommends the Board of School Directors approve the sale of referenced property at the proposed bid price of \$500.

9.b. 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 MDS Paraprofessional Substitutes.

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

9.c. Recommended Approval of Utilization Request

- Chris Barrick, on behalf of Big Spring Boys Wrestling, is requesting use of the High School Commons and Auditorium on April 21, 2024 from 1:30 to 4:30 pm. Because the date involves a Sunday, Board action is necessary.

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

9.d. Recommended Approval of FBLA Funding

The High School Principal, Jason Shover, is requesting funding from the general fund for the FBLA chapter. The District kicked off a local FBLA chapter this year and had a lot of student interest in its short tenure. The proposal would be to invest \$2,500 into the club. An additional \$4,000 would be provided to the club, which would be reimbursed by the FBLA club by June 30, 2025.

The administration recommends the Board of School Directors approve the transfer of \$2,500 from the general fund to the student activities club and a \$4,000 loan to help support the club for the 2023-2024 school year.

9.e. Recommended Approval of the Capital Projects Fund Payment

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

- Trane - District Access Control Project - [314246116](#) - \$10,675.80

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

9.f. Recommended Approval of Fundraiser

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

- [The Italian Taxi Company](#) Fundraiser April 15 - 26 with delivery on May 9, 2024 to benefit Dawg Pound, MS/HS Soccer and Tempus Leo Club.

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

9.g. Recommended Approval of the 2023-2024 Engagement Letter with Smith Elliott Kearns and Company

The District has been working with Smith, Elliott, Kearns and Company (SEK) for the past four years to perform our local audit, including the Single Audit. [Here](#) is the engagement letter for the 2023-2024 audit.

The administration recommends the approval of the 2023-2024 engagement letter with SEK to perform the annual audit.

9.h. Request to Apply for a Grant

Mrs. Clarissa Nace, Middle School Principal, received a request from the following teacher to apply for a grant:

- Jenna McIntire, Middle School Ag Teacher, is requesting permission to apply for the 2024-2025 PA Council of Trout Unlimited [Trout in the Classroom Grant](#).

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

9.i. Recommended Approval of Capital Projects - Parking Lot Repave and Repair

The District received quotes for the parking lots to be repaved and repaired where needed. DB Krieg was the most competitive price at \$196,685 for all parking lots. The original budget for the project was \$307,000. Due to the ESCO projects at both the High School and Mount Rock, the District will be postponing the parking lot repave and repair at these locations. The price for the Middle School, Newville ES, and Oak Flat ES is a total of \$100,055.

The administration recommends the Board of School Directors approve [DB Krieg](#) to complete parking lot repaving and repairs at the Middle School, Newville, and Oak Flat, to be paid from the Capital Project Reserve Fund.

9.j. Recommended Approval of Capital Projects - High School Carpet Replacement

The District received three quotes for carpet as well as a quote for VCT flooring.

The administration recommends the Board of School Directors approve [Custom Cut Flooring](#) to replace the High School Library floor, to be paid from the Capital Project Reserve Fund.

9.k. Recommended Approval of Capital Projects - High School Pool Deck Replacement

The [Keystone Purchasing Network](#) has submitted a proposal to complete the High School Pool Deck. The proposal is to grind the existing tile and to apply epoxy on top. The proposal includes any necessary repairs of the existing foundation below the tile. The total not to exceed cost is \$127,704.40. The cost might be lower, if less than expected repairs need to be done on the existing tile.

The administration recommends the Board of School Directors approve the proposal as presented, to be paid from the Capital Project Reserve Fund.

9.l. Recommended Approval of Capital Projects - Indoor Pool Renovations - Bulldog Design on the Pool Wall

Per the School Board's request, [Keystone Purchasing Network](#) completed a proposal for a number of miscellaneous pool renovations.

Bulldog 8x8 Design on the Pool Wall.

Approval for the Keystone Purchasing Network to place an 8x8 Bulldog on the pool wall, to be paid from the Capital Project Reserve Fund.

9.m. Recommended Approval of Capital Projects - Indoor Pool Renovations - Depth Markers

Per the School Board's request, [Keystone Purchasing Network](#) completed a proposal for a number of miscellaneous pool renovations.

Depth Markers

Approval for the Keystone Purchasing Network to place depth markers, to be paid from the Capital Project Reserve Fund.

9.n. Recommended Approval of Capital Projects - Indoor Pool Renovations - Paint Markings

Per the School Board's request, [Keystone Purchasing Network](#) completed a proposal for a number of miscellaneous pool renovations.

Paint Markers

Approval for the Keystone Purchasing Network to place paint markers, to be paid from the Capital Project Reserve Fund.

9.o. Recommended Approval of Capital Projects - Indoor Pool Renovations - Pool Prep and Painting

Per the School Board's request, [Keystone Purchasing Network](#) completed a proposal for a number of miscellaneous pool renovations.

Pool Prep and Painting.

Approval for the Keystone Purchasing Network to prep and paint the inside of the pool, to be paid from the Capital Project Reserve Fund.

9.p. Recommended Approval of Capital Projects - Safety and Security Upgrades

Administration received a proposal for district-wide Safety and Security Upgrades to be completed by Trane U.S. Inc.

The administration recommends the Board of School Directors approve Trane U.S. Inc. to perform district-wide safety and security upgrades to be paid from the Capital Project Reserve Fund.

9.q. Recommended Approval of Capital Projects - District Servers and Storage

The District received [quotes](#) from [Prismworks](#) through the PEPPM technology purchasing cooperative for servers and a storage area network appliance to replace equipment approaching end of life.

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

9.r. Recommended Approval of CPACTC Resolution, Lease, Sublease, and Authority Termination Certificate

In connection with the capital improvements being undertaken at the Cumberland Perry Area Career and Technical Center, a [Lease Explanation Letter](#), School District [Resolution](#), [Lease](#) - Draft, [Sublease](#) - Draft, and [Authority Termination Certificate](#) have been provided for review and approval. The School District resolution authorizes the school board to sign the lease, sublease and authority termination certificate. The authority termination certificate is to officially terminate the authority that was incorporated on September 28, 1967. The incorporation had a 50 year life. In the upcoming months, there will be a new deed presented to the board.

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

9.s. Recommended Approval of a Non-Resident Student

Holly Ambrass, mother of High School senior Jessica Lewis, is requesting permission for Jessica to continue to attend Big Spring High School for the remainder of the 2023-2024 school year and graduate with the class of 2024, per the conditions outlined in Board Policy 202.1. The parents/guardians are required to provide the necessary transportation to and from school.

The administration recommends the Board of School Directors approve Ms. Ambrass' request for Jessica Lewis to attend Big Spring High School for the remainder of the 2023-2024 school year and graduate with the class of 2024 (if eligible) as per the conditions outlined in Board Policy.

9.t. Recommended Approval of YWCA

The YWCA Carlisle and Cumberland County offers resources and support to the Big Spring School District with educational prevention programs and has provided a [2023-2024 Parent Consent Letter](#) and [2024-2025 Parent Consent Letter](#):

- Primary Prevention - Session 1 [Kindergarten](#)
- Primary Prevention - Session 1 [First Grade](#)
- Primary Prevention - Session 1 [Second Grade](#)
- Primary Prevention - Session 2 [Kindergarten](#)
- Primary Prevention - Session 2 [First Grade](#)
- Primary Prevention - Session 2 [Second Grade](#)

The administration recommends the Board of School Directors approve the YWCA Primary Prevention Session 1 and 2 as presented.

9.u. Recommend Approval of Domestic Violence Services of Cumberland and Perry Counties

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

- [Parent Letter](#)

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

10. New Business - Information Item

10.a. Recommendation for New Curricular Resources

Listed below are curricular resources recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for Board approval at the April 22, 2024 Board Meeting. All resources are available from the link included below for review by the Board of School Directors.

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

10.b. Leave Requests

Frank Landis, Middle School Social Studies Teacher, requested leave through approximately Tuesday, April 16, 2024 which will continue through approximately Friday, April 26, 2024 with a new return date of Monday, April 29, 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.

Keith Lavala, Middle School Teacher, is requesting a leave of absence beginning Monday, April 8, 2024 through approximately Thursday, April 18, 2024 with a return date of Friday, April 19, 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.

Emily Moyer, Elementary Teacher, is requesting a child-rearing leave of absence beginning Tuesday, September 3, 2024 through approximately Monday, November 4, 2024 with a return date of Tuesday, November 5, 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.

10.c. CAIU 2024 Annual Election Ballot

Each Board Member will receive a printed copy of the 2024 CAIU Annual Election Ballot on April 8, 2024 which must be signed and returned to Donna Minnich by noon on Thursday, June 13, 2024 to participate in the voting process.

10.d. ESS Staff Information

Dr. Abigail Leonard, Director of Student Services, provides the following ESS staff update:

- Devon Alsvary to serve as a full-time Principal's Discretion Paraprofessional at Mount Rock Elementary School.
- Judy Brehm to serve as a full-time specialist Paraprofessional at Oak Flat Elementary School replacing Kelsey Carbaugh who resigned.
- Kaden Cornman to serve as a full-time specialist Paraprofessional at Oak Flat Elementary School effective April 9, 2024.
- Micah Peairs to serve as full-time Paraprofessional at the Middle School.
- Susan Sheeler to serve as Principal's Discretion Paraprofessional at Newville Elementary School effective April 10, 2024 replacing Martha Mutterspaugh who resigned.

10.e. 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 April 22, 2024 Board meeting.

10.f. 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 consideration at the April 22, 2024 Board meeting.

10.g. Student School Board Representative

High School Principal, Jason Shover, recommends a Student Representative to the Board:

- Caleb Tilden to serve as Student Representative to the Board for the remainder of the 2023-2024 school year and the 2024-2025 school year.

11. Board Reports

11.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

11.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle (Administration)

Next Meeting is May 6, 2024

11.c. Capital Area Intermediate Unit - Seth Cornman (19 Members from 24-Member school districts)

[CAIU](#) Meeting Dates: Apr 25, 2024 May 23, 2024 June 27, 2024 [All-In](#)

11.d. Cumberland Perry Area CTC - John Wardle (16 Members from 13 Member school districts)

11.e. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade (Administration)

Meeting Dates: April 22, 2024 May 20, 2024 June 3, 2024

11.f. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade (Assistant Superintendent, Director of Curriculum & Instruction, Superintendent, Parents, and Community Members)

11.g. Operation Lost Sheep Committee - Julie Boothe, Chair (Seth Cornman, Lisa Shade, and 3 Community Members)

[Operation Lost Sheep](#) Meeting Dates: May 2, 2024 - 7 pm in MS Room 514 May 30, 2024 - 7 pm in MS Room 514

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

Full Board Meeting April 24th at 3:00 PM via Zoom.

11.i. Tax Collection Committee - David Fisher (Business Manager)

Meeting Dates: April 16, 2024 July 16, 2024 October 15, 2024

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

April 18th at 3:00 PM at the District Office

11.k. Future Board Agenda Items

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

12. Meeting Closing

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

12.b. Adjournment

Meeting adjourned at _____ pm, **April 8, 2024**

Next scheduled meeting is **April 22, 2024 at 7:30 pm**