



# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### May 1, 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 8:14 pm with nine (9) Board of School Directors present: John Wardle, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, William Swanson, and Donna Webster. Mr. Piper participated virtually.

Absent: No absences

Others in attendance: Nicholas Guarente, Superintendent; Jeanne Temple, Interim Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Chris Harris, Solicitor; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darin Baughman, Technology Support.

President Wardle led all individuals present in the Pledge to the Flag.

President Wardle announced The Board held an Executive Session this evening prior to the start of the Board Meeting to discuss matters related to the protection of public safety and security as well as discuss the Flynn/Reinford cases pending against the School District.

#### **2. Student/Staff Recognition and Board Reports** - Cailin Spies provided student activity updates to the Board. President Wardle thanked Cailin for serving as a Student Board Representative this school year and Dr. Guarente presented a thank you gift from the Board and Administration.

#### **3. Reading of Correspondence** – Nothing Offered

#### **4. Recognition of Visitors** - 19 Visitors signed in for the meeting.

#### **5. Public Comment Period** – There were no requests for Public Comment.

## 6. Approval of Minutes

Motion to approve the [Finance Committee](#), [Committee of the Whole](#), and [Board Meeting](#) Minutes for April 17, 2023 as presented?

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

## 7. Financial Reports

### 7.a. Payment of Bills

General Fund	\$	1,291,350.76
Special Revenue Fund	\$	330.00
Capital Project Reserve Fund	\$	112,425.61
Cafeteria Fund	\$	182,202.60
Student Activities	\$	11,619.50
<b>Total</b>	<b>\$</b>	<b>1,597,928.47</b>

Motion to approve the Payment of Bills as presented?

Motion by Mr. Myers was seconded by Mr. Deihl

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

Motion Carried unanimously. 9-0

## 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 Child-Rearing Leave

Molly Kordes, Third Grade Teacher at Mount Rock Elementary School, is requesting a child-rearing leave of absence to begin approximately Monday, September 18, 2023 through approximately Monday, December 11, 2023 with a return date of Tuesday, December 12, 2023. According to Section 3.07 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, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Molly Kordes' requested child-rearing leave of absence as presented.

### **9.b. Recommended Approval for the 2023 Summer Hire List**

Ms. Cheri Frank, Director of Custodial Services, would like to recommend the 2023 Summer Hire List for the District's Custodial and Maintenance Staff:

First Name	Last Name
Michelle	Adams
Leah	Bear
Ed	Brown
Marshall	Clarke
Jesse	Deutsch
Parker	Drawbaugh
Kyle	Fronk
Cathy	Hair
Kimberly	Krause
Bailey	Martin
Laura	Melendez
Alma	Mixell
Gryffin	Moore
Bishnu	Rai
Jan	Roberts
Ken	Sunday
Maria	Tandle
Deb	Tubbs
John	Weller
Russell	White

The administration recommends the Board of School Directors approve the 2023 Summer Hire List as presented.

### **9.c. Recommended Approval of Leave Requests**

- Allison Baer, Mount Rock Administrative Assistant, is requesting a half day of leave without pay for April 17, 2023.
- Alison Brown, Middle School Teacher, is requesting a day of leave without pay for May 11, 2023.
- Molly Kordes, Mount Rock Teacher, is requesting a half day of leave without pay on April 17, 2023.
- Courtney Rickabaugh, High School Teacher, is requesting a day of leave without pay on April 24, 2023.
- Heather Wolf, Oak Flat Paraprofessional, is requesting days of leave without pay on April 21, May 5, and May 26, 2023.

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

#### **9.d. Recommended Approval of 2022-2023 Extended School Year (ESY) Program Staff**

Dr. Abigail Leonard, Director of Student Services, recommends the individuals listed for the positions noted to assist with the Special Education Extended School Year (ESY) Program. The summer ESY Program will operate from June 20, 2023 - July 27, 2023 (closed the week of July 3) and will be held at Mount Rock Elementary School. Compensation for the positions will be based on the Collective Bargaining Agreement for the 2022-2023 school year.

- Joan Ellis - Paraprofessional
- Tammy Garman - Paraprofessional
- Megan Martin - Teacher
- Jessica Sprecher - Teacher
- Theresa Stum - Paraprofessional
- Amanda Webber - Speech Clinician

The administration recommends the Board of School Directors approve the ESY Program Staff as presented.

#### **9.e. Recommended Approval of Custodial Staff**

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

- Misty Berninger to serve as full-time second shift Custodian at the Middle School at an hourly rate of \$15.17 for the 2022-2023 school year replacing Tim Nye who has retired. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.
- Deandra DiMisa to serve as a Substitute Custodian.

The administration recommends the Board of School Directors approve the custodial new hires as presented.

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

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

- Casey Barwin from Oak Flat Third Grade Teacher to Oak Flat Life Skills Support Teacher to replace Stephanie Weller who has transferred.

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

### **9.g. Recommended Approval of Athletic Resignations**

Mr. Scott Penner, Director of Athletics and Student Activities, received the following athletic staff resignations:

- Cindy Dyson has provided a letter of resignation from the position of Head Middle School Girls Basketball Coach
- Ryan Long has provided a letter of resignation from the position of Assistant Middle School Girls Basketball Coach
- Emily Witter has provided a letter of resignation from the position of Middle School Cheer Coach

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

### **9.h. Recommended Approval of 2022-2023 Summer School 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 2022-2023 school year.

### **Summer School Instructors - Tyler Henry, Joseph Kucker, and Bethany Pagze**

#### **Summer School Asynchronous Teachers:**

<b>First Name</b>	<b>Last Name</b>	<b>Course</b>
Micah	Artz	Driver's Ed/ATOD
Travis	Barnes	Biology
Brett	Foor	Algebra I
Mike	Ginter	Algebra II
Tyler	Henry	Geometry
Lauren	Hetrick	American Studies and Government
Joseph	Kucker	World Studies
Matt	Kump	Teen Health 9 <sup>th</sup> grade

#### **Bulldog Summer Program - Leah Richwine, Coordinator**

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
Meagan	Brackbill	Aide
Michelle	Dunkleberger	Aide
Patricia	Gantz	Aide
Holly	Hockenberry	Teacher
Kendra	Hoffmann	Teacher
Tiffany	Warner	Teacher
Marilyn	Zinn	Aide

The administration recommends the Board of School Directors approve the Summer School Program Staff as presented.

**9.i. Recommended Approval of Extra Duty Positions for the two-year term 2023-2024 and 2024-2025:**

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the following individuals for two-year Extra Duty Positions:

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
Micah	Artz	Physical Education Co-Department Chairperson
Joseph	Barnouski	Tech/Ag/FCS/STEM Department Chairperson
Tessa	Brenize	First Grade Co-Grade Level Leader
Christa	Daugherty	Library Department Chairperson
Lindsay	Graham	Kindergarten Co-Grade Level Leader
Crystal	Grossman	ELA Department Assistant Chairperson
Christina	Gruver	Math Department Assistant Chairperson
Crystal	Header	Kindergarten Co-Grade Level Leader
Matt	Kump	Physical Education Co-Department Chairperson
Leslie	Locy	Second Grade Co-Grade Level Leader
Michael	McVitty	Art Department Chairperson
Angela	Schneider	ELA Department Chairperson
Caitlin	Steinly	First Grade Co-Grade Level Leader
Sara	VanderHeijden	Fourth Grade, Grade Level Leader

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

Motion by Mr. Deihl was seconded by Mr. Roush to combine and approve New Business – Personnel Item 9 (a) – 9 (i) as outlined and recommended above.

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

Motion Carried unanimously. 9-0

**10. New Business - Actions Items**

**10.a. Recommended Appointment of School District Solicitor**

Dr. Nicholas Guarente, Superintendent of Schools received the annual [proposal](#) from Gareth D. Pahowka, Esquire, of Stock and Leader for School Solicitor Services for the 2023-2024 fiscal year.

The administration recommends the Board of School Directors appoint Stock and Leader as School District Solicitor for the 2023-2024 fiscal year as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

**10.b. Recommended Renewal of the 2023 - 2024 PSBA Membership**

Superintendent Dr. Nicholas Guarente received correspondence from Pennsylvania School Boards Association (PSBA) regarding the 2023-2024 [Renewal of Membership](#) at a cost of \$17,230.17.

The administration recommends the Board of School Directors approve the District's PSBA membership renewal for the 2023-2024 fiscal year and authorize the administration to remit payment to PSBA.

Motion by Mr. Deihl was seconded by Mr. Swanson

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

Motion Carried unanimously. 9-0

**10.c. Recommended Approval of the Proposed Final 2023-2024 Budget**

The Board is required to take action to designate a [proposed final budget](#) at least 30 days before the final budget adoption, which is scheduled for June 19, 2023. The proposed final budget must be available for public inspection 20 days prior to the final adoption and the final adoption advertised 10 days prior. The administration, working with the Board's Finance Committee, is recommending a budget of \$61,452,662 in expenditures. General Fund revenues with a 1.5% tax increase would be \$61,075,358. The budget includes Capital Project Reserve funding of \$224,720, which represents the temporary increase in bond payment due to the new 2023 bond issue. The pull from Fund Balance will be \$377,304. Proposed real estate taxes at 1.5% would be 16.1260. The numbers will continue to be adjusted before the final budget on June 19, 2023. The link included in the agenda item outlines Big Spring's budget in the PDE required PDE-2028 format.

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$61,452,662 for the 2023-2024 school year with a tax rate of 16.1260 mills.

Motion by Mr. Deihl was seconded by Mr. Swanson

Mrs. Webster asked for confirmation this is only a proposed 1.5% increase and can still be adjusted which was confirmed by Mr. Wardle who also said Big Spring is the lowest proposed budget increase in Cumberland County and does not count on any new money from the state budget.

Mr. Deihl called the roll for this vote.

Voting Yes: Deihl, Myers, Over, Piper, Swanson, Wardle, and Webster

Voting No: Fisher and Roush

Motion Carried. 7-2

#### **10.d. Recommended Approval of Capital Project Fund Payments**

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

- Trane - \$42,088.00 - Invoice #313520942 - Security Camera Project
- Prismworks - \$9,645.00 - Invoice #14640 - Security Camera Project
- IntergraOne - \$100,141.68 - Invoice #208991, 208992, 208993, 208994, 209142, 209235 - eRate WiFi and Switch 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, Swanson, Wardle, and Webster

Motion Carried unanimously. 9-0

#### **10.e. Recommended Approval of 2023-2024 Mobile Agriculture Lab Agreements**

Mrs. Nicole Donato, Director of Curriculum and Instruction is recommending approval of the **PA Friends of Agriculture Foundation Mobile Agriculture Education Science Lab** which offers students across the state of Pennsylvania an interactive field trip style experience. The lab is equipped with STEM-based science experiments and lessons, a certified teacher, and all the supplies needed for a hands-on learning experience. [Mount Rock Agreement](#) [Newville Agreement](#) [Oak Flat Agreement](#)

The administration recommends the Board of School Directors approve an agreement for each elementary school as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0

#### **10.f. Recommended Approval of a High School Dawg Pound Activity and Fundraiser**

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

- Dawg Pound to host a Sunset at the Stadium event and fundraiser on Friday, May 12, 2023. This event will offer free activities inside the stadium such as kickball, cornhole, and club activity tables as well as fundraiser activities such as dunk tank, tie-dye, and bocce.

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

Motion by Mr. Deihl was seconded by Mr. Roush

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

Motion Carried unanimously. 9-0



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

### **11.a. ESS Staffing Update**

Dr. Abigail Leonard, Director of Special Education, has provided the following ESS Staffing Update:

- Christine Anderson to serve as Specialist Paraprofessional in the MDS Classroom at Oak Flat Elementary School beginning April 17, 2023.
- Dawn Ickes has presented a letter of resignation from her position as a paraprofessional at the High school with a final day of employment on April 28, 2023.

### **11.b. School Board Meeting Dates 2023 - 2024**

The School Board Secretary is responsible for the publication of required meeting notices in a newspaper of general circulation. The notice of the [2023 - 2024 Board Meeting Dates](#) was published in the April 19, 2023 edition of the Valley Times Star.

### **11.c. Proposed Updated Job Description**

The administration has updated the job description listed below:

#### **[104 Assistant Superintendent](#)**

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 15, 2023 Board meeting.

### **11.d. New Story 2022 - 2023 Extended School Year Tuition Agreements**

Dr. Abigail Leonard, Director of Student Services, has reviewed the 2022-2023 Tuition Agreements for students receiving extended school year services provided by New Story, LLC.

### **11.e. Proposed Updated Policies**

The administration has proposed the updated policies listed below:

- [249 Bullying/Cyberbullying](#)
- [913 Nonschool Organizations/Groups/Individuals](#)

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 15, 2023 Board meeting.

## 12. Board Reports

**12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster** – Mr. Fisher said the last meeting for the school year was very positive and he wished more people would show up to hear about the good things taking place.

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

**12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle** – Mr. Piper shared the last remaining school district approved the agreement and renovation project which will be off and running in the near future. Mr. Piper shared several other staff and program updates with the Board.

**12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle** – Nothing Offered

**12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers** - Next meeting will be May 15.

**12.f. South Central Trust - Mr. Deihl – Deihl** Next meeting will be May 24, 2023 @ 9 AM - SCT Executive Committee (Ms. Lehman, Mr. Statler)

**12.g. Capital Area Intermediate Unit - Mr. Swanson** – Mr. Swanson stated the previous meeting was last Thursday and a report from the meeting will be included in the May 15 Board Packets.

**12.h. Tax Collection Committee - Mr. Swanson** – The next meeting will be July 19.

**12.i. Future Board Agenda Items** – Nothing Offered

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

Dr. Guarente offered congratulations to the FFA accomplishments highlighted by the Student Board Representative earlier this evening.

Dr. Guarente congratulated Ms. Kimble and the Oak Flat Staff on their Community Service Day on April 28 which collected donations to the animal rescue, spread mulch, and offered placemat coloring.

Dr. Guarente shared that on May 12, the Middle School will be participating in the Senator's All Star Student Program and the Middle School Chorus will be singing the anthem at the Senator's Game.

Dr. Guarente stated Esther Reed (class of 2026) broke the school record in Girls Shot Put at the April 13 Track Meet.

Dr. Guarente said on April 21, the High school recognized 21 seniors who will continue their athletic, marching band, and dance careers in college.

### 13. Meeting Closing

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

Mr. Swanson said the Band Concert last Wednesday evening at the High School was outstanding and all of the seniors spoke on how important it was to them to have a group such as the band to belong to. He said Mr. Nobile shared that next year the Concert Band will increase by 20 members, which is exciting. Mr. Swanson also shared there will be a Jazz Band concert on Wednesday at the Middle School Auditorium.

Mr. Piper thanked Michelle Morgan for her excellent presentation on the School Lunch Program.

Mr. Myers thanked Sam Barnouski for sharing his presentation on behalf of his Department and said he appreciates all they do for Big Spring.

Mr. Wardle congratulated the seniors and all students and said he hopes they are safe as we approach the upcoming end of year activities such as prom, graduation, senior awards.

#### 13.b. Adjournment

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

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

Motion Carried unanimously. 9-0

Meeting adjourned at **8:40 pm**, **May 1, 2023**

Next scheduled meeting is **May 15, 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.

  

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