

Please note the start time for the Finance Committee Meeting will be 6:30 pm.



BOARD MEETING AGENDA

MAY 15, 2023

8:00 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** - 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 May 1, 2023 as presented?

7. Financial Reports

7.a. Payment of Bills

General Fund

Procurement Card	\$	15,644.85
Checks/ACH/Wires	\$	1,773,709.10
Special Revenue	\$	327.74
Capital Projects Reserve Fund	\$	151,874.68
Cafeteria Fund	\$	6,109.00
Student Activities	\$	21,330.92
Total	\$	1,968,996.29

Motion to approve the Payment of Bills as presented?

7.b. Treasurer's Fund Report

General Fund	\$	22,593,861.71
Special Revenue Fund	\$	68,679.57
Capital Project Reserve Fund	\$	8,349,277.20
Cafeteria Fund	\$	972,303.93
Student Activities	\$	303,780.88
Total	\$	32,287,903.29

Motion to approve the Treasurer's Fund Report and Budget Transfers as presented?

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 to accept Year-To-Date General Fund and Tax Reports as submitted?

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 Items listed under #9 into one motion.

9.a. **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.

- Kendra Hoffman from First Grade Teacher at Newville Elementary to Kindergarten Teacher at Newville Elementary replacing Melissa McElwee who is transferring.
- Chelsea Jackson from Intervention Specialist at Newville Elementary to First Grade Teacher at Newville Elementary replacing Wendy Wolpert who resigned.
- Jessica Kindon from High School Special Education Teacher to Middle School Special Education Teacher replacing Jodi Nankee who resigned.
- Melissa McElwee from Kindergarten Teacher at Newville Elementary to Intervention Specialist at Newville Elementary replacing Chelsea Jackson who is transferring.

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

9.b. **Recommended Approval for a Speech and Language Clinician - Mrs. Kacey O'Donnell**

Education:

East Stroudsburg University - Speech-Language Pathology (Bachelor's Degree)

East Stroudsburg University - Communication Sciences and Disorders (Master's Degree)

Experience:

Lincoln Intermediate Unit - Speech-Language Therapist

The administration recommends the Board of School Directors appoint **Mrs. Kacey O'Donnell** to the position of Speech and Language Clinician at Newville Elementary School replacing Brianna Henderson who resigned. The compensation for this position should be established at Master's Degree step 6, \$66,019.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.c. **Recommended Approval for a Middle School Math Teacher - Chloe Fealtman**

Education:

Shippensburg University - Middle Level Education with a concentration in Mathematics and Social Studies (Bachelor's Degree)

Experience:

Chambersburg Area Middle School - Math Teacher

The administration recommends the Board of School Directors appoint **Chloe Fealtman** to the position of 8th Grade Math Teacher at Big Spring Middle School replacing Jennifer Gregoris who resigned. The compensation for this position should be established at Bachelor's Degree step 5, \$59,954.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.d. Recommended Approval of Mentor Teachers

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 a stipend:

Inductee	Building/Subject	Mentor
Chloe Fealtman	Middle School Math	Ryan Kelley
Jessica Kindon	Middle School Special Education	Jessica Sprecher - Special Education and Christina Gruver - Math
Melissa McElwee	Newville Intervention Specialist	Nicole Donato
Kacey O'Donnell	Newville Speech Clinician	Jennifer Warner
Marshall Policicchio	Middle School Business	Laura Grove
Stephanie Weller	High School Life Skills	Ashley Gleeson

The administration recommends the Board of School Directors approve the 2023-2024 mentor teachers as presented.

9.e. Recommended Approval of Leave Requests

- Riley Brown, High School Teacher, is requesting a day of leave without pay on May 3, 2023.
- Theresa Stum, Paraprofessional, is requesting a half day of leave without pay on May 16, 2023.
- Julie Thumma, Middle School Teacher, is requesting two half days of leave without pay on May 2 and May 5, 2023.

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

9.f. Recommended Approval of Resignations

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

- Randy Jones has provided a letter of resignation from the position of Head Girls Basketball Coach effective April 28, 2023.

Mrs. Nicole Donato, Director of Curriculum and Instruction, received the following extra-duty resignation:

- Casey Barwin has provided a letter of resignation from the position of Third Grade Level Leader effective the conclusion of the 2022-2023 school year.

Ms. Cheri Frank, Director of Custodial Services, received the following staff resignation:

- Cody McClure provided a letter of resignation from the full-time position of Custodian at Mount Rock.

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

9.g. Recommended Approval of Summer Staff

Mr. Robert Krepps, Director of Technology, is recommending a high school student for a 2023 Summer Technology position:

- Morgan Koch - Summer Technology position beginning June 5 working 8 am to 4:30 pm Monday through Thursday for a total of 32 hours per week at a rate of \$11.27 per hour based on the 2023 Classified Staff student pay scale.

Cheri Frank, Director of Custodial Services, is recommending an addition to the 2023 Summer Custodial staff list:

- Fallon Feaser - Summer Custodial position for a total of 32 hours per week at a rate of \$15.63 per hour based on the 2023 Classified Staff pay scale.

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

10. New Business - Actions Items

10.a. Approval of Proposed Updated Job Description

The administration has updated the job description listed below:

- [104 Assistant Superintendent](#)

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

10.b. Approval of Proposed Updated Policies

The administration has reviewed and proposed the updated policies listed below:

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

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

10.c. Recommended Approval of Capital Project Fund Payments

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

- EI, Associates - \$1,000 - Invoice P10000015380 - Feasibility Study
- IntergraOne - \$19,227.68 - Invoice 209266 - eRate WiFi and Switch Project
- IntergraOne - \$12,017.30 - Invoice 209267 - eRate WiFi and Switch Project
- McClure - \$599,447.00 - Invoice PayApp #2 - ESCO Project (Funds will be from the GO Bond 2023)
- Prismworks - \$91,403.03 - Invoice 14711 - HS Clocks, Bells, PA System Project

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

10.d. Recommended Renewal of 2023 - 2024 Memberships

Superintendent Dr. Nicholas Guarente received correspondence regarding the renewal of the following Memberships:

- Pennsylvania Association of Rural and Small Schools 2023-2024 [Renewal of Membership](#)
- Shippensburg University Superintendent Study Council 2023-2024 [Renewal of Membership](#)

The administration recommends the Board of School Directors approve the District's membership renewals for 2023-2024 as presented.

10.e. Recommended Approval of Fundraiser

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

- [Carlisle Clash Volleyball Tournament](#) Fundraiser July 13 - 14, 2023 to benefit the Volleyball Team.

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

10.f. Case D 2022 - 2023

The parents of Case D of the 2022-2023 school year waived the right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case D of the 2022-2023 school year as presented.

10.g. Recommend Approval of Renewal Service Agreements

The administration reviewed the following renewals of existing service agreements:

<u>Vendor/Description</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Blue Mountain provides the annual service and PM inspection of 9 air compressors.	Air Compressor Services	5 YR	\$3,066.25/YR
Cleveland Brothers provides preventative maintenance on our generators.	Generator Services		5,356.00/YR1
		3 YR	5,677.00/YR2
			6,017.00/YR3
CMI provides MSDS sheets (lists the hazardous ingredients of a product, its physical and chemical characteristics) for the District.	MSDS Sheets	1 YR	3,090.00/YR
Cope Company performs preventative maintenance, tank cleaning, and service/repair for our AutoBrine Systems.	Salt & Service Agreement	1 YR	2,250.00/YR
Diversified provides maintenance for hot water heaters.	Aerco Equipment	1 Yr	4,500.00/YR
The Fulcrum Guy performs an inspection of the diving board.	Diving Board	2 YR	315.00/YR
Honeywell performs preventative maintenance on Oak Flat ES and Newville ES HVAC controllers.	Fire/Smoke Alarm	1 YR	8,750.75/YR

10.g. Recommended Approval of Renewal Service Agreements (continued)

Pittsburgh Stage performs the stage equipment inspection.	Stage Equipment	3 YR	5,127.00/YR 1 5,383.00/YR 2 5,652.00/YR 3
ProAsys provides quarterly water testing and treatment of heating, chilled and well field loops.	Quarterly PM Services for all hot water loops	1 YR	12,000.00/YR
Turf, Track, & Court perform G-Max and other synthetic turf inspection.	G-Max Testing	3 YR	800.00/YR
Turf, Track, & Court perform G-Max and other synthetic turf inspection.	Synthetic Turf	3 YR	2,325.00/YR1 2,365.00/YR2 2,400.00/YR3
Turner Installation & Safety inspects various athletic equipment.	Athletic Equipment	5 YR	3,200.00/YR
Turner Installation & Safety inspects various athletic equipment.	Stadium Seating	5 YR	2,892.00/YR
Turner Installation & Safety inspects various athletic equipment.	Bleachers	5 YR	2,795.00/YR
VSC inspects, test, and maintains kitchen fire alarms, fire extinguishers, sprinklers, fire pump flow/backflow, fire hydrants, and elevator.	Fire, Sprinkler, and Hood	5 YR	27,604.00/YR1 28,432.12/YR2 29,285.08/YR3 30,068.55/YR4 31,068.55/YR5
		Total	\$84,071.00

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

10.h. Recommended Approval of the 2023-2024 Student Accident Insurance

Christian Baker has submitted a Student Accident Policy quote from A-G Administrators. The pricing is the same as last year - Interscholastic sports including football, band, and cheerleading, school trips, special activities, and adult volunteers will be \$14,293. The voluntary student accident policy rates are \$90 for 24-hour coverage plan and \$22.50 for a school time coverage plan.

The administration recommends the Board of School Directors approve the A-G Administrators Policy.

10.i. Election of the Treasurer - One Year Appointment 7/1/2023 - 6/30/2024

Based on Section 402 and 404 of the Public School Code of 1949, President Wardle will open the floor to nominations for the office of Treasurer for a one-year appointment beginning 7/1/2023 through 6/30/2024.

Elected: _____

10.j. Recommended Approval of Concurrent Enrollment Agreement

The Memorandum of Understanding (MOU) between Shippensburg University and Big Spring School District for a Concurrent Enrollment Agreement for 2022-2023 and 2023-2024 has been reviewed by Mrs. Jeanne Temple, Interim Assistant Superintendent.

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

10.k. Recommended Approval of Music Trip

Principal Jason Shover is requesting permission for high school music students to travel:

- Band and Choir to travel to Florida to perform at Disney Springs: February 14 - 19, 2024.

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

11. New Business - Information Item

11.a. Closeout of Real Estate Tax Collection

Mrs. Barbara Kuhns, Tax Coordinator and Administrative Assistant for Business Affairs, has closed out the 2022 Real Estate Taxes and a summary of the collection is attached. The collection rate of 98.86% is higher than the average of 96.00%.

Totals	\$29,581,858.45
Tax Levy	\$29,921,964.75
Collection %	98.86%
Avg Amt / Bill	\$3,400.60
Total # of Bills	8,699

11.b. ESS Long-Term Substitute

Mrs. Jeanne Temple, Interim Superintendent, recommends the following long-term substitute through ESS for the 2022-2023 school year:

- Courtney Graf to serve as a long-term substitute Special Education Teacher at Oak Flat Elementary School beginning May 15, 2023 through June 1, 2023 during Allison Fry's leave.

11.c. New Story 2022 - 2023 Tuition Agreement and Extended School Year Tuition Agreement

Dr. Abigail Leonard, Director of Student Services, has reviewed a 2022-2023 Tuition Agreement for a student transferring to New Story for the remainder of the school year and a Tuition Agreement for the same student for extended school year services.

11.d. Tenure Status

The following professional employees have completed the required years of service as temporary professional employees and have earned tenure based on satisfactory performance:

Erin Bishop - Oak Flat Elementary School
Sean Donaldson - Big Spring High School
Samantha Webber - Oak Flat Elementary School

11.e. Proposed Updated Policy

The administration has proposed the updated policy listed below:

- [246 School Wellness](#)

After the policy has been reviewed by the Board of School Directors, the administration will present the updated policy for Board approval at the June 5, 2023 Board meeting.

12. Board Reports

12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster

12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle - Next Meeting: May 17, 2023

12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle

12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle

12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers - Next Meeting: June 5, 2023

12.f. South Central Trust - Mr. Deihl

12.g. Capital Area Intermediate Unit - Mr. Swanson

- [Board Highlights - April](#) [All In April](#)

12.h. Tax Collection Committee - Mr. Swanson

12.i. Future Board Agenda Items

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

13. Meeting Closing

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

13.b. Adjournment - Motion to adjourn the meeting?

Meeting adjourned at _____ pm, **May 15, 2023**

Next scheduled meeting is **June 5, 2023** in the High School Auditorium

Please Note:

The **June, July, and August** Board Meetings will be held in the High School Auditorium because of summer work at the Middle School.