



# BOARD MEETING AGENDA

**MAY 19, 2025**

7:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 2. Student/Staff Recognition and Board Reports** - Middle School Staff Update
- 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 May 5, 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	\$15,867.35	<a href="#">Procurement Card - Detail</a>	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,620,473.45	<a href="#">General Fund - Detail</a>	<a href="#">General Fund - Summary</a>
Special Revenue	\$1,269.33	<a href="#">Special Revenue - Detail</a>	<a href="#">Special Revenue - Summary</a>
Capital Projects Reserve Fund	\$30,000.00	<a href="#">Capital Projects Reserve Fund - Detail</a>	<a href="#">Capital Projects Reserve Fund - Summary</a>
Cafeteria Fund	\$162,305.09	<a href="#">Cafeteria Fund - Detail</a>	<a href="#">Cafeteria Fund - Summary</a>
Student Activities	\$51,659.55	<a href="#">Student Activities - Detail</a>	<a href="#">Student Activities - Summary</a>

Total amount of all funds **\$2,881,574.77**

Motion to approve the Payment of Bills as presented

#### **7.b. 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.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.

#### **7.d. Budgetary Transactions**

Motion to approve [Budgetary Transfers](#) for April 2025 as presented.

### **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 Summer Staff

Jennifer Chamberlin, Supervisor of Special Education, 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 2024-2025 school year:

Teachers: Jocelynn Kuhn, Rachael Landis, Megan Martin, Jessica Sprecher, and Amanda Webber

Nurse: Linda Webber

Paraprofessionals: David Colistra, Nicole Finkey, Michelle Fountain, Tammy Garman, Theresa Stum, Emma Zeigler, and Danielle Zeigler

Nicole Donato, Director of Curriculum and Instruction recommends additions to the Summer School Program roster. Compensation for the positions will be based on the Collective Bargaining Agreement for the 2024-2025 school year:

<u>L Name</u>	<u>F Name</u>	<u>Position</u>
Christina	Gruver	Secondary Summer School Instructor
David	Robinson	Secondary Summer School Instructor

Cheri Frank, Director of Custodial Services, recommends additional names for the 2025 Summer Hire roster for District Custodial Staff:

<b>Custodian</b>	<b>Position</b>	<b>Rate</b>	<b>Schedule (days x hours)</b>
Jennifer Conrad	Custodian	\$16.58	4X8
Leigh Potts	Custodian	\$16.58	4X8
Vivian Rodriguez-Velazquez	Custodian	\$16.58	4X8
Alexis Sheaffer	Custodian	\$16.58	4X8

Cheri Frank, Director of Custodial Services, recommends a Seasonal Laborer:

- Jesse Deutsch to serve as a Summer 2025 Seasonal Laborer.

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

### **9.b. Recommended Approval of Resignations**

Dr. Nicholas Guarente, Superintendent, received the following resignations:

- Crystal Grossman provided a letter of resignation from the position of Secondary Instructional Coach and all extra-duty positions effective June 30, 2025.
- Andrew Koman provided a letter of resignation from the position of Middle School Social Studies Teacher and extra-duty position effective the completion of the 2024-2025 school year.
- Heather Wolf provided a letter of resignation from the position of Oak Flat Paraprofessional effective May 1, 2025.

Scott Penner, Director of Athletics and Student Activities, received the following resignations:

- Aleia Baker provided a letter of resignation from the position of Assistant High School Volleyball Coach.
- Riley Brown provided a letter of resignation from the position of Co-FBLA Advisor.

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

### **9.c. 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:

- Casey Barwin, Oak Flat Elementary Teacher, is requesting leave without pay for May 9, 2025.
- Laura Grove, Middle School Teacher, is requesting leave without pay for October 13, 2025 through November 26, 2025.
- Frank Landis, Middle School Teacher, is requesting leave without pay for May 13, 2025.
- Bethany Stanton, Mount Rock Teacher, is requesting leave without pay for a half day May 2, half day May 5, and a half day May 7, 2025.

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

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

Cheri Frank, Director of Custodial Services, recommends the following staff for new hire:

- Garja Rai for the position of full-time, third shift Custodian at the High School replacing Douglas Barnes who is retiring. The starting rate should be \$18.22 per hour for the 2024-2025 school year pending receipt of all required employment documentation. This hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.

The administration recommends the Board of School Directors approve the hire of custodial staff as presented.

#### **9.e. Recommended Approval of a High School Biology Teacher - Genevieve Kuhns**

##### **Education:**

Shippensburg University - Biology/Secondary Education (Bachelors Degree)

##### **Experience:**

Big Spring School District - Student Teaching

The administration recommends the Board of School Directors appoint Genevieve Kuhns to the position of High School Biology Teacher replacing Travis Barnes who has resigned. The compensation for this position should be established at Bachelors 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 and certification documentation.

#### **9.f. Recommended Approval of Extra-Duty Positions**

Dr. Nadine Sanders, Assistant Superintendent, recommends the following 2025-2026 Mentor Teacher:

- Sean Donaldson to serve as Mentor to Genevieve Kuhns

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

- Jocelyn Hayslett to serve as Assistant Middle School Cheer Coach.

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

**9.g. 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
Rebecca Coulson	Oak Flat Special Education Teacher for Emotional Support (K-5)	Oak Flat Special Education Teacher for Emotional Support and Autistic Support (K-5)
Emily Hangen	Special Education Teacher at Middle School and Mount Rock Elementary	Special Education Teacher at the Middle School for Autism and Emotional Support
Megan Martin	Mount Rock Special Education Teacher for Learning Support (K-2)	Mount Rock Special Education Teacher for Emotional Support and Learning Support (K-2)
Bethany Stanton	Mount Rock Special Education Teacher for Learning Support (3-5)	Mount Rock Special Education Teacher for Emotional Support and Learning Support (3-5)
Laura Wettstein	Newville and Oak Flat Special Education Teacher for Learning Support (2-3)	Oak Flat Special Education Teacher for Learning Support (K-5)

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

**10. New Business - Actions Items**

**10.a. Recommended Approval of the Chartwells Contract and Meal Prices for the Fiscal Year 2025-2026**

The administration and Chartwells prepared the 2025-2026 budget with proposed meal prices. The student meal prices for Big Spring students will remain the same as 2024-2025.

Meal Pricing	2024-25	2025-26	FY Change
Breakfast (all students)	\$1.55	\$1.55	\$0.00
Elem Lunch	\$2.85	\$2.85	\$0.00
Secondary Lunch	\$3.00	\$3.00	\$0.00
Adult Breakfast	\$2.90	\$2.90	\$0.00
Adult Lunch	\$4.55	\$4.95	\$0.40
Milk	\$0.60	\$0.60	\$0.00
YB/Headstart Lunch	\$4.85	\$5.00	\$0.60
YB/Headstart Breakfast	\$2.65	\$3.25	\$0.60
Headstart Adult Lunch	n/a	\$6.00	n/a

The administration recommends the Board of School Directors approve the 2025-2026 [Chartwells contract](#).

#### **10.b. Recommended Approval for the Proposed Final 2025-2026 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 23, 2025. The Proposed Final Budget must be available for public inspection 20 days prior to the final adoption and the final adoption advertised at least 10 days prior. The administration is recommending a budget of \$66,781,931 in expenditures. General Fund revenues with a 1.5% tax increase would be \$65,384,290. Proposed real estate taxes millage rate would be 16.3679. The shortfall in revenues will be covered by unassigned fund balance of \$1,397,641. The numbers may continue to be adjusted before the final budget on June 23, 2025. 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 \$66,781,931 for the 2025-2026 school with a tax rate of 16.3679 mills.

#### **10.c. Recommended Approval of Request to Apply for 2025-2026 Grants**

Mrs. Nicole Donato, Director of Curriculum and Instruction, received the following requests to apply for and participate in the following grants:

- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [PA Veal in the Classroom](#) Grant.
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [King Arthur Bake for Good Program](#).
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [Popcorn Pep Contest](#).

The administration recommends the Board of School Directors approve the requests to apply for and participate in the grants as presented.

#### **10.d. Recommended Approval of Team Travel**

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

- Boys Basketball Program to attend the Ohio Men's Basketball [Team Camp](#) from June 6-8, 2025. Housing is provided on campus and the team will travel via school vans/vehicles.

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

#### **10.e. Recommended Approval of Renewal Membership**

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

- Pennsylvania Association of Rural and Small Schools 2025-2026 [Membership](#)

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

#### **10.f. Recommended Approval of the DIG Staff Survey**

The Disenrollment & Grievance Committee recommends approval of the School Performance Snapshot [Staff Survey](#) for distribution to staff.

#### **10.g. Recommended Approval of Bullying/Incident Reporting Graph**

The Disenrollment and Grievance Committee recommends approval of the Bullying/Incident Reporting Instructional [Graph](#) to be added to the website under the parents tab.

#### **10.h. Recommended Approval of School Property Utilization**

- Carly Zinn, on behalf of Big Spring Field Hockey, is requesting use of the High School turf field for Play Day on June 1, 2025 from 1:00 to 6:00 pm. Because the utilization is on a Sunday, Board action is necessary.

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

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

#### **11.a. 2025 - 2026 Board Meeting Dates**

Board and Committee Meeting [Dates](#) for 2025 - 2026 were approved at the February 18, 2025 meeting and advertised by public notice in the [May 14, 2025](#) edition of the Newville Valley Times Star.

#### **11.b. Leave Request**

Whitney O'Donnell, Teacher, is requesting a child-rearing leave of absence beginning Monday, October 13, 2025 through approximately Thursday, January 1, 2026 with a return date of Friday, January 2, 2026. 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.c. Contracted Staff Update**

Dr. Nadine Sanders, Assistant Superintendent, provides the following contracted staff update:

- Rebecca Fry provided a letter of resignation from the ESS position of Paraprofessional at Mount Rock Elementary School effective May 30, 2025.

### **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 - Melissa Bigler, David Fisher, Mike Hippensteel, and John Wardle**

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

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

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

**12.f. Finance Committee - Melissa Bigler, Julie Boothe, Frank Myers, and Lisa Shade -** Meetings: 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: 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**

Monthly Enrollment effective April 30, 2025

Total Students Active Enrollment	Cyber Charter School Enrollment Regular Ed	Cyber Charter School Enrollment Special Ed	Approved Home Education	CPACTC
2,353 (including CAOLA and CVA)	142	95	221	118

### **13. Meeting Closing**

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

**13.b. Adjournment**

Meeting adjourned at \_\_\_\_\_ pm, **May 19, 2025**

Next scheduled meeting is **June 2, 2025 at 7:30 pm**