



BOARD MEETING AGENDA

MAY 5, 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 Minutes](#) from April 14, 2025 and the [Finance Committee, Committee of the Whole](#) and [Board Meeting Minutes](#) for April 22, 2025 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 #8 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 employee:

- Andrea Lehman, Newville Elementary Teacher, is requesting leave without pay for May 21, May 22, and May 23, 2025.
- Tiffany Warner, Oak Flat Teacher, is requesting leave without pay for a half day April 25, 2025 and a half day May 20, 2025.

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

8.b. Recommended Approval of Resignations

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

- Travis Barnes provided a letter of resignation from the position of High School Biology Teacher effective the completion of the 2024-2025 school year.
- Timothy Drawbaugh provided a letter of resignation from the position of Director of Maintenance Services effective May 30, 2025.

8.b. Recommended Approval of Resignations (continued)

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

- Sarah Fletcher provided a letter of resignation from the position of Assistant Swimming Coach.

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

- Micah Artz provided a letter of resignation from the extra-duty position of PD/Wellness Committee Member.

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

8.c. Recommended Approval of a High School Business Teacher - Carley Miller

Education:

Business Administration with a major in Accounting - Geneva College (Bachelors Degree)
Business Administration - Geneva College (Masters Degree)

Experience:

Mortgage Loan Officer - Orrstown Bank

The administration recommends the Board of School Directors appoint Carley Miller to the position of High School Business Teacher replacing Brent Duffy who resigned. The compensation for this position should be established at Masters Degree Step 1 \$67,130.00 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.

8.d. 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
Gregory Ellerman	Special Education Teacher at the Middle School	Special Education Teacher at the High School	Trica Wolfe who retired

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

8.e. Recommended Approval of Extra-Duty Positions

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

- Leah Richwine for the position of Elementary Grade Level Leader for Grade 3

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

- B. Christie Katora to serve as Mentor to Gregory Ellerman.
- Cherie Powell to serve as Mentor to Carley Miller.

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

8.f. Recommended Approval of Custodial Staff

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

- Rodger Crowder for the position of full-time, second shift Custodian at the High School replacing Jennifer Spahr. The starting rate should be \$16.10 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.
- Leigh Potts for the position of part-time, second shift Custodian at the High School replacing Reid Wilson who was hired to replace James Kiner. The starting rate should be \$16.10 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 for hire the custodial staff as presented.

8.g. Recommended Approval of 2024-2025 Summer School Staff

Nicole Donato, Director of Curriculum and Instruction recommends the individuals listed for the positions noted to assist with Summer School Programs. 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>
Devonald	Stephanie	Elementary Summer School Instructor for Tutoring
Harbaugh	Kennedy	Elementary Summer School Instructor for Tutoring
Hockenberry	Holly	Elementary Summer School Instructor for Tutoring
Steinly	Caitlin	Elementary Summer School Instructor for Tutoring
Ward	Isley	Elementary Summer School Instructor for Tutoring
Foor	Brett	Secondary Summer School Instructor
Pagze	Bethany	Secondary Summer School Instructor
Mianulli	Anna	Secondary Summer School Instructor

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

8.h. Recommended Approval of Summer Technology Staff

Mr. Robert Krepps, Director of Technology, is recommending two individuals for 2025 Summer Technology positions:

- Logan Rockwell - Summer Technology Student Associate beginning June 2, 2025 working 8 hours a day, 4 days a week at a rate of \$16.58 per hour.
- Brandon Sheller - Summer Technology Student Intern position beginning June 2, 2025 working a total of 200 hours over the summer with compensation provided by Questeq Educational Technology Services.

The administration recommends the Board of School Directors approve the 2025 summer technology staff as presented.

9. New Business - Actions Items

9.a. Recommended Approval of 2025-2026 Agreements

Dr. Nadine Sanders, Assistant Superintendent has reviewed the [CAIU Title III Memorandum of Understanding](#) for the 2025-2026 school year. The MOU defines how the CAIU Title III Consortium will meet the Title III requirements and details the roles and responsibilities of the member districts and the fiscal agent of the consortium during the 2025-2026 school year.

Scott Penner, Director of Athletics and Student Activities, reviewed the [Fitness Connection Preventive Maintenance Contract](#) for 2025 through 2028 to service weight room and adaptive PE equipment.

Dr. Nicholas Guarente, Superintendent, reviewed the Workforce Development [Proposal](#) for Services with the Carlisle Area Chamber of Commerce and Carlisle Area Chamber Foundation for 2025-2026 to support the Big Spring School District and Carlisle Area School District with the engagement of students from grades 6-12 with area businesses for training development and career exploration opportunities.

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

9.b. Recommended Approval to Dispose of Outdated Science Curricular Materials

The Office of Curriculum and Instruction is requesting permission to dispose of outdated K - 8 Foss Science Kits and Science and Technology Concepts Kits.

The administration recommends the Board of School Directors approve the request to dispose of outdated curriculum materials as presented, per Board Policy 706.1.

9.c. Recommended Transportation Services

The District conducted a Request for Proposal for Transportation Services to begin July 1, 2025. The District received three proposals: two full proposals and one for extra-curricular services only. The vendors who submitted full proposals were Krise Transportation Inc. and Rohrer Bus. Wolf Bus Lines submitted a proposal for extra-curricular transportation services only.

After extensive review and interviews with the two vendors who submitted full proposals, it is recommended the Board of School Directors award a [contract](#) based on the Request for Proposal to Krise Transportation Inc. for a period of five years.

9.d. Voting Delegate for the 2025 PSBA Delegate Assembly

The Pennsylvania School Boards Association invites the Board of School Directors to select 2 voting delegates for the fully in-person 2025 PSBA Delegate Assembly on Tuesday, October 21, 2025 at Kalahari Resorts & Conventions in the Poconos.

The Board of School Directors designates _____ to serve as Big Spring School District's Voting Delegate(s) for the October 21, 2025 PSBA Delegate Assembly.

9.e. Recommended Approval to Accept and Display Randall Shughart Statue

A representative of West Pennsboro Township contacted the School District requesting to relocate a bronze bust of Randall Shughart, Medal of Honor Recipient for military valor and a 1976 graduate of Big Spring High School, from West Pennsboro Park to the Big Spring High School with no cost to Big Spring for materials and labor of the relocation.

Administration recommends acceptance of the statue for display at the High School as presented.

9.f. Recommended Approval of Move to York Adams Interscholastic Athletic Association

Scott Penner, Director of Athletics and Student Activities, recommends the Big Spring School District move interscholastic athletics to the [York Adams Interscholastic Athletic Association](#), leaving the Mid Penn Conference beginning in the 2026-2027 school year.

The administration recommends the move to York Adams Interscholastic Athletic Association as presented.

9.g. Recommended Approval of Fundraisers

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

- Youth Soccer Tournament Fundraiser on July 11, 2025 to benefit the Boys Soccer Program in coordination with the Big Spring Area Youth Soccer Association. The tournament will also include having Rita's Ice on site as part of the fundraiser.
- [Marianna's Sub Sale](#) fundraiser September 11 - September 25, 2025 to benefit the Big Spring Student Athlete Leadership Council.

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

9.h. Recommended Approval of a Field Trip

Middle School Principal, Clarissa Nace, is requesting approval of the following field trip:

- History Club advisors and students to attend the Gettysburg Film Festival on May 8, 2025.

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

9.i. Election of the Treasurer - One Year Appointment 7/1/2025 - 6/30/2026

Based on Section 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 7/1/2025 through 6/30/2026. This is a roll call vote.

Elected: _____

Board Treasurer will begin his/her duties July 1, 2025 and run through June 30, 2026.

9.j. Election of Secretary - Four Year Appointment 7/1/2025 - 6/30/2029

School Boards must appoint a Board Secretary in May of this year to serve a four-year term beginning July 1, 2025 pursuant to section 404 of the School Code. In code, the secretary position must be an appointment of every four (4) years beginning in May, 1953.

Elected _____

Board Secretary will begin his/her duties July 1, 2025 and run through June 30, 2029

9.k. Recommended Approval of ESS Addendum

Dr. Nadine Sanders has reviewed the [Addendum](#) with ESS Support Services, LLC to assist in securing substitute Custodial services. The addendum establishes the hourly rate of pay for the 2024-2025 school year.

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

9.l. Policy for Pre-Employment Drug Screening

Motion to request the solicitor, Thomas King, draft a policy for pre-employment drug screening for all prospective district employees and paid coaches to be presented for future Board approval.

9.m. Recommended Approval of a School Physician and Medical Standing Orders for 2025-2026

Dr. Nadine Sanders, Assistant Superintendent, recommends a [School Physician](#) and [Medical Guidelines/Standing Orders](#) for the 2025-2026 school year:

- Dr. Darryl Guistwite to serve as the School Physician for the 2024-2025 school year for student examinations at a rate of \$15.10 per student exam and a stipend of \$1,000.00
- Medical Guidelines and Standing Orders

The administration recommends the Board of School Directors appoint Dr. Darryl Guistwite as the school physician and approve the medical guidelines and standing orders for the 2025-2026 school year as presented.

9.n. Recommended Approval to Award Bid for Cellular Signal Boosting - Summer 2025 Project

At the February 18, 2025 Board Meeting, the Board of School Directors approved the District to complete the Cellular Signal Boosting Project at the High School and engage in the invitation to bid process. The District conducted the invitation to bid process and received two bid proposals.

- [Bolton Install Pros - \\$106,138.99](#)

The administration recommends approval to award the Cellular Signal Boosting Project to Bolton Install Pros in the amount of \$106,138.99 to be paid for from the Pennsylvania Commission on Crime and Delinquency (PCCD) Safety and Security Grant.

9.o. Recommended Approval to Purchase Middle School Furniture

Administration has discussed the need to replace middle school furniture and has secured a [quotation](#) from Corbett, Inc. for desks and chairs at a total cost of \$205,168.24.

The administration recommends the Board of School Directors approve the purchase of the middle school furniture as presented which will be paid from the general fund budget.

10. New Business - Information Item

10.a. Local Advisory Committee Agenda and Minutes

The Local Advisory Committee provided a copy of the [Meeting Agenda](#) and [Meeting Minutes](#) from their April 15, 2025 meeting.

10.b. Donation Recognition

The Big Spring School District received two additional monetary donations in memory of Blevens Zinn, a 1973 graduate, which was accepted by Superintendent Dr. Nicholas Guarente to benefit the High School FFA Program.

The Big Spring School District received a monetary donation from the John Graham Trust which was accepted by Superintendent Dr. Nicholas Guarente for student awards for the Class of 2025.

10.c. Contracted Staff Update

Dr. Nadine Sanders, Assistant Superintendent, provides the following Contracted Staff Update:

- Arianna DeVitis has resigned from her position as an ESS Paraprofessional at the Middle School.

10.d. Agriculture Advisory Committee Meeting Agenda and Minutes

High School Agriculture Education Teachers SaraBeth Fulton and Morgan Bear have provided the (OAC) Agriculture Advisory Committee Meeting [Agenda](#) and [Minutes](#) for their April 3, 2025 meeting. Their next meeting is tentatively set for November 6, 2025 at 7:00 pm.

10.e. Oath Administered to New Board of School Director - Melissa Bigler

Melissa Bigler provided a Statement of Financial Interest form and was administered the [Oath of Office](#) on Friday, April 25, 2025 as School Director for the Newville Borough. The updated Board of School Director [Roster](#) has been posted to the web page.

10.f. Leave Request

- Shelli Kent, Supervisor of Food Services, is requesting a leave of absence beginning Tuesday, June 17, 2025 through approximately Tuesday, July 29, 2025 with a return date of Wednesday, July 30, 2025.

According to Family and Medical Leave Policy 335, administrative, professional and support employees may request a leave of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

11. Board Reports

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

11.b. Building and Property Committee - Melissa Bigler, David Fisher, Mike Hippensteel, and John Wardle

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

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

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

11.f. Finance Committee - Melissa Bigler, Julie Boothe, Frank Myers, and Lisa Shade - Meetings: May 19 and June 2

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

11.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

11.i. South Central Trust - Seth Cornman

11.j. Tax Collection Committee - David Fisher

11.k. Wellness Committee - Seth Cornman

11.l. Future Board Agenda Items

11.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

12. Meeting Closing

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

12.b. Adjournment

Meeting adjourned at _____ pm, **May 5, 2025**

Next scheduled meeting is **May 19, 2025 at 7:30 pm**