



BOARD MEETING AGENDA

MAY 6, 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 and Caleb Tilden
 - Middle School Staff
- 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 April 22, 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 #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 employees:

- Allison Baer, Administrative Assistant, requesting leave without pay for April 12, 15, and 16, 2024.
- Jessica Shover, Newville Elementary School Teacher, requesting leave without pay for half day May 9 and all day May 10, 2024.
- Julie Thumma, Middle School Teacher, requesting leave without pay for May 6, 2024.
- Courtney Vaughn, Mount Rock Elementary School Teacher, requesting leave without pay for May 24, 2024.
- Jessica Winesickle, Home and School Visitor, requesting leave without pay for a half day on April 22, 2024.

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

8.b. Recommended Approval of Mentors

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	2024 - 2025 Mentor
Kristen Boles	Middle School Counselor	Amy Craig
Luke Nerone	Distance Learning Coordinator	Nicole Donato

The administration recommends the Board of School Directors approve the 2024-2025 mentors as presented.

8.c. Recommended Approval of a Newville Elementary School Counselor - Taylor Miller

Education:

Shippensburg University - Psychology with a minor in Disability Studies - Bachelor's Degree

Shippensburg University - Counseling K-12 - Master's Degree (May, 2024)

Experience:

Bellaire Elementary School - Substitute School Counselor

Grace B. Luhrs University Elementary School - School Counselor Graduate Assistant

The administration recommends the Board of School Directors appoint **Taylor Miller** to the position of School Counselor at Newville Elementary School replacing Kristen Boles who has transferred. The compensation for this position should be established at Master's Degree step 1, \$65,189.00 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 and certification documentation.

8.d. Recommended Approval of Resignations

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

- Laurie Miller provided a letter of resignation from the position of Administrative Assistant to the High School Counseling Office effective August 9, 2024 for the purpose of retirement.
- Jennifer Warner provided a letter of resignation from the position of Speech and Language Clinician at Mount Rock Elementary effective the conclusion of the 2023-2024 school year. She also provided a letter of resignation from the extra-duty position of PD/Wellness Committee Member.

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

- Michael Ginter provided a letter of resignation from the position of Mu Alpha Theta Advisor effective the conclusion of the 2023-2024 school year.
- Jenna McIntire provided a letter of resignation from the position of Middle School Cross Country Coach.

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

8.e. Recommended Approval of Extra-Duty Positions

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

<u>First Name</u>	<u>Last Name</u>	<u>Extra-Duty Position for 2024-2025 and 2025-2026</u>
Megan	Anderson	Department Head - World Language
Karyn	Cunningham	Co - Title I Coordinator
Sean	Donaldson	Co - Department Head - Science
Michael	Ginter	Department Head - Math
Wendi	Hair	Elementary Grade Level Leader - Grade 5
Lauren	Hetrick	Department Head - Social Studies
Andrew	Koman	Assistant Department Head - Social Studies
Heath	Myers	Co - Department Head - Science
Adam	Nobile	Department Head - Music
Cherie	Powell	Department Head - Business
Jennifer	Roberts	Co - Title I Coordinator

The administration recommends the Board of School Directors approve the 2-year extra duty positions as presented.

8.f. Recommended Approval of Custodians

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

- Marlin Rudy to serve as a part-time second shift Custodian at the High School replacing Kenneth Sunday who resigned. The starting rate should be \$15.63 per hour for the 2023-2024 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.
- Cullen Willock to serve as a full-time second shift Custodian at the High School replacing Gary Young who resigned. The starting rate should be \$15.63 per hour for the 2023-2024 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 custodians for new hire as presented.

8.g. Recommended Approval of Summer Technology Staff

Mr. Robert Krepps, Director of Technology, is recommending two individuals for 2024 Summer Technology positions:

- Morgan Koch - Summer Technology position beginning June 3, 2024 working 8 hours a day, 4 days a week for a total of 32 hours per week at a rate of \$11.61 per hour based on the 2024 Classified Staff pay scale.

8.g. Recommended Approval of Summer Technology Staff (continued)

- Gunnar White - Summer Technology position beginning June 3, 2024 working 8 hours a day, 4 days a week for a total of 32 hours per week at a rate of \$11.61 per hour based on the 2024 Classified Staff pay scale.

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

9. New Business - Actions Items

9.a. Recommended Approval for the Proposed Final 2024-2025 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 17, 2024. 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 \$65,158,197 in expenditures. General Fund revenues with a 0% tax increase would be \$64,651,307. Since the April 22, 2024 finance committee meeting, there is an additional \$150,000 in both revenue and expenditures. The \$150,000 represents a best guess on the GASB 84/87 requirement for leases and subscriptions. The budget includes Capital Project Reserve funding of \$506,890, which represents the temporary increase in bond payment due to the 2023 bond issue. Proposed real estate taxes would be 16.1260. The numbers will continue to be adjusted before the final budget on June 17, 2024. 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 \$65,158,197 for the 2024-2025 school with a tax rate of 16.1260 mills.

9.b. Approval of Updated Policy

Mrs. Lisa Shade has proposed the updated policy listed below:

- [Policy 235](#) Student Rights-Surveys

9.c. Recommended Approval of 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

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

9.d. Recommend Approval for the Government Software Services, Inc.

Mr. Michael Statler, Business Manager, received and reviewed the agreement with [Government Software Services \(GSS\)](#), Inc. for the 2024-2025 tax year. The contract is for the District's software for real estate tax services used by the District's tax collectors and Cumberland County.

The administration recommends the Board of School Directors approve the proposed 2024-2025 agreement as presented.

9.e. 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>
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/YR
Cope Company performs preventative maintenance, tank cleaning, and service/repair for our AutoBrine Systems	Salt & Service Agreement	1 YR	\$2,250/YR
Diversified provides maintenance for our hot water heaters.	Aerco Equipment	1 YR	\$4,500/YR
FMX provides software for the District to make maintenance requests, planned maintenance, schedule requests, transportation requests, inventory management, single sign on, arbiter schedule request integration, and standard dashboards	FMX	1 YR	\$6,656.35/YR
The Fulcrum Guy performs an inspection of the diving board.	Diving Board	1 YR	\$510/YR
ProAsys provides quarterly water testing and treatment of heating, chilled and well field loops.	Hot Water Loops	1 YR	\$12,600/YR
Trane provides scheduled service agreement for the Districts access controls, software updates, inspections, Safety/Security of children and door alarms.	Trane	3 YR	\$16,203.00/YR1
			\$16,851.12/YR2
			\$17,525.16/YR3
Trane provides scheduled service agreements for the Districts HVAC controls, software updates, HVAC maintenance for 3 Newville RTU's and tech support.	Trane	3 YR	\$96,826.71/YR1
			\$100,699.78/YR2
			\$104,727.77/YR3

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

9.f. Recommended Approval of Updated Job Description

The administration has updated the job description listed below:

[308 - Strength and Conditioning Coach](#)

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

9.g. 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 2024-2025 fiscal year.

The administration recommends the Board of School Directors appoint Stock and Leader as School District Solicitor for the 2024-2025 fiscal year as presented.

9.h. Recommended Approval of Utilization Requests

- Greg Ellerman, on behalf of BSYSA, is requesting use of the High School Commons on June 2, 2024 from 1:00 to 4:00 pm. Because the date involves a Sunday, Board action is necessary.
- Carly Zinn, on behalf of Big Spring Field Hockey, is requesting use of the High School turf field on May 19, 2024 from 1:00 to 6:00 pm for a Spring Tournament. Because the date involves a Sunday, Board action is necessary.

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

9.i. Recommended Approval of the Chartwells Contract and Meal Prices for the Fiscal Year 2024-2025

The administration and Chartwells prepared the 2024-2025 budget with proposed meal prices. The student meal prices for Big Spring students will remain the same as 2023-2024.

<u>Meal Pricing</u>	<u>2023-24</u>	<u>2024-25</u>	<u>FY Change</u>
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	\$2.95	\$0.05
Adult Lunch	\$4.50	\$4.55	\$0.05
Milk	\$0.60	\$0.60	\$0.00
YB/Headstart Lunch	\$4.40	\$4.85	\$0.45
YB/Headstart Breakfast	\$2.25	\$2.65	\$0.40

The administration recommends the Board of School Directors approve the 2024-2025 [Chartwells contract](#).

9.j. Recognition of 2024-2025 Foreign Exchange Student

Assistant Superintendent, Dr. Nadine Sanders, received and reviewed a request for Lea Moldenhauer, a citizen of Germany, to be a foreign exchange student for the 2024-2025 school term.

The administration recommends the Board of School Directors approve enrollment of Lea Moldenhauer as a foreign exchange student for the 2024-2025 school term.

9.k. Recommended Approval of Fundraisers

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

- Spirit Wear from Personaliteez during the month of May to benefit the Girls Soccer Program.
- [Crush Grass Volleyball Tournament](#) July 12 - 14, 2024 at George B. Stuart Athletic Fields in Carlisle to benefit Big Spring Volleyball.
- Permission for the Tempus Leo Club to support the Newville Lions Club Kiddie Land July 10 - 12, 2024 at the Newville Fairgrounds to benefit the Tempus Leo Club.

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

9.l. Recommended Approval of 2024-2025 Team Travel:

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

- Boys Varsity and Junior Varsity Wrestling Teams to attend Trojan Wars Wrestling Tournament December 28 - 29, 2024.

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

9.m. Recommended Approval of Agreements

Dr. Abigail Leonard, Director of Student Services, has reviewed the proposed [Contract for Therapy Services](#) with [Skybound Pediatric Therapy](#) to provide occupational and physical therapy to students during the 2024-2025 school year.

Dr. Abigail Leonard, Director of Student Services and Dr. Nadine Sanders, Assistant Superintendent have reviewed the [CAIU Title III Memorandum of Understanding](#) and [Consortia Programming](#) for the 2024-2025 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 2024-2025 school year.

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

9.n. Recommended Approval of a School Dentist, School Physician and Medical Standing Orders for 2024-2025

Dr. Abigail Leonard, Director of Student Services, would like to recommend a School Dentist, School Physician, Medical Guidelines and Standing Orders for the 2024-2025 school year:

- Dr. William Noll to serve as the [School Dentist](#) for the 2024-2025 school year with a fee of \$7.25 per each state mandated exam
- 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. William Noll as the school dentist, Dr. Darryl Guistwite as the school physician, and approve the medical guidelines and standing orders for the 2024-2025 school year as presented.

9.o. New Student Survey

The DIG Committee recommends a new student and family [survey](#) anticipated to be distributed at the end of the 2023-2024 school year.

9.p. Recommended Approval of New Curricular Resource

Listed below is a curricular resource recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction which will be utilized to develop curriculum. Individual resources from this source will be presented for Board approval at a later date.

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

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

10. New Business - Information Item

10.a. Leave Request

Shannon Arnold, Mount Rock Elementary School Teacher, is requesting a child-rearing leave of absence beginning Monday, September 23, 2024 through approximately Friday, March 28, 2025 with a return date of Monday, March 31, 2025. 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.b. Agricultural Advisory Committee Agenda and Minutes

The High School Agriculture Teachers have provided a copy of the [Agricultural Advisory Committee Meeting Agenda](#) and [Meeting Minutes](#) from their April 11, 2024 meeting.

10.c. Local Advisory Committee Agenda and Minutes

The Local Advisory Committee has provided a copy of their [bylaws](#) and [roster](#) as well as [Meeting Agenda](#) and [Meeting Minutes](#) from their April 30, 2024 meeting.

10.d. Policy Review and Development Committee

Seth Cornman recommends the Board develop a [Policy](#) Review and Development Committee

10.e. ESS Staff Information

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

- Samantha Valencia to serve as a full-time Principal's Discretion Paraprofessional at Mount Rock Elementary School to replace Devon Alsvary which is an anticipated resignation.

11. Board Reports

11.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle - Next Meeting: June 5, 2024

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

11.c. Capital Area Intermediate Unit - Seth Cornman - Meeting Dates: May 23, 2024 June 27, 2024
[Board Highlights 4.25.24](#) [All-In April 2024](#) [C4C Golf Fundraiser](#)

11.d. Cumberland Perry Area CTC - John Wardle

11.e. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade - Meeting Dates: May 20, 2024 June 3, 2024

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

11.g. DIG Committee - Julie Boothe, Seth Cornman and Lisa Shade - Meeting Dates: May 30, 2024 - 7 pm in MS Room 514 June 13, 2024 - 7 pm in MS Room 514

11.h. South Central Trust - Seth Cornman

There was a full board meeting on April 24th. There will be an SCT Executive Committee meeting on May 29th at 9AM.

11.i. Tax Collection Committee - David Fisher Meeting Dates: July 16, 2024 October 15, 2024

11.j. Wellness Committee - Seth Cornman [Minutes from the April 18th meeting.](#)

Next meeting is in the works for October. The meeting will focus on District wellness goals centered around four areas - Nutrition Education, Nutrition Promotion, Physical Activity and Other School-Based Wellness Activities.

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, **May 6, 2024**

Next scheduled meeting is **May 20, 2024 at 7:30 pm**