

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

June 19, 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 High School Auditorium at 8:00 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

Absent: No absences

Others in attendance: Nicholas Guarente, 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 regular meeting to discuss personnel matters related to the Assistant Superintendent and Supervisor of Special Education positions.

2. Student/Staff Recognition and Board Reports – Mr. Shover stated Clayton Hetrick was elected and named Vice-President of the PA State FFA and will spend the next year working with the state and national FFA organization. The Board congratulated Clayton on this outstanding accomplishment.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors – 22 visitors signed in for the meeting.

5. Public Comment Period

Michael Deihl offered an opening prayer for the meeting.

Julie Boothe offered comments and concerns for the Wellness Policy.

Lisa Shade offered comments and concern for unused pages of elementary math workbooks.

Arlene Reinford offered comments on legal fees, budget, and taxes.

Public Comment Period (continued)

Lawrence Flynn offered comments on the math program, last month's math presentation, and taxes. Mr. Over stated the Board tries very hard to accomplish a balanced budget and the next step to reduce costs would involve cutting teachers and programs because everything is costing more.

6. Approval of Minutes

Motion to approve the [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for June 5, 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	\$	823,032.78
Special Revenue Fund	\$	1,804.86
Capital Project Reserve Fund	\$	114,927.50
ESCO Fund	\$	729,572.10
Cafeteria Fund	\$	-
Student Activities	\$	30,132.11
Total	\$	1,699,469.35

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

7.b. Treasurer's Fund Report

General Fund	\$	20,875,319.16
Special Revenue Fund	\$	67,158.08
Capital Project Reserve Fund	\$	8,087,386.69
Cafeteria Fund	\$	1,017,421.02
Student Activities	\$	288,367.80
Total	\$	30,335,652.75

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

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?

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

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 Resignations

Dr. Nicholas Guarente, Superintendent, received a professional staff resignation:

- Rebecca Herendeen provided a letter of resignation from the position of High School Biology Teacher effective August 15, 2023.

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

- Maria Boyd provided a letter of resignation from the position of Head Bocce Team Coach.

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

9.b. Request for Sabbatical Leave

Edward Wilson II, High School Music Teacher, is requesting a sabbatical leave to begin on Tuesday, January 16, 2024 through Friday, May 31, 2024. Sabbatical leaves are governed according to Sections 1166-1171 of the Pennsylvania School Code of 1949, as amended.

The administration recommends the Board of School Directors approve Edward Wilson's request for sabbatical leave as presented.

9.c. Recommended Approval of an Assistant Superintendent - Nadine Sanders

It is recommended the Board of School Directors appoint Dr. Nadine Sanders as Assistant Superintendent of Schools for a five-year term effective July 1, 2023 and approve the related [Employment Contract](#).

Motion to approve an employment contract for Dr. Nadine Sanders to serve as Assistant Superintendent of Schools from July 1, 2023 through June 30, 2028 as presented?

9.d. Recommended Approval for a High School Biology Teacher - Sara MaCoy

Education:

Shippensburg University - Science Education (Master's Degree)

Shippensburg University - Biology (Bachelor's Degree)

Experience:

Chambersburg Area High School - Biology/General Science Teacher

The administration recommends the Board of School Directors appoint **Sara MaCoy** to the position of High School Biology Teacher at Big Spring High School replacing Rebecca Herendeen who resigned. The compensation for this position should be established at Master's Degree step 7, \$67,119.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.e. Recommended Approval for an Elementary Teacher - Katlyn O'Donohue

Education:

Lock Haven University - Elementary Education (Bachelor's Degree)

Walden University - Elementary Reading and Math (Master's Degree)

Experience:

Chambersburg Area School District - 5th Grade Teacher

The administration recommends the Board of School Directors appoint **Katlyn O'Donohue** to the position of Third Grade Elementary Teacher at Oak Flat Elementary School replacing Casey Barwin who transferred. The compensation for this position should be established at Master's Degree Plus 15 step 10, \$71,349 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.f. Recommended Approval of an Extra Duty Positions

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the following individual for a two-year Extra Duty Position for 2023-24 and 2024-25:

Name	Position
Megan Frantz	3rd Grade Level Leader

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:

Inductee	Building/Position	2023-2024 Mentor
Sara MaCoy	High School Biology	Amanda Frankford
Katlyn O'Donohue	Oak Flat 3rd Grade	Megan Frantz

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

9.g. Recommended Approval of Staff

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

- Marlin Rudy to serve as full-time second shift Custodian at the Middle School at an hourly rate of \$15.63 for the 2023-2024 school year replacing Misty Berninger who transferred. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.

Mr. Scott Penner, Director of Athletics and Student Activities, recommends the following for a coaching staff position:

- Joshua Petty to serve as Head Golf Coach for the 2023-2024 school year and vacate all supporting golf positions.

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

9.h. Recommended Approval for Lifeguards

Matthew Kump, Aquatics Director, recommends the following students for hire as lifeguards to the Aquatic Program:

- Aubrey Chestnut
- Maeve Hurley
- Daniel Katora

The administration recommends the Board of School Directors approve the above list of names to serve as lifeguards as presented.

9.i. Recommended Approval of Supervisor of Special Education - Mrs. Jennifer Chamberlin

The administration recommends the Board of School Directors appoint Mrs. Jennifer Chamberlin to serve as Supervisor of Special Education, replacing Dr. Abigail Leonard who transferred. Mrs. Chamberlin's compensation for this position should be established at \$100,000 for the 2023-2024 school year, per the Act 93 Agreement.

The administration recommends the Board of School Directors approve Mrs. Chamberlin as Supervisor of Special Education as presented.

Motion by Mr. Deihl was seconded by Mr. Roush to approve New Business Personnel Items (a) – (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. Credit Pay

The professional employees whose names are listed below have successfully completed graduate work and are entitled to the specified amount in accordance with the current contract between the Big Spring Educational Association, the Act 93 Agreement, and the Big Spring School District.

Therese Bukousky	\$774.00
Sean Donaldson	\$1,548.00
Ashley Gleeson	\$1,548.00
Karen Ward	\$3,096.00

The administration recommends the Board of School Directors authorize reimbursement for graduate credits 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

An objection was raised by Charlotte McDonald who stated copies of some agreements were not made available to afford meaningful public comment and cited Title 65.

Mr. Wardle stated the Solicitor has advised not all agenda items are required to be made public and Ms. McDonald's objection has been noted. Mr. Wardle asked the Board if anyone had any comments on the objection and no comments were offered.

10.b. Recommended Approval of the Final Adoption for the 2023-24 General Fund Budget

Recommended Approval of the Final Adoption for the 2023-24 General Fund Budget

On May 1st the Board of School Directors adopted the [proposed final General Fund Budget](#) for 2023-24 in the amount of \$61,452,662 following a budget presentation and discussion. After some updates, the final budget is up to \$62,590,337 due to charter school trend and other minor adjustments. This budget includes a 1.5% real estate tax increase and requires \$521,348 from the unassigned fund balance to match revenues and expenditures. Updated [budget book summary is at this link](#) and [link to the resolution here](#).

The administration recommends the Board of School Directors approve, by roll call vote, the resolution “Implementing the 2023-2024 Budget” in the amount of \$62,590,337, adopt the taxes and rates shown and elect not to collect the Per Capita Taxes, Section 679 and Act 511, for the 2023-2024 school year.

Motion by Mr. Deihl was seconded by Mr. Roush. Mr. Piper called the roll for this vote.
Voting Yes: Deihl, Myers, Over, Piper, Roush, Swanson, Wardle, and Webster
Voting No: Fisher
Motion Carried. 8-1

10.c. Approval of the Homestead/Farmstead Resolution for the 2023-24 Fiscal Year

The Secretary of Education notified the District on May 1, 2023 that its share of the state gaming funds for 2023-2024 is to be \$970,734.49. The County notified us that we have 5,547 approved homesteads and 203 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$191,827 with a median value of \$181,300. Using the PASBO worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$10,582.91 of assessed value or \$170.66 in tax value. [The Homestead/Farmstead link is here.](#)

The administration recommends the Board of School Directors approve the resolution implementing the Homestead and Farmstead Exclusion of \$10,582.91 for the 2023-24 fiscal year in accordance with the Act 1 of Special Session of 2006.

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.d. Recommended Approval of the CrossSafe Contract

In the Spring of 2022, the District conducted a Request for Proposals (RFP) to find a vendor that would provide crossing guard services for the District. During a statewide search to find potential vendors, the District sent out RFPs to six potential vendors. Only CrossSafe returned a proposal. After a thorough analysis and determining the needs of the District, the District moved forward with a CrossSafe contract for the 2022-2023 school year. A determining factor of the analysis was the training and support CrossSafe would provide the crossing guards. The training and support will help to ensure the District would maximize the safety of our students, staff, and residents that travel Mount Rock Road.

The administration recommends the Board of School Directors approve the CrossSafe contract for the 2023-2024 school year.

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 Transferring Funds from the General Fund to Capital Reserve Fund for the 2022-2023 Fiscal Year

Depending on the outcome of the 2022-2023 financial audit, the District may have the opportunity to move money from the general fund to capital project reserve. The purpose of the agenda item is to allow the transfer to occur during the 2022-2023 fiscal year. The determination of the move and amount will occur in the fall.

The administration recommends the Board of School Directors approve transferring funds from the general fund to capital reserve pending the results of the 2022-2023 financial audit. The amount will be determined in the fall.

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 MOU with the PA State Police

Superintendent Dr. Nicholas Guarente has reviewed a Memorandum of Understanding (MOU) between Big Spring School District and the Pennsylvania State Police for 2023-2024 and 2024-2025.

The administration recommends the Board of School Directors approve the MOU with the Pennsylvania State Police 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

Mr. Wardle asked Dr. Guarente to confirm the MOU is a local relationship situation with no cost to the District and he responded that is correct.

10.g. Recommended Approval of 2023-2024 Agreements

The **Carlisle Area Chamber of Commerce** and Carlisle Business Education Foundation provide **Workforce Development Services** to support the Big Spring School District and Carlisle Area School District with the engagement of students from grades 5-12 with area businesses for training development and career exploration opportunities.

Partnership for Career Development Service Agreement PCD is a collaborative effort of the CAIU, its member districts/technical schools, community businesses, agencies and post-secondary partners. This partnership works to build a system of K-12 career development, to connect students to post-secondary options, and to improve the workforce and economic development in our region.

The district utilizes the **Google Education Plus** platform for classroom management, digital storage, email, video conferencing, and privacy and security tools used by all students and staff. The current agreement with Google expires in August 2023. The administration recommends the Board of School Directors approve a new three year agreement for \$11,250 annually.

Finalsite acquired the current district website content management system, Blackboard Web Community Manager. Finalsite is an industry leading content management and digital communications company with over 5,000 school district installations across the US and as part of the acquisition has decided to sunset the Blackboard CMS in favor of Finalsite. Our current website will be re-designed and converted in the December/January timeframe. By agreeing to this three year term, the conversion and re-design services will be provided at no cost. The schedule for payment of annual fees is \$14,236 for year 1, with minor increases to \$14,585 in year 2, and \$14,948 in year 3.

Trane provides the District's security camera control system. The agreement (D1-7325534-1) covers annual software upgrade, SMA license, system analysis and review for \$15,285.00.

Trane provides the District's door access control system. The agreement (D1-7243633-1) covers annual software upgrade, SMA license, system analysis and review for \$14,000.00.

The administration recommends the Board of School Directors approve the agreements and authorize payment for 2023-2024 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.h. Recommended Approval of Tuition Waivers

The current Collective Bargaining Agreement provides non-resident teachers and employees the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 9.08 Non-Resident Student Tuition, the administration recommends granting tuition waiver exemptions to the following students for the 2023-2024 school year:

<u>Last Name</u>	<u>First Name</u>	<u>Grade</u>	<u>2023-2024 Building Assignment</u>
Beck	Levi	8	Big Spring Middle School
Beck	Samuel	6	Big Spring Middle School
Best	Arabella	3	Mount Rock Elementary School
Best	Christian	8	Big Spring Middle School
Best	Colton	6	Big Spring Middle School
Best	Jaden	11	Big Spring High School
Brackbill	Liam	1	Oak Flat Elementary School
Bukousky	Meila	2	Mount Rock Elementary School
Frankford	Amber	K	Mount Rock Elementary School
Hall	Grant	11	Big Spring High School
Hockenberry	Samuel	5	Oak Flat Elementary School
Kelley	Cassidy	K	Oak Flat Elementary School
Kilian	Blaise	3	Newville Elementary School
Kilian	Clara	K	Newville Elementary School
Oldham	Karina	K	Mount Rock Elementary School
Oldham	Lucas	3	Mount Rock Elementary School
Ryan	Clara	9	Big Spring High School
Ryan	Gwyneth	12	Big Spring High School
Sallie	Aidan	11	Big Spring High School
Sallie	Landon	8	Big Spring Middle School
Sallie	Parker	3	Mount Rock Elementary School
Schenk	Stella	4	Newville Elementary School
Sheller	Brandon	10	Big Spring High School
Stanton	Andrew	4	Mount Rock Elementary School
Stanton	James	7	Big Spring Middle School
Stanton	Thomas	4	Mount Rock Elementary School
Weller	Jay	2	Oak Flat Elementary School
Weller	Ryan	4	Oak Flat Elementary School
Wiser	Dawson	3	Newville Elementary School
Wiser	Tenley	1	Newville Elementary School

The administration recommends the Board of School Directors approve the tuition exemption waivers 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.i. Recommended Approval of Coaching Structure of the Wrestling Programs

In order to clearly define the Wrestling Programs, Scott Penner, Director of Athletics and Student Activities, recommends the programs be structured for coaching purposes as follows:

- Head Coach - High School Boys Program
- Assistant Coach - High School Boys Program
- Assistant Coach - Middle School Boys Program
- Head Coach - High School Girls Program
- Assistant Coach - High School Girls Program
- Assistant Coach - Middle School Girls Program

The administration recommends the Board of School Directors approve the structure of the Wrestling Programs 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. Extended School Year Service Contracts

Dr. Abigail Leonard, Supervisor of Student Services, has reviewed the Extended School Year Service Contracts for students enrolled with the Vista School and New Story for to receive ESY educational services.

11.b. Proposed Approval of New Curricular Resources

Listed below are new Curricular Resources recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for board approval at the July 10, 2023 Board Meeting. All resources are available in the Curriculum Center for review by the Board of School Directors.

Resources:

- Common Sense Media Digital Citizenship: Elementary and Middle School K-8
- English Language Arts: Middle School Grades 6-8 - Publisher Amplify
- Into Reading: Elementary Grades 3-5 - Publisher Houghton Mifflin
- Common Lit 360: High School English I and English II

12. Board Reports

12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster - Nothing Offered

12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle - Nothing Offered

12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle - Mr. Piper shared updates from the May 22 meeting including details on Instructional Coaching, College in the Classroom Program, Career Fair, Safety Day, Signing Day, Summer Academy, and Middle School Camp offered by the CTC.

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 - Nothing Offered

12.f. South Central Trust - Mr. Deihl - Nothing Offered

12.g. Capital Area Intermediate Unit - Mr. Swanson – Mr. Swanson stated we have a meeting on Thursday at 8 am in Enola.

12.h. Tax Collection Committee - Mr. Swanson - Mr. Statler stated there will be a meeting in July.

12.i. Future Board Agenda Items - Nothing Offered

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

Dr. Guarente stated the budget has a lot of variables and requires a huge effort on the part of Mr. Statler and he thanked him for his work putting the proposed budget together.

Dr. Guarente welcomed new Assistant Superintendent Dr. Sanders and Supervisor of Special Education Mrs. Chamberlin and said they will be a great addition to our team and the betterment of our students.

Dr. Guarente shared the academic achievement of 6 of our Ag students who took and scored proficient on the NOCTI exam and said 5 of the students scored advanced which is quite an accomplishment.

Dr. Guarente said the happiest moment tonight is a hearty congratulations to Clayton Hetrick's election to the State FFA and said he will represent Big Spring School District and his family extremely well. He acknowledged the FFA advisors and thanked everyone who supports the Ag Program.

13. Meeting Closing

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

Mr. Over said congratulations to Clayton Hetrick and said you made us proud and told him to keep up the good work.

Mr. Fisher said congratulations to Clayton.

Mr. Swanson welcomed Dr. Sanders and Mrs. Chamberlin and congratulated Clayton.

Mr. Myers said he reiterates what has been shared, thanked everyone for supporting Dr. Guarente while we had vacant positions, and congratulated Clayton.

Mrs. Webster welcomed the new hires and congratulated Clayton.

Mr. Wardle thanked everyone for the comments and concerns and their willingness to share. He said we're very lucky to have filled so many key positions the last few months and stated we are welcoming quality individuals to continue to build the Bulldog Family. He encouraged everyone to reach out to Dr. Guarente and give him an opportunity to address concerns and expressed a desire to unify as we move forward.

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 **8:54 pm**, June 19, 2023

Next scheduled meeting is **July 10, 2023**

William L. Piper

Please Note:

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