



# BOARD MEETING AGENDA

**JUNE 2, 2025**

7:30 PM - Middle School Auditorium

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- 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 [Policy Committee](#), [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for May 19, 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 Resignations**

Superintendent Dr. Nicholas Guarente received the following professional staff resignations:

- Denise Hocker provided a resignation from the position of School Psychologist effective August 1, 2025.
- Gwen MacConnell provided a resignation from the position of Special Education Teacher at Oak Flat Elementary School.

Assistant Superintendent, Dr. Nadine Sanders, received the following extra-duty staff resignation:

- Stacey Gibb provided a letter of resignation from the extra-duty position of Co-NJHS Advisor.

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

#### **8.b. Recommended Approval of a Middle School Special Education Teacher - Carley Herndon**

##### **Education:**

Lebanon Valley College - Special Education N-12 (Bachelors Degree)

##### **Experience:**

Cornwall Lebanon School District - Substitute Teacher

The administration recommends the Board of School Directors appoint Carley Herndon to the position of Middle School Special Education Teacher replacing Gregory Ellerman who has transferred. The compensation for this position should be established at Bachelor's 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.

#### **8.c. Recommended Approval of a High School Teacher - Austin Coyle**

##### **Education:**

West Chester University of Pennsylvania - Criminal Justice (Bachelors Degree)

Wilson College - Special Education (Teacher Certification)

##### **Experience:**

Carlisle School District - Special Education Teacher

The administration recommends the Board of School Directors appoint Austin Coyle to the position of High School Special Education Teacher replacing Cherie Williams who resigned. The compensation for this position should be established at Bachelor's Degree Step 5 \$63,775.00 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.

#### **8.d. Recommended Approval of Aquatic Staff Updates**

Matthew Kump, Aquatics Director, recommends the following Aquatic Staff updates for student lifeguards:

- Payton Alleman, new hire, to serve as a Student Lifeguard and be compensated the hourly rate based on the 2024/25 and 2025/26 Classified Compensation Plan.
- Blake Cubbedge, new hire, to serve as a Student Lifeguard and be compensated the hourly rate based on the 2024/25 and 2025/26 Classified Compensation Plan.
- Caden Reall, new hire, to serve as a Student Lifeguard and be compensated the hourly rate based on the 2024/25 and 2025/26 Classified Compensation Plan.
- Jared Warner, new hire, to serve as a Student Lifeguard and be compensated the hourly rate based on the 2024/25 and 2025/26 Classified Compensation Plan.
- Hannah Wickard, new hire, to serve as a Student Lifeguard and be compensated the hourly rate based on the 2024/25 and 2025/26 Classified Compensation Plan.
- Student employment termination date of July 31, 2025 for the following senior student lifeguards: Rebekah Fertig, Zaida Moore, and Jocelyn Warner.

The administration recommends the Board of School Directors approve the aquatic staff student updates as presented.

#### **8.e. Recommended Approval of Extra Duty Staff**

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

- Emily Hangen to serve as Mentor to Carley Herndon.
- Jennifer Tomasov to serve as Mentor to Austin Coyle.

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

- Shane Cohick to serve as a Volunteer Coach for the Football Program.

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

### **9. New Business - Actions Items**

#### **9.a. High School TSI Non-Title I School Plan**

As required by the PA Department of Education and State Board Regulations, the Board of Education for the Big Spring School District must review and approve the 2025-2026 Big Spring High School TSI Non-Title 1 School [Plan](#).

The administration recommends the Board of School Directors approve the 2025-2026 plan as presented.

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

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the [License and Partnership Agreement](#) with Shippensburg University for Head Start/Pre K Counts for the 2025-2026 school year. The Head Start and Pre-K Counts programs are located at Newville Elementary School and services are provided by Shippensburg with the school day running from 9:00 a.m. until 2:30 p.m., Monday - Friday.

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the Addendum with [ESS Support Services LLC](#) and [ESS Northeast LLC](#) to update the payment matrix and extend the agreements for paraprofessional hired through ESS.

Dr. Trisha Reed, Director of Student Services, has reviewed the [Therabilities Physical Therapy Agreement](#) for 2025-2026 to provide school-based physical therapy services.

Dr. Trisha Reed, Director of Student Services, has reviewed the [Shippensburg University Agreement](#) for the 2025-2026 HIRE ME Program.

Dr. Trisha Reed, Director of Students Services, has reviewed the Contract for Therapy Services with [Skybound Pediatric Therapy](#) for services during the 2025-2026 school year.

Dr. Nicholas Guarente, Superintendent, has reviewed the [proposal from Let's Talk! by K12 Insight](#). Let's Talk is a cloud-based platform that helps school districts deliver superior customer service.

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

### **9.c. Recommended Approval of Fundraiser**

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

- [Cookie Sale](#) fundraiser June 23 through July 7, 2025 to benefit the Cheer Program.

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

#### **9.d. Recommended Approval of Fiscal Year 2026 Property, Auto, Umbrella, Cyber, Student Accident, and Workers' Compensation Insurance**

The District works with Arthur Gallagher to help ensure the proper insurance coverage as follows:

- Workers' Compensation - The District's experience mod increased from 0.975 to 1.204. The insurance rate decreased from 0.33 to 0.3 but the total dollar premium went up slightly due to the increase in payroll costs.
- Property, Auto, and Umbrella Insurance - Arthur Gallagher solicited for quotes for our Property, Auto, and Umbrella Insurance coverages. Three quotes were received. Utica, the District current vendor, provided the lowest cost quote. Additionally, Utica supplies the District with SafeSchools training software, as well as potential for a dividend. The insurance premium increase is driven by District property values increasing and nationwide claims.
- Cyber - Arthur Gallagher solicited for quotes for Cyber insurance. PAIU provided the lowest quote and is currently less than our 2024-2025 premium.
- Student Accident - The student accident premium will remain flat.

The administration recommends the Board of School Directors accept the [insurance coverages](#) as follows: workers' compensation quote from UPMC Work Partners, the liability insurance quote from Utica, the cyber insurance quote from PAIU, and the student accident coverage from Crum and Forster/US Fire.

#### **9.e. Recommended Approval of Planned Maintenance Service Agreements**

The Administration solicited three quotes from HB McClure (current vendor), McClure Company, and Ainsworth, for the renewal of the District's Planned Maintenance Service Agreements for boilers in four buildings, the Dectron pool unit, and the Trailblazer chiller at Oak Flat Elementary. Ainsworth did not submit a proposal. HB McClure provided a quote of \$100,416 for a period of three years and the McClure Company provided a quote of \$51,840 for a period of three years.

The Administration recommends the Board of School Directors approve a three-year service agreement with [McClure Company](#).

#### **9.f. Recommended Approval of Intercom Speakers Replacement Quote**

At the January 20, 2025 Buildings and Property Committee Meeting, administration included the replacement of two-way intercom speakers at Newville Elementary as a Summer of 2025 Capital Project with an estimated project cost of \$40,000. Administration solicited and received three quotes for replacing the two-way intercom speakers at Newville Elementary.

The administration recommends approval to move forward with the lowest price quote from [IP Phone Warehouse](#) in the amount of \$20,283.68. This project is anticipated to be paid from leftover funds from the cellular signal boosting project remaining in the PCCD Safety and Security Grant, pending PCCD project modification approval. Should approval not be granted, the secondary funding source would be from the Capital Reserve Fund.

### **9.g. Recommended Approval of Security Cameras Replacement Quote**

At the March 3, 2025 Board Meeting, the Board of School Directors approved replacing security cameras, not to exceed \$50,000, as part of the Summer of 2025 Capital Projects. Administration solicited and received three quotes for replacing aging security cameras throughout the District.

The administration recommends approval to move forward with the lowest price quote from [B&H Photo](#) in the amount of \$40,551.87. Installation labor will be provided by District technology staff with the exception of any cameras requiring a lift. The installation for these cameras requiring a lift will be installed on a time and material bases and not to exceed \$8,500.

### **9.h. Recommended Approval of Laptop Lease**

The district's current three-year lease for teacher and administrative laptops concludes on June 30, 2025. To maximize their value, these laptops will be re-imaged and repurposed for an additional three to four years of service. They will then be distributed to paraprofessionals and office staff, replacing their current six to seven-year-old devices.

In March, the district issued an RFQ for new laptops from Lenovo, Dell, and HP. Dell submitted the lowest per-unit price that met the specified requirements. Subsequently, the district secured three quotes for the Dell Pro 14 laptops, with GDCIT providing the lowest bid. Dell has also offered a three-year lease option with a 0% finance charge, after which the district will own the laptops.

Administration recommends approving the proposal from [GDCIT](#) for \$367,125, payable in annual installments of \$122,375 over three years.

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

### **10.a. School Safety and Security Report**

School Safety and Security Coordinators are required by the PA Public School Code to provide an annual report to the School Board outlining current safety and security practices along with identified strategies for improving school safety and security. Director of Safety and Security Mike Sturm presented a report to the Board of School Directors during Executive Session prior to the start of the public meetings this evening to comply with the June 30 deadline.

### **10.b. Invitation to Bid for Food Service Dishwashers and Middle School Serving Line Equipment**

Administration will be compiling bid specs to engage in an invitation to bid process for the replacement of aging dishwashers in the kitchens at the Middle School and Oak Flat Elementary. Additionally, we will also be creating bid specs to engage in an invitation to bid process for refreshing the Middle School serving line equipment (new and additional equipment) to expand menu options at the Middle School. These projects were included in the Annual Child Nutrition Financial Report as a means to reduce the excess net cash resources in the Food Service Fund. Once proposals are received and evaluated, the administration will present recommendations to the Board for approval.

## 11. Board Reports

**11.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, & 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: June 26**

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

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

**11.f. Finance Committee - Melissa Bigler, Julie Boothe, Frank Myers, and Lisa Shade - Meeting: 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 - Meeting: 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 May 29, 2025

Total Students Active Enrollment	Cyber Charter School Enrollment Regular Ed	Cyber Charter School Enrollment Special Ed	Approved Home Education	CPACTC
2,354 (including CAOLA and CVA)	138	95	221	118

## 12. Meeting Closing

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

**12.b. Adjournment**

Meeting adjourned at \_\_\_\_\_ pm, **June 2, 2025**

Next scheduled meeting is **June 23, at 7:30 pm**