BOARD MEETING AGENDA

6-23-2025

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 <u>DIG Committee</u>, <u>Finance Committee</u>, <u>Committee of the Whole</u> and <u>Board Meeting</u> Minutes for June 2, 2025 as presented?

7. Financial Reports

7.a. Payment of Bills

Fund Name	Amount	Fund Accounting Payment Register	Fund Accounting Payment Summary
General Fund - Procurement Card	\$11,636.18	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,959,950.67	General Fund - Detail	General Fund - Summary
Special Revenue	\$2,278.75	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$155,347.96	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$43,129.14	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$3,172,342.70

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

7.b. Treasurer's Fund Report (continued

- <u>Earned Interest and Bank Fees YTD for General Fund, Special Revenue, Capital Projects, ESCO and</u> 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 <u>YTD General Fund Report</u> and the <u>YTD Taxes</u> 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.

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 a Middle School Social Studies Teacher - Ethan Fatzinger

Education:

Shippensburg University - History/Social Studies Certification (Bachelors Degree) **Experience:**

Carlisle Area School District - Student Teacher

The administration recommends the Board of School Directors appoint Ethan Fatzinger to the position of Middle School Social Studies Teacher replacing Andrew Koman who 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.b. Recommended Approval of Extra-Duty Staff

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

- Kaden Gelb to serve as a Volunteer for the Girls Soccer Program.
- Rachel Kline to serve as Assistant High School Field Hockey Coach.
- Brooke Kotzmoyer to serve as Assistant High School Field Hockey Coach.
- Judy Schreiber to serve as a Volunteer Coach for the Swimming and Diving Program.

Dr. Nadine Sanders, Assistant Superintendent, recommends the following extra-duty mentor assignments:

- Heather Baluch to serve as Year 2 Mentor to Amanda LaVanna for the 2025-2026 school year.
- Joseph Barnouski to serve as Year 2 Mentor to Aleia Baker for the 2025-2026 school year.
- Kristen Boles to serve as Year 2 Mentor to Kirsty Herb for the 2025-2026 school year.
- Stephanie Devonald to serve as Year 2 Mentor to Christa Rine for the 2025-2026 school year.
- Megan Frantz to serve as Year 1 Mentor to Clayton Maiden for the 2025-2026 school year replacing Alisha Mowery.
- Lauren Hetrick to serve as Year 2 Mentor to Anna Mianulli for the 2025-2026 school year.
- B. Christie Katora to serve as Year 2 Mentor to Jocelynne Kuhns for the 2025-2026 school year.
- Jennifer Kuhn to serve as Year 2 Mentor to Rachel Kline for the 2025-2026 school year.
- Frank Landis to serve as Year 1 Mentor to Ethan Fatzinger for the 2025-2026 school year.
- Andrea Lehman to serve as Year 2 Mentor to Brooke Kotzmoyer for the 2025-2026 school year.
- Kyna Morgan to serve as Year 2 Mentor to Ava Duncan for the 2025-2026 school year.
- Kyna Morgan to serve as Year 2 Mentor to Katelyn Minnich for the 2025-2026 school year.
- Alisha Mowery to serve as Year 2 Mentor to Kennedy Harbaugh for the 2025-2026 school year.
- Kelly Schenk to serve as Year 2 Mentor to Adam McKeehan for the 2025-2026 school year.
- Lauren Swigart to serve as Year 2 Mentor to Isley Ward for the 2025-2026 school year.
- Amanda Webber to serve as Year 2 Mentor to Abigail Sweger for the 2025-2026 school year.

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

- Micah Artz to serve as Remote Learning Instructor for the 2025-2026 school year.
- Jesse Bortner to serve as Assistant Department Head for English Language Arts for the 2025-2026 school year.
- Nicole Coy to serve as an extra-duty PD/Wellness Committee Member for the 2025-2026 school year.
- Michael Ginter to serve as Remote Learning Instructor for the 2025-2026 school year.
- Tyler Henry to serve as Remote Learning Instructor for the 2025-2026 school year.
- Lauren Hetrick to serve as Remote Learning Instructor for the 2025-2026 school year.
- Matthew Kump to serve as Remote Learning Instructor for the 2025-2026 school year.
- Kacey O'Donnell to serve as an extra-duty PD/Wellness Committee Member for the 2025-2026 school year.
- Daniel Tigyer to serve as Assistant Department Head for Social Studies for the 2025-2026 school year.

Dr. Michael Carnes, High School Principal, recommends the following extra-duty position:

• Jackson Penner to serve as Assistant High School Swim Coach.

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

9.c. Recommended Approval of Resignations

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

• Courtney Rickabaugh provided a resignation from the position of High School English Teacher and all extra-duty positions.

9.c. Recommended Approval of Resignations (continued)

Administration received extra-duty resignations:

- Emily Creek provided a resignation from the extra-duty position of Middle School Yearbook Advisor.
- Emily Hangen provided a resignation from the extra-duty position of Middle School Yearbook Advisor.

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

9.d. 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:

- Megan Frantz, Oak Flat Teacher, requesting leave without pay for September 11 and 12, 2025.
- Sara VanderHeijden, Oak Flat Elementary Teacher, requesting leave without pay for May 30, 2025.
- Jessica Winesickle, Home and School Visitor, requesting leave without pay for May 30, 2025.

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

9.e. Recommended Consideration of Personnel Compensation Alignment

The administration recommends the Board of School Directors approve alignment of personnel compensation as presented to the Board.

9.f. Recommend Approval of Summer Business Office Intern

Mrs. Cristy Lentz, Business Manager, is recommending Aidan Sallie as a Summer Business Office Intern beginning June 24, 2025 not to exceed 15 hours per week at a rate of \$16.58 per hour.

The administration recommends the Board of School Directors approve the 2025 Summer Business Office Intern as presented.

9.g. Recommended Approval of the Fall Coaching Roster

A list of the <u>fall coaching positions</u> and recommended personnel prepared by Scott Penner, Director of Athletics and Student Activities, has been reviewed by Stacy Lehman, Human Resources Coordinator. The 2025-2026 salaries established for these positions are based on the current contract between the Big Spring Education Association and the Big Spring School District.

The administration recommends the Board of School Directors approve the fall coaching roster for 2025-2026 of extra-curricular personnel and establish the salaries for these positions based on the current contract between the Big Spring Education Association and the Big Spring School District.

9.h. Recommended Approval of Classified Staff Transfer

As per Board Policy 309 Assignment and Transfer, the administration will transfer the classified employee listed below:

 Michelle Paris from the position of Direct Care Paraprofessional at the High School to the position of Specialist Paraprofessional for Emotional Support at the High School at step E14 of the Classified Pay Scale.

The administration recommends the Board of School Directors approve the classified staff transfer as presented.

10. New Business - Actions Items

10.a. Recommended Approval of Agreements

The proposed Consortium Agreement for In-School Educational Services with <u>New Story, LLC</u>, has been reviewed by Dr. Trisha Reed, Director of Student Services. The classroom will be located in Oak Flat Elementary School and services provided by New Story, LLC for students enrolled in the class.

Mr. Scott Penner, Director of Athletics and Student Activities, has reviewed the <u>Ambulance Agreement</u> with Friendship Hose Company No. 1, Inc., for the 2025-2026 school year to provide services during home football games.

Dr. Trisha Reed, Director of Student Services, has reviewed the <u>2025-2026 Agreement</u> with Central Penn Education Associates, Inc. who evaluate students when school psychologist caseloads exceed the 60 calendar day timelines.

Superintendent Dr. Nicholas Guarente received correspondence regarding the Shippensburg Study Council 2025-2026 Renewal of Membership Invoice Agreement at a cost of \$350.00.

<u>River Rock Academy, LLC</u> Contracts for the Newville, Carlisle, and Shiremanstown Campuses and Program Agreement for <u>AEDY</u> Services for the 2025-2026 school year have been reviewed by Dr. Trisha Reed, Director of Student Services.

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

10.b. Annual Review of the Policy Review and Development Committee Charter

Motion to conduct an annual review of the Policy Review and Development Committee to ensure alignment with its purpose and responsibilities, making revisions as necessary with approval from the Board.

10.c. Amendment to the Policy Review and Development Committee Charter

Motion to amend the Policy Review and Development Committee Charter concerning oversight of allowable and acceptable expenditures related to developing new policies. Proposed amendment - Development of new policies shall require Board approval before incurring any expenditures.

10.d. Policy Review and Development Committee Expenditures

Motion to block any and all new policy expenditures coming from the Policy Review and Development Committee until the appropriate Board approval is obtained.

10.e. Recommended Authorization for Summer 2025

The Board of School Directors authorizes the Superintendent to issue a letter of employment to any candidate being offered a position in the Big Spring School District during the summer months, when school is not in session, to serve as an official employment letter, thus allowing a 60-day hold by other districts to begin immediately, if applicable, with formal approval to take place at the first regular meeting in August.

The Board of School Directors authorizes the Business Manager to issue payments in June and July 2025 to close out fiscal year 2024-2025 and ensure services do not lapse. Record of payments will be submitted to the Board of School Directors at the first regular meeting in August for formal approval.

10.f. Case C

The parent/guardians of Case C of the 2024-2025 school year waived their right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion which will conclude in the 2025-2026 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case C of the 2024-2025 school year as presented.

10.g. Recommended Approval of Transferring Funds from the General Fund to Capital Reserve Fund for the 2024-2025 Fiscal Year

Depending on the outcome of the 2024-2025 financial audit, the District may have the opportunity to move money from the General Fund to Capital Reserve Fund. The purpose of the agenda item is to allow the transfer to occur during the 2025-2026 fiscal year. The determination will be made during the close out of the audit.

The administration recommends the Board of School Directors approve transferring funds from the General Fund to Capital Reserve Fund pending the results of the 2024-2025 financial audit.

10.h. Recommend Approval of the Final Adoption for the 2025-2026 General Fund Budget

On May 19, 2025, the Board of School Directors adopted the Administration's recommended proposed final budget for 2025-2026. Additional changes are recommended for the final budget adoption, as presented during the Finance Presentation on June 2, 2025, to remove \$625,000 from revenue and expenses to offset special education consortium revenue and expenses. Administration recommends the Board of School Directors approve a 2025-2026 Final General Fund Budget in the amount of \$66,156,931 which includes a 1.5% real estate tax increase and requires \$1,397,641 from the unassigned fund balance to match revenues and expenditures.

Administration recommends that the Board of School Directors approve, by roll call vote, the <u>resolution</u> "Implementing the 2025-2026 Budget" in the amount of \$66,156,931, adopt the taxes and rates shown and elect not to collect the Per Capita Taxes, Section 679 and Act 511, for the 2025-2026 school year.

10.i. Recommended Approval of the Homestead/Farmstead Resolution for the 2025-2026 Fiscal Year

The Secretary of Education notified the District on May 1, 2025 that its share of the state gaming funds for 2025-2026 is to be \$1,344,792.67. Prior year carryover in the amount of \$15,019.46 was added to 2025-2026 State allotment bringing the total distribution to \$1,359,812.13 The County notified us that we have 5,533 approved homesteads and 193 approved farmsteads within the District boundaries to share in that allocation. The average assessed value is \$192,933 with a median value of \$181,450. Using the PASBO worksheet, the administration calculated the exclusion for both homestead and farmsteads in equal amounts equal to \$14,721.89 of assessed value or \$240.97 in tax value. The Homestead/Farmstead calculation link is here.

Administration recommends that the Board of School Directors approve the <u>resolution</u> implementing the Homestead and Farmstead Exclusion of \$14,721.89 for the 2025-2026 fiscal year in accordance with the Act 1 of Special Session of 2006.

10.j. Recommended Approval of MOU with the PA State Police

Superintendent Dr. Nicholas Guarente has reviewed the <u>Memorandum of Understanding</u> (MOU) between Big Spring School District and the Pennsylvania State Police for 2025-2026 and 2026-2027 as required by the Department of Education.

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

10.k. Recommended Approval of YWCA Prevention Program

The YWCA Carlisle and Cumberland County offer resources and support to the Big Spring School District with educational prevention programs and provided a <u>Parent Consent Letter</u> and a 2025-2027 <u>Partnership Agreement</u> which have been reviewed by Dr. Trisha Reed, Director of Student Services. Copies of the lessons are provided below with no changes to the previously approved lessons:

- Primary Prevention Session 1 Kindergarten
- Primary Prevention Session 1 First Grade
- Primary Prevention Session 1 Second Grade
- Primary Prevention Session 2 Kindergarten

10.k. Recommended Approval of YWCA Prevention Program (continued)

- Primary Prevention Session 2 First Grade
- Primary Prevention Session 2 Second Grade

The administration recommends the Board of School Directors approve the YWCA Primary Prevention Session 1 and 2 as presented.

10.1. Recommend Approval of Domestic Violence Services of Cumberland and Perry Counties

Domestic Violence Services of Cumberland and Perry Counties offer <u>resources</u> and support to the Big Spring School District with educational prevention programs. Dr. Trisha Reed, Director of Student Services has reviewed the <u>Partnership Agreement</u> for the 2025-2026 school year. The lesson outlines are provided in the resources link above with no change in the previously approved lessons.

• Parent Letter

The administration recommends the Board of School Directors approve Domestic Violence Services of Cumberland and Perry Counties as presented.

10.m. Recommended Approval of Contract Extension with Assist Services

Administration recommends the Board of School Directors approve an <u>extension</u> to the Assist Services contract for supplemental student transportation, should a need or emergency arise, effective through June 30, 2026.

10.n. Recommended Approval of Amendment to Agreement with EverDriven Technologies

Administration recommends the Board of School Directors approve an <u>amendment</u> to the agreement with EverDriven Technologies for supplemental student transportation, should a need or emergency arise, effective through August 1, 2026.

10.o. Recommended Approval of Trash Disposal Contract

The District's contract for trash disposal services is set to expire on August 31, 2025. The District sought three quotes from Advanced Disposal (current vendor), Park's Garbage Service, and Waste Connections. Park's Garage Service provided the District with the lowest cost <u>quote</u> in the amount of \$243,862.60 for a five-year period.

Administration recommends the Board of School Directors approve securing services with Park's Garbage Service beginning in August 2025 through August 2030.

10.p. Dismissal of the DIG Committee

The Disenrollment and Grievance Committee recommends to dissolve and dismiss the Disenrollment and Grievance Committee.

10.q. Recommended Approval to Dispose of Middle School Classroom Furniture

With the purchase of the new middle school classroom furniture, the District will need to dispose of the old combination desks/chairs. Per the District's Board Policy 706.1, Disposal of Equipment/Supplies/Textbooks, Administration recommends the Board of School Directors approve Administration to first attempt private sale of the furniture, followed by donation to a non-profit and/or state agency, and lastly disposal, or a combination of these three options.

10.r. Recommend Approval to Dispose of FSC Stoves

The Office of Curriculum and Instruction is requesting permission to dispose of the Middle School Family and Consumer Science stoves as they are original to when the classroom was built and are not working efficiently as needed. The stoves have been updated with newer model stoves.

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

10.s. Authorization to Purchase School Police Vehicles

With the creation of a School Police Department, the purchase of two police vehicles is desired to support the department:

- 2020 Ford Explorer Interceptor with 75,924 miles at a cost of \$19,378.90
- 2020 Ford Explorer Interceptor with 83,746 miles at a cost of \$17,483.90

The administration recommends the Board of School Directors approve the purchase of the Ford Explorers from the 2024-2025 Safety and Security Fund Budget as presented.

10.t. Recommended Approval of Fundraisers

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

- Cash Raffle sold by Fall Sports Teams to be drawn at the last home football game.
- Cash Bingo to be sold by Winter Sports to be held at the Penn Township Fire Hall.
- Golf Tournament September 6, 2025 at Eagles Crossing to benefit the Class of 2026 Post Grad Committee.
- Bingo September 28, 2025 at the Penn Township Fire Hall to benefit the Class of 2026 Post Grad Committee.

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

10.u. 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 <u>GDCIT</u> for \$359,475, payable in annual installments of \$119,825 over three years.

11. New Business - Information Item

11.a. Contracted Staff Update

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

• Carol Frace to serve as an ESS Administrative Assistant for PIMS & Child Accounting beginning September 4, 2025 through November 13, 2025 during Madison Sloop's leave of absence.

11.b. Proposed Approval of Updated Curriculum and Resources

Updated curriculum recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, appear below for review and will be presented for Board approval at the August 4, 2025 Board Meeting:

Art

- Elementary Art K 2 (revised)
- Elementary Art 3 5 (revised)
- Middle School: Sixth Grade Intro to Visual Art (revised)
- Middle School: 2D Visual Art and Design (revised)
- Middle School: 3D Visual Art and Design (revised)
- High School: 2D Studio Art I (revised)
- High School: 2D Studio Art II (revised)
- High School: 3D Studio Art I and II (revised)
- High School: Ceramics I and II (revised)
- High School: Digital Photography I and II (revised)
- High School: Honors 2D Studio Art III (revised)

Elementary Science

- Kindergarten Science (new)
- Grade 1 Science (new)
- Grade 2 Science (new)
- Grade 3 Science (new)

English Language Development (all new)

- Kindergarten ELD
- First Grade ELD
- Second and Third Grade ELD
- Fourth and Fifth Grade ELD
- Sixth Eighth Grade ELD
- Ninth Twelfth Grade ELD

Health and Physical Education

- Elementary Health and PE K 2 (revised)
- Elementary Health and PE 3 5 (revised)
- Middle School: Physical Education Grades 7 and 8 Course A (revised)
- Middle School: Physical Education Grades 7 and 8 Course B (revised)

11.b. Proposed Approval of Updated Curriculum and Resources (continued)

High School

- Earth and Space (revised)
- Event Planning (revised)
- Pre-Calculus and Trigonometry (revised)

Technology and Engineering and Agriculture

- High School: Architectural Design I (revised)
- High School: Architectural Design II (new)
- High School: Engineering (revised)
- High School: Fish and Wildlife (revised)
- High School: Food Science and Safety (revised)

Technology Engineering and Agriculture

• Middle School: Woodshop (revised)

Family Consumer Science

- Family Consumer Science Grade 6 (revised)
- Family Consumer Science Grades 7 and 8 Course A (revised)
- Family Consumer Science Grades 7 and 8 Course B (revised)

Music

- Elementary Band (revised)
- Middle School: Intro to Modern Band (new)
- High School: Guitar Lab (revised)
- High School: Lighting and Sound Design (revised)
- High School: Modern Band II (new)

Curriculum Resources reviewed by Dr. Reed, Supervisor of Student Services and Mrs. Donato, Director of Curriculum and Instruction, appear below for review and will be presented for Board approval at the August 4, 2025 Board Meeting:

SummitK12

<u>Lexia</u>

Reading A to Z

11.c. Proposed Updated Policies

The Policy Committee is proposing updates to the following policies:

- Policy 235 Student Rights/Surveys (first reading)
- Policy 903 Public Participation in Board Meetings (first reading)

After the policies have been reviewed by the Board of School Directors, the updated policies will be presented for Board approval at the August 18, 2025 Board meeting.

12. Board Reports

- 12.a. Athletic Council Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle
- 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 Date: June 26
- 12.d. Cumberland Perry Area CTC John Wardle and Mike Hippensteel Meeting Dates: June 23 and July 28, 2025.
- 12.e. DIG Committee Julie Boothe, Chair Seth Cornman and Lisa Shade
- 12.f. Finance Committee Melissa Bigler, Julie Boothe, Frank Myers, and Lisa Shade
- 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 Meeting: 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.I. Future Board Agenda Items
- 12.m. Superintendent's Report Dr. Nicholas Guarente

Monthly Enrollment effective 5/30/2025

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

13. Meeting Closing

- 13.a. Business from the Floor/Board Member Comment
- 13.b. Adjournment

Meeting adjourned at _____ pm, June 23, 2025

Next scheduled meeting is August 4, 2025 at 7:30 pm