

The Finance Committee Meeting will begin at 6:30 pm



## BOARD MEETING AGENDA

**JUNE 3, 2024**

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** - Caleb Tilden
- 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 May 20, 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 Resignations**

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

- Allison Fry provided a letter of resignation from the position of Special Education Teacher at Oak Flat Elementary School at the conclusion of the 2023-2024 school year.
- Taylor Miller provided a letter of resignation from the position of Newville Elementary School Counselor.
- Jessica Shover provided a letter of resignation from the position of 5th Grade Teacher at Newville Elementary School.

#### **8.a. Recommended Approval of Resignations (continued)**

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

- Millie Gilbert provided a letter of resignation from the extra-duty position of Middle School Student Council Advisor effective May 31, 2024.
- Kaitlyn Miller provided a letter of resignation from the position of High School Assistant Coach for Girls Volleyball.
- Courtney Rickabaugh provided a letter of resignation from the extra-duty position of High School Student Council Advisor.

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

#### **8.b. Recommended Approval for Transfer of Classified Personnel**

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

- Madison Sloop from Administrative Assistant for Public Information, Reception, and Registration to Administrative Assistant for PIMS and Child Accounting. Mrs. Sloop will be placed on step B9 of the classified staff pay scale for the 2024-2025 school year for this 232-day position working 7.75 hours per day.

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

#### **8.c. 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 a request for leave without pay from the following employee:

- Shannon Arnold, Mount Rock Elementary Teacher, requesting a half day of leave without pay for May 22, 2024.
- Julie Thumma, Middle School Teacher, requesting leave without pay for May 24, 2024.

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

#### 8.d. Recommended Approval of a Speech and Language Clinician - Whitney Black

##### Education:

West Chester University of Pennsylvania - Communicative Disorders (Bachelor's Degree)

California University of Pennsylvania - Communication Disorders (Master's Degree)

##### Experience:

Grow & Tell, LLC - Speech-Language Pathologist

The administration recommends the Board of School Directors appoint **Whitney Black** to the position of Speech Clinician replacing Jennifer Warner who has resigned. The compensation for this position should be established at Master's Degree step 4 \$66,389.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District.

#### 8.e. Recommended Approval of an Athletic Volunteer

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

- Jessica Bitner to serve as a Volunteer for the Cheer Program.

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

#### 8.f. Transfer of Professional Staff

The administration will transfer the professional staff listed below for the 2024-2025 school year. The transfers are in accordance with Board Policy 309, Assignment and Transfer.

Employee Name	Transferring From	Transferring To	Replacing
Katlyn O'Donohue	3 <sup>rd</sup> Grade Oak Flat	5 <sup>th</sup> Grade Oak Flat	Michelle Holtry who is transferring to 5 <sup>th</sup> grade at Newville
Megan Martin	Middle School Special Education Multi Disabilities Support (MDS)	Mount Rock Special Education Learning Support K-2	Additional Position Added
Carrie Gutshall	1 <sup>st</sup> Grade Newville	5 <sup>th</sup> Grade Newville	Jessica Shover who has resigned

**8.f. Transfer of Professional Staff (continued)**

<b>Employee Name</b>	<b>Current Position</b>	<b>New Assignment</b>
Emily Hangen	Middle School Autism Support	Middle School & Mount Rock Emotional Support (K-8)
Laura Wettstein	Mount Rock Learning Support	Oak Flat and Newville Learning Support (K-5)
Gwyneth Forster	Oak Flat Emotional Support	Oak Flat and Newville Emotional Support (K-5)

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

**8.g. 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:

<b>Inductee</b>	<b>Building/Position</b>	<b>2024 - 2025 Mentor</b>
Chelsey Piper	6th Grade ELA Middle School	Sharon Beatty
Michelle Holtry	5th Grade Newville Elementary	Lauren Swigart
Whitney Black	Speech & Language Clinician	Jennifer Chamberlin
Megan Martin	Mount Rock Special Education	Jennifer Tomasov
Emily Hangen	Middle School & Mount Rock Special Education ES	Jennifer Tomasov
Laura Wettstein	Oak Flat and Newville Elementary Special Education	Jennifer Tomasov
Gwyneth Forster	Oak Flat and Newville Elementary Special Education	Jennifer Tomasov

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

## 9. New Business - Actions Items

### 9.a. Recommended Approval of the 2024- 2027 Big Spring School District Comprehensive Plan

Dr. Nadine Sanders, Assistant Superintendent, presents the [Comprehensive Plan](#) for 2024 - 2027 and separate state-required reports for assurances regarding Academic Standards & Assessment Requirements (Chapter 4); [Gifted Education Plan Assurances](#) (Chapter 16); [Professional Development Plan](#) (Act 48); and [Induction Plan](#) (Chapter 49) for Board review. The Plan was posted to the web page on May 1, 2024, for the mandatory 28-day public review.

The administration recommends the Board of School Directors approve the 2024 - 2027 District Comprehensive Plan and required assurances as presented.

### 9.b. Recommend Approval of Trane HVAC Controls Agreement

<u>Vendor/Description</u>	<u>Services</u>	<u>Length</u>	<u>Cost</u>
Trane provides the District's building automation system (BAS), it includes (1) Server, (7) Building Controllers, and (571) Controllers. The Trane agreement provides software and support for all the associated automation and devices. The building automation system assists in providing increased energy efficiency, lower operating and maintenance costs, better indoor air quality, and greater occupant comfort. Trane's applications include remote access, onsite and remote service, building and energy applications, reports, dashboards, and utility management.	<a href="#">Trane</a>	3 YR	\$96,826.71/YR1
			\$100,699.78/YR2
			\$104,727.77/YR3

The administration recommends the Board of School Directors approve the Trane controls agreement.

### 9.c. Recommended Approval of Fiscal Year 2025 Property, Auto, Umbrella, Cyber, and Workers' Compensation Insurance

The District works with Arthur Gallagher to help ensure the proper [insurance coverage](#). Utica (general liability), Workpartners (WC), and Travelers (cyber) are proposed to be used for the Fiscal Year 2024-25.

- Workers' Compensation - The District's experience mod slightly decreased. There is a 2.9% increase in pricing due to payroll.
- Property, Auto, and Umbrella Insurance - Utica supplies the District with SafeSchools training software, as well as potential for a dividend. The insurance premium increase is driven by District values increasing, nationwide claims, and increase litigation.
- Cyber - Cyber insurance increased due to enhanced coverage and a more nationwide focus on cyber security.

The administration recommends the Board of School Directors accept the liability insurance quote from Utica, the cyber insurance quote from Travelers, and the workers' comp quote from Workpartners/UPMC.

#### **9.d. Recommended Approval of Curricular Resources**

The following resources are being presented for approval to provide teachers with a list of resources to use as they design lessons for students. Curriculum unit maps will be presented at a later time that will outline the PA Standards, Essential Questions, and Learner Outcomes.

The Curricular Resources recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, are available from the links provided below.

#### Social Studies

- [ABC-CLIO](#)
- [Britannica](#)
- [Bill of Rights Institute](#)
- [The Canadian Encyclopedia](#)
- [Digital Inquiry Group](#)
- [Discovery Ed Social Studies Techbook](#)
- [Ducksters](#)
- [History Channel](#)
- [iCivics](#)
- [Google Arts and Culture](#)
- [Google Earth](#)
- [Google Maps](#)
- [Library of Congress](#)
- [National Archives](#)
- [PA Historical and Museum Commission](#)
- [PBS Learning Media](#)
- [Scholastic Interactive Ellis Island Tour](#)
- [Smithsonian Institution](#)
- [Tenement Museum](#)
- [United Nations World Issues: Migration](#)
- [US Holocaust Museum](#)
- [World 101- Migration](#)

#### Art

- [The Art Story](#)
- [How Art Made the World 2005 Episodes 1 - 4](#)
- Tim's Vermeer – Video Documentary
- Caravaggio Biography from Goodbye-Art Academy

#### Middle School Career Exploration

- [SAS PDE - Career Ready Toolkit](#)
- [Advance CTE: State Leaders Connecting Learning to Work](#)

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

#### **9.e. Recommended Renewal of 2024 - 2025 Membership**

Superintendent Dr. Nicholas Guarente received correspondence regarding the renewal of the following Membership:

- Shippensburg Study Council 2024-2025 [Renewal](#) of Membership at a cost of \$350.00.

The administration recommends the Board of School Directors approve the District's membership renewal for 2024-2025 as presented.

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

Dr. Abigail Leonard, Director of Student Services, and Dr. Nicholas Guarente, Superintendent, have reviewed the [AEDY Agreement](#) and [Contract Reservation](#) of Secondary and Elementary Slots with River Rock Academy LLC for the 2024-2025 school year.

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

#### **9.g. Recommended Approval of Continuation of Services**

Dr. Nicholas Guarente, Superintendent, has reviewed a letter from Gareth Pahowka of [Stock and Leader](#) for a continuation of legal services.

The administration recommends the Board of School Directors approve the continuation of services with Stock and Leader as presented.

#### **9.h. Recommended Approval of Request to Apply for Grants**

Mrs. Nicole Donato, Director of Curriculum and Instruction, received the following requests to apply for and participate in the following grants:

- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [PA Veal in the Classroom](#) Grant.
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [King Arthur Bake for Good Program](#).
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the [Popcorn Pep Contest](#).

The administration recommends the Board of School Directors approve the requests to apply for and participate in the grants as presented.

#### **9.i. Recommended Approval of 2024-2025 Mini-Thon Fundraisers**

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2024-2025 fundraisers throughout the school year to benefit the Mini-Thon:

- No Shave November
- Diamond Pageant
- Paint War
- Bingo
- Volleyball Tournament
- Stall Day
- Restaurant Nights
- Cornhole/ Spikeball Tournament
- Teacher Cook-Off
- Polar Plunge
- Gold Out Games
- Run- A -THON/Color Run
- Tie-Dying
- Pickle Ball Tournament
- Car wash
- Raffle
- Mini-Golf Night
- Flocking or Easter Egging
- Easter Made Easy
- Dress Sale

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

#### **9.j. Recommended Approval of Updated Job Descriptions**

The administration has updated the job descriptions listed below:

[115 - Director of Safety and Security, School Police Officer](#)

[506 - Administrative Assistant for PIMS & Child Accounting](#)

[520 - Administrative Assistant for Public Information, Registration, and Reception](#)

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

#### **9.k. Recommended Approval of Orkin for the District's Integrated Pest Management Program**

The District solicited three quotes for the integrated pest management (IPM). After reviewing the price, details of the contract, and references, the District is recommending [Orkin](#) as their IPM. The agreement is for three years, with a cancellation provision of a 30-day notice.

The administration recommends the Board of School Directors approve the Orkin agreement.



### **9.l. Recommended Approval of Capital Project Payments**

The following invoice is for payment within the Capital Project Fund:

- El Associates - District Feasibility Study - [PP9358](#) - \$3,333.33

The administration recommends the Board of School Directors approve the invoice to be paid from the Capital Project Fund.

### **9.m. Recommended Approval of Student Travel and Fundraiser**

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

- Boys Basketball Program to attend the [West Virginia University Team Camp](#) from June 7 - 9, 2024.
- Field Hockey Program to attend the [Shippensburg University Field Hockey Camp](#) from July 25 - 28, 2024.
- Cheer Program to attend the [Pine Forest Cheerleading Camp](#) from August 13 - 16, 2024.

Scott Penner, Director of Athletics and Student Activities recommends approval for the High School FFA to attend the 2024 - 2025 conventions and leadership conferences listed below:

- National Convention October 22 - 26, 2024 in Indianapolis, Indiana
- ACES January 25 - 26, 2025 in Harrisburg, PA
- SLLC March 23 - 25, 2025 in Harrisburg, PA
- State Convention (Tentative dates) June 10 - 12, 2025 at Penn State University, State College

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

- [Summer Fundraising](#) to benefit the Cheer Program.

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

### **9.n. Policy Committee Charter**

Seth Cornman recommends to approve a [Policy Committee Charter](#) and the Committee as chartered.

### **9.o. Policy Committee Officers and Chairperson**

Seth Cornman recommends to vote on Officers and a Chair for the Policy Committee.

#### **9.p. Recommended Approval of the Act 93 Compensation Plan 2024 - 2028**

After a meeting between the Act 93 representatives and Board representatives, the administration developed the [Act 93](#) Compensation Plan for 2024 - 2028.

The administration recommends the Board of School Directors approve the Act 93 Compensation Plan for the 2024-2028 school years as presented.

#### **9.q. Nullify RFP**

Seth Cornman recommends to nullify Julie Boothe's motion for RFP

#### **9.r. RFP Process for Solicitor**

Seth Cornman recommends the superintendent to proceed with the RFP process for solicitor as stated in the motion made last meeting by Julie Boothe.

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

#### **10.a. Proposed Approval of Updated and New Curriculum**

Listed below are updated and new curriculum recommended by Mrs. Nicole Donato, Director of Curriculum, for Board Approval at the June 17, 2024 Board Meeting. All resources are available from the links provided below for review by the Board of School Directors.

- [HS Algebra I Linear Functions](#) (new)
- [HS Algebra I Nonlinear Functions](#) (new)
- [HS Algebra with Financial Applications](#) (new)
- [HS Computer Science Discoveries](#) (new)
- [HS English IV](#) (revised to reflect semester course)
- [HS The Visual Experience](#) (revised)
- [MS Career Exploration](#) (new)
- [MS Grade 6 Science](#) (new)
- [MS Grade 7 Science](#) (new)
- [MS Grade 8 Science](#) (new)

#### **10.b. New Story Tuition Agreement**

New Story, LLC is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Dr. Abigail Leonard, Director of Student Services, has reviewed the student tuition agreement for a Big Spring student enrolled with New Story during the 2023-2024 school year.

## **11. Board Reports**

**11.a. Athletic Council - Ken Fisher, Mike Hippensteel, Frank Myers, and John Wardle**

Meeting Dates: 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 Date: June 27, 2024

[May All-In](#) [Champions for Children Golf Tournament](#)

**11.d. Cumberland Perry Area CTC - John Wardle**

**11.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade**

Meeting Dates: June 13, 2024 - 7 pm in MS Room 514

**11.f. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade**

Meeting Date: June 3, 2024

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

**11.h. South Central Trust - Seth Cornman**

Executive Committee Meetings (9AM) - 9/4/24, 11/6/24, 1/8/25, 3/26/25, 5/28/25

Full Board (3PM) - 12/11/24, 4/30/25

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

**11.j. Wellness Committee - Seth Cornman**

**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, **June 3, 2024**

Next scheduled meeting is **June 17, 2024 at 7:30 pm**