

Please Note: The Finance Committee Meeting will begin at 6:30 pm



## BOARD MEETING AGENDA

**JUNE 5, 2023**

8:00 PM - High 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** - We remind all visitors to please sign-in on the clipboard for tonight's meeting.
- 5. Public Comment Period** - Mrs. Minnich, has anyone provided a card to request a Public Comment this evening?
- 6. Approval of Minutes**

Motion to approve the [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting](#) Minutes for May 15, 2023 as presented?

### 7. Financial Reports

#### 7.a. Payment of Bills

##### General Fund

Procurement Card	\$	20,905.16
Checks/ACH/Wires	\$	2,079,535.82
Special Revenue	\$	1,616.90
Capital Projects Reserve Fund	\$	123,648.01
Cafeteria Fund	\$	127,657.14
Student Activities	\$	<u>34,895.72</u>
<b>Total</b>	<b>\$</b>	<b>2,388,258.75</b>

Motion to approve the Payment of Bills as presented?

- 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 Items listed under #9 into one motion.

#### **9.a. Recommended Approval of Child-Rearing Leaves**

- **Elizabeth Carns**, Athletic Trainer, is requesting a child-rearing leave of absence to begin approximately Monday, August 21, 2023 through approximately Friday, November 10, 2023 with a return date of Monday, November 13, 2023. According to Section 3.07 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, her request meets all provisions for child-rearing leave according to the current contract.
- **Courtney Vaughn**, Mount Rock 4th Grade Teacher, is requesting a child-rearing leave of absence to begin approximately Thursday, August 17, 2023 through approximately Friday, January 12, 2024 with a return date of Monday, January 15, 2024. According to Section 3.07 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, her request meets all provisions for child-rearing leave according to the current contract.
- **Jennifer Warner**, Mount Rock Elementary Speech and Language Clinician, is requesting a child-rearing leave of absence to begin approximately Monday, October 16, 2023 through approximately Friday, January 5, 2024 with a return date of Monday, January 8, 2024. According to Section 3.07 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, her request meets all provisions for child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve the child-rearing leave requests as presented.

#### **9.b. Recommended Approval of Leave Request**

- Allison Baer, Mount Rock Administrative Assistant, is requesting a day of leave without pay on May 23, 2023.
- Alison Brown, Middle School Teacher, is requesting a day of leave without pay on May 12 and a half day of leave without pay on May 25, 2023.
- Riley Brown, High School Teacher, is requesting a half day of leave without pay on May 19, 2023.

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

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

Superintendent Dr. Nicholas Guarente received a Classified Staff Resignation:

- Sharon Pepper, Mount Rock Paraprofessional, has provided a letter of resignation for the purpose of retirement.

Scott Penner, Director of Athletics and Student Activities, received an Athletic Staff Resignation:

- Brooke Roberts has provided a letter of resignation from the position of Assistant Middle School Field Hockey Coach.

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

#### **9.d. Recommended Approval of Athletic Staff**

Scott Penner, Director of Athletics and Student Activities, is recommending approval of the following:

- Taylor Diehl for the position of Middle School Assistant Cheer Coach
- Sable Manning for the position of High School Assistant Cheer Coach

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

#### **9.e. Recommended Approval of Extra-Duty Positions for the two-year term 2023-2024 and 2024-2025**

Dr. Abigail Leonard, Director of Student Services, recommends the following individuals for two-year Extra Duty Positions:

<b>First Name</b>	<b>Last Name</b>	<b>Position</b>
Jocelyn	Kraus	Counseling Department Head
Darbie	Miller	Nursing Department Head
Sarah	Roller	Special Education Assistant Department Head
Jennifer	Tomasov	Special Education Assistant Department Head

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

#### **9.f. Recommended Approval of Custodial Staffing**

Ms. Cheri Frank, Coordinator of Custodial Services, is requesting a custodial transfer:

- Misty Berninger from Middle School Custodian to full-time, second shift Custodian at Mount Rock Elementary to replace Cody McClure who resigned with no change in placement on the Classified Staff pay scale.

Ms. Cheri Frank, Coordinator of Custodial Services, is requesting approval of a new hire:

- Garja Rai is recommended for hire as a full-time, second shift Custodian at the Middle School replacing Misty Berninger who has transferred at a starting rate of \$15.17 per hour for the 2022-2023 school year. 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 custodial staffing as presented.

#### **9.g. Recommendation of Special Education Department Intern**

Dr. Abigail Leonard, Director of Student Services, recommends a part-time student intern for the Special Education Department for the 2023-2024 school year:

- Katie Elder

The administration recommends the Board of School Directors approve hiring Katie Elder as a paid intern in the special education department at a rate of \$11.27 per hour not to exceed 20 hours per week.

## 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.

BrieAnn Arnsberger	\$1,878.00
Tara Barnard	\$1,545.00
Therese Bukousky	\$1,548.00
Crystal Grossman	\$3,096.00
Matthew Kump	\$1,650.00
Brooke Markle	\$4,644.00
Stephanie Morris	\$1,507.00
Adam Oldham	\$1,890.00
Jordan Robinson	\$1,548.00
Shania Washabaugh	\$1,878.00
Amanda Webber	\$2,949.00
Samantha Webber	\$1,878.00

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

### 10.b. Recommended Approval of Fiscal Year 2024 Property, Auto, and Umbrella Insurance, Cyber Insurance and Workers' Compensation Insurance

In the Spring 2022, our insurance broker, AJG, went out to the market for all three products – workers' comp, general/property liability, and cyber. We kept Utica (general liability), but moved to Workpartners (WC) and Travelers (cyber) for the Fiscal Year 2022-23 due to pricing and service.

- Workers' Compensation - The District's experience mod increased by 17%! Even with the significant mod increase, the District will only see a slight increase in WC, \$132. The proposed premium amount is \$71,658.
- Property, Auto, and Umbrella Insurance - Utica came in roughly 7.9% increase. With the District's property values increasing 8% year over year, the general increase is very fair considering the market conditions.
- Cyber Liability- The extensive steps the district employed last year to improve our cyber security position allowed Big Spring to avoid a large increase in premium. Total premium stayed essentially level at \$18,444 (up slightly from \$18,259).

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.

#### **10.c. Voting Delegate for the 2023 PSBA Delegate Assembly**

The Pennsylvania School Boards Association requests the Board of School Directors for each PSBA member school district notify PSBA of the name of each school district's voting delegate for the November 4, 2023 PSBA Delegate Assembly for 2023.

The administration recommends the Board of School Directors designate Donna Webster, Board Member, to serve as Big Spring School District's Voting Delegate for the November 4, 2023 PSBA Delegate Assembly.

#### **10.d. Case E 2022 - 2023**

The parents of Case E of the 2022-2023 school year waived the 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. 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 E of the 2022-2023 school year as presented.

#### **10.e. Request to Apply for a Grant**

Administration received a request from the following teacher to apply for a grant:

- Jenna McIntire, Middle School Agriculture/Technology Education Teacher, is requesting permission to apply for the [Pennsylvania Council of Trout Unlimited Trout in the Classroom Grant](#).

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

#### **10.f. Recommended Approval of Building Utilization Requests**

- Mike Gutshall on behalf of Warrior Softball is requesting to use the softball field from May until August for practices. The practices on Sundays will begin after 1:00 pm.
- Ron Kerr on behalf of Cumberland Valley Hitman is requesting use of the high school turf field on June 18, 2023 for a minor league football game which begins at 2:00 pm.
- Nichole Dodson on behalf of Big Spring Midget Football is requesting to use the stadium from July - November for practices and games.

Because the utilization requests include Sunday's, Board action is necessary. The administration recommends the Board of School Directors approve the utilization requests as presented.

#### **10.g. Approval of Proposed Updated Policy**

The administration has reviewed and proposed the updated policy listed below:

- [246 School Wellness](#)

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

#### **10.h. Recommended Approval for Contracted Services of the School Dentist, School Physician, and Medical Standing Orders**

Dr. Abigail Leonard, Director of Student Services, would like to recommend a School Dentist, School Physician, and Medical Standing Orders for the 2023-2024 school year:

- Dr. William Noll to serve as the [School Dentist](#) for the 2023-2024 school year with a fee of \$7.00 per each state mandated exam
- Dr. Darryl Guistwite to serve as the [School Physician](#) for the 2023-2024 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 medical standing orders for the 2023-2024 school year as presented.

#### **10.i. Recommended Approval of Team Camp Travel**

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

- Varsity and JV Basketball Team and Coaches Creek, Myers, and Lowery to travel and participate in the West Virginia University [Mountaineer Basketball Team Camp](#) June 9 - 11, 2023.
- High School and Middle School Cheer Teams to travel and participate in the [Pine Forest Cheer Camp](#) at Greeley PA - August 13 - August 16, 2023.

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

#### **10.j. Recommended Approval of Fundraisers**

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

- Cheer Team Fundraiser to sell Garden Flags through Tex Vision from June 1 through June 3, 2023.
- Cheer Team Fundraiser to Promote Sponsor my Season Calendars online and to their families starting June 1 through June 30, 2023.
- Cheer Team Fundraiser to set up a booth at Newville's Fountain Festival on June 17, 2023.
- Cheer Team Fundraiser to host a Youth Cheer Camp for our local midget cheer program July 25, 26 and 27, 2023 from 6 - 8 pm.
- Cheer Team Fundraiser to sell Bulldog Spirit wear through Lisa Shade @ Lisa's Cheer Bows from July 1 through August , 2023.
- Cheer Teams Car Wash Fundraiser on July 1, 2023 at Advance Auto in Carlisle at 10 am.
- Cheer Team to host a Creekside Chicken BBQ Fundraiser at Bulldog Stadium on July 22, 2023.
- Cheer Team Snap Raise online Fundraiser from July 1 through august 30, 2023  
<https://www.snapraise.com/>

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

#### **10.k. Recommended Approval of the CrossSafe Contract**

In the spring of 2022, the District conducted an RFP to find a vendor that would provide crossing guard services for the District. CrossSafe has supported our crossing guards this past school year. The second year of the contract does have an increase in pay, in order to attract more hires.

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

#### **10.l. Recommended Approval of Capital Project Fund Payments**

The following invoices are for payment within the Capital Project List:

- Prismworks - \$29,555.00 - Invoice #14731 - Update Cat6 network cabling and servers
- Prismworks - \$475.00 - Invoice #14735 - Security Camera System and Engineering
- Prismworks - \$8,185.50 - Invoice #14737 - HS Bells Clocks and Intercom
- Trane - \$76,712.00 - Invoice #313625109 - Security Camera System and Engineering
- McClure - \$130,125.10 - Invoice #PayApp 3 - ESCO Project

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

**10.m. Recommend Approval of the Chartwells Contract and Meal Prices for Fiscal Year 2023-2024**

The administration and Chartwells prepared the 2023-2024 budget with proposed meal prices. The student meal prices will remain the same as 2022-2023. Adult and outside District pricing will have adjustments.

<b>Meal Pricing</b>	<b>2022-23</b>	<b>2023-24</b>	<b>FY Change</b>
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	\$2.80	\$2.90	* \$0.10
Adult Lunch	\$4.30	\$4.50	* \$0.20
Milk	\$0.60	\$0.60	\$0.00
YB/Headstart Lunch	\$3.60	\$4.40	* \$0.80
YB/Headstart Breakfast	\$1.95	\$2.25	* \$0.30

The administration recommends the Board of School Directors approve the 2023-2024 Chartwells contract.

**10.n. Recommended Approval of ACNB Depository Service Agreement**

ACNB has asked Big Spring to sign a new Night Depository Service Application/Agreement due to the number of positions that changed over the past year. The agreement allows certain employees to make deposits. We use locked bags for control and security reasons. The District always drops the bags off during ACNB bank hours.

The administration recommends the Board of Directors approve the ACNB Night Depository Service Application/Agreement.

**10.o. Recommended Approval to Purchase John Deere Gator**

The District currently has been working with a Gator past its useful life. The gator often requires repairs and is difficult to drive. The District looked at a number of options and found the John Deere Gator at Atlantic Tractor LLC to provide the best option and pricing.

The administration recommends the Board of School Directors approve the purchase of the John Deere Gator HPX615E (Model Year 2023), to be paid from the Capital Project Reserve Fund.



#### **10.p. Recommendation to Install Cellular Dialers in Fire Alarms**

The District currently uses a landline with copper phone lines to monitor our fire alarm panel system. Phone companies are switching from copper line to voice over IP. In moving away from copper line infrastructure, facilities currently with copper phone lines create inconsistencies with dialing out. The cellular dialer modules will make the fire alarm panel a cell phone, which is the way manufacturers are headed due to cellular communication. The move will eliminate the monthly phone line charge. The modules will last as long as our fire alarm panel.

The administration recommends the Board of School Directors approve VSC to install cellular dialers for our fire alarms.

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

#### **11.a. New Story 2022 - 2023 Tuition Agreement**

Dr. Abigail Leonard, Director of Student Services, has reviewed a 2022-2023 Tuition Agreement for a student transferring to New Story for the remainder of the school year.

#### **11.b. Local Advisory Committee for the Agricultural Career and Technical Education Program**

The Local Advisory Committee for the CTE Agricultural Program held its annual meeting on May 23, 2023 at 9:30 a.m. and provided a copy of their [meeting minutes](#).

### **12. Board Reports**

**12.a. District Improvement Committee - Mr. Fisher and Mrs. Webster**

**12.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle**

**12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle**

**12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle**

**12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers**

**12.f. South Central Trust - Mr. Deihl**

**12.g. Capital Area Intermediate Unit - Mr. Swanson**

- [May Board Highlights](#) and [All-In May](#)

**12.h. Tax Collection Committee - Mr. Swanson**

**12.i. Future Board Agenda Items**

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

### **13. Meeting Closing**

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

**13.b. Adjournment** - Motion to adjourn the meeting?

Meeting adjourned at \_\_\_\_\_ pm, **June 5, 2023**

Next scheduled meeting is **June 19, 2023**

#### **Please Note:**

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