

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

#### August 21, 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; Nadine Sanders, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; 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.

#### 2. Student/Staff Recognition and Board Reports – Nothing Offered

#### 3. Reading of Correspondence – Nothing Offered

#### 4. Recognition of Visitors - 9 visitors signed-in for the meeting

#### 5. Public Comment Period

Michael Deihl offered an opening prayer for the meeting.

#### 6. Approval of Minutes

Motion to approve the [Committee of the Whole](#) and [Board Meeting](#) Minutes for August 7, 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

Procurement Card	\$	7,110.50
Checks/ACH/Wires	\$	1,972,206.19
Special Revenue	\$	-
Capital Projects Reserve Fund	\$	212,823.65
ESCO Fund	\$	2,037,656.90
Cafeteria Fund	\$	-
Student Activities	\$	10,145.47
<b>Total</b>	<b>\$</b>	<b>4,239,942.71</b>

[Payment of Bills](#) Motion to approve the Payment of Bills as presented?

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	\$	20,214,406.48
Special Revenue Fund	\$	66,575.43
Capital Project Reserve Fund	\$	10,000,401.24
ESCO Fund	\$	8,727,746.66
Cafeteria Fund	\$	1,037,984.52
Student Activities	\$	248,847.58
<b>Total</b>	<b>\$</b>	<b>40,295,961.91</b>

[Board Reports](#) Motion to approve the Treasurer's Fund Report as presented?

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 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 Action Items listed under #9 into one motion.

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

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

- Madelyn Bentz provided a resignation from the extra-duty position of Assistant FFA Advisor.
- Jesse Erkel provided a resignation from the position of Elementary Art Teacher.
- Natalee Piper provided a resignation from the position of Middle School Special Education Teacher.

Dr. Abigail Leonard, Supervisor of Student Services, received the following resignation:

- Stacey Sarber provided a resignation from the position of Health Room Assistant at Oak Flat Elementary School effective immediately.

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

### **9.b. Leave Without Pay Request**

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave.

- Megan Frantz is requesting two days of leave without pay on September 14 and 15, 2023.

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

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

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

- Cameron Heckendorn 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 Tim Nye who retired. This new hire is subject to the Probationary Period as spelled out in the Classified Staff Handbook.
- Summer LaFrance to serve as full-time second shift Custodian at Mount Rock Elementary School at an hourly rate of \$16.63 for the 2023-2024 school year replacing Lisa Hair who retired.
- Gary Young to serve as full-time second shift Custodian at the High School at an hourly rate of \$15.63 for the 2023-2024 school year replacing Summer LaFrance who resigned. 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 an athletic staff position:

- Megan Kuntz to serve as Volunteer Coach for the Girls Soccer Program
- Justin Long to serve as High School Assistant Coach for the Girls Soccer Program

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

**9.d. Recommendation of Business Office Intern**

The Business Office engages a high school student as an intern rather than hiring a part-time employee to help with routine administrative tasks as well as select accounting reports. Based on a recommendation from Cherie Powell, High School Career Coordinator, we have a superior candidate for the 2023-24 school year:

- Blake Wenger

The administration recommends the Board of School Directors approve hiring Blake Wenger as a paid intern in the business office at a rate of \$11.27 per hour not to exceed 20 hours per week.

**9.e. Recommended Approval of a Middle School Special Education Teacher - Dodie Bishopp**

**Education:**

Shippensburg University - History (Instructional I Social Studies 7-12) (Bachelor's Degree)

**Experience:**

Big Spring School District - Building and Long-Term Sub

The administration recommends the Board of School Directors appoint **Dodie Bishopp** to the position of Middle School Special Education Teacher at Big Spring Middle School replacing Natalee Piper who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$58,354.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Employment is contingent upon pending receipt of a type 01 Emergency Permit with ongoing compliance of the requirements as defined by the PA Department of Education to maintain an emergency permit until such time as full certification in Special Education is received.

**9.f. Recommended Approval of Extra Duty Position**

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 mentor:

Inductee	Building/Position	2023-2024 Mentor
Dodie Bishopp	Middle School Special Education Teacher	Jessica Dagle

The administration recommends the Board of School Directors approve the 2023-2024 extra duty position as presented.

**9.g. Recommended Approval of Setting the Substitute Rate for school year 2023-2024**

The District has reviewed our substitute rate and compared it to other school districts. After a thorough evaluation, the District is looking to increase the day to day rate from \$100 per day to \$140 per day. Additionally, the building substitute rate will increase from \$110 per day to \$150 per day. The previous substitute bonus will no longer be in place.

The administration recommends the Board of School Directors approve a rate of \$140 per day for day to day substitutes and \$150 per day for building substitutes.

## 9.h. Recommended Transfer of Classified Employee

Dr. Abigail Leonard, Supervisor of Student Services, is recommending the following classified staff transfers:

- Linda Webber from Health Room Assistant at Mount Rock Elementary School to Health Room Assistant at Oak Flat Elementary School with no change in number of days worked or placement on the classified pay scale replacing Stacey Sarber who resigned.

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

## 9.i. Recommended Approval of a High School Business Teacher – Brent Duffy

### Education:

York College of Pennsylvania – Sports Management (Bachelor’s Degree)

Lincoln Christian University – Organizational Leadership (Master’s Degree)

### Experience:

York Suburban School District – Paraprofessional

York College of Pennsylvania – Adjunct Professor

The administration recommends the Board of School Directors appoint **Brent Duffy** to the position of High School Business Teacher replacing Cherie Powell who transferred. The compensation for this position should be established at Master’s Degree step 1, \$63,319.00 for the 2023-2024 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District. Employment is contingent upon pending receipt of a type 01 Emergency Permit with ongoing compliance of the requirements as defined by the PA Department of Education to maintain an emergency permit until such time as full certification in Business Education is received.

Motion by Mr. Deihl was seconded by Mr. Roush to combine and approve New Business Personnel Items 9 (a) – 9 (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.

BrieAnn Arnsberger	\$1,878.00
Madison Frick	\$1,878.00
Brooke Markle	\$1,548.00
Susan Travis	\$5,250.00
Shania Washabaugh	\$1,878.00

#### **10.a. Credit Pay (continued)**

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

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

Dr. Abby Leonard, Supervisor of Student Services, has reviewed the [Services Agreement](#) between New Story, LLC and Big Spring School District for the 2023-2024 school year. New Story provides educational and related services to special education students.

Dr. Nicholas Guarente, Superintendent, has reviewed the [CASSP Elementary School Based Program and Elementary Student Assistance Program Letter of Agreement](#) for 2023-2024 to provide mental health and other support services to elementary students and families.

Dr. Nadine Sanders, Assistant Superintendent, would like to recommend the [Agreement for Title I Nonpublic Programs and Services](#). The agreement is for the Capital Area Intermediate Unit to provide Title I services to Big Spring School District's nonpublic students.

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the [CAIU Title III Memorandum of Understanding](#) for the 2023-2024 school year. The MOU defines how the CAIU Title III Consortium will meet the Title III requirements and details the roles and responsibilities of the member districts and the fiscal agent of the consortium during the 2023-2024 school year.

Dr. Nicholas Guarente, Superintendent, has reviewed the [Ship Start Memorandum of Understanding](#). The program offers high school students the opportunity to take college-level courses while still in high school at a reduced tuition rate with the goal of giving students the opportunity to experience a college environment while earning credits which will count toward a degree or transfer to another institution.

Dr. Abigail Leonard, Director of Student Services, has reviewed the proposed agreements with **TherAbilities, Inc.** for [Occupational Therapy](#), [Physical Therapy](#), and [Board Certified Behavior Analyst Supervisory services](#) for the 2023-2024 school year.

The proposed [Consortium Agreement for In-School Educational Services](#) with New Story, LLC, has been reviewed by Dr. Abigail Leonard, 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.

The administration recommends the Board of School Directors approve the agreements 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.c. Recommended Approval of the Best Interest Determination and Transportation Procedure Plan**

Dr. Abigail Leonard, Director of Student Services has reviewed the [Best Interest Determination and Transportation Procedures Plan](#) between Big Spring School District and Cumberland County Children Youth Agency. The agreement is a plan designed to govern how transportation will be provided to students in foster care in order to maintain their placement in schools of origin, when in their best interest, as mandated by the Elementary and Secondary Education Act (ESSA). The Plan may be revised as needed but shall be reviewed at least once every three (3) years.

The administration recommends the Board of School Directors approve the Best Interest Determination and Transportation Plan 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.d. Recommended Approval of Updated and New Curriculum**

Listed below are new and updated Curriculum recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction:

##### **Elementary**

Third Grade ELA and Social Studies (updated)

Fourth Grade ELA and Social Studies (updated)

Fifth Grade ELA and Social Studies (updated)

##### **High School**

Business 101 (new)

Career Project (updated)

Business 101 Textbook - [Introduction to Business](#)

The administration recommends the Board of School Directors approve the new and updated curriculum 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.e. Recommended Approval of Deitch, Inc. Employee Roster for the 2023-2024 School Year**

Ms. Shelli Kent, Coordinator of Food Service and Transportation, has received a Deitch, Inc. employee roster for the 2023-2024 school year.

The administration recommends the Board of School Directors acknowledge receipt of the 2023-2024 roster as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Mr. Myers asked if the roster includes substitute drivers and Dr. Guarente responded yes, it includes two substitute drivers.

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Swanson, Wardle, and Webster

Motion Carried unanimously. 9-0

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

Mr. Scott Penner, Director of Athletics and Student Activities, is requesting permission to conduct fundraisers during the 2023-2024 school year:

- Youth Cheer Clinic September 16, 2023 from 9 am until 1 pm in the middle school commons to benefit the Cheer Program.
- Annual Duck Regatta in Newville on Saturday, October 14, 2023 to benefit the Football Program.

Mrs. Clarissa Nace, Middle School Principal, is requesting permission to conduct fundraisers during the 2023-2024 school year:

- Cherrydale [Heart and Home](#) and [Gourmet Cookie Jar](#) Fundraiser September 7 through September 26, 2023 with tentative product delivery on October 31, 2023 to benefit middle school students.

The administration recommends the Board of School Directors approve the fundraisers 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.g. Recommended Approval of the Procurement Card Users for Fiscal Year 2023-24**

Annually, the Administration reviews the changes to the Procurement Card approved users. The FY24 has no new cards, but several personnel changes.

The administration recommends the Board of School Directors approve the procurement card users for the 2023-2024 fiscal year 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 Capital Project Fund Payments

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

- Prismworks - \$66,670 - [Invoice #14946](#) for HS Data Cabling Project
- Prismworks - \$7,800 - [Invoice # 15005](#) for HS Bells, Clocks, PA System
- Prismworks - \$4,365.80 - [Invoice # 15006](#) for HS Bells, Clocks, PA System
- Lobar - \$23,834.10 - [Invoice # 221016-1F](#) for NV Gym Door
- Trane - \$47,530.80 - [Invoice # 313790527](#) for Control Upgrade

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

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 Building Utilization Request

- Mike Gutshall on behalf of Warrior Softball is requesting to use the softball field and MR gym from September to February for practices. Because the utilization request includes Sundays, Board action is necessary. The practices on Sundays will begin after 1:00 pm.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Mr. Myers asked if this utilization is a conflict for basketball and Dr. Guarente responded that school activities take precedence.

Voting Yes: Deihl, Fisher, Myers, Over, Piper, Roush, Swanson, Wardle, and Webster

Motion Carried unanimously. 9-0

### 11. New Business - Information Item

#### 11.a. New Story Tuition Agreements

**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, Supervisor Student Services, has reviewed the student tuition agreements for the 2023-2024 school year.

### **11.b. Long-Term Substitutes through ESS the District's Substitute Agency**

Dr. Nadine Sanders, Assistant Superintendent, recommends the following candidate to serve as a long-term substitute teacher during the 2023-2024 school term:

- Rachel Kline to serve as long-term substitute 3rd Grade Teacher at Mount Rock Elementary School from September 18, 2023 through December 11, 2023 during Molly Kordes' leave of absence.

### **11.c. ESS Staff Information**

Dr. Abigail Leonard, Supervisor of Student Services, provides the following ESS staff updates:

- Summer LaFrance has resigned from the position of ESS Paraprofessional at the High School.
- Adelisa Mesic - full-time Paraprofessional at Oak Flat Elementary School beginning August 17, 2023.
- Kaitlyn Miller - full-time Paraprofessional at Oak Flat Elementary School beginning September 5, 2023.

### **11.d. New Story Staff Information**

Dr. Abigail Leonard, Supervisor of Student Services, provides the following staffing details for the New Story Classroom operating at Oak Flat Elementary School during the 2023-2024 school year:

- Sara McCleaf- Special Education Teacher
- Neta Mae Knisley- Support Staff
- Ranae Care- Support Staff

## **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** – Mr. Wardle said please support our fall sports.

**12.c. Cumberland Perry Area CTC - Mr. Piper and Mr. Wardle** – Mr. Piper said the next meeting is August 28.

**12.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle** – Mr. Over said the next meeting is September 5, 2023.

**12.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers** – Mr. Deihl said the next meeting is October 16, 2023.

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

**12.g. Capital Area Intermediate Unit** - Mr. Swanson said the next meeting is on Thursday at 8 am.

**12.h. Tax Collection Committee - Mr. Swanson** – Nothing Offered

**12.i. Future Board Agenda Items** – Nothing Offered

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

Dr. Guarente said we are excited to welcome students back to school tomorrow and the staff is well prepared for their arrival.

Dr. Guarente announced high school seniors Jaydan Stewart and Peyton Weekley are both completing Army basic training this summer at Fort Moore in Georgia and will have a delayed school entry for this very worthy cause.

Dr. Guarente stated of the 26 student exhibitors at the Shippensburg Fair Livestock Competition, 11 students received showmanship awards and he said there is very good work going on there.

Dr. Guarente shared Senator Greg Rothman commended the High School athletes for their outstanding sportsmanship and commendable character recognized by the Mid-Penn Conference.

Dr. Guarente said the middle school is going to be kicking off a PBIS Initiative called Bulldogs Care which will have a positive impact at the middle school level.

Dr. Guarente stated CrossSafe is fully staffed and were able to repurpose a guard to Newville to help with the retirement of a borough employed crossing guard.

## **13. Meeting Closing**

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

Mr. Over said he would like Mr. Statler to pursue other companies for comparison on solar panels and said he prefers we retain ownership of the solar panel field. He also said have a wonderful start tomorrow. Dr. Guarente commented that we have total control over how we proceed with solar panels.

Mr. Fisher said he welcomes the students back to school and wishes them a good school year.

Mr. Swanson said likewise.

Mr. Deihl offered good luck to everyone in the upcoming school year.

Mr. Piper said he had the privilege of attending the staff gathering on August 17 to welcome back the staff along with Mrs. Webster, Mr. Myers, and Mr. Wardle. He said Dr. Guarente addressed the teachers and did an outstanding job and he is proud of our new superintendent. He also commended Mr. Wardle on his words to the staff and said fellow board members would be very proud of our Board President.

Mr. Myers asked if all teaching positions are filled and Dr. Guarente said we have two vacancies with interviews coming up. He also thanked Mr. Deihl for his prayer tonight.

Mr. Wardle thanked fellow Board members, staff, and the support of the community and said tomorrow we welcome students back to the opportunity to be educated and successful. He said teachers have a big job to do and need our support and thanked those who attend our meetings.

### 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 **8:24 pm**, August 21, 2023

Next scheduled meeting is **Tuesday, September 5, 2023** in the **Middle School Auditorium**.

*William L. Piper*

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