



# BOARD MEETING AGENDA

**AUGUST 7, 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**
- 6. Approval of Minutes**  
Motion to approve the [Committee of the Whole](#) and [Board Meeting Minutes](#) for July 10, 2023 as presented?

## **7. Financial Reports**

### **7.a. Payment of Bills**

General Fund	\$	2,374,920.08	
Special Revenue Fund	\$		-
Capital Project Reserve Fund	\$	130,173.80	
ESCO Fund	\$		-
Cafeteria Fund	\$	15,688.68	
Student Activities	\$	4,070.67	
<b>Total</b>	<b>\$</b>	<b>2,524,853.23</b>	

### [Payment of Bills 08-07](#)

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 Action Items listed under #9 and approve them in one motion.

**9.a. Recommend Approval of Adjusting the Health Room Aide Level**

The District's health room aides are currently at a C (RN Health Room Aide) and D (LPN Health Room Aide) level on the Classified Matrix Scale. In assessing their job responsibilities and necessary certifications, the administration is recommending moving the RN Health Room Aide to a B and the LPN Health Room Aide to a C.

The financial impact to the fiscal year 2023-24 budget would be \$38,658, with the increase in wages, FICA, and PSERS expenses.

The administration recommends the Board of School Directors approve the RN health room aide salary level of B and the LPN health room aide salary level of C starting with the 2023-2024 school year as presented.

**9.b. Recommended Approval of a Health Room Assistant - Ms. Linda Webber**

Dr. Abigail Leonard, Director of Student Services, recommends Linda Webber as a full-time Health Room Assistant at Mount Rock Elementary School replacing Gretchen Smith who resigned. Ms. Webber will work 180 days at 7 hours per day at the C25 salary rate of the Classified Compensation Plan for the 2023 - 2024 school year beginning August 17, 2023. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

The administration recommends the Board of School Directors approve the Health Room Assistant as presented.

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

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

- Joshua Beck submitted a resignation from the position of Assistant Cross Country Coach.
- Taylor Diehl submitted a resignation from the position of Middle School Head Cheer Coach.
- Megan Kuntz submitted a resignation from the position of High School Assistant Girls Soccer Coach.
- Caroll March submitted a resignation from the position of Middle School Assistant Volleyball Coach.
- Makayla Slatt submitted a resignation from the position of Marching Band Field Staff.
- Naomi Warner submitted a resignation from the position of Assistant Field Hockey Coach.

Administration received the following extra-duty resignation:

- Laura Grove submitted a resignation from the position of After School Club Advisor.

Cheri Frank, Director of Custodial Services, received the following resignation:

- Summer LaFrance submitted a resignation from the position of full-time Custodian at the High School.

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

#### **9.d. Recommended Approval for an ESL Teacher - Kaetlyn Wertz**

##### **Education:**

Shippensburg University - Early Childhood Education (Bachelor's Degree)

##### **Experience:**

East Pennsboro Elementary School - Kindergarten Teacher

The administration recommends the Board of School Directors appoint **Kaetlyn Wertz** to the position of District ESL Teacher replacing Dakotah Miller who resigned. The compensation for this position should be established at Bachelor's Degree step 3, \$59,154.00 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 is received.

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

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

- Debra Caldwell to be a volunteer for the Band.
- Sarah Enck to be a volunteer for the Band.
- Nancy Engle to be a volunteer for the Band.
- Bambi Henke for the position of Head Middle School Cheer Coach.
- Justin Long to be a Volunteer Coach for the Girls Soccer Program.
- Brynn Markley to be a Volunteer Coach for the Girls Soccer Program.
- Kaitlin Miller for the position of High School and Middle School Assistant Volleyball Coach.
- Brian Motter for the position of High School Assistant Golf Coach.
- Austin Myers for the position of Middle School Head Football Coach.
- Jaclyn Pague for the position of High School Assistant Coach for Field Hockey.
- Michelle Paris for the position of Assistant Bocce Coach.
- Jaret Petty to be a Volunteer for the Golf Program.
- Trent Snader for the position of Head Middle School Wrestling Coach for Boys.
- Madana Tigyer for the position of Middle School Assistant Coach for Field Hockey.
- Greg Warner for the position of Assistant High School Wrestling Coach for Boys.
- Andrew Wolfe for the position of Head Middle School Field Hockey Coach.

Based on Mr. Penner's recommendation, the Athletic Department will engage a high school student as an intern rather than hiring a part-time employee to help with after school game management and support.

- Jaden Best to serve as a 2023-2024 student intern at a rate of \$11.27 per hour not to exceed 20 hours per week based on the Classified Employee Agreement.

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

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

Mrs. Nicole Donato, Director of Curriculum and Instruction, recommends the following for an extra-duty position:

- Sean Donaldson for the position of Co-Science Department Head
- Heath Myers for the position of Co-Science Department Head

Mr. Jason Shover, High School Principal, recommends the following for an extra-duty position:

- Riley Brown for the position of Advisement Coordinator
- Angela Schneider for the position of Advisement Coordinator

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:

<b>Inductee</b>	<b>Building/Position</b>	<b>2023-2024 Mentor</b>
Kaetlyn Wertz	District ESL Teacher	Karyn Cunningham

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

#### **9.g. Recommended Transfer of Classified Employee**

Dr. Abigail Leonard, Director of Student Services, is recommending the following classified staff transfer:

- Michelle Dunkelberger from the position of Direct Care Paraprofessional at Oak Flat Elementary School to the position of part-time Learning Support Paraprofessional at Oak Flat Elementary School with no change in hours or number of days worked. She will be placed on level G15 of the classified pay scale for 2023-2024.
- Kim Krause from the position of Specialist Paraprofessional at the Middle School to District Registered Behavior Technician. She will be placed on level D10 of the classified pay scale for 2023-2024 working 7 hours per day, 180 days per school year.
- Amber Thomas from the position of Specialist Paraprofessional at the Middle School to District Registered Behavior Technician. She will be placed on level D2 of the classified pay scale for 2023-2024 working 7 hours per day, 180 days per school year.

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

**9.h. Recommended Approval of the Fall Coaching Roster**

A list of the fall coaching positions and recommended personnel prepared by Scott Penner, Director of Athletics and Student Activities, has been reviewed by Stacy Lehman, Human Resources Coordinator. The 2023-2024 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 2023-2024 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.

**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.

Shania Washabaugh	\$3,756.00
Amanda Webber	\$1,545.00
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 Capital Project Fund Payments**

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

- Trane - \$39,362.20 - [Invoice #313686005](#) for Access Control Project
- Trane - \$125,116.45 - [Invoice #313769917](#) for Access Control Project
- Prismworks - \$45,505.00 - [Invoice #14929](#) for High School Bells, Clocks, and PA system Project
- Prismworks - \$2,840.00 - [Invoice #14930](#) for High School Bells, Clocks, and PA system Project

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

**10.c. Recommended Approval of ESCO Project Payments**

The following invoice is for payment within the ESCO Project List:

- McClure Co - [Pay App #5](#) \$1,103,836.20

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

**10.d. Recommended Approval of Chartwells Employee Roster for the 2023-2024 School Year**

Ms. Michelle Morgan, Director of Dining Services, has submitted a roster of Chartwell's employees for the 2023-2024 school year.

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

**10.e. Recommended Approval of 2023 - 2024 Agreements**

The proposed 2023-2024 [Head Start Pre-K Counts Agreement](#) has been reviewed by Dr. Nadine Sanders, Assistant Superintendent. The program will be located at Newville Elementary School and services provided by Shippensburg University for students enrolled in the class with the school day running from 8:00 a.m. until 4:00 p.m., Monday - Friday.

Mrs. Nicole Donato, Director of Curriculum and Instruction, has reviewed the [CAIU Agreement for Tier 1 Instructional Coaching Services](#) for the 2023-2024 school year and would like to recommend Board approval.

Dr. Nicholas Guarente, Superintendent, has reviewed the Addendum to the 2016 [SRO Agreement](#) to extend services for one year. The addendum is pending final review and approval by the District and County Solicitors

Dr. Nicholas Guarente, Superintendent, has reviewed the [Retainer for Communication Consulting Services](#) by Allerton Hill Communications to provide communication outreach to the community.

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

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

Mr. Jason Shover, High School Principal, recommends approval of the following fundraisers throughout the school year to benefit the 2024 Post Grad Committee:

- Bingo at Penn Township – scheduled for March 17, 2024 at Penn Township Fire Hall
- Car and Vendor Show
- Cornhole Tournament
- Beef Stick Sales
- R&K Subs
- Various Raffles
- Senior Yard Signs
- Spirit Wear
- Buy-Out Donation/Options
- Restaurant Nights
- Whoopie Pie Sale (Dutch Girl Cookies)
- Lottery Calendar Gift Card Fundraiser
- Marianna Subs and Pizza
- Chicken BBQ

#### **10.f. Recommended Approval of Fundraisers (continued)**

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

- [Rita's Italian Ice](#) to be sold during soccer camp from August 7 to August 10, 2023 from 7 - 8:30 pm to benefit the soccer program.
- [Maplewood](#) Whoopie Pie Sale mid-August to benefit the high school band.
- [Pampered Chef](#) mid-August to benefit the high school band.
- [Marianna's Subs and Pizza](#) mid to late August and early spring to benefit the high school band.
- Cash Raffle tickets at all home football games with an end of season raffle to benefit the high school band.
- Chicken BBQ September 30, 2023 to benefit the (girls) soccer program.
- [Country Butcher Shop](#) Sandwich Sale to benefit the (girls) soccer program.

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

#### **10.g. 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**

- Elementary Library
- First Grade ELA Foundational Skills and Social Studies
- Kindergarten ELA Foundational Skills and Social Studies
- Second Grade ELA Foundational Skills and Social Studies

##### **Middle School**

- Sixth Grade Health
- Sixth Grade STEM
- Sixth Grade English Language Arts
- Seventh Grade English Language Arts
- Eighth Grade English Language Arts
- 7<sup>th</sup>/8<sup>th</sup> Grade STEM Course A
- 7<sup>th</sup>/8<sup>th</sup> Grade STEM Course B
- 7<sup>th</sup>/8<sup>th</sup> Grade Health Course A
- Accelerated 7<sup>th</sup>/8<sup>th</sup> Grade Math (new)
- Business Course A - 6 C Experience (new)
- Keyboarding and Digital Citizenship (new)
- World Language Exploration Course A
- World Language Exploration Course B (new)

#### **10.g. Recommended Approval of Updated and New Curriculum (continued)**

##### **High School**

- AP English Language and Composition
- AP English Literature and Composition
- Drone Beginner
- Drone Intermediate
- English I
- English II
- English III (new)
- Healthy Relationships and Team Sports
- Metal Fabrication (new)
- Mental Health and Individual Lifetime Activities
- Personal Finance

The administration recommends the Board of School Directors approve the new and updated curriculum as presented.

#### **10.h. Recommended Approval of a Resolution**

[Resolution 230807-01](#) is to approve and authorize the Superintendent, Dr. Nicholas Guarente, to sign all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education and consents to the use of electronic signatures.

The administration recommends the Board of School Directors approve Resolution 230807-01 as presented.

#### **10.i. Recommended Approval of Request to Apply for a Grant**

Mrs. Nicole Donato, Director of Curriculum and Instruction, received a request to apply for the following grants:

- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the King Arthur Grant:  
<https://www.kingarthurbaking.com/learn/bakeforgood>
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting permission to apply for the PA Beef Council Grant:  
<https://www.pabeef.org/resources/educators>

The administration recommends the Board of School Directors approve Mrs. Whigham's request to apply for and participate in the grants as presented.



#### **10.j. Recommended Approval of Student Travel**

The High School FFA is requesting permission to attend the 2023-2024 conventions and leadership conferences listed below:

- National FFA Convention - October 31 – November 4, 2023 in Indianapolis, IN
- State FFA ACES Leadership Conference - January 27 – 28, 2024 in Harrisburg, PA
- State FFA State Legislative Leadership Conference - March 24 – March 26, 2024 in Harrisburg, PA
- FFA Spring Trip (Details TBD) - April or May, 2024 Location TBD
- State FFA Convention - June 11 – 13, 2024 in State College, PA

Mr. Jason Shover, High School Principal, is requesting permission for the World Language Department to plan a student trip to Spain for High School World Language students to tentatively travel in June, 2025. A detailed travel itinerary will be submitted to the Board of School Directors for review once completed by staff.

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

#### **10.k. Recommended Approval to Purchase Football Helmets**

Athletic Director Scott Penner is requesting approval to purchase up to 20 additional football helmets due to an increased number of athletes at the high school and middle school level resulting in an unexpected need for additional equipment. [SportsmanS](#) is the supplier and cost/sizes are Zenith 9 medium @ \$340 each, Shadow 1 Large @ \$435 each, 6 Youth Large @ \$435 each, and Schutt 3 medium @ \$340 each for a cost not to exceed \$7,560.00.

The administration recommends the Board of School Directors approve the purchase of no more than 20 helmets as presented.

#### **10.l. Recommended Approval of Student Handbooks for 2023-2024**

Elementary, Middle, and High School Administration have prepared updated Student Handbooks for the 2023-2024 school year.

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

## 11. New Business - Information Item

### 11.a. ESS Staff Information

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

- Sarah Finkenbinder is recommended for a full-time ESS Paraprofessional position at Mount Rock Elementary School beginning August 17, 2023 to replace Sharon Pfeffer who retired.
- Nicole Humbertson is recommended for a full-time direct care Paraprofessional position at the High School beginning August 17, 2023.
- Kamille Kulawiecz provided a resignation from the position of ESS Aide at Oak Flat Elementary School effective June 2, 2023.
- Summer LaFrance is recommended for a full-time direct care Paraprofessional position at the High School beginning August 17, 2023.
- Kendra Monn is recommended for a full-time ESS Paraprofessional position at Newville Elementary School beginning August 17, 2023.
- Katie Noreika is recommended for a full-time ESS Paraprofessional position at Oak Flat Elementary School in the MDS Classroom beginning August 17, 2023.
- Caitlin Thomas is recommended to transfer from an ESS Paraprofessional position at Oak Flat to the same ESS Paraprofessional position at Newville Elementary School.
- Clara Trimmer is recommended for a full-time specialist Paraprofessional position at the Middle School beginning August 17, 2023 to replace Kim Krause who transferred.
- Christina Zimmerman is recommended for a full-time Paraprofessional position at Newville Elementary School beginning August 17, 2023.
- Icia Zinn is recommended for a full-time direct care Paraprofessional position at Oak Flat Elementary School beginning August 17, 2023 to replace Amanda LaVana who resigned.

### 11.b. 2023-2024 Health and Safety Plan Review

As per ESSER guidelines, each school district is required to review its Health and Safety Plan every six months. The District's [Health and Safety Plan](#) has been reviewed by Superintendent, Dr. Nicholas Guarente, with no modifications from its last review on February 6, 2023.

### 11.c. Proposed Approval of Updated and New Curriculum

Listed below are new and updated Curriculum recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for Board approval at the August 21, 2023 Board Meeting. All resources are available in the Curriculum Center for review by the Board of School Directors.

#### **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](#)

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

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

- Kaylea Garman to serve as long-term substitute Special Education Teacher at Oak Flat Elementary School from August 17, 2023 through September 28, 2023 during Allison Fry's leave of absence.
- Andrea Kreamer to serve as long-term substitute 4th Grade Teacher at Mount Rock Elementary School from August 17, 2023 through January 12, 2024 during Courtney Vaughn's leave of absence.
- Samantha Reasey to serve as long-term substitute 6th Grade ELA Teacher at the Middle School from August 17, 2023 through October 31, 2023 during Sharon Beatty's leave of absence.

#### **11.e. Proposed Updated Job Descriptions**

The administration has updated the job descriptions listed below:

[212 High School Special Education Coordinator](#)

[212 High School Transition Coordinator](#)

After the job descriptions have been reviewed by the Board of School Directors, the administration will present the updated job descriptions for Board approval at the August 21, 2023 Board meeting.

### **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**

Mtg Dates: Sept. 5, 2023   Oct. 2, 2023   Nov. 13, 2023   March 4, 2024   May 6, 2024

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

Mtg Dates: Oct. 16, 2023   Dec. 4, 2023   March 18, 2024   April 22, 2024   May 20, 2024   June 3, 2024

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

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

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

The July 18 meeting was cancelled and the next meeting is October 17 at 8 am.

**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**

Meeting adjourned at \_\_\_\_\_ pm, **August 7, 2023**

Next scheduled meeting is **August 21, 2023**

**Please Note:**

The **August 21** Board Meeting will be held in the High School Auditorium because of summer work at the Middle School.