

**Please note the Committee of the Whole Meeting will begin at 6:45 pm.**



## BOARD MEETING AGENDA

**9-23-2024**

7:30 PM - Big Spring Middle School Auditorium

- 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** - please sign-in on the clipboard for tonight's meeting
- 5. Public Comment Period**
- 6. Approval of Minutes**  
Motion to approve the [DIG Committee Minutes](#), [Committee of the Whole Meeting Minutes](#) and [Board Meeting Minutes](#) for September 9, 2024 as presented?

### 7. Financial Reports

#### 7.a. Payment of Bills

<u>Fund Name</u>	<u>Amount</u>	<u>Fund Accounting Payment Register</u>	<u>Fund Accounting Payment Summary</u>
General Fund - Procurement Card	\$19,020.47	<a href="#">Procurement Card - Detail</a>	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$3,171,729.48	<a href="#">General Fund - Detail</a>	<a href="#">General Fund - Summary</a>
Special Revenue	\$0.00	No Payments	No Payments
Capital Projects Reserve Fund	\$2,176,198.18	<a href="#">Capital Projects Reserve Fund - Detail</a>	<a href="#">Capital Projects Reserve Fund - Summary</a>
ESCO Fund	\$2,233,926.47	<a href="#">ESCO Fund - Detail</a>	<a href="#">ESCO Fund - Summary</a>
Cafeteria Fund	\$22,533.62	<a href="#">Cafeteria Fund - Detail</a>	<a href="#">Cafeteria Fund - Summary</a>
Student Activities	\$22,929.87	<a href="#">Student Activities - Detail</a>	<a href="#">Student Activities - Summary</a>

Total amount of all funds \$7,646,338.09. Motion to approve the Payment of Bills as presented

## 7.b. Treasurer's Fund Report

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project Report](#)
- [ESCO Fund Report](#)
- [Cafeteria Fund Report](#)
- [Student Activities Fund Report](#)
- [Student Activities Account Summary](#)
- [Investment Report](#)
- [Earned Interest and Bank Fees YTD for General Fund, Special Revenue, Capital Projects, ESCO and 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 [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.

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 Newville Elementary School Special Education Teacher

**Education:** Shippensburg University - Special Education and Early Childhood Education (Bachelor's Degree)

**Experience:** Cumberland Valley School District - Learning Support Teacher

The administration recommends the Board of School Directors appoint **Brooke Kotzmoyer** to the position of Newville Elementary School Special Education Teacher replacing DeAnna Antonicelli who resigned. The compensation for this position should be established at Bachelor's Degree step 2 \$60,629.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation.

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

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

- Joseph (Sam) Barnouski provided a letter of resignation from the extra-duty position of National Technical Honor Society Advisor.
- Cristen Barrick provided a letter of resignation from the position of Middle School Paraprofessional effective December 31, 2024 for the purpose of retirement.

Scott Penner, Director of Athletics and Student Activities, received the following extra-duty resignation:

- Lauren Hetrick provided a letter of resignation from the extra-duty position of Musical Assistant.
- Steven Parrish provided a letter of resignation from the extra-duty position of JV Softball Coach.

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

### **9.c. Recommended Approval of Extra-Duty Positions**

Dr. Nadine Sanders, Assistant Superintendent, recommends the following individuals based on the provisions of the Teacher Induction Program and the Collective Bargaining Agreement:

- Beth D'Agostino to serve as Mentor Teacher to Brooke Kotzmoyer.
- Amanda Webber to serve as Mentor Teacher to Rachael Landis.

Matthew Kump, Aquatics Director, recommends the following student for hire:

- Zaida Moore to serve as a Student Lifeguard and be compensated the hourly rate based on the Classified Compensation Plan.
- William Thompson to serve as a Student Lifeguard and be compensated the hourly rate based on the Classified Compensation Plan.

The administration recommends the Board of School Directors approve the 2024-2025 extra-duty personnel as presented.

## **10. New Business - Actions Items**

### **10.a. Recommended Approval of Memorandum of Understanding**

Dr. Nadine Sanders, Assistant Superintendent, has reviewed the [Memorandum of Understanding \(MOU\)](#) between Shippensburg University and Big Spring School District for concurrent enrollment of Big Spring juniors and seniors in their early childhood education program.

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

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

Nicole Donato, Director of Curriculum and Instruction, received a request from the following teacher to apply for a grant:

- Jenna McIntire, Middle School Ag Teacher, is requesting permission to apply for the 2024-2025 [PA Ag and Youth Grant](#).

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

#### **10.c. Recommended Approval of School Property Utilization**

- Carly Zinn, on behalf of Central Penn Youth Field Hockey League, is requesting use of the turf field on October 20, 2024 for games from 1:00 to 6:00 pm. Because the utilization request is on a Sunday, Board action is necessary.

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

#### **10.d. Recommended Approval of Payment for Bleachers**

At the September 9, 2024 meeting, the Board of School Directors approved the purchase of bleachers for use at the pool at a cost of [\\$22,745.00 from BSN Sports](#).

The administration recommends the Board of School Directors approve payment of the pool bleachers from the Capital Project Reserve Fund.

#### **10.e. Proposed Student Field Trip and Travel**

Dr. Michael Carnes, High School Principal, is requesting permission for High School World Language students to travel to New York City, tentatively scheduled for December 9, 2024.

Clarissa Nace, Middle School Principal, is requesting permission for a 6th grade student field trip to Pine Grove Furnace State Park tentatively scheduled for May 16, 2025.

The administration recommends the Board of School Directors grant approval for the student field trip and travel as presented.

#### **10.f. Recommended Approval of the Proposed Middle School FFA Program of Activities**

The officers and advisors of the Middle School FFA are requesting Board approval of the proposed 2024-2025 [Program of Activities](#).

The administration recommends the Board of School Directors approve the Program of Activities for the Middle School FFA as presented

#### **10.g. Recommended Approval of the Disenrollment Survey**

The DIG Committee has prepared a [Disenrollment Survey](#) and explanation letter and is requesting permission to distribute the survey by e-mail to disenrolled families from the 2020-2021 school year through the 2023-2024 school year and requests the survey be mailed by USPS for non-responders with support from the administration.

Approval of the explanation letter and survey is recommended by the DIG Committee as presented.

#### **10.h. 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.

#### **10.i. Recommended Approval of Repairing the Oak Flat Entrance Sign**

Three quotes have been secured by Tim Drawbaugh, Director of Maintenance Services, to repair the Oak Flat Elementary School sign which was damaged by a car. Administration has reviewed the quotes with the lowest [quote provided by Brough Masonry](#).

The administration recommends the Board of School Directors approve Brough Masonry to repair the Oak Flat sign as presented.

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

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

- Daniel B Krieg, Inc. - Seal Coating - [Invoice INV0314633](#) - 08/19/2024 - \$24,305.00
- Daniel B Krieg, Inc. - Seal Coating - [Invoice INV0314634](#) - 08/19/2024 - \$30,580.00
- Houck Services, Inc - Sidewalk Repairs - [Invoice 109549](#) - 08/28/2024 - \$14,200.00
- Trane U.S. Inc. - Camera System - [Invoice 314807215](#) - 08/29/2024 - \$151,268.00
- Houck Services, Inc - Sidewalk Repairs - [Invoice 109640](#) - 08/30/2024 - \$5,900.00

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

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

### **11.a. Proposed Updated Policies**

The Policy Committee proposes the updated policies listed below:

- [Policy 918](#) Parent and Family Engagement (Second Reading)
- [Policy 806](#) Child Abuse (Second Reading)

After the policies have been reviewed by a first and second reading with opportunities for public comment, the updated policies will be presented to the Board of School Directors for approval at the October 7, 2024 Board meeting.

### **11.b. Leave Requests**

- Jocelyn Kraus, High School Counselor, is requesting a leave of absence beginning Monday, October 7, 2024 through approximately Thursday, January 2, 2025 with a return date of Friday, January 3, 2025. According to Family and Medical Leave Policy 335 administrative, professional and support employees may request leaves of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

### **11.c. Contracted Staff**

Dr. Nadine Sanders, Assistant Superintendent, provides the following Contracted Staff update:

- Nicole Finkey to serve as an MDS Paraprofessional at Oak Flat Elementary School.
- Sally Hurley provided a letter of resignation from the ESS position of middle school paraprofessional effective September 27, 2024.
- Trevor Perry to serve as a Special Education Paraprofessional at the Middle School.

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

Dr. Nadine Sanders, Assistant Superintendent, recommends the following candidate to serve as long-term substitute teacher during the 2024-2025 school term:

- Lynne Chenot to serve as long-term substitute Teacher at Oak Flat Elementary School from October 2, 2024 through December 2, 2024 during Casey Barwin's leave of absence.

## **12. Board Reports**

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

Meeting Dates: October 2, December 4, February 5, April 2, and June 4

### **12.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle**

Meeting Dates: October 7, 2024 and November 18, 2024

### **12.c. Capital Area Intermediate Unit - Seth Cornman**

Meeting Dates: September 26, October 24, November 21, December 19, January 23, February 27, March 27, April 24, May 22, and June 26

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

Meeting Dates: September 23, October 28, November 25, and December 9.

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

Meeting Dates: October 7, 2024 - 6:00 pm, December 16, 2024 - 6:00 pm, February 18, 2025 - 6:30 pm, March 3, 2025 - 6:30 pm, April 7, 2025 - 6:30 pm, May 5, 2025 - 6:30 pm, and June 2, 2025 - 6:00 pm

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

Meetings are held at 6:30 pm: October 21, December 16, March 17, April 22, May 19, and June 2

**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**

Meetings: September 23, 2024 - 6:30 pm, October 21, 2024 - 6:00 pm, November 18, 2024 - 6:00 pm, January 20, 2025 - 6:30 pm, March 17, 2025 - 6:00 pm, April 22, 2025 - 6:00 pm, May 19, 2025 - 6:00 pm, and June 23, 2025 - 6:30 pm

**12.i. South Central Trust - Seth Cornman**

**12.j. Tax Collection Committee - David Fisher**

Meeting Date: October 15, 2024

**12.k. Wellness Committee - Seth Cornman**

**12.l. Future Board Agenda Items**

**12.m. 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, **September 23, 2024**

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