

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

September 23, 2024



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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 Middle School Auditorium at 7:30 pm with six (6) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Lisa Shade, Treasurer; David Fisher, Kenneth Fisher, and Frank Myers.

Absent: Julie Boothe, Seth Cornman and Robert Over

Others in attendance: Nicholas Guarente, Superintendent; Nadine Sanders, Assistant Superintendent; 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 – 80 visitors signed-in for the meeting

5. Public Comment Period

Michael Deihl offered a prayer of support for the Big Spring students, staff, and School Board.

Caroline Byers presented a petition to the Board of more than 200 tax payer signatures calling on Board Members to reinstate Stock and Leader as district solicitor and requested members to go on record publicly if they vote in favor of a new solicitor.

Michael Winkelman offered comments regarding transportation for his children who attend a non-public school in Carlisle and said they should not lose instructional time based on transportation services being provided by Big Spring because they are taxpayers and made an appeal to the Board for transportation times more aligned with the non-public school schedule.

5. Public Comment Period (continued)

Daniel Lehman offered comments regarding transportation for his children who attend a non-public school in Franklin County and said they are not comfortable with the transportation offered by Big Spring which would have his children ride a school bus to the high school and bring them home an hour early. He asked the Board to consider his request for a better transportation solution.

Rosie McCrea offered comments on Board members being asked questions during public comment and said according to the Sunshine Act, answering questions informally at a public meeting can reduce right to know requests which saves time and money. She asked why the Board is insisting to change the district solicitor.

David Ward offered comments of concern for the Disenrollment Survey proposed by the DIG Committee and said it is biased, inconsistent with capitalization, has poor grammar, and offers no consistency in the ordering of the answer options with biased logic for additional questions in the survey. He said there are multiple places where there should have been an and clause but it is an or statement. He encouraged the Board to release the original online survey for full transparency and testing.

Matt Soper offered comments on transparency and the use of social media by Board members and said deliberation should be taking place in open and public meetings. He questioned the solicitor interviews and asked why the current solicitor was omitted from the process. He said the public wants to hear what the Board has to say and where they stand and encouraged the Board to use the public meeting forum to answer questions.

Kathy Smyser shared comments on information she read on social media regarding furries in schools and said parents are concerned about this issue. She expressed concern for students going to cyber charter schools based on recent threats and shared concern for students struggling in reading. President Wardle assured everyone the Board takes threats very seriously and is doing everything in their power to keep students safe and said the Board values safety and the quality of education which is their top priority.

Josh Helm offered comments on the solicitor and said he thinks it is a good idea to break away and go with a new solicitor who he says he's heard is cheaper and well qualified.

Adam Oldham thanked the administration for extending solicitor services with Stock and Leader. He offered comments on the changing dynamics of the meeting audience and attendance which he says increased 192% in recent years and said the petition with hundreds of signatures expresses disagreement and concern by the people who actually live and work in our schools.

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?

Motion by Mr. Myers was seconded Mrs. Shade

Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle

Motion Carried unanimously. 6-0

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	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$3,171,729.48	General Fund - Detail	General Fund - Summary
Special Revenue	\$0.00	No Payments	No Payments
Capital Projects Reserve Fund	\$2,176,198.18	Capital Projects Reserve Fund - Detail	Capital Projects Reserve Fund - Summary
ESCO Fund	\$2,233,926.47	ESCO Fund - Detail	ESCO Fund - Summary
Cafeteria Fund	\$22,533.62	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$22,929.87	Student Activities - Detail	Student Activities - Summary

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

Motion by Mrs. Shade was seconded by Mr. Myers

Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle

Motion Carried unanimously. 6-0

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 – 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 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.

9.c. Recommended Approval of Extra-Duty Positions (continued)

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.

Motion by Mr. Myers was seconded by Mrs. Shade to combine and approve all items in New Business Personnel Action Items 9 (a) through 9 (c) as outlined and recommended above.

Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle

Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle

Motion Carried unanimously. 6-0

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](#).

10.b. Request to Apply for a Grant (continued)

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

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion to approve the survey by Mrs. Shade was seconded by Mr. K. Fisher

Motion to table the approval by Mr. Hippensteel was seconded by Mr. Myers

Voting Yes to table the survey: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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](#).

10.i. Recommended Approval of Repairing the Oak Flat Entrance Sign (continued)

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

Mr. Wardle announced the cost to repair the sign is covered by the car insurance of the person who damaged the sign.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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.

Motion by Mr. Myers was seconded by Mrs. Shade
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

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 Request

- 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 – Nothing Offered

12.b. Building and Property Committee - David Fisher, Mike Hippensteel, Robert Over, and John Wardle – Nothing Offered

12.c. Capital Area Intermediate Unit - Seth Cornman – Nothing Offered

12.d. Cumberland Perry Area CTC - John Wardle – Mr. Wardle stated he attended several recent meetings and the new director (Mr. Wolfe) will be starting soon. He said they continue to work through building project details and are trying to get the biggest bang for the buck based on what they can afford.

12.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade – Nothing Offered

12.f. Finance Committee - Julie Boothe, Frank Myers, Robert Over, and Lisa Shade – Nothing Offered

12.g. Future Ready Comp Plan Board Reps - Ken Fisher and Lisa Shade - Nothing Offered

12.h. Policy Review and Development Committee - Seth Cornman, Julie Boothe, David Fisher, and John Wardle – Nothing Offered

12.i. South Central Trust - Seth Cornman – Nothing Offered

12.j. Tax Collection Committee - David Fisher – Nothing Offered

12.k. Wellness Committee - Seth Cornman - Nothing Offered

12.l. Future Board Agenda Items – Nothing Offered

12.m. Superintendent's Report - Dr. Nicholas Guarente

Dr. Guarente said it was a pleasure to work with Mr. Wilson on Modern Band during his sabbatical.

Dr. Guarente highlighted the High School hosted FFA state officers last week which was an outstanding event and benefits our students with workshop opportunities.

Dr. Guarente extended congratulations to our students and Dr. Nobile on a successful Bulldog Band Brawl which after a little rain was a beautiful evening and included schools from Cumberland, Dauphin, Franklin and York Counties.

Dr. Guarente said the High School will offer a STEM event on Tuesday hosted by Junior Achievement for 9th grade students.

Dr. Guarente stated we will have a group of chorus members travel and participate in the Battle of the Springs event which is an excellent opportunity for our students to collaborate and learn from others.

Dr. Guarente stated Oak Flat has a new program called Buddy Classrooms which pairs 5th grade with 2nd grade, 4th grade with 1st grade, and 3rd grade with kindergarten to develop leadership, engagement, and a sense of belonging.

Dr. Guarente congratulated the volleyball team for winning the Gettysburg Tournament this past weekend, said the Ben Bloser Cross Country Invitational was a success with Asher Baker finishing 18th and Gavin Wenger finishing 19th out of 2,400 runners. He said field hockey, volleyball, and football are all in the hunt for a District III playoff spot.

Dr. Guarente said we are monitoring overall costs of the project and leak costs at the CTC and said there will be an October budget presentation to see where things stand.

Dr. Guarente reminded everyone of the student early release on Friday for Staff Development.

13. Meeting Closing

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

Mr. Myers thanked everyone for attending the meeting and thanked Dave Ward for his comments on the survey and said he agrees it needs some work.

Mrs. Shade shared details on the transparency and changes to the meeting agenda format and said the current Board helped create the agenda as we see it today which provides links to detailed information including financials and payment of bills, curriculum, policies, and job descriptions which she said is a serious adjustment to what is now provided to the public.

Mr. Hippensteel said the girls' soccer team won this evening and he is wearing a sample t-shirt being sold to benefit the senior class in case anyone is interested in supporting them.

President Wardle said we are entrenched in the school year and he wants everyone to know the Board is listening and working to give our students a solid future.

13.b. Adjournment

Motion to adjourn the meeting by Mrs. Shade was seconded by Mr. Myers
Voting Yes: D. Fisher, K. Fisher, Hippensteel, Myers, Shade, and Wardle
Motion Carried unanimously. 6-0

Meeting adjourned at **8:26 pm, September 23, 2024**

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

A handwritten signature in blue ink that reads "Julie S. Boothe". The signature is written in a cursive style with a large, looped 'J' and 'B'.