

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

January 20, 2025



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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 8:00 pm with eight (8) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Lisa Shade, Treasurer; Julie Boothe, Secretary; Seth Cornman, Kenneth Fisher, Frank Myers, and Robert Over.

Absent: David Fisher

Others in attendance: Nicholas Guarente, Superintendent; Nadine Sanders, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Cristy Lentz, Business Manager; Thomas Breth, Solicitor (Virtual); 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

- Staff Recognition – Mallory Farrands on behalf of the BSEA Board Relations Committee thanked the Board for their service and said the Board Appreciation Meal for School Board Appreciation Month scheduled for this evening will be rescheduled.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors - 26 visitors signed in for the meeting

5. Public Comment Period

Michael Deihl offered a prayer for the students, staff, administration, Board, and community.

Charlotte McDonald offered comments on the Guidance Plan and expressed concern for DEI, requested the solicitor review the document and said we need to get it out of our schools.

Lawrence Flynn offered comments of concern for the elementary math process demonstrated on a staff video at last month's meeting.

Steve Ginter offered comments on the Student Representative to the Board policy and said it could be better phrased for sentence structure and suggested it be reviewed.

6. Approval of Minutes

Motion to approve the [DIG Committee](#), [Finance Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for December 16, 2024 as presented?

Motion by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

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	\$17,624.67	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$5,362,899.05	General Fund - Detail	General Fund - Summary
Special Revenue	\$1,501.46	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$231,437.49	Capital Projects Reserve Fund - Detail	Capital Projects Reserve Fund - Summary
Cafeteria Fund	\$150,972.11	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$45,308.54	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$5,809,743.32

Motion to approve the Payment of Bills as presented by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

7.b. Treasurer's Fund Report

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project 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, 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 High School English Teacher

Education: Indiana University of Pennsylvania - English Education (Bachelor's Degree)

Experience: South Middleton School District - Middle School English Teacher

The administration recommends the Board of School Directors appoint **Adam McKeehan** to the position of High School English Teacher replacing Jennie Ortiz who resigned. The compensation for this position should be established at Bachelor's Degree Step 1 \$60,229.00 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 Extra-Duty Personnel

Dr. Nadine Sanders recommends the following extra-duty staff:

- Stephanie Devonald to serve as Mentor Teacher to Christa Rine at Mount Rock Elementary School for second semester replacing Leslie Locy.
- Andrea Lehman to serve as Mentor Teacher to Brooke Kotzmoyer at Newville Elementary School for second semester replacing Beth D'Agostino.
- Kelly Schenk to serve as Mentor Teacher to Adam McKeehan.

Scott Penner, Director of Athletics and Student Activities, recommends the following extra-duty staff:

- Kate Barrick to serve as 2024-2025 Co-Assistant JV Coach for Softball.
- Joshua Calaman to serve as 2024-2025 Middle School Head Coach for Girls Soccer.
- Levi Fertig to serve as 2025-2026 High School Assistant Coach for Girls Soccer.
- Lindsay Graham to serve as 2025-2026 High School Assistant Coach for Girls Soccer.
- Lindsay Graham to serve as 2024-2025 Middle School Assistant Coach for Girls Soccer.
- Lonnie McKillip II to serve as 2024-2025 Co-Assistant JV Coach for Softball.
- Dustin Rook to serve as a Volunteer Coach for the Wrestling Program.
- Seth Stover to serve as a Volunteer for the Soccer Program.

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

9.c. Recommended Approval of Resignations

The administration received the following staff resignations:

- Christa Daugherty provided a letter of resignation from the extra-duty position of High School Co-FBLA Advisor.
- Theodore Frengel provided a letter of resignation from the position of Assistant Coach for Middle School Track.
- Scott Martin provided a letter of resignation from the position of Maintenance Technician effective January 30, 2025.
- Austin Myers provided a letter of resignation from the extra-duty position of Head Coach for Middle School Track.
- Ashley Nevling provided a letter of resignation from the position of Accounting Controller effective January 10, 2025.

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

9.d. Recommended Approval of Leave Without Pay

Section 6.09 of the contract between the Big Spring Education Association and the Big Spring School District provides "The Board may grant leave without pay to an employee who requests prior approval for such leave." Superintendent Dr. Nicholas Guarente received a request for leave without pay from the following employee:

- Kirsty Herb, Newville School Counselor, is requesting leave without pay for March 20, 2025.

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

9.e. Recommended Approval of a Technology Student Intern

Robert Krepps, Director of Technology, recommends a student intern to assist in various technology projects across the district:

- Logan Rockwell to serve as a Student Intern to the Technology Department and be compensated at \$11.61 an hour based on the 2024-2025 Classified Staff Compensation Agreement.

The administration recommends the Board of School Directors approve the 2024-2025 student intern as presented.

9.f. Recommended Approval of Custodial Staff

Ms. Cheri Frank, Director of Custodial Services, is recommending a new custodial hire:

- Tammy Hamilton to serve as a full-time second shift Custodian at the High School to replace Cullen Willock. The starting rate should be \$16.10 per hour for the 2024-2025 school year pending receipt of all required employment documentation. 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 hire as presented.

9.g. Recommended Approval of an Accounting Controller

Jo Ann Negley is recommended to serve as Accounting Controller replacing Ashley Nevling who resigned. The position is 8 hours a day with 232 work days and Ms. Negley's compensation for this position should be established at \$64,500.00 pending receipt of all required employment documentation. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan.

Education: Big Spring High School and Computer Learning Network (Certificate in Computer Operations)

Experience: Shippensburg Area School District - Accounting Controller

The administration recommends the Board of School Directors approve Ms. Negley's hire and salary 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 (g) as outlined and recommended above.

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10. New Business - Actions Items

10.a. Recommended Approval of Proposed Updated Policy

The Policy Committee has proposed the updated policy listed below:

- [Policy 004.1](#) Student Representative to the Board

The updated policy is proposed to the Board of School Directors for approval as presented.

Motion to approve by Mr. Cornman was seconded by Mrs. Shade

Mr. Myers said he believes this policy still needs some work as suggested during public comment. Mr. Over asked if we have someone on staff who could review it and Dr. Guarente said yes. The Board discussed the wording, intention, and grammar of the policy.

Motion by Mr. Over to table approval of the policy for proofreading and cleanup which was seconded by Mr. Myers. Mrs. Shade asked the definition of cleaning up the policy and Mr. Over stated revision for clarity and grammar and a return to the policy committee for their next meeting.

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.b. Recommended Approval of School Property Utilization

- Mike Gutshall, on behalf of Jersey Outlaw Softball is requesting use of the High School softball field and Mt. Rock Elementary Gym for softball practices from January through August, 2025. Because the utilization includes Sundays, Board action is necessary.

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

Motion by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.c. Proposed Job Description

The administration has developed the job description listed below:

- [801 - School Police Officer](#)

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

Motion by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.d. Recommended Approval of Fundraisers

Clarissa Nace, Middle School Principal, recommends approval of the following 2024-2025 fundraiser:

- Carnation Flower Sale in February to benefit the Middle School Student Council.

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2024-2025 fundraisers:

- Advertisements for the outfield fence banners to benefit the Softball Program.
- Email fundraising campaign [Snap Raise](#) through Mr. Mike Wood from March 8 - 22, 2025 to benefit the Softball Program.
- Car Show on April 14, 2025 (Sunday) from 7:30 am until 3:00 pm in the High School Parking Lot to benefit the Softball Program.

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

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.e. Recommended Approval of Cumberland Perry Area Career & Technical Center 2025-2026 General Fund Budget Proposal

Cumberland Perry Area Career & Technical Center has prepared a [General Fund Budget](#) for the 2025-2026 school year for consideration by the Board.

The administration recommends the Board of School Directors approve the proposed 2025-2026 CPACTC General Fund Budget as presented with the understanding that the actual cost for Big Spring's participation in the Career & Technical Center will be determined based on final enrollment calculations.

Motion by Mr. Myers was seconded by Mr. Cornman and Mrs. Boothe called the roll for this vote.

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.f. Recommended Approval of Tax Collector Compensation Plan Resolution

Pursuant to Section 36a of the Local Tax Collection Law, municipalities and school districts have the ability to change tax collector compensation only once every four years. The compensation structure must be in place “prior to the fifteenth day of February of the year of the municipal election.” It ensures that persons running for tax collector in the primary election and municipal elections of 2025 have notice of the compensation structure prior to making the decision to run for the four-year term of office.

The administration recommends the Board of School Directors approve the revised [Tax Collector Compensation Plan Resolution](#).

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.g. Recommended Approval of Agreement

Superintendent Dr. Nicholas Guarente and Nicole Deutsch, Supervisor of Transportation have reviewed the [Agreement](#) between Paylor Transport and Big Spring School District to provide supportive transportation services for the 2024-2025 school year.

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

Motion by Mrs. Boothe was seconded by Mr. Cornman

Mr. Over expressed concern for the agreement but Dr. Guarente said right now, this will serve a specific need to meet our obligation which the current contractor is unable to meet. Dr. Guarente said we will be going to RFP for regular and nonpublic transportation services.

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.h. Recommended Approval of Proposal for Audit Services

The District requested a proposal for audit services from Boyer & Ritter LLC starting with audit year ending June 30, 2025. The firm provided the District with three proposals to include a one-year engagement, a three-year engagement and a five-year engagement.

The administration recommends the Board of School Directors accept the [five-year engagement proposal](#).

Motion by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.i. Recommended Approval of the K-12 Guidance Plan (Chapter 339)

Dr. Nadine Sanders, Assistant Superintendent, has updated and prepared the proposed 2025-2028 K-12 Guidance Plan (Chapter 339):

- [K-12 Guidance Plan 2025 - 2028](#)
- [Monthly Guidance Services Calendar](#)
- [Career Resources](#)
- [CTE Career Guidance Service Activities and Opportunities](#)
- [Career Placement Services](#)
- [Delivery System](#)

The administration recommends the Board of School Directors approve the proposed K-12 Guidance Plan as presented.

Motion by Mr. Myers was seconded by Mr. Cornman

Mrs. Boothe said she agrees with public comment this evening pertaining to the Guidance Plan and said number 1 seems incorrectly worded as ...support access to and equity of opportunities for all students and said it should be changed to support access to and equal opportunities for all students.

Motion to amend the plan where it says equity of opportunities for all students to equal opportunities for all students in #1 of the K-12 Guidance Plan was seconded by Mr. Cornman.

Voting Yes to amend the wording: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

Voting on the original motion to approve the plan with amended wording Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

11. New Business - Information Item

11.a. Contracted Staff Update

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

- Cynthia Balestier to serve as a full-time contracted Laurel Life Counselor beginning January 2, 2025 replacing Ariel Helm who resigned.
- Sarah Finkenbinder provided a resignation from the position of ESS Paraprofessional at Mount Rock Elementary School effective January 30, 2025.
- Christie Main to serve as an ESS Paraprofessional at the Middle School.
- Olivia Stanton to serve as New Story Teacher in the Consortium Classroom at Oak Flat Elementary School replacing Sarah McCleaf.
- Danyelle Stone to serve as an ESS MDS Paraprofessional at the Middle School.
- Icia Zinn provided a resignation from the position of ESS Direct Care Paraprofessional at Oak Flat Elementary School.

11.b. Student Eligible for Early Graduation

Based on the successful completion of course work, Carson Hetrick is eligible for early graduation for the 2024-2025 school year and is also eligible to participate in the graduation ceremony in May.

11.c. Attorney General Assembly

Mr. Mitchell from the PA Office of Attorney General will be speaking to students in grades 4-12 about [Digital Citizenship](#) on January 27 and January 29, 2025. Presentation by school assembly will be made to the 4th and 5th grade students, middle school students, and high school students at separate times.

11.d. Buildings and Property Committee Meeting

The January 20, 2025 Buildings and Property Committee Meeting at 6:00 pm was advertised by public notice in the December 25, 2024 edition of the Newville Valley Times Star.

11.e. Appointment of a School Police Officers for Big Spring School District

Shane Cohick and Kyle Schlusser have been appointed School Police Officers of Big Spring School District being subject to the powers, duties, and requirements of the Public School Code of 1949, as amended, Section 1302-C and have been authorized by Order of Court dated January 6, 2025 in the Court of Common Pleas of Cumberland County.

11.f. Donation Recognition

The Big Spring School District received a donation of STEM Center Items which was accepted by Superintendent Dr. Nicholas Guarente for use in the Elementary Schools.

11.g. Proposed 2025-2026 School Calendar

The administration has drafted a proposed [School District Calendar](#) for the 2025-2026 school year and is provided as an information item which will be included on the February 18, 2025 Agenda as an action item.

11.h. Recommendation for New Curricular Resource

Listed below is a science, technology & engineering, environmental literacy & sustainability (STEELS) curricular resource recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, for review by the Board which will be presented for approval at the February 18, 2025 Board Meeting:

- [Amplify Elementary Science](#) for grades K - 3

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 [CAIU](#) – Nothing Offered

12.d. Cumberland Perry Area CTC - John Wardle and Mike Hippensteel – President Wardle said they are looking for building project bids and next year's budget is being approved. He said Director Tom Wolfe has communicated that signups are starting for next year.

12.e. DIG Committee - Julie Boothe, Chair Seth Cornman and Lisa Shade – Mrs. Boothe invited everyone to join the DIG Committee at the next meeting which is February 18 at 6:30 pm.

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 – Chairman Cornman stated they are working hard to get policies updates and said Mrs. Boothe is working on a priority list of policies for updates.

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

12.j. Tax Collection Committee - David Fisher - Mrs. Lentz said the committee met on January 14 for the election of officers and committee representatives and said the next meeting is April 15.

12.k. Wellness Committee - Seth Cornman – Mr. Cornman said because of staff changes, the Wellness Committee has not met.

12.l. Future Board Agenda Items – Nothing Offered

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

Dr. Guarente thanked Dr. Oldham for his impromptu contribution and his scheduled presentation this evening.

Dr. Guarente said January is School Board Appreciation Month and expressed a sincere appreciation of our Board Members serving the Big Spring Community. Dr. Guarente shared special recognition from the Pennsylvania School Boards Association of members with 5 years of service and presented a certificate to Frank Myers and John Wardle.

13. Meeting Closing

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

President Wardle thanked Dr. Guarente for his hard work and decision making for our students and our staff and commended him for his communication.

Mr. Cornman wished everyone a safe trip home this evening.

Mr. Myers thanked Dr. Oldham for his participation this evening and his off the cuff and planned presentation. Mr. Myers said it is a sad week with the closing of Saylor's Market and thanked the Saylor's for all they've done for our staff, students, and community and said they have employed a lot of our students. Mr. Myers also shared, Larry and Pat Wilhide have volunteered 10 years of service to the PAW Packs Program which he said has been a great service to our students. He said the Wilhide's are planning to move on to other things so he suggested thank-you letters be sent to the Saylor's and Wilhide's thanking them for their commitment to our Bulldog Families.

Mrs. Shade said we have nearly reached the halfway point as we close out the first semester. She thanked the staff and everyone for their hard work and wished everyone a great start to the third marking period and rest of the year.

Mrs. Boothe thanked the solicitor who joined the meeting remotely this evening and said today is a big day as we remember Dr. Martin Luther King Jr. and she shared her favorite quote about one having not only a legal but a moral responsibility to obey just laws and a moral responsibility to disobey unjust laws.

Mr. Wardle said today is a big day - remembering MLK, a new president and the new year. He said we are getting students ready for graduation and it is time to work as a team and time for our community to draw together. He encouraged everyone to have an open mind and a work together mindset.

13.b. Adjournment

Motion to adjourn the meeting by Mrs. Shade was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, K. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

Meeting adjourned at **8:57 pm, January 20, 2025**

Next scheduled meeting is **February 18, 2025 at 7:30 pm**

