

# BOARD MEETING AGENDA

**AUGUST 19, 2024**

7:30 PM - Middle School Auditorium

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- 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** - 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 August 5, 2024 as presented?

## 7. Financial Reports

### 7.a. Payment of Bills

General Fund

|                               |           |                     |                        |                         |
|-------------------------------|-----------|---------------------|------------------------|-------------------------|
| Procurement Card              | \$        | 15,584.40           | <a href="#">Pcard</a>  |                         |
| Checks/ACH/Wires              | \$        | 3,410,897.00        | <a href="#">Detail</a> | <a href="#">Summary</a> |
| Special Revenue               | \$        | 2,415.21            | <a href="#">Detail</a> | <a href="#">Summary</a> |
| Capital Projects Reserve Fund | \$        | -                   |                        |                         |
| ESCO Fund                     | \$        | -                   |                        |                         |
| Cafeteria Fund                | \$        | 28,325.41           | <a href="#">Detail</a> | <a href="#">Summary</a> |
| Student Activities            | \$        | 23,389.89           | <a href="#">Detail</a> | <a href="#">Summary</a> |
| <b>Total</b>                  | <b>\$</b> | <b>3,480,611.91</b> |                        |                         |

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](#)

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 High School Social Studies Teacher - Anna Stroup

##### Education:

Washington and Jefferson College - History (Bachelor's Degree)

Wilson College - Teacher Internship Program

##### Experience:

Washington and Jefferson College - Historical Researcher

The administration recommends the Board of School Directors appoint **Anna Stroup** to the position of High School Social Studies Teacher replacing Timothy Kireta 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 and an Emergency Permit as defined by the PA Department of Education until such time as full certification is received.

#### 9.b. Recommended Approval of Extra-Duty Positions

Dr. Nadine Sanders, Assistant Superintendent, recommends the following individual for an extra-duty position:

- Lauren Hetrick for the extra-duty position of Mentor Teacher to Anna Stroup, High School Social Studies Teacher replacing Timothy Kireta.

Dr. Abigail Leonard, Director of Student Services, recommends the following individuals for extra-duty positions:

- Kristen Boles for the extra-duty position of Co-Student Assistance Program Coordinator for Middle School replacing Anne Fulker who retired.
- Lauren Swigart for the extra-duty position of Co-Student Assistance Program Coordinator for Elementary School replacing Kristen Boles who transferred.

### **9.b. Recommended Approval of Extra-Duty Positions (continued)**

Clarissa Nace, Middle School Principal, recommends the following individuals for extra-duty positions:

- Kyna Morgan for the extra-duty position of Middle School FFA Assistant Advisor replacing Alison Brown.
- Chelsey Piper for the extra-duty position of Middle School Student Council Advisor replacing Emma Shutt.
- Michael Spears for the extra-duty position of Middle School Student Council Advisor replacing Millie Gilbert.
- Rebecca Whigham for the extra-duty position of Middle School After School Club Advisor replacing Luke Nerone.

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

- Logan Brennen to serve as a Volunteer Coach for Football.
- Bryce Fisher to serve as Marching Band Field Staff.
- Tiarra Husband to serve as Marching Band Field Staff.
- Trent Snader to serve as High School Assistant Coach for Boys Wrestling.

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

- Micah Artz to serve as a Remote Learning Instructor.
- Tyler Henry to serve as a Remote Learning Instructor
- Lauren Hetrick to serve as a Remote Learning Instructor.
- Matthew Kump to serve as a Remote Learning Instructor.
- Cherie Powell for the extra-duty position of Professional Development/Wellness Committee replacing Melissa Oberdorf.
- Corrin Ward to serve as Assistant Department Head for Science.

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

### **9.c. Recommended Approval of Administrative Assistant**

The administration recommends Nicole Coy as a 232-day Administrative Assistant for Student Services replacing Erin Ford who has resigned. Ms. Coy will work 7.75 hours per day at the D14 step of the 2024-2025 Classified Compensation Plan. This hire is subject to the Probationary Period as spelled out in the Classified Compensation Plan. Employment is pending receipt of all required employment documentation.

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

#### **9.d. Recommended Approval of Resignation**

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

- Steven Bloser has resigned from the position of High School Custodian.

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

#### **9.e. Recommended Approval of a Substitute Custodian**

Cheri Frank, Director of Custodial Services, recommends a substitute custodian for the 2024-2025 school year:

- Parker Drawbaugh to serve as a Substitute Custodian beginning August 20, 2024 and be compensated \$16.10 per hour based upon the 2024-2025 Classified Compensation Agreement.

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

#### **9.f. Recommended Approval of a 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 2024-25 school year:

- Aidan Sallie

The administration recommends the Board of School Directors approve hiring Aidan Sallie as a paid intern in the business office at a rate of \$11.61 per hour not to exceed 20 hours per week.

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

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

Scott Penner, Director of Athletics and Student Activities, has reviewed the Physician Services [Agreement](#) between Pinnacle Health Medical Services and Big Spring High School to conduct PIAA pre-participation physical examinations and provide athletic event coverage.

Nicole Deutsch, Supervisor of Transportation, has reviewed the [Capital Area Intermediate Unit Transportation Agreement](#) for the 2024-2025 school year, which provides off-site transportation for special needs and early intervention students.

Dr. Nicholas Guarente, Superintendent, has reviewed the CASSP Elementary School Based Program Letter of [Agreement](#) for 2024-25 to provide mental health and other support services to elementary students and families.

Dr. Nicholas Guarente, Superintendent, has reviewed the Operation and Maintenance [Agreement](#) for District Classroom Space to operate and maintain space for use by the CAIU for the 2024-2025 early intervention and preschool program located at Oak Flat Elementary School.

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

#### **10.b. Recommended Approval of the High School TSI Non-Title I School Plan**

As required by the PA Department of Education and State Board Regulations, the Board of Education for the Big Spring School District must review and approve the Big Spring High School TSI Non-Title 1 School [Plan](#).

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

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

- Jason Zimmerman on behalf of BSYSA is requesting use of High School Soccer Field #6 from August 25 through October 27, 2024 with games on August 25, September 15, September 29, October 6, and October 27, 2024 beginning after 1:00 pm. Because the utilization request includes Sundays, Board action is necessary.
- Nadja Liptak on behalf of Nikolic Soccer, Inc. is requesting use of the High School Turf Field from August 25 through September 29, 2024 with games on August 25, September 8, September 15, September 22, and September 29, 2024 beginning after 1:00 pm. Because the utilization request includes Sundays, Board action is necessary.

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

#### **10.d. Recommended Approval of Belco and ACNB Employee Access**

The administration recommends the Board of School Directors approve adding Cristy Lentz to the Belco and ACNB accounts for account access and removing Michael Statler from the accounts.

#### **10.e. Recommended Approval of Procurement Card List for FY25**

Attached is a document showing the FY 25 procurement card holders along with their limits.

The administration recommends the Board of School Directors approve procurement cards for the personnel listed at the limits shown.

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

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

- Daniel B Krieg - Seal Coating - [0314236](#) - 07/19/2024 - \$29,920.00
- Daniel B Krieg - Seal Coating - [0314484](#) - 08/06/2024 - \$3,045.00
- Custom Cut Flooring - HS Big Spring School Library Carpet - [2129](#) - 07/31/2024 - \$38,201.55

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

**10.g. Recommended Approval of Updated Curriculum**

The following updated curriculum is being recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction:

- [First Grade ELA](#) (revised)
- [First Grade Writing](#) (revised)
- [Third Grade Writing](#) (revised)
- [Sixth Grade Physical Education I](#) (revised)
- [Sixth Grade Physical Education II](#) (revised)
- [Seventh and Eighth Grade Health B](#) course (revised)

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

**10.h. Recommended Approval of Fundraisers**

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

- Meat Raffle through October to benefit the Boys Wrestling Program.

William Wonders, Newville Elementary School Principal, recommends approval of the following 2024-2025 fundraisers:

- [R & K Subs](#) during the month of September to benefit Newville Elementary School PTO
- Shamrock Shuffle to benefit Newville Elementary School PTO

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

**10.i. Recommended Approval of Tuition Waiver**

The current Collective Bargaining Agreement provides non-resident teachers and employees the opportunity to choose to send their children to the Big Spring School District free of tuition. Based on Article 10.08 Non-Resident Student Tuition, the administration recommends granting a 2024-2025 tuition waiver exemption effective October 1, 2024 to the following student:

| Last Name | First Name | Gr | Building Assignment |
|-----------|------------|----|---------------------|
| Black     | Hanna      | 10 | High School         |

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

**10.j. PTO Audit Letter for 2023-2024**

The Big Spring School District received a letter advising the 2023 - 2024 PTO financial report was accepted with auditing standards for the following building:

- Newville Elementary School PTO - [letter](#) from Dolores Wiser

The administration recommends the Board of School Directors accept the 2023-2024 PTO audit letter as presented.

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

The Oak Flat sign is in need of repair due to a car hitting the sign. The District received two repair [quotes](#) and received \$5,000 from the car owner's insurance company to help cover the costs.

The administration recommends the Board of School Directors approve Myers Landscaping and Lawn Care to repair the sign.

#### **10.l. Recommended Approval of Student Trip**

Clarissa Nace, Middle School Principal, recommends approval of the following student trip:

- Big Spring Middle School FFA Officer Retreat on August 30, 2024. (This trip is re-scheduled from June 24, 2024)

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

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

#### **11.a. The Western PA School for Blind Children**

The Western PA School for Blind Children is a private licensed school within the Commonwealth of Pennsylvania that provides educational services to children with special education requirements. Dr. Abigail Leonard, Director of Student Services, has reviewed the Behavior Technician Services Agreement for a Big Spring student receiving services during the 2024-2025 school year.

#### **11.b. Contracted Staff**

Dr. Abigail Leonard, Director of Student Services, provides the following Contracted Staff updates:

- Emily Georgia to serve as a full-time Occupational Therapist for Skybound Pediatric Therapy beginning August 20, 2024.
- Jocelyn Hayslett to serve as a full-time ESS Paraprofessional at Newville Elementary School.
- Kaitlyn Miller has resigned the ESS Paraprofessional position at Oak Flat Elementary School.
- Micah Peairs has resigned the ESS Paraprofessional position at the Middle School.
- Jennifer Rhoads to serve as a full-time Principal's Discretion ESS Paraprofessional at Oak Flat Elementary School.
- Hailey Voorhees to serve as the certified Occupational Therapy Assistant from Skybound Pediatric Therapy beginning August 20, 2024.
- Lanie Weigand has resigned the ESS Paraprofessional position at the Middle School.
- Emma Zeigler to serve as a full-time Principal's Discretion ESS Paraprofessional at Oak Flat Elementary School.

### **11.c. Proposed Updated Policy**

The Policy Committee proposes the updated policy listed below:

- [Policy 009](#) School Board Policies (Second Reading)

Administration proposes the updated policy listed below:

- [Policy 626.1](#) Travel Reimbursement - Federal Programs (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 September 9, 2024 Board meeting.

### **11.d. Appointment of a School Police Officer for Big Spring School District**

Michael Sturm has been appointed School Police Officer 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 has been authorized by Order of Court dated August 8, 2024 in the Court of Common Pleas of Cumberland County.

## **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: August 22, 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: August 26, September 23, October 28, November 25, and December 9.

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

Meeting Dates:

- September 9, 2024 - 6:30 pm
- 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
- 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:

- August 19, 2024 - 6:30 pm
- 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
- 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, **August 19, 2024**

Next scheduled meeting is **September 9, 2024 at 7:30 pm**