



# BOARD MEETING AGENDA

**JUNE 22, 2026**

7:30 PM - Middle School Auditorium

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1. **Opening Meeting: Call to Order/Pledge** – President John Wardle or Vice-President Mike Hippensteel
2. **Student/Staff Recognition and Board Reports**
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 [Finance Committee](#) and [Board Meeting Minutes](#) for June 8, 2026 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	\$21,779.67	<a href="#">Procurement Card - Detail</a>	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$3,694,283.24	<a href="#">General Fund - Detail</a>	<a href="#">General Fund - Summary</a>
Special Revenue	\$2,610.30	<a href="#">Special Revenue - Detail</a>	<a href="#">Special Revenue - Summary</a>
Capital Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$161,090.91	<a href="#">Cafeteria Fund - Detail</a>	<a href="#">Cafeteria Fund - Summary</a>
Student Activities	\$63,969.85	<a href="#">Student Activities - Detail</a>	<a href="#">Student Activities - Summary</a>

Total amount of all funds **\$3,943,733.97**

Motion to approve the Payment of Bills as presented

## 7.b. Treasurer's Fund Report

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Reserve 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 Reserve, 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.

## 7.d. Budgetary Transactions

Motion to approve [Budgetary Transfers](#) for May 2026 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 into one motion.

### 9.a. Recommended Approval of Resignations

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

- Jennifer Chamberlin provided a resignation from the position of Supervisor of Special Education.
- Mallory Farrands provided a resignation from the extra-duty position of Induction Coordinator.

### **9.a. Recommended Approval of Resignations (continued)**

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

- Frank Landis provided a resignation from the position of Head Middle School Boys Wrestling Coach with a desire to remain a volunteer coach.

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

### **9.b. Recommended Transfer of Classified Staff**

Dr. Nadine Sanders, Assistant Superintendent, would like to recommend the following classified staff member for 2026-2027 transfer:

- Nicole Swarner from the position of Administrative Assistant for Student Services to the position of Administrative Assistant to the Assistant Superintendent with no change in hours or days worked or placement on the classified pay scale.

Dr. Trisha Reed, Director of Student Services, would like to recommend the following classified staff member for 2026-2027 transfer:

- Shantay Gantz from High School Paraprofessional ILS Vocational Coach to High School Paraprofessional ILS Vocational Programming Coordinator which is a change to step E25 on the classified pay scale for the 2026-2027 school year with no change in hours per day or days per school year.

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

### **9.c. Recommended Approval of a Newville Elementary Special Education Teacher - Hannah Lorenzo**

#### **Education:**

Freed-Hardman University - Arts & Humanities Elementary Education (Bachelor's Degree)

#### **Experience:**

Big Spring School District - Substitute Teacher

The administration recommends the Board of School Directors appoint **Hannah Lorenzo** to the position of Special Education Teacher at Newville Elementary School replacing Beth D'Agostino who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$64,241.00 for the 2026-2027 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 all required employment documentation including a Temporary Teaching Permit with ongoing compliance of the requirements as defined by the PA Department of Education until such time as full special education certification is received for this position.

#### **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:

- Megan Frantz, Oak Flat Teacher, is requesting leave without pay for September 11, 2026.

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

#### **9.e. Recommended Approval of a High School English Teacher - Bailey Milnik**

##### **Education:**

Shippensburg University - English/Secondary Certification - Bachelor's Degree

##### **Experience:**

Shippensburg Area School District - English Teacher

The administration recommends the Board of School Directors appoint **Bailey Milnik** to the position of High School English Teacher replacing Kelly Schenk who transferred. The compensation for this position should be established at Bachelor's Degree step 3, \$65,041.00 for the 2026-2027 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District pending receipt of all required certification and employment documentation.

#### **9.f. Recommended Approval of an Elementary Special Education Teacher - Janae Maiden**

##### **Education:**

Wilson College - Special Education - Bachelor's Degree

##### **Experience:**

Gettysburg Area School District - Special Education (Lifeskills) Teacher

The administration recommends the Board of School Directors appoint **Janae Maiden** to the position of Special Education Teacher for Autism at Oak Flat Elementary School. The compensation for this position should be established at Bachelor's Degree step 3, \$65,041.00 for the 2026-2027 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District pending receipt of all required certification and employment documentation.

#### **9.g. 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 payroll and human resources personnel. The 2026-2027 salaries established for these positions are based on the current contract between the Big Spring Education Association and the Big Spring School District.

**9.g. Recommended Approval of the Fall Coaching Roster (continued)**

The administration recommends the Board of School Directors approve the fall coaching roster for 2026-2027 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.

**9.h. Recommended Approval of a Middle School English Teacher - Kaitlyn McCann**

**Education:**

Shippensburg University - English - Bachelor's Degree

**Experience:**

ESS - Substitute Teacher

The administration recommends the Board of School Directors appoint **Kaitlyn McCann** to the position of Middle School English Teacher replacing Emma Shutt who resigned. The compensation for this position should be established at Bachelor's Degree step 1, \$64,241.00 for the 2026-2027 school year, based on the current contract between the Big Spring Education Association and the Big Spring School District pending receipt of all required certification and employment documentation

**9.i. Recommended Approval of Extra-Duty Staff**

Nadine Sanders, Assistant Superintendent, recommends the following:

- Megan Anderson to serve as year one mentor to Bailey Milnik.
- Barb Dellinger to serve as year one mentor to Kaitlyn McCann.
- Emily Moyer to serve as year one mentor to Janae Maiden.
- Kacey O'Donnell to serve as year one mentor to Hannah Lorenzo.

Scott Penner, Director of Athletics and Student Activities, recommends the following:

- Michael Clelan to serve as Head High School Girls Wrestling Coach.
- Ryan Long to serve as a Volunteer for the Golf Program.
- Benjamin Motter to serve as Assistant High School Golf Coach.

Matthew Kump, Aquatics Director, recommends the hire of 2026 extra duty staff:

- Rebekah Fertig to serve as a Student Lifeguard
- Mattea Penner to serve as a Student Lifeguard

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

**10. New Business - Actions Items**

**10.a. Authorization for Summer 2026**

The Board of School Directors authorizes the Superintendent to issue a letter of employment to any candidate being offered a position in the Big Spring School District during the summer months, when school is not in session, to serve as an official employment letter, thus allowing a 60-day hold by other districts to begin immediately, if applicable, with formal approval to take place at the first regular meeting in August.

The Board of School Directors authorizes the Business Manager to issue payments in June and July 2026 to close out fiscal year 2025-2026 and ensure services do not lapse. Record of payments will be submitted to the Board of School Directors at the first regular meeting in August for formal approval.

**10.b. Recommend Approval of Capital Project Payments**

The following invoices for the security camera replacement project were approved at the April 20, 2026 meeting and are presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- B&H Photo - [INV245235700](#) - \$1,836.00
- B&H Photo - [INV245237744](#) - \$ 459.00
- B&H Photo - [INV245195443](#) - \$ 796.00
- B&H Photo - [INV245386690](#) - \$1,518.00
- B&H Photo - [INV245386694](#) - \$3,036.00
- B&H Photo - [INV245342357](#) - \$ 918.00
- B&H Photo - [INV245342548](#) - \$1,836.00
- B&H Photo - [INV245347741](#)- \$1,194.00

The following invoice for the Oak Flat audio system replacement project was approved at the April 20, 2026 meeting and is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- A/V Solutions - [INV8133](#) - \$15,811.34

The following invoice for the High School TV Studio Upgrades project was approved at the June 8, 2026 meeting and is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- Illuminated Integration - [INV4731](#)- \$71,152.20

The administration recommends the Board of School Directors approve these invoices to be paid from the General Fund Assigned Fund Balance for Capital Projects as presented.

**10.c. Recommended Approval of an Updated Curricular Resource**

The updated curricular resource listed below was presented at the June 22, 2026 meeting for review and is recommended by Nicole Donato, Director of Curriculum and Instruction, for approval:

- Century 21 Accounting General Journal, Publisher Cengage - Copyright 2027 to replace the current 2011 textbook

The administration recommends the Board of School Directors approve the updated curricular resource as presented.

**10.d. Recommended Approval of Transportation Software and Features**

Through our partnership with Krise Transportation, the District has access to the basic version of Tyler Technologies' Traversa bus routing software at no cost. The District is currently piloting the system and has been very satisfied with its performance and functionality. Based on this positive experience, the District recommends discontinuing its Transfinder subscription prior to its renewal. The resulting cost savings from the Transfinder subscription can be reallocated to cover the majority of the reoccurring costs to add tablets and the My Ride App at an annual cost of \$11,049. One-time upfront investment of \$53,012 for the tablets, installation and training is proposed to be paid from General Fund Assigned Fund Balance designated for Summer 2026 Capital Projects.

The administration recommends the Board of School Directors approve the [quote](#) as presented.

**10.e. Recommended Acknowledgement of Additional 2025-2026 and 2026-2027 Krise Employees**

Krise Transportation Inc. has submitted additional drivers for the 2025-2026 and 2026-2027 school year.

The administration recommends the Board of School Directors acknowledge receipt of the additional employees for Krise Transportation.

**10.f. Big Spring High School Agriculture Onsite Approved Program Technical Evaluation**

The Bureau of Career and Technical Education performed an approved program technical evaluation for the 2025-2026 Agriculture Production Program and provided commendations, recommendations, and corrections. Administration recommends approval of the High School's Approved Program Technical Evaluation [Corrective Action Plan](#) and the action steps stated in the plan.

The administration recommends the Board of School Directors approve the evaluation and corrective action steps as presented.

**10.g. Recommended Approval of Snow Removal Services RFP**

The snow removal agreement ended in FY26. The District updated its previous [request for proposals](#) to include the addition of the High School sidewalks.

The administration recommends the Board of School Directors approve the release of the bid specification for snow removal as presented.

**10.h. Recommended Approval of Utilization**

- Dani Teter, on behalf of the Big Spring Cheer Program, is requesting use of the high school commons, outside area and pool for Cheer Camp August 16 - 18, 2026. Because the utilization request includes a Sunday, board action is necessary.

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

**10.i. Recommended Approval of Agreements**

Dr. Nicholas Guarente, Superintendent, received correspondence regarding the Shippensburg Study Council 2026-2027 Renewal of Membership [Invoice Agreement](#) at a cost of \$350.00.

Dr. Nadine Sanders, Assistant Superintendent, reviewed the [CAIU Title III Consortium Agreement](#) for the 2026-2027 school year. The agreement defines how the CAIU Title III Consortium will meet the Title III requirements and details the roles and responsibilities of the member districts and the fiscal agent of the consortium during the 2026-2027 school year.

Scott Penner, Director of Athletics and Students Activities, reviewed and recommends the following for approval:

- 3 Year Agreement with [Hudl, Inc.](#) to provide a platform for livestreaming athletic events.
- [Ambulance Agreement](#) with Friendship Hose Company #1 for 2026-2027 services.

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

**10.j. Recommended Approval of Technology Service Renewals**

The district utilizes the [Google Education Plus](#) platform for classroom management, digital storage, email, video conferencing, and privacy and security tools used by all students and staff. The current agreement with Google expires in August 2026. The district purchases Google licensing through the IU13 statewide software sales consortium.

A 36-month renewal paid annually would cost \$54,087.00 with annual payments and coverage as follows: 8/9/26 - 8/9/27 - \$16,599.00 8/9/27 - 8/9/28 - \$18,744.00 8/9/28 - 8/9/29 - \$18,744.00

**10.j. Recommended Approval of Technology Service Renewals (continued)**

The district utilizes [SentinelOne](#), which is designed to protect the district’s entire digital infrastructure—including laptops, desktops, servers and school networks—from cyber threats. The current agreement with SentinelOne expires June 30, 2026. The district purchases SentinelOne licensing through the IU15 purchasing consortium.

A 36-month renewal paid \$31,190.00 annually would cost \$93,570.00 for coverage July 1, 2026 through June 30, 2029.

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

**10.k. Recommended Approval of Head Start Sponsor-to-Sponsor Agreement & MOU for 2026-2027**

The administration has reviewed the [Sponsor-to-Sponsor Agreement](#) and [MOU](#) for 2026-2027. This agreement is entered into for the purpose of our partnership with Head Start and for purchasing meals for the operation of a nonprofit food service program for Head Start that will be supplied by Big Spring School District according to the terms of the agreement.

The administration recommends the Board of School Directors approve the 2026-2027 agreement as presented.

**10.l. Recommended Approval of Fundraisers**

Scott Penner, Director of Athletics and Student Activities, requests approval of the following 2026-2027 fundraisers:

- Hand-scooped ice-cream at the Newville Community Fair on July 9-11, 2026 to support the Tempus Club.
- Paint War on September 18, 2026 to benefit the Mini-Thon Club.
- Trunk or Treat in October 2026 to benefit the Mini-Thon Club.
- Stall Day in November 2026 to benefit the Mini-Thon Club.
- Trivia Night in December 2026 to benefit the Mini-Thon Club.
- Volleyball Tournament January 2027 to benefit the Mini-Thon Club.
- Bingo in February 2027 to benefit the Mini-Thon Club.
- 5K Race to be scheduled to benefit the Mini-Thon Club.
- Teacher vs. Student Basketball or Volleyball Game to be scheduled to benefit the Mini-Thon Club.
- Restaurant Nights during the school year to benefit the Mini-Thon Club.
- Gold Out Games during the school year to benefit the Mini-Thon Club.
- Mini Mini-Thon (for younger students) April, 2027 to support the Mini-Thon Club.
- Soak a Senior in May 2027 to benefit the Mini-Thon Club.
- Harrisburg Senators Night in August/September to benefit 2027 Post Grad.
- Yeti Raffle in the summer of 2026 to benefit 2027 Post Grad.

### 10.l. Recommended Approval of Fundraisers (continued)

- Meat Bundle Raffle in the winter to benefit 2027 Post Grad.
- Bingo (Penn Township Firehall) to benefit 2027 Post Grad.
- Car, Tractor, Vendor Show tentatively fall to benefit 2027 Post Grad.
- 50/50 Raffles at Home Football games to benefit 2027 Post Grad.
- Spirit wear sale fall and spring to benefit 2027 Post Grad.
- Yard Sign Sale fall and spring to benefit 2027 Post Grad.
- Craft/Vendor Show winter and spring to benefit 2027 Post Grad.
- R&K Sub Sales [Online Fundraisers - Traditional Fundraising & Catering for Central PA - R&K Subs](#) or Marianna's Subs and Salsa [The Fundraiser that Sells Itself | Marianna's Fundraisers](#) in the winter to benefit 2027 Post Grad
- Holiday Wreath making in November/early December to benefit 2027 Post Grad.
- Golf Tournament in the spring to benefit 2027 Post Grad.
- Hershey Bears Night in January/February to benefit 2027 Post Grad.
- Various Restaurant nights through the school year to benefit 2027 Post Grad.
- Blanket Fundraiser in the fall to benefit 2027 Post Grad.
- Cornhole Tournament in the winter/early spring to benefit 2027 Post Grad.
- [Flower Fundraiser - Stauffers of Kissel Hill](#) to benefit 2027 Post Grad.
- Gift Card Calendar Raffle in the spring to benefit 2027 Post Grad.
- [Fundraising with Nothing Bundt Cakes® | Earn Up to \\$2 Per Bundtlet - Nothing Bundt Cakes](#) in the winter to benefit 2027 Post Grad.
- [The Eggroll Lady | Palmyra PA | Facebook](#) in the winter to benefit 2027 Post Grad.

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

### 10.m. Recommended Approval of Equipment Disposal

The Facilities Department is requesting permission to dispose of equipment that is no longer useful as outlined in attachment [one](#) and [two](#).

The administration recommends the Board of School Directors approve the request to dispose of the equipment as presented, per Board Policy 706.1.

### 10.n. Approve 2026 Summer Capital Project

Administration is recommending approval of the following 2026 Summer Capital Project:

Building	Project	Cost	Vendor	Funding Source
Middle School	<a href="#">Boiler Plant Fuel Switch</a> which is an incremental step to a full boiler replacement.	\$363,554.00	McClure Company	General Fund - Assigned Fund Balance for Capital Projects

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

## 11. New Business - Information Item

### 11.a. Proposed Job Descriptions

Administration is proposing the following updated job descriptions:

- [307 School Psychologist](#)
- [325 Induction Coordinator](#)
- [326 Cross Country Course Manager](#)
- [415 Wellness Coordinator](#)
- [512 Administrative Assistant to the Assistant Superintendent](#)
- [518 Administrative Assistant to Curriculum and Technology](#)
- [519 Human Resources Coordinator](#)

After the job descriptions have been reviewed by the Board of School Directors, they will be presented for Board approval at the August 3, 2026 Board meeting.

### 11.b. Leave Request

Lauren Hetrick, High School Social Studies Teacher, is requesting a leave of absence beginning Monday, September 14, 2026 through approximately Friday, November 20, 2026 with a return date of Monday, November 23, 2026. According to Family and Medical Leave Policy 335, administrative, professional and support employees may request a leave of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

### 11.c. Recommendation of Curriculum

Listed below is new and updated curriculum recommended by Nicole Donato, Director of Curriculum and Instruction, for review by the Board. The curriculum will be presented for approval at the August 3, 2026 Board Meeting:

High School Courses

- [AP Biology](#) (updated 2025)
- [Animal Science](#) (revised)
- [Ceramics](#) (revised)
- [Do It Yourself Home Projects](#) (revised)
- [Entrepreneurship](#) (revised)
- [Introduction to Agribusiness](#) (revised)
- [Introduction to Artificial Intelligence](#) (new)
- [Lifelong Adventure Fitness and Wilderness First Aid](#) (new)
- [Marine and Ocean Studies](#) (revised)
- [Mass Media](#) (revised)
- [Personal Finance](#) (revised)

### 11.c. Recommendation of Curriculum (continued)

- [Public Speaking](#) (revised)
- [Small Gas Engines](#) (revised)
- [Statistics](#) (revised)
- [Symphonic Winds and Wind Ensemble](#) (revised Band curriculum)
- [TV Production](#) (revised)

#### Middle School Courses

- [Band](#) (revised)
- [Careers in Music](#) (new)

### 11.d. Legal Notices

Legal notice of [2026-2027 School Board Meetings](#) will be published in the June 24, 2026 edition of the Valley Times Star.

Legal notice of advertisement for invitation to bid on the sale of the Pine Road property will be published in the June 24, July 1, and July 8, 2026 edition of the Valley Times Star and the June 23, June 30, July 7 and July 14, 2026 editions of The Sentinel.

### 11.e. Extended School Year Educational Services Contracts

Administration has reviewed the 2025-2026 Service Contracts for students receiving extended school year services provided by The Vista School.

## 12. Board Reports

**12.a. Athletic Council - Ben Brown, Mike Hippensteel, Frank Myers, and John Wardle**

**12.b. Building and Property Committee - Ben Brown, David Fisher, Mike Hippensteel, and Lisa Shade**

**12.c. Capital Area Intermediate Unit - Alison Mellott [CAIU](#) Meeting: June 25**

**12.d. Cumberland Perry Area CTC - John Wardle Alternate: Mike Hippensteel Meetings: June 22 and July 27**

**12.e. Finance Committee - Julie Boothe, Frank Myers, Lisa Shade, and John Wardle**

**12.f. Future Ready Comp Plan Board Reps - Julie Boothe and Lisa Shade**

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

**12.h. Tax Collection Committee - David Fisher Meetings: July 14, 2026 and October 13, 2026**

**12.i. Wellness Committee - Seth Cornman and Alison Mellott**

**12.j. Future Board Agenda Items**

**12.k. Superintendent's Report - Dr. Nicholas Guarente**

**13. Second Public Comment**

**14. Meeting Closing**

**14.a. Business from the Floor/Board Member Comment**

**14.b. Adjournment**

Meeting adjourned at \_\_\_\_\_ pm, **June 22, 2026**

Next scheduled meeting is **August 3, 2026 at 7:30 pm**