



SCHOOL BOARD MEETING AGENDA

SEPTEMBER 1, 2026

7:30 PM - Middle School

1. Opening Meeting: Call to Order/Pledge - President John Wardle

✓ Executive Session Announcement

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 [Committee of the Whole](#) and [Board Meeting](#) Minutes for August 17, 2026 as presented?

7. Old Business

7.a. Consideration of a Curriculum Committee

Mrs. Boothe recommends a motion for the administration to plan for and organize a Curriculum Committee, a standing committee of the board, involving at least 2 board members and allowing public input in the planning process through open and advertised meetings at intervals appropriate for current planning processes and curriculum updates, as is done by 72% of school districts in the state. Administration will bring completed plans back to board for final approval in September.

7.b. Motion for Action by the Board for the Creation of a Curriculum Committee

Mrs. Boothe recommends the logistical planning and implementation of a Curriculum Committee.

7.c. Reading of the Sealed Bids

Sealed bids were accepted through August 31, 2026 for the property on Pine Road in Penn Township. Sealed bids were advertised to be publicly read aloud and the successful bidder shall receive fee simple title to the property by quit claim deed. Closing on the property shall occur within 60 days of acceptance of the bid. The school district reserves the right to reject any and all bids, and/or to waive any informality, infirmity, omission, defect, irregularity and/or disqualifying error in any bid.

7.d. Consideration of Sealed Bids

Consideration of accepting the highest and best offer for the district real estate on Pine Road, Newville.

8. New Business Personnel Items - Actions Items

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #8 into one motion.

8.a. 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:

- Kayla Nailor, Mount Rock Teacher, is requesting leave without pay for Monday, January 4, 2027 through Friday, February 19, 2027 with a return date of Monday, February 22, 2027.

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

8.b. Recommended Approval of Administrative Assistant

The administration recommends Allison Wilson as a 190-day Administrative Assistant for Middle School Counseling replacing Cynthia Kanc who is retiring. Ms. Wilson will work 7.5 hours per day at the H1 step of the 2026-2027 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.

8.c. Recommended Approval of Extra-Duty Staff

Clarissa Nace, Middle School Principal, requests approval of the following:

- Katelyn Minnich to serve as interim 8th Grade Team Leader during Ellie Hinkle's leave of absence.

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

- Olivia Kay Ball to serve as a Volunteer for the Boys Soccer Program.
- Adam Hicks to serve as Assistant Coach for the Girls Wrestling Program.
- Kylee Teter to serve as a Volunteer Coach for the Cheer Program.
- Caitlyn Swintosky to serve as a Volunteer for the Volleyball Program.

8.c. Recommended Approval of Extra-Duty Staff (continued)

Dr. Nadine Sanders, Assistant Superintendent, requests approval of the following:

- Scott Anderson to serve as Year 1 Mentor to Long-Term Substitute High School Social Studies Teacher Nicholas Yosler.

Nicole Donato, Director of Curriculum and Instruction, requests approval of the following:

- Sara VanderHeijden to serve as Grade 4 Level Leader replacing Alicia Mowery who resigned.

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

8.d. Recommended Approval of Resignation

Administration received the following professional staff resignation:

- Dr. Trisha Neibert-Reed provided a resignation from the position of Director of Student Services.

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

8.e. Recommended Approval of an Athletic Department Student Intern

Scott Penner, Director of Athletics and Student Activities, based on a recommendation from Cherie Powell, High School Career Coordinator, requests approval of a student intern to assist the athletic department:

- Luke Myers to serve as a Student Intern to the Athletic Department and be compensated at \$12.35 an hour based on the current Classified Staff Compensation Agreement.

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

8.f. Recommended Approval of Staff Transfer

The administration will transfer the professional staff listed below for the 2026-2027 school year. The transfer is in accordance with Board Policy 309, Assignment and Transfer:

- Clayton Maiden from the position of 3rd Grade Teacher at Oak Flat Elementary to the position of 4th Grade Teacher at Oak Flat Elementary until a permanent replacement is hired for the position vacated by Alisha Mowery.

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

9. New Business - Action Items

9.a. Recommended Approval of Contract Agreements and Membership

Dr. Nicholas Guarente, Superintendent, received communication regarding the following agreements and membership:

- PA Principals Association [Agreement for Services](#) for Interim Instructional Leadership due to staffing vacancy in the Student Services Department.
- River Rock Academy LLC [Contract for Reservation](#) and Transportation Services for [Alternative Education for Disruptive Youth](#) for the 2026-2027 school year.
- Pennsylvania Association of Rural and Small Schools [2026-2027 Membership](#).

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

- Rs Entertainment Services [Contract](#) for DJ Services on October 3, 2026 for the high school Homecoming Dance.

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

9.b. Recommended Approval of Proposed New Policy

Administration proposed the following new policy which was provided at the August 17, 2026 meeting as an informational item:

- [609 Investments](#)

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

9.c. Recommended Acknowledgement of Additional 2026-2027 Krise Employees

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

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

9.d. PTO Audit Letter for 2025-2026

The Big Spring School District received a letter advising the 2025 - 2026 PTO financial report was accepted with auditing standards for the following building:

- [Oak Flat PTO](#) - letter from Mabel VanScyoc

The administration recommends the Board of School Directors accept the 2025-2026 PTO audit letter as presented.

9.e. Recommended Approval of a Field Trip and Student Travel

High School Principal, Dr. Michael Carnes, is requesting approval of the following field trip:

- High School World Language level II or higher students to New York City on Monday, December 14, 2026 to visit the United Nations Headquarters and the Museum of Modern Art.

Scott Penner, Director of Athletics and Student Activities, is requesting permission for advisor and student travel to the following events:

- October 20 - 24, 2026: National FFA convention, Indianapolis, Indiana
- February 20 - 21, 2027: ACES conference, Harrisburg, PA
- March 14 - 16, 2027: SLLC conference, Harrisburg, PA
- June 8 - 10, 2027: FFA state competitions, State College, PA

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

9.f. Recommended Approval of Athletic Sponsors

Scott Penner, Director of Athletics and Student Activities, requests approval of the following athletic sponsors:

- Graham Medical Clinic
- Glow Getter Studio LLC
- RRI Design (Race Ready Ink)
- Myers Landscaping
- DHL Supply Chain
- Big Spring Physical Therapy and Sports Medicine
- Salzmann Hughes, P.C. Attorneys at Law

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

9.g. Recommended Approval of Fundraisers

Clarissa Nace, Middle School Principal, requests approval of the following:

- Cherrydale [Season of Joy](#) and [Gourmet Cookies and More](#) Fundraiser September 10 through September 24, 2026 with delivery on November 4, 2026 to benefit middle school students.
- Spirit Wear Fundraiser November 2 - 20, 2026 to benefit Student Council.
- Valentine Carnation and Candy Gram Fundraiser the week of February 1, 2027 to benefit Student Council.

9.g. Recommended Approval of Fundraisers (continued)

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

- Bier Acres fall mum sale September 2 - 30, 2026 to benefit the Cheer Program.

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

9.h. Recommended Approval of WAN and Internet Services through CAIU

At the February 17, 2026 Board Meeting, the Board of School Directors approved the [Letter of Commitment](#) with Capital Area Intermediate Unit (CAIU) for Internet access, content filtering, firewall, and monitoring services for all district buildings. The CAIU has concluded the bid process to determine final consortium pricing. The Technology Department recommends approval of the 5-year agreement with the CAIU, which is a decrease of approximately \$2,200 per year. The Solicitor has also reviewed the agreement.

The administration recommends the Board of School Directors approve the [5-year agreement](#) with the CAIU for Internet access, content filtering, firewall, and monitoring services.

9.i. Recommend Approval of Capital Project Payment

The following invoice for the brick repointing project approved at the April 20, 2026 meeting is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- Structural Restoration Services - [Inv #116933](#) - \$67,890.00

The following invoices for the boiler plant fuel switch project approved at the June 22, 2026 meeting is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- McClure Company - [Inv #1](#) - \$84,297.00

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

10. New Business - Information Item

10.a. Leave Requests

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:

- Alexa Maier, High School Business Teacher, is requesting a leave of absence beginning Monday, January 18, 2027 through approximately Sunday, April 11, 2027 with a return date of Monday, April 12, 2027.
- Genelle Walden, High School Special Education Teacher, is requesting a leave of absence beginning Monday, August 31, 2026 through approximately Friday, September 11, 2026 with a return date of Monday, September 14, 2026.

10.b. Contracted Staff Update

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

- Susan Lower to serve as a Long-Term Substitute Teacher for High School Business during Alexa Maier's leave of absence.
- Brooke Mansfield to serve as a Long-Term Substitute Teacher for Middle School Art during Laura Grove's leave of absence.
- Micah Stevenson to serve as a Long-Term Substitute Teacher for High School Social Studies during Justin Rosas' leave of absence.

Dr. Trisha Reed, Director of Student Services, provides the following Contracted Staff Updates:

- Cheyenne Givler has transferred to the MDS Classroom at Oak Flat Elementary to serve as an ESS Paraprofessional II.
- Christie Main has transferred from an ESS Paraprofessional position at the Middle School to an ESS Direct Care Paraprofessional position at the High School.

10.c. Proposed New Policy

Administration has proposed the following new policy for review by the Board:

- [Evidence Storage and Security of Property](#)

After the policy has been reviewed by the Board of School Directors and Solicitor, the administration will present the policy for Board approval at the September 21, 2026 Board meeting.

10.d. Revised 2023-2024 Audited Financial Statements

A misstatement error was brought to Administration's attention under Note 13 in the 2023-2024 Audited Financial Statements. The last sentence under Note 13 previously read "Expenditures in the Capital Reserve Fund and Expenses in the Governmental Activities were **overstated** by \$39,362 for the year ended June 30, 2023." The Audited Financial Statements have been updated to correctly read "Expenditures in the Capital Reserve Fund and Expenses in the Governmental Activities were **understated** by \$39,362 for the year ended June 30, 2023." The [revised 2023-2024 Audited Financial Statements Report](#) is attached and has been uploaded to the District's website.

10.e. Tenure Status

Assistant Superintendent, Dr. Nadine Sanders, recommends the following temporary professional employee for tenure based upon completion of 3 full years of satisfactory service and ratings at the Big Spring School District:

- Gwyneth Forster

10.f. Proposed Job Description

Administration is proposing the following updated job description:

- [112 Director of Special Education](#)

After the job description has been reviewed by the Board of School Directors, it will be presented for Board approval at the September 21, 2026 Board meeting.

11. Board Reports

11.a. Athletic Council - Ben Brown, Mike Hippensteel, Frank Myers, and John Wardle - Meetings: October 7, December 2, February 3, April 7, and June 9

11.b. Building and Property Committee - Ben Brown, David Fisher, Mike Hippensteel, and Lisa Shade - Meetings: Oct. 5 and Nov. 16

11.c. Capital Area Intermediate Unit (shared seat with SASD) - Alison Mellott [CAIU](#)

11.d. Cumberland Perry Area CTC - John Wardle Alternate: Mike Hippensteel - Meetings: Sept. 28, Oct. 26, Nov. 23, Dec. 14, Jan. 25, Feb. 22, March 22, Apr. 26, May 24, and June 28

11.e. Finance Committee - Julie Boothe, Frank Myers, Lisa Shade, and John Wardle - Meetings: Oct. 19, Dec. 1, Mar. 15, Apr. 19, May 17, and June 7

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

11.g. South Central Trust - Seth Cornman

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

11.i. Wellness Committee - Seth Cornman and Alison Mellott

11.j. PSBA 2026 Voting Delegates: Ben Brown and Seth Cornman - Delegate Assembly Saturday, November 7, 2026 at 9:00 am at the CV School District Mountain View Auditorium.

11.k. Future Board Agenda Items

11.l. Superintendent's Report - Dr. Nicholas Guarente

Monthly Enrollment effective August 25, 2026

Total Students Active Enrollment	Cyber Charter School Enrollment Regular Ed	Cyber Charter School Enrollment Special Ed	Approved Home Education	CPACTC
Total Active Enrollments 2,337				
BCA/CVA Students 92	130	85	217	109
Total In-Person Students 2,245				

12. Second Public Comment

13. Meeting Closing

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

13.b. Adjournment

Meeting adjourned at _____ pm, **September 1, 2026**

Next scheduled meeting is **September 21, 2026 at 7:30 pm**