



BOARD MEETING AGENDA

SEPTEMBER 21, 2026

7:30 PM - Middle School Auditorium

- 1. Opening Meeting: Call to Order/Pledge** - President John Wardle
- 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 September 1, 2026 as presented?

7. Financial Reports

7.a. Payment of Bills

Payment of Bills

Fund Name	Amount	Fund Accounting Payment Register	Fund Accounting Payment Summary
General Fund - Procurement Card	\$15,570.22	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$4,066,211.32	General Fund - Detail	General Fund - Summary
Special Revenue	\$1,236.05	Special Revenue - Detail	Special Revenue - Summary
Capital Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$60,179.66	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$25,444.65	Student Activities - Detail	Student Activities - Summary

Total amount of all funds \$4,168,641.90

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.

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 2026-2027 Extra Duty Staff

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

- Nathaniel Gutshall to serve as Year 1 Mentor to long-term substitute social studies teacher Micah Stevenson.

Matthew Kump, Aquatics Director, requests approval of the following students to serve as 2026-2027 lifeguards to support the Aquatics Program:

- Jordynn Baum, Abigail Christopher, Dylan Madorsky, Kiley Roberts, and Liam Souder

9.a. Recommended Approval of 2026-2027 Extra Duty Staff (continued)

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

- Nicole Deutsch to serve on the Professional Development Committee replacing Meagan Brackbill who is now serving as the Wellness Coordinator.

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

- Chloe Cornman to serve as TV Studio Advisor for the Middle School replacing Karlyn Miller who resigned.
- Kyna Morgan to serve as the 7th Grade Team Leader for the Middle School replacing Emma Shutt who resigned.

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

- Laila Moore to serve as a Volunteer to the Field Hockey Program.
- Elenee Margarite Peters Raudenbush to serve as a Volunteer Coach for the independent Tennis participant (pending receipt of updated clearances).

The administration recommends the Board of School Directors approve the 2026-2027 extra-duty staff as presented.

9.b. Recommended Approval of Resignations

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

- Isabella Llaguno provided a resignation from the position of Musical Assistant.

Stacy Lehman, HR Coordinator, received the following extra-duty resignation:

- Joseph (Sam) Barnouski provided a resignation from the position of National Technical Honor Society Advisor.
- Jocelynn Eltringham provided a resignation from the position of Mini-Thon Program Assistant.
- Rebecca Whigham provided a resignation from the position of After School Club Advisor.

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

9.c. Recommended Approval of Professional 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:

- Crystal Martin from the position of K-5 Gifted Support Teacher to K-8 Gifted Support Teacher replacing Stacey Gibb who will be retiring.

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

10. New Business - Actions Items

10.a. 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.

10.b. Recommended Approval of Proposed New Policy

Administration proposed the following new policy which was provided at the September 1, 2026 meeting as an informational item:

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

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

10.c. Recommended Approval of Agreements

Dr. Nicholas Guarente, Superintendent, reviewed and recommends approval of the following:

- Levin Legal Group Engagement with the Big Spring School District to provide the following services: investigator and, if requested, decision-maker services under Title IX.

Under a new law recently enacted by the Pennsylvania General Assembly, beginning with the 2026-27 school year, high school students enrolled in Pennsylvania public and non-public schools must file the Free Application for Federal Student Aid (FAFSA) with the Department of Education or submit an opt-out form before completing high school. To assist with the tracking of this requirement, High School administration reviewed and requests approval of the following agreement:

- [PHEAA](#) High School Remote Access, Confidentiality & Indemnification Agreement, and Authentication for remote access.

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

10.d. Recommended Approval of Fundraisers

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

- [Country Meat Sticks](#) fundraiser September 28 - October 14, 2026 to benefit the Junior Class Officers.
- [Marianna's Subs and Pizza](#) fundraiser October 1 - 16, 2026 to benefit the Class of 2030.

10.d. Recommended Approval of Fundraisers (continued)

- Spirit Wear fundraiser September 22 - October 2, 2026 to benefit the High School Choirs.
- Handmade bracelets and pictures fundraiser September 25, 2026 - May 28, 2027 to benefit the Bocce Team.

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

- T-Shirt fundraiser in October, 2026 to benefit the Middle School National Junior Honor Society student activity account.
- Peanut butter egg sale in March, 2027 to benefit the Middle School National Junior Honor Society student activity account.

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

10.e. Recommended Approval of 2026-2027 IDEA Subgrant Contracts

Mrs. Cristy Lentz, Business Manager, has received notification from the Capital Area Intermediate Unit that the Big Spring School District is allotted the following federal IDEA funds for 2026-2027:

[IDEA Part B \(SA\)](#) - \$509,438.42 (a decrease of \$48,779.64 from the previous year)

[IDEA Section 619 \(EI\)](#) - \$4,500.00 (an increase of \$2,772 from the previous year)

The administration recommends the Board of School Directors approve the attached 2026-2027 Subgrant Contracts and establish all of the required accounts necessary to administer this funding in accordance with the grant guidelines.

10.f. Recommended Approval of Utilization

- Jessica Moore, on behalf of Big Spring Youth Soccer Association, is requesting use of the high school pool and commons on November 15, 2026 for an end of season celebration. Because the utilization request is on a Sunday, board action is necessary.
- Jason Zimmerman, on behalf of Big Spring Youth Soccer Association, is requesting use of the turf field and fields 2, 3, 4, 5, and 6 for a Soccer Rumble Tournament May 1 - 2, 2027. Because the utilization request includes a Sunday, board action is necessary.

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

10.g. Recommend Approval of Capital Project Payment

The following invoice for the Oak Flat Water Heater Replacement project approved at the April 20, 2026 meeting is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects:

- Lobar - [Invoice 261075-1F](#) - \$39,753.00

10.g. Recommend Approval of Capital Project Payment (continued)

The following invoice for the Middle School auditorium light replays/control board project approved at the April 20, 2026 meeting is presented for payment within the General Fund from the Assigned Fund Balance for Capital Projects;

- A/V Solutions - [Invoice 8196](#) - \$4,785.63

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 - [Invoice 5079](#) - \$43,810.30

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

10.h. Recommended Approval of SRS Brick Repointing Change Order

Structural Restoration Services (SRS) identified concerns with deteriorated metal masonry ladder reinforcement while performing the base bid brick repointing work located outside the art room/pond wall at Mount Rock Elementary. SRS has provided the District with a change order to correct the deteriorated ladder reinforcement. Ms. Cheri Frank has reviewed the change order in the amount of \$9,936.00 and recommends the change order be approved. Funds for the change order would be paid for from the General Fund Assigned Fund Balance for Capital Projects.

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

10.i. Recommended Approval of Investment Plan

The District works closely with Pennsylvania School District Liquid Asset Fund (PSDLAF) to invest monies above current cash flow needs. To comply with Policy 609, the fiscal year [2026-2027 investment plan](#) for the General Fund, Capital Reserve Fund, and Cafeteria Fund is attached. This investment plan will utilize permissible investments as outlined in PA School Code Section 440.1 and those strategies include investing in Local Government Investment Pool (LGIP), savings, and term deposits. The length of fixed investments will be determined by projected cash flow needs. This plan will not utilize any Act 10 of 2016 investment strategies. In addition to the investment plan, PSDLAF has provided the District with a [Letter of Safety](#) outlining the collateral and review process for the investments. Also, attached is the most current [PSDLAF Annual Report](#) and [S&P Global Ratings Report](#) for the LGIP investment strategy to comply with the LGIP requirements noted in Policy 609.

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

10.j. Case A

The parents of Case A of the 2026-2027 school year waived their right to a formal student discipline hearing before the Board of School Directors. The student will be excluded for 25 days pending completion of the Student Assistance Program which may reduce the 25 day exclusion by 15 days to a 10 day exclusion. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason without direct approval from the high school principal.

The administration recommends the Board of School Directors exclude the student in Case A of the 2026-2027 school year as presented.

10.k. Recommended Approval of Student Field Trips

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

- National Junior Honor Society students and advisors to the State Capital on Tuesday, November 10, 2026 to tour, sit in on a session, and hopefully meet local representatives.
- Sixth Grade students and staff to Pine Grove Furnace State Park, tentatively scheduled for Thursday, May 20, 2027 pending final transportation confirmation.

Dr. Carnes, High School Principal, requests approval of the following field trip:

- FBLA students and advisor to attend the State Leadership Workshop at the Kalahari Resort in Pocono Mountain, PA from November 1 to November 2, 2026.

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

11. New Business - Information Item

11.a. Contracted Staff Update

The Director of Student Services provides the following contracted staff updates:

- Kathy Failor to serve as an ESS Paraprofessional for Principal's Discretion at Newville Elementary School.
- Jennifer Kline to serve as an ESS Paraprofessional for Emotional Support at Oak Flat Elementary School.
- Rachel (Poet) Lane to serve as an ESS Paraprofessional for Autism Support at Mount Rock Elementary School.
- Marissa Stephens to serve as Kelly Services Support Personnel in the Middle School MDS Classroom.

11.a. Contracted Staff Update (continued)

Stacy Lehman, HR Coordinator, provides the following contracted staff update:

- Milena Ladlee to serve as Kelly Services Support Personnel in the Middle School MDS Classroom.

Dr. Nadine Sanders, Assistant Superintendent, provides the following contracted staff updates:

- Charles (Jeff) Reese to serve as an ESS Paraprofessional at Oak Flat Elementary School.
- Kaylee Rowe to serve as an ESS Paraprofessional for Lifeskills at the Middle School.

11.b. 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:

- Corrin Ward, Middle School Science Teacher, is requesting a leave of absence beginning Tuesday, September 15, 2026 through Tuesday, October 6, 2026 with a return date of Wednesday, October 7, 2026.
- Rebecca Whigham, Middle School Family and Consumer Science Teacher, is requesting a leave of absence beginning Monday, January 4, 2027 through Friday, January 29, 2027 with a return date of Monday, February 1, 2027.

According to Section 6.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, the request meets all provisions for child-rearing leave according to the current contract.

- Jocelynn Eltringham, Middle School Special Education Teacher, is requesting a child-rearing leave of absence beginning Friday, February 19, 2027 through Monday, November 29, 2027 with a return date of Tuesday, November 30, 2027.

11.c. Proposed Job Description

Administration is proposing the following updated job description:

- [502 - Administrative Assistant for Business Affairs](#)

After the job description has been reviewed by the Board of School Directors, it will be presented for Board approval at the October 5, 2026 Board meeting.

12. Board Reports

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

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

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

12.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

12.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

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: October 13, 2026

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

12.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.

12.k. Future Board Agenda Items

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

Monthly Enrollment effective August 31, 2026

Total Students Active Enrollment	Cyber Charter School Enrollment Regular Ed	Cyber Charter School Enrollment Special Ed	Approved Home Education	CPACTC
Total Active Enrollments 2,326				
CAOLA/CVA Students 69	129	88	217	109
Total In-Person Students 2,257				

13. Second Public Comment

14. Meeting Closing

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

14.b. Adjournment

Meeting adjourned at _____ pm, **September 21, 2026**

Next scheduled meeting is **October 5, 2026 at 7:30 pm**