RE-ORGANIZATION AND BOARD MEETING AGENDA

DECEMBER 1, 2026

7:30 PM - Middle School Auditorium

1. **Opening of the Annual Re-Organization Meeting:** Mr. John Wardle, Current President

   The organization meeting of the Board of School Directors of the Big Spring School District will come to order. Please stand and join in the pledge to the Flag.

   The purpose of this annual organization meeting is to organize the Board for the coming year by electing a President and Vice-President. As you can see from the agenda for the organization portion of the meeting, we will not take up the regular business of the Board at this point. Immediately following the organization meeting this evening, we will be convening a regular business meeting for that purpose.

2. **Recognition of Visitors -** please sign-in on the clipboard for tonight's meeting

3. **Public Comment Period**

4. **Election of Temporary President - Mr. Wardle, Current Board President**

   The first order of business is to elect from the holdover members a temporary president to chair the organization meeting. Only the holdover members may be nominated for election as temporary president which this year is every current Board member. May I have nominations for temporary president?

   Are there any further nominations? Seeing none, and if there are no objections, I declare the nominations closed.

   Mrs. Boothe will call the roll and each member will cast their vote.

   Elected:_____ (temporary appointment)

5. **Election of Officers - Temporary President**

   A list of elected members of the Board of School Directors for the coming year appears on the following page. Does anyone see any errors or inaccuracies in the list?

Municipality	Position	F Name	L Name	Current Term Expires
Lower Frankford Township	Hold-Over Member	**Seth**	**Cornman**	2027
Lower Mifflin Township	Hold-Over Member	**Benjamin**	**Brown**	2029
Lower West Pennsboro Township	Hold-Over Member-**Treasurer**	**Lisa**	**Shade**	2027
Newville Borough	Hold-Over Member	**Alison**	**Mellott**	2029
N & S Newton Township	Hold-Over Member	**Frank**	**Myers**	2027
Penn/Cooke Townships	Hold-Over Member-**President**	**John**	**Wardle**	2029
Upper Frankford Township	Hold-Over Member	**David**	**Fisher**	2027
Upper Mifflin Township	Hold-Over Member-**Secretary**	**Julie**	**Boothe**	2029
Upper West Pennsboro Township	Hold-Over Member-**Vice-President**	**Mike**	**Hippensteel**	2027

5.a. Election of the President - One Year Appointment

The Temporary President will now open the floor to nominations for the office of President.

Are there any further nominations? Seeing none, and if there are no objections, I declare the nominations closed.

Mrs. Boothe will call the roll and each member will cast their vote.

Elected:_____

The Board President will begin his/her duties.

5.b. Election of the Vice-President - One Year Appointment

The newly elected President will open the floor to nominations for the office of Vice-President.

Are there any further nominations? Seeing none, and if there are no objections, I declare the nominations closed.

Mrs. Boothe will call the roll and each member will cast their vote.

Elected:_____

6. Appointments of Committee Members - December 2026 through November 2027

Is there a motion to approve the Committee Assignments as presented:

Athletic Council - One Year Appointment

1. Ben Brown
2. Mike Hippensteel
3. Frank Myers
4. John Wardle

Buildings and Property Committee - One Year Appointment

1. Ben Brown
2. David Fisher
3. Mike Hippensteel
4. Lisa Shade

Capital Area Intermediate Unit - One Year Appointment (shared seat w/SASD)

1. Alison Mellott

Cumberland Perry Area Career Technical Center - One Year Appointment

1. John Wardle

Alternate: Mike Hippensteel

Finance Committee - One Year Appointment

1. Julie Boothe
2. Frank Myers
3. Lisa Shade
4. John Wardle

Future Ready Comp Plan Reps - One Year Appointment

1. Julie Boothe
2. Lisa Shade

South Central Trust Board - One Year Appointment

1. Seth Cornman

Tax Collection Committee - One Year Appointment

1. David Fisher

Wellness Committee

1. Seth Cornman
2. Alison Mellott

7. Adjournment and start of the Regular School Board Meeting:

Do I have a motion to adjourn the Re-Organization Meeting

Call to order the Regular Business Meeting

Student/Staff Recognition and Board Reports?

8. Approval of Minutes

Motion to approve the Buildings and Property, Committee of the Whole Meeting, and Board Meeting Minutes for November 16, 2026 as presented?

9. Old Business - Do we have any old business?

10. New Business Personnel Items - Action Items

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #10 into one motion.

10.a. Recommended Approval of Resignation

Dr. Nicholas Guarente, Superintendent, received the following professional staff resignation:

- Melissa Motter provided a resignation from the position of Elementary Physical Education Teacher.

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

10.b. Recommended Approval of Job Description

Administration proposed the following job description at the November 16, 2026 meeting which is being presented for approval:

- 117 Coordinator of Pupil Services

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

10.c. Recommended Approval of Coordinator for Pupil Services - Theresa Shroyer

Dr. Nicholas Guarente, Superintendent, recommends the Board of School Directors appoint Theresa Shroyer to serve as Coordinator for Pupil Services. The compensation for this position should be established at $87,000.00 for the 2026-2027 school year, in accordance with the current Act 93 Agreement.

The administration recommends the Board of School Directors approve Theresa Shroyer as Coordinator for Pupil Services as presented.

10.d. Recommended Approval of Extra Duty Staff

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2026-2027 extra duty coaching staff:

10.d. Recommended Approval of Extra Duty Staff (continued)

- Emma Barrick to serve as High School Assistant Coach for Girls Wrestling.
- Torrence Brown to serve as Musical Assistant.
- Morgan Feick to serve as Musical Assistant.
- Brexton Heckendorn to serve as a Volunteer Coach for Boys Basketball.
- Owen Hutchinson to serve as a Volunteer for Boys Wrestling.
- Mason Mentzer to serve as a Volunteer for Boys Wrestling.
- Anna Mianulli to serve as Head Coach for the Track and Field Program.

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

11. New Business - Action Items

11.a. Recommended Approval of Agreements

Dr. Nadine Sanders, Assistant Superintendent, reviewed and recommends the following agreements:

- Delaware Valley University and Big Spring School District entered into an Articulation Agreement in 2020 and wish to enter into a Continuance of that Agreement.
- SHIP Start Memorandum of Understanding with Shippensburg University which is an opportunity for high school students to take college-level courses while still in high school. The goal of the program is to give students the opportunity to experience a college environment while earning credit which would count toward a Shippensburg University degree or transfer to another institution.

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

11.b. Recommended Approval of Updated Policies

Administration proposed the updated policies listed below at the November 16, 2026 which have been reviewed by the Solicitor and are presented for Board approval:

Policy 113.4 Confidentiality of Special Education Student Information	Current Policy	Proposed Policy	Final Policy
Policy 203 Immunizations and Communicable Diseases	Current Policy	Proposed Policy	Final Policy
Policy 203.1 HIV Infections	Current Policy	Proposed Policy	Final Policy
Policy 209.1 Emergency Care of Students by Staff	Current Policy	Proposed Policy	Final Policy

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

11.c. Recommended Approval of Curriculum

Curriculum recommended by Mrs. Nicole Donato, Director of Curriculum and Instruction, was provided at the November 16, 2026 meeting and is presented for Board approval:
Family and Consumer Science Housing and Interior Design Curriculum (High School)

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

11.d. Middle School FFA Trip to Ireland

Jenna McIntire, Middle School Agriculture Teacher and FFA Advisor and Kyna Morgan, Middle School Science Teacher and FFA Advisor are requesting permission to plan a trip to Ireland for Big Spring Middle School students to tentatively travel in the summer of 2028. A detailed travel itinerary will be submitted to the Board of School Directors for review once completed by staff.

The administration recommends the Board of School Directors grant approval to explore travel opportunities for Big Spring Middle School students to travel in the summer of 2028, pending approval of a detailed travel itinerary when complete.

11.e. Recommended Approval of Utilizations

- Leah Fleming, on behalf of the Carlisle Chapter of PIAA Wresting, is requesting use of the high school LGR and Mount Rock Elementary School Wrestling Room for PIAA Wrestling Referee Meetings on December 13, 2026, January 3, and January 24, 2027. Because the utilization requests are on Sundays, board action is necessary.
- Dani Teter, on behalf of the Big Spring Cheer Program, is requesting use of the high school commons for an end of season banquet on March 7, 2027. Because the utilization request is on a Sunday, board action is necessary.

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

11.f. Recommended Approval of Postage Machine Lease Agreement

The current lease agreement for the postage machine will expire in January 2027. Mrs. Cristy Lentz, Business Manager, has sought two quotes and only one of the vendors responded. Mrs. Lentz recommends renewing with Pitney Bowes at a monthly cost of $182.23 which is $5.77 per month less than our current contract with them. The contract term is 60 months and pricing is based on a cooperative purchasing arrangement.

11.g. Recommended Acknowledgement of 2026-2027 BlueCap Employees

BlueCap Service Inc. has submitted a list of transportation drivers that may be utilized during the 2026-2027 school year.

The administration recommends the Board of School Directors acknowledge receipt of the drivers employed by BlueCap as presented.

11.h. Recommended Approval of Fundraisers

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

- Bogg Bag fundraiser January 4 through January 28, 2027 to benefit the Cheer Program.
- Sandwich Sale through the Country Butcher Shop January 14 through February 14, 2027 to benefit the Musical fund.
- Character Pancake Breakfast on February 27, 2027 in the High School Commons to benefit the Musical fund.
- Lobby Sales March 11 through 14, 2027 selling concessions, candy grams, flowers, merchandise, etc. during the musical production to benefit the Musical fund.
- Bingo on March 21, 2027 at the Penn Township Fire House, using Penn Township's small games of chance license, to benefit the Musical fund.

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

11.i. Recommended Approval of Student Field Trips

Clarissa Nace, Middle School Principal, is requesting approval of the following 2026-2027 student trips:

- Mrs. Shover and chorus students to perform selections at the Big Spring Senior Center and Green Ridge Village on Wednesday, December 16, 2026 and again in the spring.
- Mrs. Beck and French I students to attend the Journée de la Francophonie French immersion event at Susquehanna University on Wednesday, February 24, 2027.
- Geography Bee advisors and student trip to Antietam National Battlefield and Harpers Ferry National Historical Park on Friday, April 2, 2027.
- Eighth grade student trip to Hershey Park on Thursday, May 27, 2027.

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

12. New Business - Information Item

12.a. Contracted Staff Updates

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

- Kayla Graden, LPC to serve as a Campbell Psychological Services school-based Therapist at the Middle and High School.
- Ava Lay to serve as an ESS Paraprofessional for Elementary Library.
- Deanna Williams to serve as an ESS Long-Term Substitute Teacher for High School French during Angelique Schaefer's leave of absence.
- Nicholas Yosler to serve as an ESS Long-Term Substitute Teacher for High School Social Studies during Justin Rosas' continued leave of absence.

12.b. Donation Acknowledgement

The Big Spring School District received a thank you donation of money from the Pennsylvania Dairy & Allied Industries Association, Inc. which was acknowledged by Superintendent Dr. Nicholas Guarente and will be used to benefit Middle School FFA students.

12.c. 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:

- B. Christie Katora, High School Teacher, is requesting a leave of absence beginning Wednesday, December 9, 2026 through Monday, January 11, 2027 with a return date of Tuesday, January 12, 2027.
- Theresa Stum, Oak Flat Paraprofessional, requested a leave of absence beginning Tuesday, October 13, 2026 through Friday, November 13, 2026 with a return date of Monday, November 16, 2026.

12.d. PDE-2057 Annual Financial Report

The PDE-2057 Annual Financial Report must be submitted to the Pennsylvania Department of Education no later than November 30 of each year. The District completed and submitted the 2025-2026 Annual Financial Report to PDE on November 20, 2026.

12.e. Proposed Policies

Administration has proposed the new and updated policies listed below:

Policy 204.1 Virtual Attendance and Wellness Checks	new policy	Proposed Policy
Policy 249 Bullying/Cyberbullying	Current Policy	Proposed Policy

After the policies have been reviewed by the Board of School Directors and Solicitor, the administration will present the policies for Board approval at the January 19, 2027 Board meeting.

13. Meeting Closing

13.a. Closing Comments

- Solicitor Report
- Superintendent Report

Total Students - 11/23/2026	Cyber Charter Reg Ed	Cyber Charter Spec Ed	Home Education	CPACTC
2,294 (CAOLA/CVA 76)	141	95	217	109

- Board Member Comment

13.b. Adjournment

Motion to adjourn the meeting?

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

Next scheduled meeting is **Tuesday, January 19, 2027 at 7:30 pm**