

# Big Spring School District

## Newville, Pennsylvania

### Board Meeting Minutes

### October 17, 2022



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#### **1. Opening Meeting: Call to Order/Pledge - President Bill Swanson**

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:00 pm with nine (9) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; Frank Myers, Treasurer; Kenneth Fisher, Robert Over, Richard Roush, John Wardle, and Donna Webster

Absent: No absences

Others in attendance: Kevin C. Roberts, Jr., Superintendent; Bill August, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Michael Statler, Business Manager; Chris Harris, Solicitor; Donna Minnich, Board Minutes; Mike Fronk, Technology; and Darrin Baughman, Technology Support.

President Swanson led all individuals present in the Pledge to the Flag.

#### **2. Student/Staff Recognition and Board Reports – Nothing Offered**

#### **3. Reading of Correspondence – Nothing Offered**

#### **4. Recognition of Visitors - 12 visitors signed-in for the meeting**

#### **5. Public Comment Period**

Lisa Shade offered comments on the Terrace Metrics and Youth Truth presentations and expressed concerns.

#### **6. Approval of Minutes**

##### **6.a. Regular Board Meeting, Committee of the Whole Meeting, and Buildings and Property Committee Meeting Minutes for October 3, 2022**

[October 3, 2022 Regular Board Meeting Minutes](#)

[October 3, 2022 Buildings and Property Committee Minutes](#)

[October 3, 2022 Committee of the Whole Board Meeting Minutes](#)

Motion by Mr. Deihl was seconded by Mr. Wardle to approve the October 3, 2022 minutes as presented

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

## 7. Financial Reports

### 7.a. Payment of Bills

#### General Fund

Procurement Card	\$	-
Checks/ACH/Wires	\$	665,507.12
Capital Projects Reserve Fund	\$	14,410.17
Cafeteria Fund	\$	-
Student Activities	\$	<u>21,034.33</u>
<b>Total</b>	<b>\$</b>	<b>700,951.62</b>

Motion by Mr. Myers was seconded by Mr. Roush to approve the Payment of Bills as presented  
Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

### 7.b. Treasurer's Fund Report

General Fund	\$	30,002,414.64
Capital Project Reserve Fund	\$	9,093,830.70
Cafeteria Fund	\$	879,049.30
Student Activities	\$	<u>294,491.88</u>
<b>Total</b>	<b>\$</b>	<b>40,269,786.52</b>

Motion by Mr. Myers was seconded by Mr. Roush to approve the Treasurer's Fund Report as presented  
Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

### 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 expense 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.

Motion by Mr. Deihl was seconded by Mr. Wardle to accept Year-To-Date General Fund and Tax Reports as submitted

Before the vote, Mr. Statler stated the 3 month tax collection rate is 86.32% compared to last year's 81% which is a pretty good trend.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

## 8. Old Business – Nothing Offered

## **9. New Business – Nothing Offered**

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

### **10.a. Recommended Approval for Child Rearing Leave**

Bonnie Seltzer, District Itinerant Deaf and Hard of Hearing Teacher, is requesting a child-rearing leave of absence to begin approximately Monday, March 27, 2023 through approximately Friday, May 26, 2023 with a return date of Tuesday, May 30, 2023. According to Section 3.07 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, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends the Board of School Directors approve Bonnie Seltzer's requested child-rearing leave of absence as presented.

### **10.b. Recommended Approval of Staffing Updates**

Mr. Scott Penner, Director of Athletics and Student Activities, is recommending 2022-2023 staffing as follows:

- Bernadette Beecher for the position of High School Marching Band Assistant Field Staff
- Wesley Madden for the position of Middle School Assistant Boys Basketball Coach
- Maura Manning for the position of High School Marching Band Assistant
- Trevor Perry to be a Volunteer Coach for Boys Basketball
- Makayla Slatt for the position of High School Marching Band Field Staff

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

### **10.c. Recommended Approval of Classified Extra-Curricular Personnel**

A list of the 2022-2023 extra-curricular classified positions and recommended personnel has been prepared by Stacy Lehman, Human Resources Coordinator.

The administration recommends the Board of School Directors approve the extra-curricular classified personnel as presented.

Motion by Mr. Deihl was seconded by Mr. Roush to approve New Business Personnel Items 10 (a) – 10 (c), as outlined and recommended above.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

## 11. New Business - Actions Items

### 11.a. Recommend Approval to Adopt the Act 57 Resolution

On July 11<sup>th</sup>, the Governor signed Act 57 into law, which amended the Local Tax Collection Act ("LTCL"). Act 57 requires tax collectors of local governments' real estate taxes to waive the imposition of penalties, interest and other charges previously imposed for the late payment of real estate taxes in certain limited instances. Prior to Act 57, LTCL allowed local governments' tax collectors to impose penalties, interest and other charges for the late payment of real estate taxes – even if the taxpayer never received the tax bill. Act 57 was intended to remedy the situation when a new property owner does not receive a real estate tax bill (presumably because the bill was sent to the prior owners), and only learns of the real estate taxes owed through a delinquency notice.

Act 57 requires all local governments that impose real estate taxes to adopt resolutions to require their real estate tax collectors to comply with this law.

In order for a taxpayer to take advantage of relief under Act 57, the taxpayer must complete a waiver form with 12 months of acquiring a property and do three things: (1) the taxpayer must prove their acquisition and ownership of the taxed property; (2) the taxpayer must sign an affirmation form stating the real estate tax bill for the property was not received by the taxpayer; and (3) the taxpayer must pay the entire amount of the face value of the real estate taxes owed on the property at the time the waiver form is submitted. DCED is tasked under Act 57 to develop a waiver form that local governments and tax collectors can provide taxpayers for use.

Act 57 becomes effective with the first tax year following the effective date of the legislation – which means the 2022-2023 fiscal year for school districts (i.e., the July 2023 real estate tax bills).

The administration recommends the Board of Directors approve the Act 57 Resolution.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

### 11.b. Recommended Approval of Fundraisers

Mr. William Wonders, Newville Elementary School Principal, is requesting permission to conduct fundraisers:

- Shamrock Shuffle
- [World's Finest Chocolate Candy Sale](#)

Mr. Scott Penner, Director of Athletics and Student Activities, is requesting permission to conduct fundraisers:

- The Junior Class to conduct a [Country Meat Sticks](#) fundraiser from October 19 through November 2, 2022.
- The Big Spring Cheerleading Program to conduct a [Freckled Moose](#) and [Dutch Country Soft Pretzel](#) fundraiser from October 24 through November 16, 2022.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

#### **11.c. Request to Apply for a Grant**

Mrs. Nicole Donato, Director of Curriculum and Instruction, has received a request from the following teachers to apply for a grant:

- Jenna McIntire, Middle School Agriculture/Technology Education Teacher and Rebecca Whigham, Middle School Family and Consumer Science Teacher are requesting to apply for the [PA Farm to School Grant](#)

The administration recommends the Board of School Directors approve the requests to apply for and participate in the grant as presented.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

#### **11.d. Recommend Approval of Capital Project Payments**

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

- Interactive TV Panel Project - Lobar Associates, Inc. Pay App #4 Invoice #211960-4 for \$18,849.02
- Wifi and Switch Project - CNI #1034782-IN for \$6,837.60
- Wifi and Switch Project - IntegraOne for \$7,572.57

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

Motion by Mr. Deihl was seconded by Mr. Roush

Before voting, Mr. Wardle requested a clarification that some of the capital projects money came out of a Grant and not from the regular budget. Mr. Statler responded with a yes - ESSER Grant dollars.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

#### **11.e. Recommended Approval of a Cybersecurity Agreement**

The Cybersecurity letter of commitment between the Capital Area Intermediate Unit and Big Spring School District has been reviewed by Mr. Robert Krepps, Director of Technology. The consortium is a partnership between the IU and local school districts that will drive the development of a regional cyber security solution over a 3-year timeline. The services will include annual vulnerability assessments, regional Albert Sensor, cybersecurity training, and a regional disaster recovery and backup solution. The agreement is for 5 years with solution pricing of \$15,500 year 1 and \$23,000 annually thereafter.

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

Motion by Mr. Deihl was seconded by Mr. Wardle

Dr. Roberts stated this is a new service through the CAIU's Technology Department to address vulnerabilities and to protect systems from a host of cyber threats.

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

#### **11.f. Recommend Approval of US Employee Benefits Services Group to complete ACA Reporting**

Big Spring has completed the ACA Reporting (1094/1095) in house since the beginning of the requirement in 2015. The reporting was completed with the assistance of the District's financial software programs (ProSoft and CSIU). We were notified in September that CSIU will no longer provide ACA reporting capability due to the increase compliance restrictions. The District priced out a number of ACA reporting vendors. US Employee Benefits Services Group provided the product for the least amount of expense with minimal work from the business office. The cost is a flat \$2,000. We elected the PDF option, which is no additional cost to the District. The District will receive the 1095-C's via PDF and will be distributed by the Payroll Department.

The administration recommends the Board of School Directors approve the ACA reporting agreement with US Employee Benefits Services Group.

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster  
Motion Carried unanimously. 9-0

### **11.g. Recommended Approval of Policy**

Recommended approval of Policy 903 Public Participation in Board Meetings:

- The administration was directed by President Swanson to draft a revision to [Policy 903 Public Participation in Board Meetings](#)

The administration recommends the Board of School Directors approve the revision to Policy 903 as presented.

Motion by Mr. Deihl was seconded by Mr. Wardle

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

### **11.h. Recommended Approval for Building Utilization Request**

- The Big Spring Aquatic Club is requesting to use the High School gym, pool, commons, and adaptive health room on February 26, 2023 for the Central PA Aquatic League's Swimming All-Star Meet. Because the utilization request is on a Sunday, Board action is necessary.

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

Motion by Mr. Deihl was seconded by Mr. Roush

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

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

### **12.a. Aide Position through ESS the District's Contracted Service Provider**

Dr. Abigail Leonard, Supervisor of Ancillary Services, recommends the following individual for an ESS aide position:

- Martha Mutterspagh - Principal's Discretion Aide at Newville Elementary School starting October 10, 2022

## **13. Discussion Item – Nothing Offered**

## **14. Board Reports**

### **14.a. District Improvement Committee - Mr. Fisher and Mrs. Webster**

Mr. Fisher stated there will be a meeting in November

### **14.b. Athletic Committee - Mr. Deihl, Mr. Fisher, Mr. Myers, and Mr. Wardle**

Mr. Deihl stated there was a meeting last week. Mr. Wardle said the Athletic Department has instituted a policy that parents of BSSD athletes can get in to watch fall and winter sporting events at no cost and said it is great we can provide this free service and over 300 parents have taken advantage of this opportunity to watch their sons and daughters. Dr. Roberts stated a special thanks to the Board and also noted that any student with ID can also attend and watch an athletic event at no cost.

**14.c. Cumberland Perry Area Career and Technical Center - Mr. Piper and Mr. Wardle**

Mr. Piper stated there has been a 41% increase in enrollment at CPACTC from 2010 -2022 and applications have grown from 550 five years ago to 1,000 for 22-23 with 300 students currently on a waiting list. He said the facility is 50 years old and employment growth projections for technical programs are extremely high which is why a construction project is needed and being discussed. President Swanson stated with the changes in career and technology, he's amazed at what CPACTC can do in a building that is 50 years old. Mr. Wardle said it costs \$5,400 per student per year to educate at CTC which compared to the cost of college education is drastically lower. He stated while it is a cost to the taxpayers, our CTC students graduate at no cost to them and start in jobs at \$40 -\$60,000. President Swanson said comparing the CTC cost to the 159 students enrolled in outside cyber charter schools at a cost to us of \$3.4 million dollars, the CTC cost is a bargain. He also said Big Spring School District has a very good reputation for supporting CTC education.

**14.d. Building and Property Committee - Mr. Over, Mr. Piper, Mr. Roush, and Mr. Wardle**

Mr. Roush encouraged all members of the Board to attend the second round of ESCO meetings on Wednesday.

**14.e. Finance Committee - Mr. Deihl, Mr. Over, Mr. Piper, and Mr. Myers - Nothing offered**

**14.f. South Central Trust - Mr. Deihl – Nothing offered**

**14.g. Capital Area Intermediate Unit - Mr. Swanson**

President Swanson stated the next meeting is a week from Thursday on October 27.

**14.h. Tax Collection Committee - Mr. Swanson**

Mr. Statler said there is a meeting at 8:00 tomorrow to approve the 2021 financial statements and the 2023 budget.

**14.i. Future Board Agenda Items - Nothing offered**

**14.j. Superintendent's Report**

Dr. Roberts stated last week we learned of two awards that our District has earned that give us great pride. First, the Pennsylvania Art Education Association has selected the Big Spring School District as for their distinction as an Outstanding Visual Arts Community. This award was given to only 39 schools throughout Pennsylvania and is for school districts that have a rigorous program of study for students, K-12. Special thanks to our entire Art Department for their hard work to provide our students with outstanding experiences.

We also learned last week that for the second straight year, the Pennsylvania National Guard Associations has recognized the Big Spring High School as a Guard Friendly School. As you may recall from the award last year, this honor is given to school communities that demonstrate a collaborative and supportive relationship with the National Guard. I am very proud to have our high school earn this distinction again. Kudos!

Dr. Roberts said we have several sports senior nights this week with Boys Soccer tomorrow evening, Field Hockey on Wednesday, and Volleyball and Girls Soccer on Thursday, and Football, Band, Cheer, and Golf on Friday. Special thanks to all the student athletes, coaches, and families that have made the fall sports season a great one!

Dr. Roberts reminded everyone that our next Board of School Directors Meeting will take place on Monday, November 14, 2022 and said unlike most months, there is only one board meeting in November, December, and January, so I wanted to call that to your attention as we plan ahead.



## 15. Meeting Closing

### 15.a. Business from the Floor/Board Member Comment

Mr. Wardle thanked the faculty, students, and administration, said we are approaching the end of the first marking period, and stated our academics and athletics are doing very well. He expressed a wish for continued success and a desire to strive to work together as a community.

President Swanson thanked everyone for coming to the meeting.

### 15.b. Comment Future Board Agenda Items – Nothing Offered

### 15.c. Adjournment

Motion by Mr. Deihl was seconded by Mr. Roush to adjourn the meeting

Roll call vote: Voting Yes: Swanson, Deihl, Piper, Myers, Fisher, Over, Roush, Wardle, and Webster

Motion Carried unanimously. 9-0

Meeting adjourned at 8:21 pm, **October 17, 2022**

Next scheduled meeting is **November 14, 2022**

William L. Piper