

**SOUTH MIDDLETON SCHOOL DISTRICT  
4 Academy Street, Boiling Springs, PA 17007**

**SCHOOL BOARD MEETING MINUTES  
August 19, 2019**

The South Middleton Board of School Directors met on August 19, 2019, in the Board Room. The President, Mr. Berk, called the meeting to order at 7:09 p.m.

**ROLL CALL**

The Secretary called the roll with all members present except as designated:

**School Directors**

Mr. Steven Bear

Mr. Terry Draper

Mrs. Stacey Knavel

Mrs. Elizabeth Meikrantz

Mr. Jonathan Still

Mr. Michael Berk

Mr. John Greenbaum

Mrs. Denise MacIvor

Mr. Christopher Morgan - Absent

**Administrative Staff**

Dr. Matthew Strine, Superintendent

Melanie Shaver-Durham – Director of Curriculum/Instruction

Nicole Weber, Director of Business & Operations

**Student Representatives**

Gibran Varahrami - Absent

Eric Gessaman - Absent

**Visitors**

See attachment to the minutes.

**Board Secretary**

Nicole Weber

**Solicitor**

Gareth Pahowka - Absent

**INTRODUCTIONS AND RECOGNITION**

Susan K. Day, District Justice, 09-3-03, administered the oath of office to the 2019-2020 South Middleton School Police.

**CITIZENS PARTICIPATION - None**

**ACCEPTANCE OF MINUTES**

Mr. Bear made a motion, seconded by Mrs. Meikrantz, that the Board approves the minutes of the following meetings:

-8/5/19 – Planning/Regular Board Meeting

**The motion passed unanimously.**

**FINANCIAL REPORT**

**Financial Reports**

Mrs. Meikrantz made a motion, seconded by Mrs. Knavel, that the Board approves the following:

The Board approved payment of General Fund bills represented by checks 58760 to 58807 in the amount of \$451,077.09, and Direct Deposits represented by 50508 to 50510 in the amount of \$990.48 as represented in the attached summaries.

The Board approved payment of Athletic Fund bills represented by checks 21360 to 21366 in the amount of \$2,560.67 as represented in the attached summaries.

The Board approved payment of Visa represented by transaction #Visa8433 to #Visa8529 in the amount of \$12,598.57 as represented in the attached summary.

**The motion passed unanimously.**

**REPORTS OF THE SUPERINTENDENT, DIRECTOR OF CURRICULUM & INSTRUCTION, DIRECTOR OF BUSINESS/OPERATIONS AND STUDENT REPRESENTATIVES**

Dr. Strine, Superintendent, updated the Board on the Supervisor of Human Resources position (re-posted), the hiring of a 3<sup>rd</sup> grade teacher, created board presentation guidelines and template for Leadership Team presentations, participated in new teacher induction, continued to work on a collaborative culture and coaching goals, participated in the safe crisis management class and opening day ceremonies were held today.

Melanie Shaver-Durham provided an update on the following items: the elementary department chair PLC kick-off on 8/7/19, high school announcements update, data warehouse selection process, ESL program review, new Bubbler induction days, Safe Crisis Teams for planning for planning and training, the August 19-21 information, and the supervisor of non-teaching professional educators. Mel thanked everyone for their participation and assistance with the Bubbler Buddies event.

Nicole Weber, Director of Business/Operations, reviewed and provided updates on the following items: transportation, Primero Edge, payroll/benefits enrollment for new staff, purchasing of supplies for the year, ESC project, paraprofessional training with UPMC and Rohrer, and Bubbler Buddies event.

**NOTICES AND COMMUNICATIONS**

Presentation by the Superintendent, Dr. Matthew Strine – see attached.

**BOARD REPORTS**

**Safety and Security Committee Meeting**

See attached minutes

**NEW BUSINESS**

**Approval of Agenda**

Mr. Bear made a motion, seconded by Mrs. Meikrantz, to approve the agenda of August 19, 2019, as amended. The agenda was amended to add item p, that the Board accept the resignation of Christopher Morgan as Vice President of the Board. **The motion passed unanimously.**

**Student Representative to the Board**

Mr. Bear made a motion, seconded by Mr. Still, that the Board approves the appointment of Gibran Varahrami as Student Representative to the Board for the 2019-2020 and 2020-2021 school years. **The motion passed unanimously.**

Mr. Bear made a motion, seconded by Mrs. Knavel, that the Board approves the following in a block motion:

**PlanCon K**

The Board approved the submission of PlanCon K to the Pennsylvania Department of Education.

**Cumberland-Perry - MD.IDD Agreement (CASSP Elementary School-Based Program)**

The Board approved the annual letter of agreement for the 2019-2020 school year with the Cumberland-Perry Mental Health, Intellectual & Developmental Disabilities (MH.IDD) to provide CASSP Elementary School-Based program to children and families of the South Middleton School District. There is no cost to the district for the service.

**Teenline Agreement - Geisinger Holly Spirit - 2019-2020**

The Board approved the annual agreement between South Middleton School District and Geisinger Holy Spirit Teenline Program.

**School Dentist for 2019-2020 School Year**

The Board appointed Dr. Thomas S. Filip as the district dentist for the 2019-2020 school year.

**District Physician for Athletics - 2019-2020**

The Board appointed Dr. Jeffrey Harris, as the district physician for athletics, for the 2019-2020 school year.

**Personnel - Long-Term Substitute - Resignation**

The Board accepted Gretchen Miller's resignation as long-term social studies substitute at YBMS. (Declined position) (approved for employment on 8/5/19)

**Personnel - Professional - Employment - Long Term Substitutes - Professional**

The Board approved the following short-term and long-term professional substitutes for the 2019-2020 school year:

## **Board Meeting Minutes, 08/19/19, Page 4**

Name: Gretchen Miller

Position: Short-Term 6th Grade Teacher (YBMS)

Certification: Elementary

Starting Date: Beginning of the 2019-2020 school year and for 60 days or less, depending on release date of the full-time 6th grade teacher

Salary: Bachelor's, Step 1 - \$49,220 (pro-rated)

Name: Julianne E. Miles

Position: Short-Term English Teacher - YBMS

Certification: English/Social Studies/Elementary

Starting date: Beginning of the 2019-2020 school year for 60 days or less - depending on the release date of the full-time English teacher

Salary: Bachelor's Step 1, \$49,220 (pro-rated)

Name: Erica Wise

Position: Long-Term Social Studies Teacher - YBMS (Replacing Anne Hoffman)

Certification: Social Studies

Starting Date: Beginning of the 2019-2020 school year until approximately 2/8/20

Salary: Bachelor's, Step 1 - \$49,220 (pro-rated)

### **Personnel - Professional - Employment**

The Board employed the following professional personnel:

Name: Heather A. Kuffa

Position: Full-Time English Teacher - YBMS - (Replacing Hailey Lucas)

Starting Date: TBD

Salary: Master's, Step 11 - \$58,465

Name: Victoria A. Keener

Position: Full-Time Elementary Teacher - 3rd grade (new position)

Starting Date: Beginning of the 2019-2020 school year

Salary: Bachelor's, Step 1 - \$49,220

### **Personnel - Employment - Extra Duty - Mentor Teachers**

The Board employed the following extra duty, mentor teachers for the 2019-2020 school year:

Sunday, Joetta - for Tiffany Hartlaub (LTS - IFES) - 1/2 year - \$257.50

Deitch, Brandon - for Erica Wise (LTS - Social Studies - YBMS) - 3/4 year - \$386.25

### **Personnel - Extra Duty - Employment - Department Chair - 2019-2020**

The Board employed the following personnel in the extra duty position of department chair:

Jarrett, Jason - Technology Ed. - Department Chair - \$2,650

### **Personnel - Classified - Crossing Guards/School Police**

The Board employed the school police/crossing guards for the 2019-2020 school year.

### **Personnel - Classified - PIMS/Child Accounting Coordinator - Job Description**

The Board approved the job description for the position of PIMS/Child Accounting Coordinator.

### **Resignation – Christopher Morgan – Board Vice President**

The Board approved the resignation of Christopher Morgan, as Vice President of the Board of School Directors.

**The motion passed unanimously.**

## **Board Meeting Minutes, 08/19/19, Page 5**

Mr. Greenbaum made a motion, seconded by Mr. Bear, that the Board approves the employment of the 2019-2020 extra duty, co-curricular positions, with the listing amended to remove the office assistant position. **The motion passed unanimously.**

### **CITIZENS PARTICIPATION - None**

### **ANNOUNCEMENTS/INFORMATION ITEMS**

- Board Calendar listed
- 2019-2020 student handbooks listed

### **DIRECTORS' DISCUSSION**

### **FOR THE RECORD**

Mr. Berk announced that the Board met in Executive Session prior to the meeting this evening regarding a personnel matter.

### **ADJOURNMENT**

Mr. Bear made a motion that the meeting adjourn, seconded by Mrs. Kavel. The meeting adjourned at 8:45 p.m.

Respectfully Submitted,

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Nicole Weber  
Board Secretary

# **South Middleton School District**

School Board Presentation: August 19, 2019



**Where are we headed?**

Through the 'messy middle'

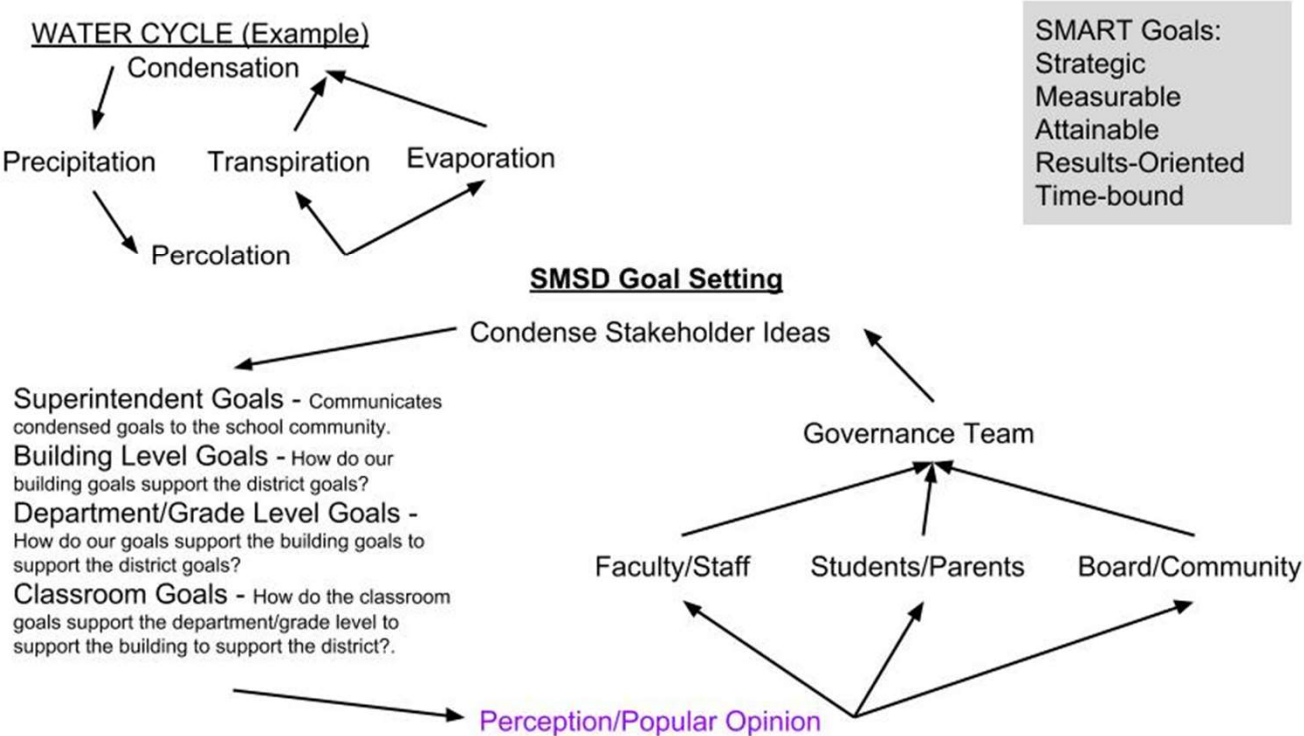
**How do we get there?**

F.O.C.U.S.

**What will be involved?**

# Goal Setting Model: Presented by Matt Strine

Goals should start at the grass root level and build up. However, these grass root ideals should be supported by District Governance Team and changed into SMART goals to be articulated to all stakeholders of the school community. Once communicated, the goals should filter down and across the institution... This cycle reminds me of the water cycle.





# 2019-2020 Goals

The acronym F.O.C.U.S. will be used again this year.


- Focus on Learning for Students and Adults
- Open Communication and Customer Service
- Collaborative Culture and Coaching
- Utilizing Frameworks of Effectiveness
- Safety and Wellness

Leaders' reports in the future will report on progress made within the building or department.

The Leadership Team's goals are aligned, and we are all rowing in the same direction.

## **Focus on Learning (for students and adults) District Goal**

For the 2019-2020 school year, all professional and support employees actively participates in collaborative team and/or department meetings that occur multiple times throughout each month, thus building our South Middleton School District Professional Learning Community. By September and throughout the remainder of the school year, every employee is a member of at least one collaborative team that meets on a regular basis. (S)He is able to be part of multiple collaborative teams.



## **Open Communication and Customer Service District Goal**

For the 2019-2020 school year, all employees initiate, plan, execute, and monitor effective communication plans and customer service tenets in all interactions throughout each school day. Results are measured through satisfaction and feedback surveys with 90% positive responses being the goal.

## **Collaborative Culture and Coaching District Goal**

For the 2019-2020 school year, all members of the Leadership Team (ACT 93 and Contracted Administrators) participate in team coaching and individual coaching sessions at multiple times each month, holding at least 50 documented coaching conversations for the year.

## **Utilizing Frameworks of Effectiveness District Goal**

For the 2019-2020 school year, 40 teacher-led and 10 administrator-led personal and/or professional development sessions will be offered for other teachers and administrators to learn and grow. These in-district sessions will showcase theory and practices that are proven to help our SMUSD students and/or employees learn and grow.

## **Safety and Wellness District Goal**

For the 2019-2020 school year, the SMSD Leadership Team in conjunction with a guiding committee of professional and support staff will create a comprehensive safety plan which includes prevention, intervention, and postvention plans for the various risk and vulnerabilities found in all school settings throughout the State and across the Nation.

**Commitments...**

# SMSD Leadership Team Commitments

We are committed to...

- Promote lifelong learning for students, as well as adults by challenging ourselves and others to continue to learn and grow through reading, research, and in-person learning opportunities.
- Provide students with a guaranteed and viable curriculum through a systematic approach to curriculum mapping.
- Promote the social and emotional wellness for all students through evidence-based, universal and targeted strategies.
- Develop and sustain a system to ensure daily-scheduled collaborative time that functions efficiently and effectively to support student achievement.



# SMSD Leadership Team Commitments

We are committed to...

- Utilize data driven decision making to inform instructional practices for students to succeed.
- Provide meaningful, ongoing, job-embedded staff development to ensure widespread and pervasive use of evidence-based strategies to improve or enhance student academic and social/emotional outcomes.
- Build capacity of teams to utilize a system of synchronous and asynchronous collaborative practices and processes to strengthen district wide cohesion.
- Provide opportunities to develop and support pervasive teacher leadership.
- Provide meaningful, consistent, and constructive supervisory feedback and coaching related to job position.

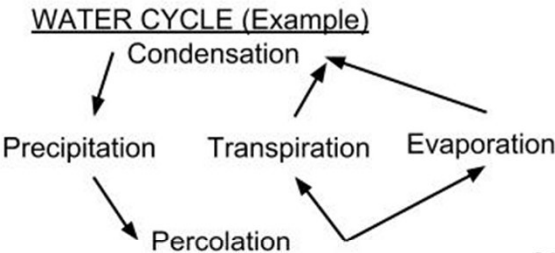
# SMSD Leadership Team Commitments

We are committed to...

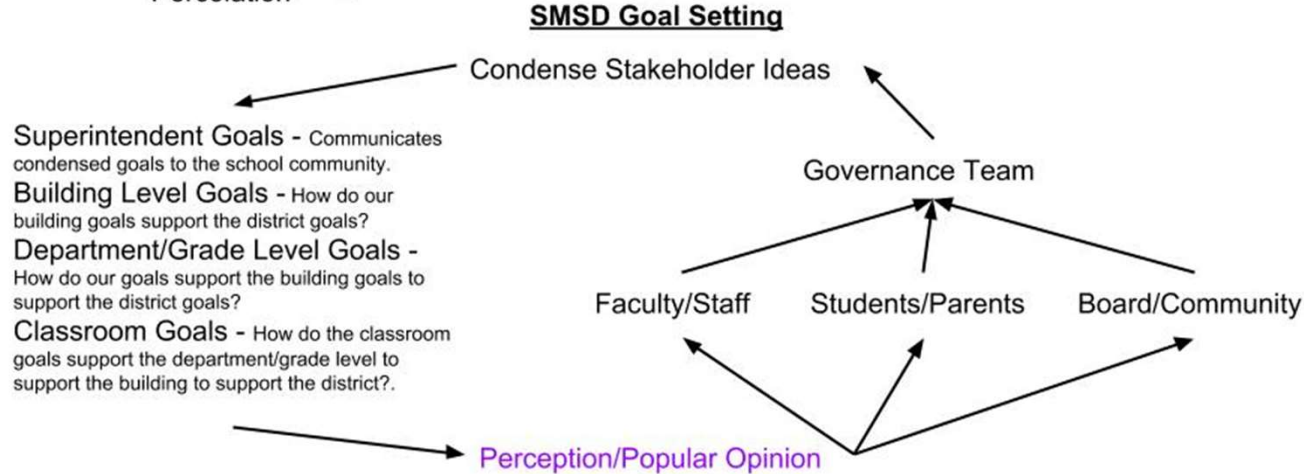
- Explore ways to responsibly provide resources for professional development.
- Inform and respond to all stakeholders, as well as share all relevant information with stakeholders, in a timely and effective manner.
- Develop a strong partnership with parents and provide parents with the information they need to monitor and support the learning of their child(ren).
- Foster interdisciplinary and community-based partnerships to enhance the physical, social/emotional, and behavioral well-being of our students.
- Monitor and review building safety by following building and district protocols.

# Goal Setting Model: Presented by Matt Strine

Goals should start at the grass root level and build up. However, these grass root ideals should be supported by District Governance Team and changed into SMART goals to be articulated to all stakeholders of the school community. Once communicated, the goals should filter down and across the institution... This cycle reminds me of the water cycle.



SMART Goals:  
 Strategic  
 Measurable  
 Attainable  
 Results-Oriented  
 Time-bound



# **South Middleton School District**

School Board Presentation: August 19, 2019

Questions or Comments?