

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

SCHOOL BOARD MEETING MINUTES
June 15, 2020

The South Middleton Board of School Directors met on June 15, 2020. Due to the coronavirus pandemic and the green phase of the pandemic, the Board met virtually, but rather held a remote meeting. The President, Mrs. Knouse, called the meeting to order at 7:01 p.m.

ROLL CALL

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

School Directors

Mr. John Greenbaum

Mr. William Hartman

Mrs. Stacey Knavel

Mrs. Elizabeth Knouse

Mrs. Elizabeth Meikrantz

Mrs. Denise MacIvor

Mrs. Edith Rob

Mrs. Bethanne Sellers

Mr. Jonathan Still

Administrative Staff

Dr. Matthew Strine, Superintendent

Mrs. Melanie Shaver-Durham, Director of Curriculum/Instruction

Dr. Jesse White, Principal, YBMS

Student Representatives

Gibran Varahrami - Absent

Visitors

Board Secretary

Nicole Weber

Solicitor

Gareth Pahowka - Absent

INTRODUCTIONS AND RECOGNITION

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Dr. Strine recognized and thanked the 2019-2020 retirees for their service to the district. The retirees were honored, and a video was shown, recognizing their service. The retirees are:

Alice Chamberlain, Paraprofessional
Amy Hartmann, Paraprofessional
Elaine Penner, Custodian
Scott McQuaig, School Counselor
Tammy Snyder, Elementary Teacher
Susan Stahl, Elementary Teacher
William Stahl, Computer Technician
Eunice Weaver, Paraprofessional
DeLeigh Wilson, Elementary Music

CITIZENS PARTICIPATION - None

ACCEPTANCE OF MINUTES

Mr. Greenbaum made a motion, seconded by Mr. Still, that the Board approves the minutes of the following meeting: 5/18/20 – Planning/Regular Board Meeting. **The motion passed unanimously.**

FINANCIAL REPORT – May 2020

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

The Board approved payment of General Fund bills represented by checks 60043 to 60120 in the amount of \$952,061.33.

The Board approved payment of Activity Fund bills represented by checks 16637 to 16646 in the amount of \$2,713.15.

The Board approved payment of Athletic Fund bills represented by check 22049 in the amount of \$4,105.14.

The Board approved payment of Cafeteria Fund bills represented by check 7215 in the amount of \$42,434.10, as represented in the attached summary.

No checks disbursed from Capital Reserve (PSDLAF) Fund bills during this time period.

The approved payment of the Construction Fund bills represented by checks 1268 to 22381 in the amount of \$62,018.24, as represented in the attached summary.

The Board approved payment of Trust Fund bills represented by checks 16639 to 16642 in the amount of \$4,000.00.

The Board approved payment of Visa represented by transaction #Visa9657 to #Visa9693 in the amount of \$9,273.87.

The Board approved the Treasurer's Report for May 2020.

Mrs. Weber confirmed that all checks represented are within department and line item budget and no budget transfers over \$10,000 have been made.

On a roll call vote, the motion passed unanimously.

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

Dr. Strine thanked all of the retirees and wished them well in their future endeavors. He also congratulated the senior class and thanked the administration and staff for their hard work to develop alternative graduation plans for the graduating seniors. He reported the administration is working on a building safety plan to reopen schools in the fall. He expects to have the proposed final plan presented at the July 13, 2020 meeting. He also provided a report on behalf of the Student Services Department in the absence of Mrs. Spisak. This report included updated information that free meals for all students will be available throughout the summer, a new student registration link is available as of today on the district's website, and the extended school year services will be held remotely from June 23 through July 23, 2020.

Melanie Shaver-Durham, Director of Curriculum and Instruction, reported that a survey will be sent to parents for feedback on remote learning and administration is reviewing. Survey to staff about the remote learning process is expected back shortly. She also spoke about reviewing the ESL program with the IU consultant, and meeting with the Curriculum/Instruction committee.

Nicole Weber, Director of Business/Operations, provided an update on the negative lunch balance. She also reported that she is working on the task force assigned to review food services and transportation for the planning of reopening of schools for 2020-2021.

NOTICES AND COMMUNICATIONS - None

BOARD REPORTS

Curriculum and Instruction Committee – Mrs. Sellers

Mrs. Sellers reported that the committee met on June 2, 2020. The committee reviewed the math textbook selection. Three ELA teachers discussed the curriculum mapping and a total of 16 days needed with Janet Hale in 2020-2021 for curriculum completion. Family/Consumer Science textbooks were reviewed and are presented on tonight's agenda for approval. The committee is looking forward to the feedback on remote learning.

NEW BUSINESS

Approval of Agenda

Mr. Greenbaum made a motion, seconded by Mrs. Sellers, that the Board approves the agenda of June 15, 2020, with all corrections as indicated. **The motion passed unanimously.**

Adoption of the Final Budget: South Middleton School District - 2020-2021

Mr. Greenbaum made a motion, seconded by Mrs. Meikrantz, as follows:

NOW BE IT RESOLVED THAT the Board of School Directors of the South Middleton School District, Cumberland County, Pennsylvania hereby adopts the annual budget, transfers and designations of and for said District for the fiscal year commencing July 1, 2020, as more fully set forth in PDE Form 2028 which is presented at this meeting:

Further, that said Board of School Directors hereby authorizes the expenditure of \$38,294,993 for the school fiscal year July 1, 2020, through June 30, 2021, and more particularly and fully detailed in the annual budget as foresaid; and Further, that said Board of School Directors does hereby levy a real estate tax of 11.099 Mills of the assessed valuation (\$1.1099 per \$100 of assessed value) on all real estate within the South Middleton School District, pursuant to the authority of "The Public School Code of 1949," as amended for the school fiscal year as aforesaid; and Further, that said Board of School Directors continues to levy the following taxes heretofore levied pursuant to the authority of "The Local Tax Enabling Act," as amended (1) Realty Transfer Tax – ½%; (2) Earned Income Tax – 1.1%; and (3) Local Services Tax - \$5.00.

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That said proposed taxes as levied and continued to be levied shall provide revenue for the proposed expenditures authorized above.

Further, that said Board of School Directors approves the resolution implementing the Homestead and Farmstead Exclusion for the 2020-2021 Fiscal Year in accordance with Act 1 of Special Session of 2006.

Further, that the Board of School Directors approves the potential commitment of fund balance as of June 30, 2020, for the reasons listed below in accordance with Governmental Accounting Standards, Statement No. 54:

- Health Insurance Cost Stabilization
- Retirement Cost Stabilization
- Building and Equipment Maintenance
- Technology Equipment Replacement
- Special Education Stabilization.

On a roll call vote, the motion passed as follows:

Mr. Greenbaum - Yes
Mr. Hartman - Yes
Mrs. Knavel - Yes
Mrs. Knouse - Yes
Mrs. Meikrantz - Yes

Mrs. MacIvor - No
Mrs. Edith Rob - No
Mrs. Sellers - No
Mr. Still - Yes

6 – Yes, 3 – No, 0 – Abstentions, 0 – Absent

Capital Reserve Transfer

Mr. Greenbaum made a motion, seconded by Mrs. Meikrantz, that the Board approves the capital reserve transfer in the amount of \$250,000 for the 2020-2021 school year. **The motion passed unanimously.**

Tax Resolution for 2020-2021

Mr. Greenbaum made a motion, seconded by Mrs. Sellers, that the Board approves the resolution authorizing the 2020 school real estate tax bills to include a 30-day extension to the discount period and delay the penalty period. **The motion passed unanimously.**

Board Treasurer - 2020-2021

Mr. Greenbaum made a motion, seconded by Mrs. Meikrantz, that the Board appoints Chelsea Hranica as Board Treasurer for the 2020-2021 fiscal year. **The motion passed unanimously.**

Prior to the vote, Mrs. MacIvor inquired whether the board treasurer had a financial background check. Also asked if treasurer was bonded. As treasurer, Mrs. Hranica is bonded.

School Solicitor Services for the 2020-2021

M. Greenbaum made a motion, seconded by Mr. Still, that the Board appoints Stock & Leader, LLP, with Mr. Gareth Pahowka as principal counselor, to serve as the South Middleton School District's Solicitor for the 2020-2021 school year. **The motion passed unanimously.**

Adoption of Alternate Calendar - 2020-2021

Mr. Greenbaum made a motion, seconded by Mrs. Meikrantz, that the Board grants the authority to adopt the alternate 2020-2021 calendar, to be implemented in the event that the ongoing COVID-19 pandemic and the resulting Center for Disease Control and Pennsylvania Department of Education guidelines for staff and students to return to school safely, affect the planned opening of the 2020-2021 school year. **The motion passed unanimously.**

Prior to the vote, Dr. Strine explained that this is a provisional calendar for the 2020-2021 school year in the event more time is needed to prior to opening for the year, due to the pandemic. This is only a provisional calendar, and the instructional calendar, adopted in February 2002, is the calendar for the year. This provisional calendar will only be implemented, if needed. Dr. Strine confirmed that at the latest, which calendar the school district will be using, will be determined by August 3, 2020, and hopefully prior to that – at the meeting of July 13, 2020.

Adoption of Athletic/Activities Summer Safety Guidelines

Prior to the motion to adopt the Athletic/Activities Summer Safety Guidelines, Dr. Strine requested that the motion be amended, that the Board adopts the athletic/activities summer safety guidelines, pending further revision and final review/approval by a subcommittee of the Safety and Security Committee.

Also, prior to the vote, Mr. Still commented that he would like to see the document reviewed to clean up some language and to clarify some of the requirements so that there is no confusion. Mr. Hartman suggested moving forward with the approval and allow the subcommittee to clean up the language. Mrs. Knouse inquired whether PIAA had created a document? No, because the organization could not create such document that fit all districts and met all requirements. It is up to the district to create a document. Mrs. Rob inquired where the document came from? Dr. Strine worked on the document in conjunction with CDC and PA guidelines.

Mr. Greenbaum made a motion, seconded by Mrs. MacIvor that the Board amends the motion and authorizes that the Board adopts the athletic/activities summer safety guidelines, pending further revision and final review/approval by a sub-committee of the Safety and Security Committee. The Safety and Security subcommittee will consist of Mr. Still, Mr. Greenbaum, Mr. Hartman (committee members), and Dr. Strine, Mr. Heimbach, Kim Herman; school physician, Dr. Jumper and in consultation with the district solicitor, Mr. Pahowka. Once the plan is approved by the subcommittee, it will be published for the public, staff, athletes, and coaches. **The motion passed unanimously.**

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

Policy #808 - Second (Final Reading)

The Board approved the second (final) reading of Policy #808 - Food Services.

Policy #808.1 - Cafeteria Meal Charges - Delete Policy

The Board approved the deletion of Policy #808.1 - Cafeteria Meal Charges.

Policy #201 - First Reading

The Board approved the First Reading of Policy #201 - Admission of Students

Textbook Purchase - Family/Consumer Science

The Board approved the purchase of five (5) Family/Consumer Science textbook purchases, plus the digital license bundles for a total amount of \$17,028.62. This purchase will be made with 2019-2020 funds.

CAIU Special Education Contract

The Board approved the 2020-2021 special education contract between the Capital Area Intermediate Unit and the South Middleton School District.

Textbook Disposal

The Board approved the disposal of the attached textbooks, in keeping with Policy #711.

Personnel - Extra Duty - Extended School Year (ESY) Staffing Changes

The Board approved the extended school year staffing changes.

Personnel - Employment - Extra Duty - 2019-2020

The Board approved the employment of Brooke Clugh as Video Assistant for the 2020 graduation.
Salary: \$500.00

*Note: This position was part of the 2019-2020 extra duty, co-curricular positions that was approved by the Board in August 2019. However, the position was not filled at the time of the approval.

Personnel - Employment - Classified - Building Secretary

The Board approved the employment of the following classified employee:

Name: Michelle G. Shipman

Position: Full-Time Building Secretary (IFES)

Salary: \$16.00/hr., 7.5 hrs./day - 209 days per school year

Starting Date: To Be Determined - 2020-2021 School Year

*Employment is contingent upon the successful completion of all on boarding paperwork.

Personnel - Job Description - Math Instructional Specialist

The Board approved the job description for the position of Math Instructional Specialist.

The block motion passed unanimously.

Prior to the vote on the block motion, the following was discussed.

Mrs. Knavel inquired whether the math instructional specialist position was a new position? It is a new position for a current employee. Mr. Hartman inquired about Policy #808 – the procedure if students go into a negative lunch balance – should be included in policy? No, this will be addressed in administrative procedures. Mrs. Sellers want to know if the new position took a teacher out of the classroom? No, it does not. Mrs. Sellers inquired regarding a reading specialist, and yes, the district is looking to support a reading specialist in the future. Mrs. MacIvor inquired about notifying families regarding the discontinuation of free breakfast at Rice? This has not been completed yet. Mrs. Knouse suggested that a communication plan be assembled to notify Rice that the free breakfast will no longer be served for the 2020-2021 school year.

CITIZENS PARTICIPATION - None

ANNOUNCEMENTS/INFORMATION ITEMS

a. Enrollment Report

b. Board Calendar - July/August 2020

-Community Relations Committee - July 1, 2020 - 6:00 PM

-Regular Board Meeting - July 13, 2020 - 7:00 PM

-Planning/Regular Board Meeting - August 3, 2020 - 7:00 PM

-Community Relations Committee - August 5, 2020 - 6:00 PM

-Safety & Security Committee - August 10 - 6:00 PM

-Regular Board Meeting - August 17, 2020 - 7:00 PM

c. FYI - FMLA - Trisha Reed - From 6/12/2020 - 7/24/2020 (intermittent leave)

DIRECTORS' DISCUSSION

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Mrs. Rob commented that she hoped more of the curriculum mapping could be achieved over the summer.

Mrs. MacIvor wanted to confirm that a designated amount of the fund balance did not need to be assigned prior to June 30, 2020, for audit purposes. Mrs. Weber confirmed this was the case.

Mr. Hartman inquired about the status of the track/turf, and if senior celebrations might be able to be held after July 1, 2020. The track/turf project is on schedule and plans/committees are going to be formed to possibly have a senior celebration at the beginning of August. More information will be forthcoming.

FOR THE RECORD

Mrs. Knouse announced that an executive session will be held after the regular meeting is adjourned. No votes will be taken, and it is in regard to a personnel matter.

ADJOURNMENT

Mrs. Sellers made a motion, seconded by Mrs. Meikrantz, to adjourn the meeting. The meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Nicole Weber
Board Secretary