

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

SCHOOL BOARD MEETING MINUTES
November 2, 2020

The South Middleton Board of School Directors met on November 2, 2020. The South Middleton Board of School Directors met via Zoom. Mrs. Knouse called the meeting to order at 7:00 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 – joined at 7:03pm

Mrs. Denise MacIvor

Mrs. Edith Rob

Mrs. Bethanne Sellers

Mr. Jonathan Still

Administrative Staff

Dr. Matthew Strine, Superintendent

Mrs. Trisha Reed, Principal, IFES

Mrs. Kimberly Spisak, Director of Student Services

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

Mr. Matthew Hurley, Supervisor of Human Resources

Mr. Alex Smith, School Psychologist

Student Representatives

Gibran Varahrami

Ajla Salkic

Visitors

Board Secretary

Nicole Weber

Solicitor

Gareth Pahowka

INTRODUCTIONS AND RECOGNITION

Dr. Strine recognized that this is Mrs. Spisak's last Board meeting before her retirement.

CITIZENS PARTICIPATION – None

Mrs. Knouse announced that the public comments already submitted would be read and reviewed at the second citizens participation portion of the agenda. Members of the public can continue to submit comments via email at smsdschoolboardcomment@smsd.us or if they are joining the zoom meeting, they can indicate with an emoji that they wish to comment during the second citizens participation portion of the meeting.

ACCEPTANCE OF MINUTES

Mr. Greenbaum made a motion, seconded by Mrs. MacIvor, that the Board approves the minutes of the following meeting: 10/19/2020 - Regular Board Meeting.

The motion passed unanimously.

FINANCIAL REPORT

Mr. Greenbaum made a motion, seconded by Mrs. Sellers, that the Board approves the following financials (7.1-7.3 with nothing to approve 7.4-7.7) in a block motion:

7.1 That the Board approves payment of General Fund bills represented by check 60601 to check 60653 in the amount of \$455,953.44 as represented in the attached summary.

7.2 That the Board approves payment of Activity Fund bills represented by check 16671 to 16674 in the amount of \$803.65 as represented in the attached summary.

7.3 That the Board approves payment of Athletic Fund bills represented by check 22126 to check 22144 in the amount of \$6,961.60 as represented in the attached summary.

7.4 No checks disbursed from Cafeteria Fund bills during this time period.

7.5 No checks disbursed from Construction Fund bills during this time period.

7.6 No checks disbursed from Capital Reserve Fund bills during this time period.

7.7 No checks disbursed from Trust Fund bills during this time period.

The motion passed unanimously.

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

Dr. Matthew Strine, Superintendent, reported that students have had 39 days in school so far and hopes to continue to stay in school. Reminded everyone that if you do not feel well, please stay at home.

Dr. Strine shared an update on customer service and communication – QR code added to emails to gather feedback on customer service. The Board and Superintendent had a retreat on Oct 22 from 6-9:30pm and will continue that conversation. Book Study through Shippensburg University Study Council – “White Fragility”, includes Administrators from other areas including Northeastern School District which continues through December. Working on Instructional Calendar Committee

for 21-22 and 22-23 school years. Looking ahead at Strategic Planning Committee and Comprehensive Plan. Last Friday was first of weekly communication to families and staff. Fall sports are ending and winter sports are starting soon. Winter sports present new set of challenges and will work through those.

Mrs. Melanie Shaver-Durham, Director of Curriculum/Instruction, reported she will be sharing results of parent and student surveys that were sent out last week. Met with Dr. Strine, Mr. Hain, and Dr. White to review and wanted to acknowledge everyone's hard work in putting these surveys together.

Mrs. Reed shared slide with survey results on the screen.

Remote Learning Survey Results:

Frequency and clarity of communication-majority responded "meets my expectations"

Asynchronous assignments are clear- majority responded "most of the time"

Successful at home routine- majority responded "always" or "most of the time"

Information in Google Classroom – majority responded "manageable"

Workload on asynchronous days- varied responses

Teachers provide end of day support- varied responses

Meaningful instruction via Zoom on Fridays- majority responded "always" and "most of the time"

Mrs. Shaver-Durham shared key takeaways from both parents and students, Dr. White and Mr. Hain will work with department leaders to provide more consistency for families in posting assignments. Principals normally review lesson plans but will increase support for new teachers with lesson plan support. Will also provide information for families at upcoming conferences on how to view assignments.

In response to Friday Zoom days, work on clarifying expectations for teachers and sharing strategies on what works well with remote learning.

While survey data shows that processes are working for most students, there is a 20% of respondents that showed needs. There are plans in place to assist these students through school data meetings.

Mrs. Meikrantz pointed out that there may be some students who are still struggling but may not have grades that reflect that. She noted that there should be an end date listed for the survey. Mrs. Knavel noted it was in the email as prior to 11/2/20. Mrs. Shaver-Durham clarified the wording.

Mrs. Sellers inquired about the support at the end of the day and the number of students who are not utilizing the support available.

Mrs. Shaver-Durham responded that if the Board feels that the change is recommended the administration would look at that. Looking for balance. Mrs. Sellers noted her concern about losing additional instructional time at end of the day.

Mrs. Knavel inquired about survey questions and quality of instruction on asynchronous days. Mrs. Shaver-Durham responded that the term "meaningful" was used and if instructions were clear and workload manageable. Mrs. Knavel commented she has heard from frustrated parents that students are being assigned "busy work" on remote days. Mrs. Shaver-Durham encouraged both students and parents to reach out to teacher with any concerns.

Dr. Strine shared that there were many comments received as well. Mrs. Knouse inquired if this could be shared with Curriculum Committee and families and students surveyed again in the future. Mrs. Rob clarified that there were low responses to the survey and inquired about timeline. Mrs. Shaver-Durham responded Wed-Sun evening. Mrs. Knouse inquired how frequent surveys would be occurring. Mrs. Shaver-Durham responded she will add to Curriculum Committee Agenda, next goal is to complete staff survey and then revisit after new year. Mr. Still commented that it would be helpful to get perspective from student representatives.

Mrs. Meikrantz would like to hear from teachers about time at end of day to work with students.

Mrs. Knavel commented that teachers are being responsive to students.

Mrs. Rob thanked Mrs. Shaver-Durham for completing the survey and inquired if possible to re-open same survey to gather more responses. Mrs. Shaver-Durham will discuss with other Directors and Dr. Strine. Mrs. Knavel asked about timeline for teacher survey. Mrs. Shaver-Durham responded next Wednesday. Mrs. Knouse inquired which staff. Mrs. Shaver-Durham responded it would be for Faculty but could also include support staff. Mrs. Rob inquired if district is measuring performance compared to other years. Mrs. Shaver-Durham responded that yes, working on measuring and reviewing assessment with intent to compare student growth. Mrs. Sellers inquired about data housing. Mrs. Shaver-Durham responded that performance tracker had previously ended but now are working to implement data mining in Sapphire by second semester.

Mrs. Nicole Weber, Director of Business and Operations, reported that first Safety Committee Meeting was held that included four SMEA teachers, Zach Gump, Matt Hurley, and representative from Strickler Insurance and will continue meeting monthly. Overall a great meeting and looking forward to working with everyone. Recently held meeting to discuss communication flow regarding student injuries, with a focus on accidents or injuries after school and thanked Karl Heimbach, Ben Widder, and Melissa Short-Ryan for their insight.

Met with Matt Hurley to discuss unemployment claims and working on proper documentation. M & T Bank website changed, and Business Office staff learned new check depositing machine to eliminate runs to bank.

Met with Jennifer Metz and Dave Boley to discuss lunch ordering process at Rice. K-8 students do not go through lunch line in effort to social distance and have developed Google Sheet to streamline lunch process thanks to Michelle Shipman at IFES. Met with Rohrer to discuss transportation this year, including parking, driver shortages, and pick up times. Mrs. Biggs has improved customer service interactions in transportation department. Mrs. Weber noted she will continue to have monthly transportation meetings. Submitted SHARRS report to PDE which includes all health-related data, for SMSD and non-public students, as well as financial information spent on nursing, physician, and dental services to the district.

Reported information from Cumberland County Tax Bureau for EIT, \$4,015,008 this October, from October 2019 \$4,021,555. - slight decrease from last year.

Mrs. Weber reported information received from PDE regarding ESSERS Grant of \$63,188.00 to use funds through September 2022.

Mrs. Rob inquired about activity bus. Mrs. Weber responded that they have not run an activity bus in recent years.

Mrs. Kim Spisak, Director of Student Services, thanked Mrs. Shaver-Durham for her report and gathering all the feedback. Mrs. Spisak reported recent social-emotional screener. This Thursday several employees will attend Sapphire Data-Mining Training. Kathy Ryan has completed PIMS data upload. Thanked Health Services team for their work during the COVID response. Thanked Joe Cress for article about students in Life Skills classroom. SMSD team met with Career Link about program for students to connect with training and jobs. Reminded everyone that Health and Safety Plan is to help school and community, please review FAQs on district website and thanked everyone for their support in these difficult decisions. Board thanked Mrs. Spisak for her service.

Ajla Salkic, Student Representative, reported weekly updates from some teachers that shows all detail for upcoming assignments. Shared that zoom classes are great, inconsistency with how teachers are using Canvas and calendar for assignments. Excited to see survey to share experience.

Mrs. Knouse thanked Ajla for sharing her experience.

Gibran Varahrami, Student Representative reported that Mrs. Chamberlin has helped with class. Next boys soccer game is Saturday against Lancaster Mennonite. Boys Cross Country team

placed 3rd at Districts. Shared that he and Dr. Strine have discussed setting up a panel to talk about student issues with workload.

Gibran shared a story from several students who were quarantined and shared their experiences with remote learning, teachers were very helpful and communicated well.

Mrs. Knouse thanked Gibran for his report.

Mr. Greenbaum inquired if Mr. Alex Smith could speak on behalf of his department. Mr. Smith shared that one complication of the pandemic is addressing student needs. Worked to screen K-12 students for social emotional needs and being responsive to data. Also looked at socio-economic status and academic needs and addressing each student case by case with counselors, school psychologists, and parents.

Mrs. Sellers inquired about special education interventions and timeline this year vs normal school year. Mr. Smith responded that we are further behind due to delayed start, some screeners were purposefully delayed due to familiarizing with new routines.

Mrs. Spisak commented that some of the timeline is planned due to remote learning in past spring.

Mrs. Rob inquired how our students are doing compared to other schools. Mr. Smith responded that he cannot compare to regional schools due to no state assessments this past year.

Mrs. Sellers inquired if district still participates in Cumberland County Drug and Alcohol Surveys.

Mrs. Spisak responded that district participates in PAYS Survey in each year and works with Drug & Alcohol.

NOTICES AND COMMUNICATIONS

Dr. Strine reported that he had received emails about Thanksgiving and remote learning. Administrative team is looking at doing remote day for secondary students for half day before Thanksgiving, will look at making plans for remote days prior to holidays. Mrs. Knavel and Mrs. Meikrantz inquired if full or half cyber day. Dr. Strine responded it would be a half day and will discuss any additional days with administration.

Dr. Strine reminded everyone to vote tomorrow.

BOARD REPORTS – Facilities Committee Meeting – Mrs. Knouse/Mr. Hartman

Mr. Hartman shared report from Mr. Zach Gump during Facilities Committee Meeting that Turf & Track project 99% completed. BSHS Auditorium lighting project completed and Mr. Gump and his team are trained. Two fuel tanks removed and passed environmental inspections. Highlighted cleaning processes in buildings.

Mr. David Yinger, SMEA Representative, reported Rebecca Strelitz at YBMS has been hosting book group for reading in school. Katherine Slentz has been dancing via Zoom with Spanish class students. Kristi Elder zoomed with quarantined students so they could still participate in shark dissection. The 5th Grade team created Escape Room for students. Recognized school nurses and all of their hard work. Recognized IFES support staff, Principal Trisha Reed, and guidance counselor helping during lunch.

Mrs. Knavel inquired about using class time to read books instead of instruction. Mr. Yinger responded that SSR is a part of the school day. Mrs. Shaver-Durham confirmed the SSR-sustained silent reading, to conference with teachers and peers is valuable.

Mr. Hartman thanked Mr. Yinger for what he did at Big Spring football game.

TOPIC DISCUSSION – None.

NEW BUSINESS

Approval of Agenda

Mr. Greenbaum made a motion, seconded by Mrs. Meikrantz, that the Board approves the agenda of November 2, 2020, with all corrections as indicated.

The motion passed unanimously.

PLANNING/DISCUSSION: Regular Board Meeting: November 16, 2020

The following items were presented for discussion purposes only:

SMSD Recommendation Briefing Form – K-12 Gifted Support Specialists Chair

That the Board approves the creation of a K-12 Gifted Support Specialists Chair.

Dr. Strine explained this role is to support Gifted Ed Department. Mrs. Meikrantz inquired if recent changes are coherent with department changes in past. Dr. Strine responded that there is longevity and dedicated positions.

Mrs. Rob inquired if the Chair position will go to existing Gifted Support teacher. Dr. Strine affirmed.

Mrs. Sellers inquired about reading specialist and addressing the need for 6-12 interventions. Dr. Strine responded the district is working through MTSS process to expand supports for special needs, 504, and gifted. Mrs. Sellers inquired of the timeline. Dr. Strine responded it will be over the four-year plan to adjust resources and add positions. Mrs. Shaver-Durham responded that current Title 1 funding only covers two current Title 1 teachers.

Mrs. Spisak responded that MTSS services is tied into Gifted Support Specialists Chair.

Mr. Hartman inquired if teaching staff is equal. Mrs. Spisak responded that it would be equitable.

Personnel - Classified - Retirement/Resignation

That the Board approves the following classified resignations/retirements:

- Kathy Alwood – For the purpose of retirement - Payroll & Benefits Coordinator – effective 12/31/2020
- Linda Jumper – Resignation - 1:1 Aide, effective beginning of SY 2020-2021

Mr. Hartman asked Mrs. Weber to thank Mrs. Alwood for all her work. Mrs. Meikrantz inquired about her position being posted. Mrs. Weber responded the updated job description is further in the agenda.

Personnel - Extra Duty Co-curricular - Employment

That the Board approved the following Extra Duty Co-Curricular (SY 2020-2021) positions:

- Ellen Schin – Rice Elementary Yearbook Advisor - \$750.00
- Seth Eck – IFES Yearbook Advisor - \$750.00
- Dorri Herrmann and Brooke Clugh – HS Yearbook Advisors, splitting stipend, each will receive \$750.00
- Debra Mowe (Replacing Megan Capuano) – 2023 Class Co-Advisor - \$300.00

- Jennifer Chamberlin – K-12 Gifted Support Specialists Chair for SY 2020-2021- (position listed above in Recommendation Briefing Form), \$2,650.00
- Jennifer Chamberlin – MS Gifted Ed Case Manager from October 19, 2020 thru the end of the 1st semester, \$1,080.00
- Elizabeth Anderson - Middle School Musical (Set painting, stage manager, costumes, choreographer) - Spring \$1254.00
- Elizabeth Anderson - High School Musical (Drama set design, construction, stage manager)- Spring \$2101.00

Personnel - Extra Duty Co-curricular - Resignation

That the Board approves the following Extra Duty Co-curricular - Resignation:

- Megan Capuano – 2023 Class Co-Advisor Co-Curricular Contract

Personnel - Extra Duty - Athletics - Employment

That the Board approves the following Extra Duty Athletic employment:

- Eric Collins – Assistant JH Boys Basketball Coach (replacing John Walton) - \$2,400.00
- SY 2020 Winter Coach List
- Madison Hemler- Women's Basketball Coach (Volunteer)

Personnel - Administration - Employment

That the Board approves the following Administration employment, contingent upon certification:

- Alex Smith – Director of Student Services (replacing Kim Spisak), effective 11/17/2020 - \$85,000

Dr. Strine reported that he is aware of concerns with certification timing and willing to modify title in meantime. Mr. Greenbaum requested further information regarding Mr. Smith. Dr. Strine will work with Mr. Pahowka on specifics of title. Mrs. Knouse inquired how to word requiring credentials. Mr. Pahowka responded he will discuss options with Dr. Strine on temporary titles. Mrs. Knouse responded she would prefer temporary Director of Student Services pending certifications. Several Board members agreed.

Personnel - Professional - Leave of Absence for Professional Development

That the Board approves the following Leave of Absence for Compensated Professional Development Leave for the 2021-2022 school year:

Amy Necci - Spanish Teacher - YBMS

Mr. Hartman requested copy of 338.1 from Policy Manual and SMEA contract for Board review. Mrs. Knavel commented that the policy relates to teacher's assigned position and if Dr. Strine could provide explanation.

Applications - School Psychology Internship for 2021-2022 School Year

That the Board authorizes the Administration to proceed with advertising for a school psychology intern for the 2021-2022 school year.

Personnel - HR Generalist Job Description

That the Board approves the HR Generalist Job Description.

Dr. Strine commented that this transitions the Payroll and Benefits Coordinator position to HR Generalist.

District Title IX Coordinator

That the Board approves Mrs. Melanie Shaver-Durham as South Middleton School District's Title IX Coordinator.

Contract - Favorite Staffing

That the Board approves the Favorite Staffing Contract for purposes of Nursing Substitutes should there be no district nurse available.

Agreement for Cofense PhishMe Services

That the Board approves the Agreement for Cofense PhishMe Services.

Addendum to SMSD - ESS Agreement

That the Board approves the Addendum to the Agreement between South Middleton School District and ESS Northeast, LCC.

Amendment to Act 93 Agreement

That the Board approves the following amendment to the Act 93 Agreement:
It is recommended that the Board amend the Administrative Compensation Plan by removing Section 2.6 and replacing it with the language from Article X(C)(9) of the collective bargaining agreement with the South Middleton Education Association. This Amendment is intended to make the tuition reimbursement language in the Administrative Compensation Plan consistent with the same language in the collective bargaining agreement.

First Reading - Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students

First Reading - Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff

Retire Policy 248

That the Board approves retiring policy 248, as the updates to Policy 103 align to updated Title IX regulations eliminate the need for Policy 248.

Retire Policy 348

That the Board approves retiring Policy 348, as the updates to Policy 104 align to updated Title IX regulations eliminate the need for Policy 348.

Mr. Still inquired if Mr. Pahowka will be reviewing policies to align. Mr. Pahowka confirmed he will review.

Update to Health & Safety Plan

That the Board approves an amendment to the language on page 24 in the SMSD Health & Safety Plan.

CITIZENS PARTICIPATION –

Douglas Miller, resident at 130 Sunset Drive Mount Holly Springs, inquired about survey information, would have preferred additional time to respond. Noted that it was interesting that he and daughters were unaware time at end of the day to email teachers. Encouraged administration to review comments from survey and noticed that there were significant differences on how students and parent responded to questions and those areas should be reviewed.

Mrs. Knavel clarified that the 45 minutes at end of secondary teacher day was for student meetings and responding to emails.

ADVISORY COMMITTEE REPORTS

Cumberland-Perry AVTS - Mr. Greenbaum

No Report

South Middleton Parks & Recreation – Mr. Greenbaum

No Report

PSBA Legislative Representative – Mr. Still

Senate Bill 530, SMSD Board member emails

Bubbler Foundation – Mrs. Meikrantz

No meeting, continuing to receive proposals

ANNOUNCEMENTS/INFORMATION ITEMS

Enrollment Report – separate attachment for CAOLA numbers

Board Calendar for November 2020

November 4, 2020 - Community Relations Committee Meeting - 6:00 p.m.

November 9, 2020 - Safety/Security Committee Meeting - 6:00 p.m.

November 16, 2020 - Regular Board Meeting - 7:00 p.m.

November 23, 2020 - Curriculum/Instruction Committee Meeting - 6:00 p.m.

DIRECTORS' DISCUSSION

Mrs. Knouse thanked Mr. Still's work on working with Dr. Woods to plan recent Board retreat and developing Board norms.

Mrs. Sellers shared an update of Eric Geesaman, former student representative, and his recent studies at Penn State.

Mr. Hartman thanked Interact Club for planning Veterans' Day Breakfast.

Mrs. Rob acknowledged school receptionists, administrators, noting Mrs. Spisak and thanking her for her service.

Mrs. Spisak thanked the Board and shared her plans for retirement.

Mrs. Meikrantz shared that Mrs. Spisak was always known for being an amazing teacher and administrator. Thanked Dr. Strine for taking another look at Thanksgiving Break and Mrs. Shaver-Durham's work on the survey.

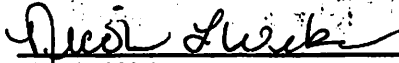
Mr. Greenbaum shared he was impressed by professionalism of Board.

Mrs. Knouse thanked Mrs. Spisak for her service to the district.

ADJOURNMENT

Mrs. Sellers made a motion, seconded by Mrs. Rob, to adjourn the meeting. The meeting adjourned at 9:30 p.m.

Respectfully Submitted,



Nicole Weber
Nicole Weber
Board Secretary