

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

**SCHOOL BOARD MEETING MINUTES**  
**April 6, 2021**

The South Middleton Board of School Directors met on April 6, 2021. The South Middleton Board of School Directors met via Zoom and in Board Room. Mrs. Knouse called the meeting to order at 7:04 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. Denise MacIvor

Mrs. Elizabeth Meikrantz- Absent  
Mrs. Edith Rob  
Mrs. Bethanne Sellers  
Mr. Jonathan Still

**Administrative Staff**

Dr. Matthew Strine, Superintendent  
Mrs. Nicole Weber, Directors of Business/Operations  
Mrs. Melanie Shaver-Durham, Director of Curriculum/Instruction  
Mr. Alex Smith, Director of Student Services  
Dr. Jesse White, Principal- Yellow Breeches Middle School  
Mr. David Boley, Principal- W.G. Rice Elementary

**Student Representatives**

Gibran Varahrami  
Ajla Salkic

**Visitors**

**Board Secretary**

Cristeen Beck

**Solicitor**

Gareth Pahowka

## **APPROVAL OF AGENDA AND MINUTES**

### **Approval of Agenda**

Mrs. Knavel made a motion, seconded by Mrs. Maclvor to amend the agenda of April 6, 2021 to move the President's Report to after the Approval of Agenda/Minutes.

**The motion passed unanimously.**

### **Approval of Minutes**

Mrs. Knavel made a motion, seconded by Maclvor that the Board approves the minutes of the following meeting: 3/16/21 – Regular Board Meeting.

**The motion passed unanimously.**

## **AWARDS AND RECOGNITIONS - None**

## **PRESIDENT'S REPORT/COMMITTEE REPORTS/REPRESENTATIVES REPORTS/STUDENT REPORTS**

Mrs. Knouse announced an Executive Session on April 5, 2021 to discuss litigation and personnel matters. Plan will be to transition to the auditorium for next Board meeting. Last few weeks have been very divisive and a rough time for our district and community. Founder Daniel Kauffman who worked tirelessly to ensure the freedom of others. Boiling Springs is the best place to call home and raise children.

Mrs. Knouse outlined directive to administrative team to recalibrate and review JEDI, must be developed and communicated widely with parents and soon. Engage with families, work with staff and families over the summer. Bring in a consultant for a workshop, reminder that consultant does not run our district. Be intentional and transparent in process. Board values all families and wants a sustainable and inclusive culture continued in our district.

Has received multiple inquiries about re-opening of schools. Mrs. Knouse asked Dr. Strine if he feels confident to safely bring students back to school. Dr. Strine responded he feels confident that he can bring student safely back. Will work next Thursday and Friday to get classrooms ready.

Mrs. Knouse read an email from Mr. and Mrs. Yanity regarding concerns with health and safety. Referenced CV schools and their plan to return to school and feedback for their health and safety plan.

Dr. Strine outlined the updated Health & Safety Plan on the agenda. School specific emails and communication will be sent out this week to parents for next week's return. Mrs. Knouse read concern about enforcing mask wearing and rising COVID cases. Dr.

Strine responded that mask wearing will be enforced according to guidelines and policies in place. Will follow decision matrix and noted different requirements for high school due to being a larger school than middle or elementary schools. Mrs. Knouse inquired about consequences for students not wearing masks. Dr. Strine responded that it would be enforced at building level by that administrator.

**CITIZENS PARTICIPATION (AGENDA ITEMS ONLY)**

Andrea Kimmel – 212 Hope Drive Boiling Springs

Emailed in questions - Why 4 days instead of 5 days for secondary?

Dr. Strine responded that is a safety net for the small groups on Fridays with synchronous Zooms.

Will science and social studies be part of the 2021-2022 school year?

Mrs. Knouse commented that Mrs. Reed can answer that question and will reach out to ensure she answers that question.

Gene Yanity -17 Sheely Lane Boiling Springs

Emailed in questions about students not wearing masks, lunch periods, and social distancing.

Mrs. Knouse requested that Dr. Strine send out information to families with answers to concerns.

Heather Stamm -205 Westgate Drive Mount Holly Springs

Inquired about survey from principal regarding students return to classrooms. Question about measuring 3 feet distance in classroom.

Dr. Strine clarified that district has collected data throughout hybrid learning. Distancing between desks has been measured from center. Plans to maximize whenever possible.

**Board Reports-**

Policy Committee– Mrs. Rob

Mrs. Rob reported on Policy Committee Meeting held on March 22, 2021. Reviewed policies 100-108, and 150. Outlined updates and other changes to policies listed on agenda. Committee is now reviewing polices 109-121 and 832 and 236. Noted Policy 905 for retirement- adopted Administrative Regulation 905 and Policy 005.1.

Curriculum & Instruction Committee– Mrs. Sellers

Mrs. Sellers reported on meeting held March 29, 2021. Format of meeting changed to webinar. Did not have JEDI report that evening due to pushing out information to school community that Friday prior. Shared update on ELA curriculum development and upcoming approval process. Math textbook recommendations will be discussed at next meeting. Reviewed K-5 Virtual Academy proposal that was presented by Mrs. Shaver-

Durham and committee asked to present to full Board. Several comments from citizens. Next meeting is June 1 at 6pm.

### **DIRECTOR OF BUSINESS AND OPERATIONS**

Mrs. Nicole Weber- Director of Business & Operations, reported on recent meeting with ABM for staffing. Highlighted cleaning checklist in every classroom to assist with transparency in cleaning classrooms.

Continuing with budget meetings with department leaders. Working with human resources department to streamline invoice processing. Mrs. Weber shared that she and Mrs. Hranica- Board Treasurer, met with auditors to review trial balance reports. Working with Forecast 5 to pull data points. Provided update on ESSERS 3 grant- federal government has changed amount from 1.7 to 1.5 million.

### **STUDENT REPRESENTATIVE REPORT**

Ajla Salkic- Student Representative shared update on poll shared through Instagram and snapchat. Reviewed chart of poll results. Outlined responses and reasons behind answers.

Mrs. Knouse inquired if this poll has been presented to Mr. Hain. AJ responded that she is not aware if poll was shared with Mr. Hain.

Mrs. Rob commented that it showed sophomore class seemed more interested in returning to school than the other grades.

Mrs. Knavel noted comments were a part of this poll.

Mrs. Sellers commented that students in 6-8 are also part of secondary and this discussion.

### **SUPPORT SERVICES REPORTS**

Dr. Strine reported that Mrs. Shaver-Durham will be presenting the SMSD K-5 Virtual School.

Mrs. Shaver-Durham shared slideshow outlining proposal that was also presented at last Curriculum Committee meeting. Highlighted instruction, staffing, and technology.

Mr. Hartman made a motion to table the proposal.

Mr. Pahowka recommended making a motion during that section of the agenda.

Mrs. Knouse asked Mrs. Shaver-Durham to pause her presentation and would be discussed in Planning/Discussion section of agenda.

### **SUPERINTENDENT REPORT**

Dr. Strine shared report on progress of Comprehensive Plan. Will be putting out interest survey to participate in Comprehensive Plan Steering Committee. Must be available for two meeting dates- April 20 and May 11 via Zoom.

### **Consent Agenda**

### **Financial Reports**

That the Board approves payment of General Fund bills represented by check 61160 to check 61263 in the amount of \$780,963.44 as represented in the attached summary. That the Board approves payment of Activity Fund bills represented by check 16697 to check 16701 in the amount of \$1,517.47 as represented in the attached summary.

That the Board approves payment of Athletic Fund bills represented by check 22357 to check 22386 in the amount of \$11,929.93 as represented in the attached summary.

That the Board approves Cafeteria Fund bills represented by check 7243 in the amount of \$62,361.50 as represented by the attached check.

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

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

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

### **Itemized Agenda:**

#### **Health & Safety Plan**

Mr. Greenbaum asked Dr. Strine to outline updates to Health & Safety Plan. Dr. Strine noted one-page document with list attached to the agenda that includes changes to distancing and other recently updated CDC and PDE guidelines. Mr. Smith agreed and noted that language was updated to reflect Mrs. Spisak's retirement, guidelines for temperature checks, and playground equipment.

Mr. Greenbaum made a motion, seconded by Mrs. Sellers, that the Board approves the updates to the Health & Safety Plan.

Mrs. Knavel inquired about social distancing in hallways. Dr. Strine noted that social distancing in hallways does not impact contact tracing due to contact time.

Mrs. Knavel inquired about lunches and class sizes. Dr. Strine outlined that A/B schedule will still continue with some of the creative arts, tech, and lab classes.

Mr. Hartman inquired about transportation.

Dr. Strine responded that we can continue with same process and stay within capacity limits. Concern about volume of parent drop-off and pick up. Mr. Hartman inquired about planning to mitigate this. Dr. Strine responded that

Mrs. Rob inquired about contact tracing and potential number of cases.

Dr. Strine responded that Mr. Smith has led the contact tracing effort for team.

Mrs. Rob inquired status of teacher vaccination.

Dr. Strine responded that he does not have the exact percentage, but majority of staff vaccinated.

Mr. Hartman inquired about parent drop off and numbers.

Dr. Strine responded that an influx is expected.

Mr. Hartman inquired about PPE and safety and security.

Dr. Strine responded that PPE and signage has been increased.

Mrs. MacIvor inquired about substitute teachers.

Dr. Strine responded that substitute rates were recently increased. Subs are contracted through ESS to recruit subs. Working with Human Resources department to ensure staffing.

Mrs. Knavel inquired about quarantine period for vaccinated teachers.

Mr. Smith responded that fully vaccinated staff would not have to quarantine so long as they are not showing symptoms.

Mrs. Knavel inquired about mask enforcement.

Dr. Strine responded that staff and students will be trained on mask wearing. Requested information to address those not wearing masks. Noted that it's been 2 weeks since teacher vaccination clinic.

Mrs. Knavel noted emails received about mask concerns.

Mrs. Sellers noted that gaiter style masks not being work properly.

Mrs. Rob inquired if district has capacity to handle increased number of students for virtual learning. Suggested staggered start if needed.

Dr. Strine responded that it will be addressed as need arises and can be handled.

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

**Mrs. MacIvor –Yes                      Mr. Greenbaum- Yes**

**Mrs. Meikrantz –Absent              Mr. Hartman - Yes**

**Mrs. Rob- Yes                              Mrs. Knavel – Yes**

**Mrs. Sellers- Yes                         Mrs. Knouse- Yes**

**Mr. Still – Yes**

**Yes –8, No – 0, Abstentions- 0, Absent - 1**

## **Planning & Discussion**

### **SMSD Virtual Academy**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel, to table SMSD Virtual Academy Proposal.

Mr. Greenbaum commented that focus this summer and in the next year should be regaining lost ground for students due to COVID. Focus should be getting students back to where they need to be.

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Mrs. Rob commented that work and effort put into virtual academy are noted. Does not have confidence that COVID will go away and may need in future. Prudent to table at this time.

Mr. Greenbaum commented that a lot of work was put into this and a lot of good is in there.

Mrs. Sellers noted that there is a lot of good that comes out of this, but disadvantage is our small size.

Mr. Still asked Dr. Strine of perceived need.

Dr. Strine responded that he does not know what the next year will bring but currently there are 159 cyber students in K-5. In previous years was much lower.

Mrs. Rob commented that it would be helpful to know the cost of this academy versus losing these students to CCA.

Dr. Strine noted that he did not provide expense as itemized chart for positions.

Mrs. Knavel thanked Mrs. Shaver-Durham for her work on this.

**The motion passed unanimously.**

### **Bond Refinancing**

Mr. Greenbaum asked Mrs. Weber for her recommendation.

Mrs. Weber responded that her recommendation is for the upfront savings and feels it would be best for district.

Mrs. Knavel commented that she feels the other option is better and asked for reasoning. Noted recent grant funding received.

Mrs. Weber clarified that grant funds must be used for specific items and not all general purposes.

Mrs. Rob commented she agrees with Mrs. Knavel but also inquired about facilities meeting and timeline for Mr. Remig, if could be moved back another month.

Mrs. Weber responded that she would be cautious about holding off another month due to interest rates.

Mrs. Rob requested that Mr. Gump prepare a document with information about facility projects.

Mrs. MacIvor commented that she agrees with Mrs. Knavel.

### **Dental Services Agreement**

Dr. Strine noted that dentist has retired, and this is the new service provider.

### **CAIU Budget**

Mrs. Knouse noted that its attached to the agenda.

### **YMCA Childcare Agreement**

Mrs. Knouse inquired if YMCA pays SMSD.

Mrs. Weber responded that yes, \$475.00 a month which is the same as this year.

### **Chartwells Agreement**

Mrs. Weber outlined agreement and attachments as required by the state. Complimented Chartwells for service over the past year. 1.1% increase from current year.

### **School Lunch Prices**

Mrs. Weber noted that school lunch prices are the same as 20-21.

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Mrs. Maclvor inquired about cafeteria funding and where fund balance stands.  
Mrs. Weber clarified fund reporting process to state and federal government.  
Mrs. Maclvor inquired about potential status at the end of this year and transferring out of general fund.  
Mrs. Weber responded that she does not anticipate that occurring.  
Mrs. Knavel inquired about delinquent lunch accounts.  
Mrs. Weber responded that there are no delinquent accounts this year.  
Mrs. Knouse inquired if the free meals will stop next week when students return.  
Mrs. Weber responded that will not occur until next school year.

### **DOCEO Agreement**

Mr. Still inquired about attachments.  
Mrs. Weber outlined agreement and leasing amount for copiers, included savings.

### **Merakey Agreement**

### **Yellow Breeches Educational Center (YBEC) Trails Program Agreement**

Dr. Strine noted these are annual agreements.

### **Textbook Disposal**

### **Personnel-Professional- Retirement**

### **Personnel- Administration- Retirement**

### **Job Descriptions**

- Director of Information Technology
- Executive Assistant to the Superintendent
- Athletic Director

### **Title Change**

Mr. Greenbaum made a motion, seconded by Mr. Hartman to table Director of Information Technology job description.

Mrs. Knavel inquired about Executive Assistant to the Superintendent job description. Inquired about salary change.

Dr. Strine outlined update to position and noted no salary change.

Mr. Still noted that Dr. Strine planned to review all job descriptions.

Mr. Hartman inquired about yearly evaluation.

Dr. Strine responded that yearly evaluation is due by June 30.

Mrs. Maclvor requested to Mrs. Knouse to discuss job descriptions and salaries in next Executive Session.

### **Personnel – Employment - PT Grounds Crew**

### **Policies**



**CITIZENS PARTICIPATION-**

Jennifer Chamberlin- 3 Stonehedge Way Carlisle – inquired about revisions to administrative positions and frequency.

Dr. Strine responded that positions are regularly reviewed.

Randy Evans 205 Oak Drive Mount Holly Springs

Inquired about policy 105 - #11 about with concerns about equity language. Asked about decision matrix changes.

Dr. Strine responded that decision matrix has been updated by PDE and Mr. Smith has drafted updated decision matrix for BSHS.

Mr. Evans clarified section of 105.

Mrs. Rob responded to Mr. Evans comment and cited language from PSBA.

Katrina Scavone 13 Meadowood Place Boiling Springs

Emailed question about state mandate on diversity

Suggested Civics Club at high school.

Mrs. Knouse responded that information is available on the PA Department of Education website.

Mr. Rob noted that all Board policies cite school code and can be found in highlighted blue footnotes.

**BOARD COMMENTS**

Mrs. MacIvor asked Mrs. Weber about checks to Crawford Consulting and requested that she send the Board a copy of that contract.

Gibran Varahrami- Student Representative joined the meeting and noted concerns about health and safety. Will meet with Dr. Strine to discuss.

Mr. Greenbaum thanked administration and Dr. Strine for their work over the past several weeks. Encouraged everyone eligible to make an appointment to get vaccinated. Thanked faculty, staff, and students.

Mrs. Sellers recognized Mr. Greenbaum and Mrs. Knouse for their service to the Board.

Mrs. Rob recognized the students who stood up last Tuesday. Thanked Gibran and AJ for their leadership. Request to Dr. Strine to review organizational chart per policy.

**ANNOUNCEMENTS/INFORMATION ITEMS**

**Enrollment Report (attached)**

**April/May Board Calendar**

April 19, 2021- Regular Board Meeting - 7:00 pm

April 26, 2021- Policy Committee Meeting- 6:00 pm

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April 26, 2021- Budget Committee Meeting- 7:00 pm

May 3, 2021 - Regular/Planning Board Meeting - 7:00 pm

May 10, 2021- Athletics & Student Activities Committee Meeting- 6:00 pm

May 12, 2021- Safety & Security Committee Meeting- 6:00 pm

May 17, 2021- Regular Board Meeting - 7:00 pm

May 24, 2021- Policy Committee Meeting - 6:00 pm

**ADJOURNMENT**

Mrs. Sellers made a motion, seconded by Mrs. MacIvor, to adjourn the meeting. The meeting adjourned at 9:13 p.m.

Respectfully Submitted,

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Cristeen Beck  
Board Secretary