

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

**SCHOOL BOARD MEETING MINUTES  
October 4, 2021**

The South Middleton Board of School Directors met on October 4, 2021. The South Middleton Board of School Directors met in the District Office Board Room. 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. Brad Group  
Mr. William Hartman  
Mrs. Stacey Knavel  
Mrs. Elizabeth Knouse

Mrs. Denise MacIvor  
Mrs. Elizabeth Meikrantz- Absent  
Mrs. Bethanne Sellers  
Mr. Jonathan Still

**Administrative Staff**

Mr. James Estep, Superintendent  
Mrs. Melanie Shaver-Durham, Director of Curriculum/Instruction  
Mr. Alex Smith, Director of Student Services

**Student Representatives**

Ajla Salkic- Absent  
Jacob Sokolofsky

**Visitors**

See Attached

**Board Secretary**

Cristeen Beck

**Solicitor**

Chris Harris

Mrs. Knouse announced two Executive Sessions on 10/4/21 and 9/20/21 to discuss Personnel.

**APPROVAL OF AGENDA AND MINUTES**

**Approval of Agenda**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel, to approve the agenda of October 4, 2021, with all corrections as indicated.

**The motion passed unanimously.**

**Approval of Minutes**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel, that the Board approves the minutes of the following meeting: 9/20/21– Regular Board Meeting and 9/29/2021- Special Voting Meeting.

**The motion passed unanimously.**

**AWARDS AND RECOGNITIONS** – Mr. Estep recognized the district maintenance, custodial, and security staff. They continue to tackle work orders and provide the staff with what they need. Noted that he did walk throughs in buildings, and they were immaculate. Mr. Estep shared grant award received for \$15,000 for homeless students.

Mr. Estep recognized Mrs. Knouse on behalf of Pennsylvania School Boards Association for her 12 years of service as a School Director and presented a certificate for the PSBA Honor Roll.

Mrs. Knouse shared that Indiana University is honoring Naomi Searle as a Distinguished Alumni.

Mrs. Knouse noted that Homecoming was successful and that students had a great time. Mr. Estep thanked Mr. Hain and Mr. Correll for their flexibility during Homecoming.

**CITIZENS PARTICIPATION (AGENDA ITEMS ONLY) – None**

**PRESIDENT’S REPORT/COMMITTEE REPORTS/REPRESENTATIVES REPORTS/STUDENT REPORTS**

**Committee Reports**

**Policy Committee- Mr. Group** – Met on Monday, September 27, 2021 and will review during that agenda section.

**STUDENT REPRESENTATIVE REPORT -**

Jake Sokolofsky- Student Representative, reported that Homecoming was successful and thanked Mr. Hain and Mr. Correll. Overall a fun night. Suggested outdoor space for future events. Homecoming game went well. Commented that Mrs. Boyle organized the high school sport teams captains to visit YBMS and talk to students about leadership. Group of students met with Mr. Hain about dress code and working on resolution.

**Advisory Committee Reports**

**Cumberland Perry Area Career & Technical Center – Mr. Greenbaum** – Attended meeting last week. Shared report that this year's class is largest class and looking at future years with increased enrollment. Recommended that current and future Board members contact Justin Bruhn for tour and highlighted health occupations space.

Mr. Estep commented on his support of career and technical education and history of labor force and skilled labor. Public schools should work to support those systems. Mrs. Knouse noted that she toured CPACTC today.

**PSBA Legislative Report – Mr. Still** – No Report

**South Middleton Township- Mrs. MacIvor** – No Report

**South Middleton Parks and Recreation- Mr. Greenbaum** – No Report

**Bubbler Foundation- Mrs. Meikrantz** – No Report

**DIRECTOR OF BUSINESS AND OPERATIONS- None**

**SUPPORT SERVICES REPORTS- None**

**SUPERINTENDENT REPORT-** Mr. Estep provided update on filling key positions in district. New Director of Business is arriving November 8, Assistant Business Manager on October 18, and both Director of Human Resources and Supervisor of Building & Grounds on October 11. Keeping up with Fall sports and proud of student athletes. Thanked SMEA Leadership- Paula Michalik for excellent communication.

Mrs. MacIvor inquired about financial reports on agenda.

Mr. Estep responded that there will not be a Treasurer's report but he is reviewing and approving requisitions at this time.

### **Consent Agenda**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel, to approve the Consent Agenda.

### **Financial Reports**

10.1 That the Board approves payment of General Fund bills represented by checks 61876 to 61932 in the amount of \$622,929.93, as represented in the attached summary.

10.2 That the Board approves payment of Activity Fund bills represented by checks 16756 to 16762 in the amount of \$4,233.25, as represented in the attached summary.

10.3 That the Board approves payment of Athletic Fund bills represented by checks 22518 to 22521 in the amount of \$10,683.50, as represented in the attached summary.

10.4 No checks disbursed from Cafeteria Fund during this time period.

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

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

10.7 No checks disbursed from Scholarship Fund during this time period.

### **Personnel- Extra- Duty - Mentors**

That the Board approves the following Personnel- Extra-Duty- Mentors:

Aron Christopher - Brooke Brownawell (Reading LTS) Pro-rated 9/20/21-4/1/22 \$309.00

David Robinson - Jessica Sharpe (Middle School Intensive Learning Support Teacher)  
Pro-rated 10/04/21-End of Year \$412.00

### **Merakey Agreement**

That the Board approves the Merakey Letter of Agreement.

### **Policies- Second/Final Reading**

#### **Second/Final Reading - Policy 100 - Comprehensive Plan**

That the Board approves the Second/Final Reading of revised Policy 100-  
Comprehensive Plan.

(Policy revised to reflect new Comprehensive Plan for 2022-2024)

#### **Second/Final Reading - Policy 102 - Academic Standards**

That the Board approves the Second/Final Reading of revised Policy 102- Academic Standards.

(Policy revised to reflect Pa Department of Education Standards/website)

**Second/Final Reading- Policy 103.1 - Nondiscrimination- Qualified Students with Disabilities**

That the Board approves the Second/Final Reading of revised Policy 103.1- Nondiscrimination- Qualified Students with Disabilities.

(Policy revised to reflect appropriate position titles and language)

**Second/Final Reading- Policy 105- Curriculum**

That the Board approves the Second/Final Reading of revised Policy 105- Curriculum.

(Policy revised and included language from Policy 105.1)

**Second/Final Reading- Policy 105.2 - Exemption from Instruction**

That the Board approves the Second/Final Reading of revised Policy 105.2 - Exemption from Instruction.

(Policy revised with language on emancipated students)

**Second/Final Reading- Policy 106- Planned Instruction**

That the Board approves the Second/Final Reading of revised Policy 106- Planned Instruction.

(Policy revised with language from Policy 107)

**Second/Final Reading- Policy 108- Adoption of Textbooks**

That the Board approves the Second/Final Reading of revised Policy 108- Adoption of Textbooks.

(Policy revised with PSBA update from 8/2018 and language)

**Second/Final Reading- Policy 150- Title I - Comparability of Services**

That the Board approves the Second/Final Reading of revised Policy 150- Title I- Comparability of Services.

(PSBA update- required Policy)

**Retire Policy 100.1 - Student Safety Plan**

That the Board approves retiring Policy 100.1- Student Safety Plan.

(Policy 100 - Comprehensive Plan includes language for Student Services Plan)

**Retire- Policy 101- Mission Statement**

That the Board approves retiring Policy 101- Mission Statement.

(Encompassed in Policy 100- Comprehensive Plan)

**Retire- Policy 101.1 - Philosophy of Education**

That the Board approves retiring Policy 101.1- Philosophy of Education.

**Retire- Policy 102.1 - Educational Goals**

That the Board approves retiring Policy 102.1- Educational Goals.

**Retire- Policy 105.1- Curriculum Review by Parents/Guardians**

That the Board approves retiring Policy 105.1- Curriculum Review by Parents/Guardians.

(Policy language included in revised Policy 105- Curriculum)

**Retire- Policy 105.3- Alternatives to Dissection**

That the Board approves retiring Policy 105.3- Alternatives to Dissection.

(To adopt Administrative Regulation)

**Retire- Policy 107 - Adoption for Planned Instruction**

That the Board approves retiring Policy 107- Adoption for Planned Instruction.

(This policy language has been included in revised Policy 106- Planned Instruction)

**Retire- Policy 905**

That the Board approves retiring Policy 905- Citizen Advisory Committee.

(This policy language has been included in new active Policy 005.1 - Operating Guidelines for Board Committees and Administrative Regulation 905)

**The motion passed unanimously.**

**Itemized Agenda:**

**Personnel - Employment - Professional**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel that the Board approves the following Personnel - Employment- Professional:

- Jessica Sharpe - Middle School Intensive Learning Support Teacher (replacing Bethany Mohney)- Master's +15, Step 7 \$60,075 - anticipated start date October 4, 2021
  - Education: Bachelor's - Millersville University 2007, Master's - Shippensburg University 2011, Wilson College 2021
  - Experience: Mechanicsburg Area School District 2008-2021

**The motion passed unanimously.**

**Personnel - Position Change - Health Services**

Mr. Greenbaum made a motion, seconded by Mrs. Knavel, that the Board approves the following Personnel- Position Change:

- Amanda Howard- Building Nurse to LPN- \$22.00/hour, effective 10/04/2021

**The motion passed unanimously.**

**Planning/Discussion- for Approval at 10/18/21 Meeting  
Amended Act 93 Agreement**

That the Board approves the amended Act 93 Agreement.

**Amended Support Staff Agreement**

That the Board approves the amended Support Staff Agreement.

**Job Description- Executive Assistant**

That the Board approves the Executive Assistant to the Superintendent Job Description.

**Personnel - Position Change- Administrative**

That the Board approves the following Personnel- Position Change:

- Cristeen Beck - Administrative Assistant to the Superintendent to Executive Assistant to the Superintendent - \$58,000/year, effective 10/04/2021

**Job Description- Transportation Coordinator**

That the Board approves the Transportation Coordinator Job Description.

**Personnel - Position Change- Classified**

That the Board approves the following position change:

Robin Biggs - Transportation Secretary to Transportation Coordinator- \$24.00/hour, effective 10/04/2021

Mr. Estep commented on his task of reviewing internal systemic issues and creating solutions. Items on the agenda are part of this process and this the beginning. Need to review several members of the Support Staff and analyze inconsistencies.

Mrs. Knouse commented on those staff and concerns and asked Mr. Estep to follow up.

Mr. Estep shared that this has been a priority for the Board.

Mrs. Knavel inquired about policies.

Mr. Group responded that Policy Committee earlier this year had reviewed a number of policies. The policies for First Reading listed on the agenda were reviewed at the last committee meeting, five policies were tabled for follow up.

Mr. Still thanked Committee and Mrs. Beck for highlighting changes in the policies.

Mr. Group commented on aspects of process.

**Policies- First Reading**

**First Reading- Policy 109- Resource Materials**

That the Board approves the First Reading of revised Policy 109- Resource Materials.

(Policy revised with updated language and school code legal citations)

**First Reading- Policy 110- Instructional Supplies**

That the Board approves the First Reading of revised Policy 110- Instructional Supplies.

(Policy revised with legal review of language)



**First Reading- Policy 113- Special Education**

That the Board approves the First Reading of revised Policy 113- Special Education.

(Policy revised with legal review of language and updates to school code citations)

**First Reading- Policy 113.1- Discipline of Students with Disabilities**

That the Board approves the First Reading of revised Policy 113.1- Discipline of Students with Disabilities.

(Policy revised with PSBA update from 9/2020 - Positive Behavior Support Plans and guidelines for records compliance)

**First Reading- Policy 113.2- Positive Behavior Support**

That the Board approves the First Reading of revised Policy 113.2- Positive Behavior Support.

(Policy revised with PSBA 9/2020 updates to language)

**First Reading- Policy 113.4- Confidentiality of Special Education Student Information**

That the Board approves the First Reading/Adoption of Policy 113.4- Confidentiality of Special Education Student Information

(This is a new Policy from PSBA)

**First Reading- Policy 114- Gifted Education**

That the Board approves the First Reading of revised Policy 114- Gifted Education.

(Policy revised to reflect PDE's current guidelines on Caseloads and updated language)

**First Reading- Policy 115- Career and Technical Education**

That the Board approves the First Reading of revised Policy 115- Career and Technical Education.

(Policy revised to update language and name change of Cumberland-Perry Area Career and Technical Center)

**First Reading- Policy 117 - Homebound Instruction**

That the Board approves the First Reading of revised Policy 117- Homebound Instruction.

(Policy revised with updated legal language)

**First Reading- Policy 118- Dual Enrollment/Independent Study**

That the Board approves the First Reading of revised Policy 118- Dual Enrollment/Independent Study.

(Policy revised with updated school code legal citations/language)

**First Reading- Policy 236- Student Assistance Program**

That the Board approves the First Reading/Adoption of Policy 236- Student Assistance.

(PSBA policy that is recommended for adoption)

**First Reading- Policy 201- Admission of Students**

That the Board approves the First Reading of revised Policy 201- Admission of Students.

(Policy revised to update Kindergarten admission age)

**First Reading- Policy 006- Meetings**

That the Board approves the First Reading of revised Policy 006- Meetings.

(Policy revised to modify agenda format)

**Retire- Policy 109.1- Library Collection Development**

That the Board approves retiring Policy 109.1- Library Collection Development.

(Adopt as an Administrative Regulation)

**CITIZENS PARTICIPATION- None**

**BOARD COMMENTS**

Mr. Hartman recognized the Fall sports teams and having a winning season. Thanked staff and volunteers that clean up after events.

**ANNOUNCEMENTS/INFORMATION ITEMS**

**Board Calendar October 2021**

Monday, October 18, 2021 - Regular Board Meeting - 7:00 PM

Monday, October 25, 2021- Policy Committee Meeting - 5:00 PM

Monday, October 25, 2021- Curriculum & Instruction Committee Meeting- 6:00 PM

**Enrollment Report**

**Informational: FMLA**

Brooke Clugh- 12/09/21-02/03/22

Colleen Walp- 02/19/22-05/08/22

**ADJOURNMENT**

Mrs. Sellers made a motion, seconded by Mrs. Knavel, to adjourn the meeting. The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

---

Cristeen Beck  
Board Secretary

Public Attendance

Dean Clepper

Tanya Morrett

Letta McDonough

Anna Foster

Julie White

