

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

**SCHOOL BOARD MEETING MINUTES**  
**May 16, 2022**

The South Middleton Board of School Directors met on May 16, 2022. The South Middleton Board of School Directors met in the District Office Board Room. Mr. Group 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. Eric Berry	Mrs. Robin Scherer
Mr. Terry Draper-Absent	Mrs. Bethanne Sellers
Mr. Brad Group	Mrs. Shannon Snyder
Mr. William Hartman- Absent	Mr. Rodney Wagner
Mr. Anthony Lucido	

**Administrative Staff**

Mr. James Estep, Superintendent  
Mrs. Tina Darchicourt, Director of Business & Operations  
Mr. Brian Ronan, Director of Technology  
Mrs. Erin Pittman, Acting Assistant Principal-BSHS

**Student Representatives**

Jake Sokolofsky  
Olivia Morgan

**Visitors**

See attached

**Board Secretary**

Cristeen Beck

**Solicitor**

Gareth Pahowka- Absent

## **APPROVAL OF AGENDA AND MINUTES**

### **Approval of Agenda**

Mrs. Snyder made a motion, seconded by Mrs. Sellers, to approve the agenda of May 16, 2022, with all correction as indicated.

**The motion passed unanimously.**

### **Approval of Minutes**

Mrs. Sellers made a motion, seconded by Mr. Berry, that the Board approves the minutes of the following meeting:

05/02/2022 – Planning/Regular Board Meeting.

**The motion passed unanimously.**

**AWARDS AND RECOGNITIONS** – Mr. Estep recognized several World Language-French students who ranked high on the National French exam. Mr. Estep also noted donation of a 1913 Boiling Springs High Diploma to district to display in Board Room.

Mr. Estep inquired to Board about desire to stream committee meetings, noted staffing availability and cost.

Mr. Berry commented on gauging need or have poll.

Mrs. Sellers commented on cost and impact on budget.

Mr. Estep commented on limited technology staff and availability.

Mr. Group noted it would be view only with no comment capability. Requested that Mr. Estep provide cost estimates.

Mrs. Darchicourt noted estimated with 2 hours per meeting as basis.

Mr. Estep shared information about the state budget and higher revenue amount this year and potential impact on future budget.

## **CITIZENS PARTICIPATION (AGENDA ITEMS ONLY) –**

Letty McDonough- 1636 Leidigh Drive  
Commented on agenda item – Common Sense Media.

**SUPERINTENDENT REPORT- None**

**DIRECTOR OF BUSINESS AND OPERATIONS** – Mrs. Darchicourt commented on Penn Waste Contract and options for contract. Highlighted Final Budget, changes to milage rates, and homestead exclusion rate.

**Technology Department- Mr. Brian Ronan** – Reported on recent updates and technology devices that Technology Department has implemented in buildings. Described security updates to website. Working on inventory system for devices using barcode technology. Thanked Jackie Murdough for her work on software for English language learner students. Several summer projects are planned for department.

Mr. Estep commented on Mr. Ronan's work and leadership.

### **PRESIDENT'S REPORT–**

Mr. Group introduced Olivia Morgan, the new Student Representative.

### **STUDENT REPRESENTATIVES REPORT –**

Jake Sokolofsky, Student Representative- Congratulated Olivia. Reported on successful Prom. Commented on assembly on texting and driving and upcoming exams. Highlighted spring sports teams.

### **Consent Agenda**

Mr. Wagner inquired about Pennsylvania State Police MOU and concern with mandated reporting.

Mr. Estep noted mandated reporter training for staff.

Mrs. Sellers commented on special education language.

Mr. Estep commented on timeline and submittal to PDE.

Mrs. Sellers made a motion, seconded by Mrs. Snyder to approve the Consent Agenda.

### **Financial Reports**

1. That the Board approves payment of General Fund bills processed from May 03, 2022 through May 13, 2022.
2. That the Board approves payment of General Fund bills processed May 16, 2022.
3. That the Board approves payment of Activity Fund bills processed from April 27, 2022 through May 10, 2022.
4. That the Board approves payment of Athletic Fund bills processed from April 27, 2022 through May 10, 2022.

5. That the Board approves payment of Cafeteria Fund bills processed from April 27, 2022 through May 10, 2022.
6. No payments were disbursed from Construction Fund from April 27, 2022 through May 10, 2022.
7. No payments were disbursed from Capital Reserve from April 27, 2022 through May 10, 2022.
8. That the Board approves payment of Trust Fund bills processed from April 27, 2022 through May 10, 2022.
9. That the Board approves Procurement Card transactions from March 26, 2022 through April 25, 2022.
10. That the Board approves the Treasurer's Report from April 2022.
11. That the Board approves the Financial Report through April 2022.

### **Care Solace Agreement**

That the Board approves the Care Solace Agreement.

### **2022-2023 CAIU Special Education Services Agreement**

That the Board approves the 2022-2023 CAIU Special Education Services Agreement.

### **2022-2023 Therabilities Agreements**

That the Board approves the 2022-2023 Therabilities Agreements.

### **Job Description- Administrative Assistant to the Assistant to the Superintendent**

That the Board approves the Job Description- Administrative Assistant to the Assistant to the Superintendent.

### **Gavin Agreement**

That the Board approves the Gavin Agreement.

### **Title IX Coordinators**

That the Board designates Mrs. Carlesha Halkias as Title IX Coordinator for staff matters and Mr. Alex Smith as Title IX Coordinator for student matters.

\*This is to reflect updated policies 103 and 104.

### **CAOLA Agreement**

That the Board approves the CAOLA agreement.

**Penn Waste Agreement**

That the Board approves the Penn Waste Agreement.

**2022-2023 Stock and Leader Agreement**

That the Board approves the 2022-2023 Stock and Leader Agreement for School Solicitor Services.

**Personnel- Resignations**

That the Board approves the following Personnel- Resignations:

- Lily Wenerick- BSHS Long-Term Substitute Biology Teacher, effective May 5, 2022
- David Sherman- PT Groundskeeper, effective May 9, 2022

**Job Description- HR/Payroll Specialist**

That the Board approves the Job Description- HR/Payroll Specialist.

**Personnel- Employment**

That the Board approves the following Personnel- Employment:

- Erin Lutz - HR/Payroll Specialist (replacing Sara Felix) - \$27.00/hour, effective May 23, 2022
- Alyssa Sunday- School Psychologist - (vacant position) Step 6 Masters +30- \$61,889, effective 2022-2023 school year
  - Education: Bachelors - Point Park University, Masters/School Psychology - Millersville University
  - Experience: South Middleton School District- August 2015-June 2021

**Personnel- Retirement**

That the Board approves the following Personnel - Retirement:

- Mark Correll- BSHS Assistant Principal (30 years at SMSD), effective June 6, 2022

**Personnel- Position Change**

That the Board approves the following Personnel- Position Change:

- Erin Pittman- BSHS Biology Teacher to BSHS Assistant Principal (replacing Mark Correll), \$87,000/year, effective July 1, 2022.

**Personnel- Extended School Year Program Staff List**

That the Board approves the staff Personnel- Extended School Year Program Staff List (attached).

(Professional staff will be compensated at the contracted rate of \$40.00/hour. Paraprofessional staff will be compensated at their current hourly rate.)

**Personnel- Summer Academy & Summer Kindergarten Program Staff List**

That the Board approves the Personnel- Summer Academy & Summer Kindergarten Program Staff List (attached).

(Professional staff will be compensated at the contracted rate of \$40.00/hour. Paraprofessional staff will be compensated at their current hourly rate.)

**Act 91 - Classroom Monitor Support Staff**

That the Board approves the recommendation to increase the daily rate of Act 91 Certificated SMSD support staff employees by \$20/day when acting in the capacity of Classroom Monitor.

**Pennsylvania State Police- Carlisle Memorandum of Understanding**

That the Board approves the Pennsylvania State Police-Carlisle Memorandum of Understanding.

**The motion passed unanimously.**

**Itemized Agenda:**

**2022-2023 Final Budget Adoption**

**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, 2022, as more fully set forth in PDE 2028 which is presented at this meeting.

Further, that said Board of School Directors hereby authorizes expenditure of \$42,442,989 for the school year July 1, 2022, through June 30, 2023, 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 11.8177 Mills of the assessed valuation (\$1.18177 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 mentioned (1) Realty Transfer Tax 1/2%; (2) Earned Income Tax 1.1%; and (3) Local Services Tax \$5.00.

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 attached resolution implementing the Homestead and Farmstead Exclusion for the 2022-2023 Fiscal Year in accordance with Act 1 of Special Session of 2006.

Mr. Wagner made a motion, seconded by Mrs. Snyder to approve the Final Budget.

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

<b>Mr. Lucido-Yes</b>	<b>Mr. Berry- Yes</b>
<b>Mrs. Scherer –Yes</b>	<b>Mr. Draper-Absent</b>
<b>Mrs. Sellers-Yes</b>	<b>Mr. Group-Yes</b>
<b>Mrs. Snyder-Yes</b>	<b>Mr. Hartman-Absent</b>
<b>Mr. Wagner-Yes</b>	

**Yes –7, No –0, Abstentions- 0, Absent -2**

### **Superintendent Annual Performance Assessment**

Mrs. Scherer made a motion, seconded by Mrs. Sellers to adopt and approve the Superintendent's annual performance assessment as discussed in executive session on May 2.

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

<b>Mrs. Scherer –Yes</b>	<b>Mr. Draper-Absent</b>
<b>Mrs. Sellers-Yes</b>	<b>Mr. Group-Yes</b>
<b>Mrs. Snyder-Yes</b>	<b>Mr. Hartman-Absent</b>
<b>Mr. Wagner-Yes</b>	<b>Mr. Lucido-Yes</b>
<b>Mr. Berry-Yes</b>	

**Yes –7, No –0, Abstentions- 0, Absent -2**

**Personnel- Uncompensated Leave Request**

Mrs. Sellers made a motion, seconded by Mr. Berry that the Board approves the following Uncompensated Leave Request:

Colleen Walp - 1st Grade Teacher - May 26, 2022

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

<b>Mrs. Sellers-Yes</b>	<b>Mr. Group-Yes</b>
<b>Mrs. Snyder-Yes</b>	<b>Mr. Hartman-Absent</b>
<b>Mr. Wagner- Yes</b>	<b>Mr. Lucido-Yes</b>
<b>Mr. Berry-Yes</b>	<b>Mrs. Scherer-Yes</b>
<b>Mr. Draper-Absent</b>	

**Yes -7, No -0, Abstentions- 0, Absent -2**

**Planning/Discussion- for Approval at June 6, 2022 Meeting**

**Curriculum Resources**

**Common Sense Education**

That the Board approves the Common Sense Education curriculum resource.

<https://docs.google.com/document/d/1pjZ5DoXSk1joMWzHRIYIivWTwOdSZU3E4iFLkb0INys/edit>

**Morpheme Magic**

That the Board approves the Morpheme Magic curriculum resource.

[https://docs.google.com/document/d/1n74LqZt5\\_c22GuRqbXbl\\_oTQeo1ZA-gBlvMa6OB9rOA/edit](https://docs.google.com/document/d/1n74LqZt5_c22GuRqbXbl_oTQeo1ZA-gBlvMa6OB9rOA/edit)

**BOARD COMMITTEE REPORTS-**

**Curriculum Committee- Mrs. Sellers-** Reported on meeting held May 9. Three resources were discussed and two were brought to Board for discussion this evening. Pebble Go resource was tabled to discuss further and get more information. Dr. O'Donnell will follow up on several items. Common Sense Education and Morphemagic are both free resources and were both recommended for approval. Mrs. Sellers noted



that Dr. O'Donnell also shared update on curriculum mapping. Mrs. Sellers shared the meeting's public comments. Next meeting is in August.

Mr. Wagner inquired about process to review resources after Board approval.

Mr. Estep responded that it should be presented to Dr. O'Donnell's office for review.

Mr. Wagner commented that administration should be written policy on how to handle these issues.

Mr. Estep clarified on administrative regulation for these situations and will work with Dr. O'Donnell and Mr. Pahowka on that process.

Mrs. Sellers commented on access to resources in classroom and teacher support.

**Athletics & Student Activities Committee- Mrs. Scherer:** Shared report from last meeting- Mrs. Boyle presented highlights from spring sports seasons, cheerleading coaching vacancies, and research into coaching stipends. Recent Jazz Band concert. Recognized Anna Chamberlin for being Travers Award finalist.

#### **BOARD COMMENTS-**

Mrs. Sellers congratulated Mr. Correll on his retirement and Mrs. Pittman on her new position.

Mr. Wagner commented on enjoyment of board position and positivity in community. Congratulated Mrs. Pittman.

Mrs. Scherer noted she has also enjoyed her time on board. Thanked Mrs. Darchicourt and Mr. Estep for their hard work.

Mrs. Darchicourt commented on budget process and could not do it alone.

Mrs. Scherer thanked all the teachers.

Mr. Group read thank you card from 1<sup>st</sup> grade team for cake from Board during teacher appreciation week.

Mr. Estep welcomed Mrs. Pittman and commented on her recent work during her Acting Assistant Principal position.

Mr. Group echoed Mr. Estep and wished her success.

#### **CITIZENS PARTICIPATION-**

Letty McDonough- 1636 Leidigh Drive

Commented on public education and concerns with approval of curriculum and resources.

#### **ANNOUNCEMENTS/INFORMATION ITEMS**

##### **May/June 2022 Board Calendar**

Safety & Security Committee Meeting- Monday, May 23, 2022- 6:00 pm

Policy Committee Meeting- Tuesday, May 24, 2022- 6:00 pm

Facilities Committee Meeting- Monday, June 6, 2022- 5:30 pm

Planning/Regular Board Meeting- Monday, June 6, 2022- 7:00 pm

Regular Board Meeting- Monday, June 20, 2022- 7:00 pm

Technology Committee Meeting- Monday, June 27, 2022- 6:00 pm

**Enrollment Report**

**Informational**

- Paige Miedrich (Part-Time BSHS Secretary) will be increasing her hours from 20 hours/week to up to 29 hours week, effective May 9, 2022, until BSHS Counseling Administrative Assistant position is filled.
- The Support Staff Agreement will be revised to include the job titles for Administrative Assistant to the Assistant to the Superintendent and updated job title of HR/Payroll Specialist.

**ADJOURNMENT**

Mr. Wagner a motion, seconded by Mrs. Sellers to adjourn the meeting. The meeting adjourned at 8:08 p.m.

Respectfully Submitted,



Cristeen Beck  
Board Secretary

Public Attendance

Letty McDonough

Julie White

Kimberly Ronan

Joy Bowman

Landen Warner

Abigail Cole