

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

SCHOOL BOARD MEETING MINUTES
June 20, 2022

The South Middleton Board of School Directors met on June 20, 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

Mr. Terry Draper

Mr. Brad Group

Mr. William Hartman-Absent

Mr. Anthony Lucido

Mrs. Robin Scherer-Absent

Mrs. Bethanne Sellers-Absent

Mrs. Shannon Snyder

Mr. Rodney Wagner

Administrative Staff

Mr. James Estep, Superintendent

Dr. Kevin O'Donnell, Assistant to the Superintendent

Mrs. Tina Darchicourt, Director of Business & Operations

Mr. Brian Ronan, Director of Technology

Student Representatives

Jake Sokolofsky – Absent

Olivia Morgan – Absent

Visitors

See attached

Board Secretary

Cristeen Beck- Absent

Recording Secretary

Tina Darchicourt

Solicitor

Gareth Pahowka- Absent

APPROVAL OF AGENDA AND MINUTES

Approval of Agenda

Mrs. Snyder made a motion, seconded by Mr. Wagner to approve the agenda of June 20, 2022, with all correction as indicated.

The motion passed unanimously.

Approval of Minutes

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

06/06/2022 – Planning/Regular Board Meeting.

The motion passed unanimously.

AWARDS AND RECOGNITIONS –

Mr. Estep acknowledge Kathy Ryan for her work on the P-EBT submission to Pennsylvania Department of Education. This data will be used to assist our students and families with food insecurity in the amount of \$17,615.00.

CITIZENS PARTICIPATION (AGENDA ITEMS ONLY) – None

SUPERINTENDENT REPORT- None

ASSISTANT TO THE SUPERINTENDENT REPORT-

Dr. O'Donnell announced that a curriculum committee meeting will be scheduled July 19 or 20 once Mrs. Sellers is available to confirm. He also acknowledged the work that twelve-month employees accomplish over the summer months.

DIRECTOR OF BUSINESS AND OPERATIONS –

Mrs. Darchicourt acknowledged the audit work performed by Asst. Business Manager, Lindsay Kint. Her efforts resulted in a \$3,500 discount in the Boyer and Ritter contract for auditing fees.

The CSIU FIS financial software implementation has taken place and the district will be fully utilizing the software beginning July 1, 2022. She acknowledged the human resources office and the business office, again acknowledging Lindsay Kint for the efforts in this conversion.

PRESIDENT’S REPORT– No Report

Consent Agenda

Mr. Group moved to move item 9q from the consent to item 10c on the itemized agenda.

Mr. Berry moved to move 9e from the consent agenda to 10d on the itemized agenda.

Mr. Wagner made a motion, seconded by Mrs. Snyder to approve the Consent Agenda items 9a-9r except for items 9q and 9e.

Mr. Draper requested additional information on item 9f Partnership for Career and Development Agreement.

Mr. Estep confirmed that it ties into chapter 339 for career development.

Mr. Draper asked for clarity on the number of students we were contracting for in item 9g 2022-2023 River Rock Academy Contract.

Mr. Estep reported that Alex Smith confirmed in an email that the district currently has one student enrolled at River Rock and the district does not pre-purchase slots any longer.

In line item 9a, Mr. Draper inquired about the interfund transfers out in the budgeted line item, which have not been spent to date. He also voiced concern with the small balance in the capital reserve account.

Mrs. Darchicourt explained that the interfund transfer was budgeted to be transferred to capital reserve. This transfer will take place in June.

Mr. Draper made a motion, seconded by Mr. Lucido to amend current motion to table the item 9f.

The motion passed unanimously.

Mrs. Snyder made a motion, seconded by Mr. Berry to approve consent agenda with removal of items 9q, 9e and 9f.

Financial Reports

1. That the Board approves payment of General Fund bills processed from June 07, 2022 through June 17, 2022.
2. That the Board approves payment of General Fund bills processed June 20, 2022.
3. That the Board approves payment of Activity Fund bills processed from June 01, 2022 through June 14, 2022.
4. No payments were disbursed from Athletics from June 01, 2022 through June 14, 2022.
5. That the Board approves payment of Cafeteria Fund bills processed from June 01, 2022 through June 14, 2022.
6. No payments were disbursed from Construction Fund from June 01, 2022 through June 14, 2022.
7. No payments were disbursed from Capital Reserve from June 01, 2022 through June 14, 2022.
8. That the Board approves payment of Trust Fund bills processed from June 01, 2022 through June 14, 2022.
9. That the Board approves Procurement Card transactions from April 26, 2022 through May 25, 2022.
10. That the Board approves the Treasurer's Report from May 2022.
11. That the Board approves the Financial Report through May 2022.

Personnel- Extended School Year Staff

That the Board approves the addition to the Personnel- Extended School Year Program Staff.

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

- Leslie Felix

ProCare - Extended School Year Agreement

That the Board approves the ProCare- Extended School Year Agreement.

Job Description- Secondary Learning Support Teacher

That the Board approves the Job Description- Secondary Learning Support Teacher.

(TABLED) Partnership for Career Development Agreement

That the Board approves the Partnership for Career Development Agreement.

2022-2023 River Rock Academy Contract

That the Board approves the 2022-2023 River Rock Academy Contract.

Emergency Instructional Time Template

That the Board approves the Emergency Instructional Time Template for 2022-2023.

Recording Secretary- June 20, 2022 Board Meeting

That the Board approves Tina Darchicourt as the Recording Secretary for the June 20, 2022 Board Meeting.

Student Credits

That the Board approves the following Student Credits item:

- Student A and Student B may waive an elective course (in lieu of an Advanced Placement course) and meet the graduation credit requirements.

Personnel- Employment- Professional

That the Board approves the following Personnel- Employment:

- Heather Olson - BSHS Art Teacher (new position) - Masters + 45, Step 2: \$59,589.00
 - Education: Bachelors- Clark University, MA, Masters- University of British Columbia and Edinboro University
 - Experience: Milton Area School District- 2020-2021

Personnel- Retirement

That the Board approves the following Personnel- Retirement:

- Stephanie Jaymes- Administrative Assistant to the Principal (BSHS), effective August 9, 2022

Personnel- Employment- Classified

That the Board approves the following Personnel- Employment- Classified:

- Steve Cornman - Part-Time Groundskeeper- \$16.00/hour

Personnel- Resignation

That the Board approves the following Personnel- Resignation:

- Jessica Willhide- 1st Grade Teacher, effective June 30, 2022

Childrearing Leave

That the Board approves the following Childrearing Leave Request:

- Hannah Border - November 15, 2022-December 21, 2022

Disposal of Technology Equipment

That the Board approves the disposal of technology equipment (list attached) in accordance with Policy #711.

CAIU Cyber Security Initiatives

That the Board authorizes the administration to work with the CAIU to:

- Update all district network infrastructure to restrict management access from all networks with the exception of 10.255.253.0/24 (vpn network)
 - -CAIU or SMSD will need to identify all network infrastructure currently being used by the district (make/model/os)
 - -once identified, CAIU or SMSD will need to configure admin access restrictions per network infrastructure device based on source network above
- Update all district servers to restrict RDP access from all networks with the exception of 10.255.253.0/24 (vpn network)
 - -CAIU or SMSD will need to identify all servers currently being used by the district (make/model/os)
 - -once identified, CAIU or SMSD will need to configure admin access restrictions per server os based on source network above
- Update all district backup equipment to restrict management access from all networks with the exception of 10.255.253.0/24 (vpn network)
 - -CAIU or SMSD needs to identify all backup equipment currently being used by the district (make/model/os)
 - -once identified, CAIU or SMSD will need to configure admin access restrictions per server os based on source network above

This will be at a cost of \$7,500.00

Boyer & Ritter Auditing Services Agreement

That the Board approves the 2021-2022 agreement with Boyer and Ritter for Auditing Services, an amount not to exceed \$26,000.

*This is a reduction from the 2020-2021 agreement of \$29,500.

The motion passed unanimously.

Itemized Agenda:

Board Member Resignation

Mr. Draper made a motion, seconded by Mrs. Snyder, that the Board approves the resignation of Board Member Bill Hartman, effective July 22, 2022.

Mr. Group thanked Mr. Hartman for his years of service on the board.

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

Mrs. Snyder- Yes	Mr. Lucido- Yes
Mr. Wagner- Yes	Mrs. Scherer- Absent
Mr. Berry- Yes	Mrs. Sellers- Absent
Mr. Draper- Yes	
Mr. Group- Yes	
Mr. Hartman- Absent	

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

Fund Balance Transfer

Mr. Draper made a motion, seconded by Mrs. Snyder that the Board approves the Fund Balance Transfer.

The adopted fund balance allows for adjustments to committed balances prior to the final audit.

It is therefore resolved that the South Middleton School District hereby approves committed fund balance in the amount of \$3,993,288.

After this commitment, the remaining \$3,000,000 of fund balance will be unassigned. Fund balance that is unassigned is typically used for unexpected expenses, such as responding to an emergency or as a supplement for cash flow concerns. This unassigned fund balance represents less than 4 weeks of the district's budgeted expenditures.

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

Mr. Wager - Yes Mrs. Scherer- Absent

Mr. Berry- Yes Mrs. Sellers- Absent

Mr. Draper- Yes Mrs. Snyder- Yes

Mr. Group- Yes

Mr. Hartman- Absent

Mr. Lucido- Yes

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

Fall Athletic Coaches

That the Board approves the Fall 2022 Athletic Coaches.

Mr. Group made a motion, seconded by Mr. Lucido to table the Fall Athletics Coaches.

Mr. Group noted he does not have issue with personnel listed. He prefers not to have requests on stipends come back to the Board to vote on again.

Mr. Lucido confirmed that this will not impact the timeliness of the coaches getting paid.

The motion passed unanimously.

Second/Final Reading- Policy 903 - Public Participation in Board Meetings

Mr. Berry made a motion, seconded by Mrs. Snyder that the Board approves the Second/Final Reading of revised Policy 903- Public Participation in Board Meetings.

Mr. Berry inquired about details on the changes.

Mrs. Snyder outlined items that will remain in policy as well as changes. Will still have two comment periods.

The motion passed unanimously.

Topic Discussion- Board Meeting Streaming:

Mr. Group outlined several options for the board meeting YouTube recordings.
Mr. Estep noted option to leave up until minutes are board approved.
Mr. Berry agreed.
Mr. Estep commented on solicitor's advice.
Mrs. Snyder agreed with month or until minutes are posted.
Mr. Wagner suggested six months.
Mr. Ronan outlined potential process for removing videos.
Mr. Group noted it may be further discussed and voted on in August.

BOARD COMMITTEE REPORTS-

Facilities Committee- Mrs. Scherer/Mr. Wagner:

Mr. Wagner reported on June 6 meeting. Many topics sale of equipment and rotation of new equipment. Demolition of Forge Road. Cumberland County Commissioner's Grant. HUDL livestream cost at \$50,000. Turf usage and public usage. Next meet Sept 12.

BOARD COMMENTS-

Mr. Berry: none
Mr. Lucido: none
Mrs. Snyder: None
Mr. Wagner: Taxes fiscally conservative
Mr. Draper: Retirement appreciation and resignations. Custodial staff shortage, please give an update to the board in mid-July. Approve new hires of teachers when board member is appointed.

CITIZENS PARTICIPATION-

One online comment regarding Kelly Decker resource officer and field usage.

Michael MacIvor- 10 Meadow wood place policy does currently list 5 minutes speaking time, this policy is a reduction.

Jeff Bush- 31 W Eppley Dr. Boiling Springs: expressed concern of limited access to the track and field for student athletes.

Jim Decker -205 Amhurst Lane, Carlisle: expressed concern with leasing the turf to the HMMA soccer team. How much is the district receiving for the use of the field? Liability difference on turf as opposed to the other fields.

Doug Miller- 130 Sunset Dr. Mt. Holly Springs, spoke regarding the lack of liability difference as addressed by Jim Decker.

Brian Oles- 24 N. Acorn Drive concerns with lack of access to the stadium field.

ANNOUNCEMENTS/INFORMATION ITEMS

Summer 2022 Board Calendar

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

Policy Committee Meeting- Monday, July 11, 2022- 6:00 pm

Athletics & Student Activities Committee Meeting- Monday, July 25, 2022- 6:00 pm

Planning/Regular Board Meeting- Monday, August 1, 2022- 7:00 pm

Curriculum Committee Meeting- Monday, August 8, 2022- 6:00 pm

Regular Board Meeting- Monday, August 15, 2022- 7:00 pm

Safety & Security Committee Meeting- Monday, August 22, 2022- 6:00 pm

*An additional Curriculum Committee may be scheduled for July- please check the district website for updates: www.smsd.us

Enrollment Report

Informational

Tenure

The following Professional Staff have achieved tenure:

June 2021:

- Olivia Flickinger
- Jenna Flohr
- Kia Mallios
- Emily Yu
- Rebecca Carney
- Hannah Coath
- Erin Krupa
- Kristen Trout

June 2022:

- Brooke Clugh
- Danielle Dunleavy
- Kristin Hellman
- Amber Reader
- Stacy Sanders
- Elysia Simmers
- Caroline Zugell
- Kyle Weary

FMLA

- Hannah Border- August 22, 2022- November 14, 2022
- Amanda Doebler- August 22, 2022- October 20, 2022
- Jaynie Korzi- August 22, 2022- October 31, 2022

Internal Position Movement 2022-2023

- Shannon Miller (First Grade Teacher to ELA Interventionist at Rice)

ADJOURNMENT

Mrs. Snyder made a motion, seconded by Mr. Lucido to adjourn the meeting. The meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Tina Darchicourt
Recording Secretary

Public Attendance

Kimberly Ronan

Mike MacIvor

Geoff Bush

Jim Decker

Julie White

Letty McDonough

Anna Foster

Douglas Miller