

Minutes of the May 23, 2022 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Auditorium, 201 Eberly Drive, Shippensburg, PA 17257.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order at 7:07 p.m.

Roll Call

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice President; Mr. Jim Bard; Mr. Dwayne Burt; Mr. Levi Cressler; Mrs. Steph Eberly; and Mr. Donald Hilbinger (via telephone). Dr. Nathan Goates; Mr. Fred Scott, Sr.; Allison Hunt, Student Representative; and Caden Yonish, Student Representative; were absent.

Others present were: Dr. Chris Suppo, Superintendent; Ms. Holly Garner, Director of GBLUES; Dr. Troy Stevens, Technology Coordinator; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Lauren Zima-Engro, Supervisor of Special Education; Mr. Chad Kreitz, Director of Operations and Maintenance; Mr. Andrew Zwally, SitelogIQ; Ms. Melissa Colestock, SitelogIQ; parents; teachers; concerned citizens; and Mrs. Cristy Lentz; Business Administrator/Board Secretary.

Moment of Silence

The Board of School Directors held a moment of silence in memory of the following:

Phyllis Hykes ~ March 3, 1933 - May 13, 2022
1952 Graduate

(Action)

Agenda Approval

Mr. Buterbaugh asked if there were any changes or amendments to tonight's agenda.

Dr. Suppo noted Action Agenda item #5d "Approval of Agreement for Wireless Network Services" needs **removed** from tonight's agenda.

On motion of Suders, seconded by Eberly to approve tonight's agenda as **amended** above.

On roll call, all present voted to approve tonight's **amended** agenda.

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

Leah Fleming, resident of S.A.S.D., spoke regarding her kids return to S.A.S.D. from cyber charter school for the 2021-2022 school year and she thanked their teachers for a great year. She also asked the Board to hold off on approving Action Agenda item #4h "Athletic Booster Club By-Laws" as she feels there are several questions that need answered before this item should be approved.

REPORTS

Franklin County Career Center Report - Dwayne Burt and Charlie Suders, Jim Bard Alternate

Mr. Burt reported on the following:

- 1) The FCCTC Summer of 2022 Adult Education Classes.
- 2) Approximately 20 Students from the Agricultural Mechanics and Diesel Technology and Welding programs have earned the Volvo Assembly Certificate.
- 3) The following is a program summary regarding students who scored advanced on the NOCTI test:
 - 15 out of 15 students in the Veterinary Assistant Program
 - 13 out of 15 students in the Agricultural Mechanics Program
 - 9 out of 10 students in the Auto Body Program
- 4) 14 out of 15 students in the Welding Program passed their welding certification exams.
- 5) An explanation of the National Occupational Competency Testing "NOCTI" which originated in 1966 and was funded by a grant from the United States Commissioner of Education to Rutgers University.
- 6) FCCTC has received tentative approval they will be receiving \$200,000 under the Department of Labor School to Work Grant which they will use to train adults and high school students in the Precision Machining Program.

Board Committee Reports

Budget & Finance Committee

Mr. Buterbaugh reported the Budget & Finance Committee met on May 16, 2022.

Executive Session

Mr. Buterbaugh announced the Board of School Directors held an Executive Session prior to tonight's Planning/Action Meeting to discuss Personnel, Legal, and Contractual matters.

Curriculum Report - Sheri Woodall

Mrs. Woodall presented a Comprehensive Planning update to the Board.

A discussion occurred among the Board and Administration regarding the presentation.

Superintendent's Report

Grace B. Luhrs University Elementary School Presentation

Maelee Hill-Vereen and Nadia Blount, students at GBLUES, presented information to the Board regarding highlights at GBLUES during the 2021 -2022 school year.

Donation Report

The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:

Kiwanis Club of Shippensburg, \$2,000.00 monetary donation to purchase books for use in the Library and at the Shippensburg Area Intermediate School.

Compass Group (Chartwells), \$2,500.00 monetary donation for fiscal year 2022 to be used as scholarship monies as defined in the Food Service Agreement.

VFW Auxiliary #6168, \$50.00 monetary donation to support the Shippensburg Area Middle School PBIS Program.

Special Olympics Pennsylvania Inc., \$1,000.00 monetary donation for the 2020-2021 Winter Season Interscholastic Unified Interscholastic Sports coach (Bocce Ball) at the Shippensburg Area Senior High School.

SITELOGIQ PRESENTATION

Mr. Andrew Zwally and Ms. Melissa Colestock of SiteLogIQ presented information to the Board regarding Consent Agenda item 4i "Resolution to File Grant Request" for a Multimodal Transportation Fund Grant.

(Action)

CONSENT AGENDA

On motion of Suders, seconded by Eberly to approve the following Consent Agenda items:

Approval of Minutes

- Recommend approval of the minutes as presented from the May 9, 2022 Board meeting.

Finance

- Recommend approval of the Bills of Payment as presented.

Personnel

Professional Staff

- Administration recommends acceptance of the following resignation:
 1. **Kara A. Chestnut** – Learning Support Teacher at the Shippensburg Area Middle School, effective the last day of the 2021-2022 school year.

Support Staff

- Administration recommends the following resignations:
 2. **Charlie D. Mills** – Kitchen Helper at the Shippensburg Area High School, effective retroactive May 5, 2022 (effective date was updated from May 9, 2022 agenda item).
 3. **Cenith M. Nehf** – Kitchen Helper at the Shippensburg Area Intermediate School, effective the last day of the 2021-2022 school year.

- Administration recommends approval of the following support staff employees who have successfully completed the sixty (60) day probationary period and achieved regular employment status. This is in accordance with the SAESP Bargaining Agreement, Article III, 3.02:
 4. **Darien C. Fine** –Full -Time Utility Maintenance Worker at the Shippensburg Area School District, effective retroactive to May 9, 2022.

- Administration recommends approval of the following new appointments:
 5. **Travis J. Bigham** – Short Term Part-Time Utility Maintenance at the Shippensburg Area School District, effective May 23, 2022 at an hourly rate of \$11.54.
 6. **J. Aron Kunkel** – Short Term Part-Time Custodian at the Shippensburg Area School District, effective May 31, 2022 at an hourly rate of \$10.50, (hiring date dependent upon successful completion of all required paperwork and clearances).
 7. **Grace L. Davis** – Short Term Part-Time Student Custodian at the Shippensburg Area School District, effective May 31, 2022 at an hourly rate of \$10.50, (hiring date dependent upon successful completion of all required paperwork and clearances).
 8. **Madeline L. Davis** – Substitute Secretary at the Shippensburg Area School District, effective May 31, 2022 at an hourly rate of \$11.46, (hiring date dependent upon successful completion of all required paperwork and clearances).
 9. **Aidan P. Hughes** – Short Term Part-Time Student Custodian at the Shippensburg Area School District, effective May 31, 2022 at an hourly rate of \$10.50, (hiring date dependent upon successful completion of all required paperwork and clearances).
 10. **SadieMarie C. Lear** – Short Term Part-Time Custodian at the Shippensburg Area School District, effective May 31, 2022 at an hourly rate of \$10.50, (hiring date dependent upon successful completion of all required paperwork and clearances).

Supplemental Staff

- Administration recommends the following resignations:
 11. **Ethan B. Davidson** – Shippensburg Area High School 9th Grade Assistant Football Coach, effective April 15, 2022.
 12. **Jennifer E. Meixell** – Freshman Class Co-Advisor effective the last day of the 2021-2022 school year.
 13. **Elizabeth H. Minnich** – Freshman Class Co-Advisor effective the last day of the 2021-2022 school year.

- Administration recommends approval of the following new appointments:
 14. **Kasandra K. Fogelsanger** – High School Assistant Co-Band Director- Co-Guard Instructor, at a supplemental salary of \$984.50 effective July 1, 2022.
 15. **Jaden M. Golden** – High School Assistant Co-Band Director- Co-Guard Instructor, at a supplemental salary of \$984.50 effective July 1, 2022.
 16. **Tyler S. Hoover** – Shippensburg Area High School 9th Grade Assistant Football Coach, at supplemental salary of \$2525.00 effective August 8, 2022 (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Ethan B. Davidson –resignation).

- Administration recommends approval of the following individuals as Temporary Summer School Academy Teacher for 2022:
 - Jeannie A. Coons** – High School ELA
 - LaurenAshley Kurutz** – High School ELA

- Administration recommends approval of the following individual as Temporary Summer School Academy Substitute Teacher for 2022:
 - Kevin J. Keen**

- Administration recommends approval of the following individuals as Temporary Extended School Year Classroom Assistants for 2022:
 - Rasha S. Dawood**
 - Brandon W. Fisher**
 - Jennifer L. Karper**

Jennifer D. Leham

Michelle A. Lovett

Darlene L. Redinger

Stacy M. Shank

- Administration recommends approval of the following individuals for Temporary Summer Lunch program:

Natasha M. Cover (Substitute Kitchen Helper)

Debra L. Goshorn (Head Cook)

Gina L. Hedge (Kitchen Helper)

Aurek J. Pinckney (Kitchen Helper)

Amy C. Zimmerman (Cashier/Kitchen Helper)

Franklin County Career and Technology Center (FCCTC) 2022-2023 General Operating Budget

- The Franklin County Career and Technology Center Joint Operating Committee met on April 28, 2022 and approved the 2022-2023 General Operating Budget. Shippensburg Area School District is responsible for \$847,316.00 of general operating expenditures, \$15,000.00 for capital reserve funding and \$114,126.00 for the District's share of renovation debt. The total for SASD is \$976,442.00, a decrease of \$33,925.00 compared to last year.

Administration recommends approval of the 2022-2023 Franklin County Career and Technology Center general operating budget.

Workers Compensation and Violent Assailant Insurance Renewal for 2022-23

- Administration recommends approval of the following workers compensation and violent assailant insurances for 2022-2023 fiscal year, which includes a price increase of approximately 4.3% for workers compensation insurance and a 0% increase for the violent assailant insurance. The increase in the workers compensation coverage is due to an increase in payroll expenditures and an increase in the District's experience modification factor from 1.080 to 1.129.

Coverage Type	Carrier	2021-2022 Pricing	2022-2023 Pricing
Workers Compensation	UPMC	\$122,025.00	\$127,545.00
Violent Assailant Coverage	Lloyds	\$ 5,170.00	\$ 5,170.00
Total		\$127,195.00	\$132,715.00

Agreement with Government Software Services for 2022-2023

- Administration recommends approval of the agreement with Government Software Services, Inc. (GSS) to print and mail the District's Real Estate Property and Per Capita tax bills and preparation of the duplicates for the 2022-2023 fiscal year. Pricing for this service is as follows:
 - \$0.1895 for each tax statement (bill) prepared (an increase of \$0.0200 from the 21/22 school year)
 - \$0.075 each, per name printed for two copies of the Real Estate and Per Capita Duplicate (an increase of \$0.010 from the 21/22 school year)
 - \$11.50 for each bound duplicate (an increase of \$2.00 from the 21/22 school year)

The above price increase is the first price increase the district has received from GSS the entire time we have been utilizing their services.

Authorization for Payment of Bills for June and July 2022

- Administration recommends the authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Food Service Fund bills in June and July, 2022, in an effort to provide for an efficient and effective closeout of the 2021-2022 fiscal year. A complete report will be submitted to the Board of School Directors in August, 2022.

Resolution to File Grant Request

- Administration recommends approval for SiteLogiq to apply for a Multimodal Transportation Fund Grant on behalf of Shippensburg Area School District and designate Cristy Lentz, Business Manager to execute all documents and agreements between the Shippensburg School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Grant funds would be used for the anticipated redesign of the Middle School parent loop.

Giant Food Store Donation

- Giant Food Store is requesting authorization to donate \$4,316.36 from their Feeding School Kids Register Round Up Program to provide food assistance for S.A.S.D. families in need.

Pursuant to School Board Policy #702 and the Administrative Procedure for the same, any gift over \$2,500.00 must be accepted by the Board of School Directors.

The Administration recommends that the Board of School Directors accept this donation.

Policies for Second Read and Approval

- The following attached policies are being presented for second read and approval:
103 - Discrimination-Title IX Sexual Harassment Affecting Students - Revised
140.1 - Extracurricular Participation by Charter/Cyber Charter Students – NEW
605.1 - District-Initiated Tax Assessment Appeals - NEW

Administration recommends approval of the above policies.

Future Fund Balance Commitment FY 2021-22 Closeout

- Administration recommends approval to allow the Business Administrator to assign additional future commitments of the 2021-22 unassigned fund balance, subject to any 2021-22 audit adjustments. The specific amount(s) to be determined after the completion of the 2021-22 audit.

On roll call, all present voted yes to these Consent Agenda items.

(Action)

CONSENT AGENDA

On motion of Suders, seconded by Bard to approve the following Consent Agenda item:

Athletic Booster Club By-Laws

- Mr. Tim Hess, President of the Athletic Booster Club is requesting to form a new booster club. He has submitted the 2022-2023 Bylaws, for the Athletic Booster Club, which were provided to the Board.

Administration recommends approval of the formation of an Athletic Booster Club

A discussion occurred among the Board and Administration regarding this Consent Agenda item.

On **amended** motion of Suders, seconded by Bard to **table** the following Consent Agenda item:

Athletic Booster Club By-Laws

- Mr. Tim Hess, President of the Athletic Booster Club is requesting to form a new booster club. He has submitted the 2022-2023 Bylaws, for the Athletic Booster Club, which were provided to the Board.

Administration recommends approval of the formation of an Athletic Booster Club

On roll call, all present voted to **table** the above Consent Agenda item.

(Action)

ACTION AGENDA

On motion of Hilbinger, seconded by Suders to approve the following Action Agenda item:

Additional Services Authorization (ASA) 3

- Administration recommends approval of the Additional Services Authorization (ASA) 3 for the work completed to date, as well as the remaining tasks associated with the Variance request from the Borough needed for the project.

Reason for Additional Services Reason for Additional Services:

K&W was requested by SASD to file a zoning variance application package for relief from Section 150-57C.(2) of the Borough Zoning Ordinance (Ordinance) with respect to required parking as part of the Land Development Plan for the MS Building Expansion project. This request was required due to the Borough Zoning Officer's interpretation of the parking requirement for the school use.

Description of Work Description of Work:

K&W proposes to provide the following as part of this ASA: Zoning Variance

On roll call, all present voted yes to this Action Agenda item.

(Action)

ACTION AGENDA

On motion of Suders, seconded by Eberly to approve the following Action Agenda item:

Designated Fund Balance Request

- As per discussion at the May 16, 2022 Budget and Finance Committee Meeting, Administration recommends moving forward with the following projects and to be paid for from designated fund balance as noted below:

1. Replace High School Cafeteria Tables - \$110,000 - Designated Maintenance Fund Balance
2. Refinish SASHS and SAMS Gym Floors - \$8,283 - Designated Maintenance Fund Balance
3. Add Railing and Paint to SAIS Dock Area - \$20,000 - Designated District Safety Fund Balance

On roll call, all present voted yes to this Action Agenda item.

(Action)

ACTION AGENDA

On motion of Bard, seconded by Suders to approve the following Action Agenda item:

Step Into Science Summer Camp

- Administration recommends approval of the GBLUES Summer Connection Camp beginning July 11-July 15, 2022. Additional information regarding the camp was provided to the Board.

On roll call, all present voted yes to this Action Agenda item.

(Action)

ACTION AGENDA

~~Approval of Agreement for Wireless Network Services – REMOVED FROM TONIGHT’S AGENDA~~

~~Administration recommends approval of the agreement with the Capital Area Intermediate Unit for Wide Area Network (WAN), Internet and Related Services. The District would choose the 3gbps option, which is three times faster than what we have currently and the savings would be \$3,412.20. The new agreement would expire June 30, 2026.~~

(Action)

ACTION AGENDA

On motion of Hilbinger, seconded by Bard to approve the following Action Agenda item:

Approval of Agreement for Cofense PhishMe Services

- Administration recommends approval of the agreement with the Capital Area Intermediate Unit (CAIU) to provide 400 Cofense PhishMe licenses to the District.

On roll call, all present voted yes to this Action Agenda item.

(Information)

DISCUSSION AGENDA

Special Education Plan

Administration will recommend approval of the Special Education Plan.

Mrs. Zima-Engro gave a presentation to the Board regarding the Special Education Plan.

A discussion occurred among the Board and Administration regarding the presentation.

Agreement with The Vista School for Special Education Services

As outlined in each student’s Individualized Educational Program (IEP), The Vista School provides services for 1 student in the Shippensburg Area School District. The proposed agreement is for the 2022-2023 school year. The estimated cost for programs and services is \$61,017.54.

Administration will recommend approval of the Agreement.

Tuition Breakdown

2022/2023 School Year Annual Tuition Rate - \$61,017.54

2021/2022 School Year Annual Tuition Rate - \$57,563.71

2022-2023 Art & General Supplies Bids

Administration prepared bids for Art and General Supplies for the 2022-2023 school year. The successful bids are summarized below. Administration will recommend awarding the 2022-2023 Art Supplies bid in the amount of \$6,633.91 and the General Supplies bid in the amount of \$27,852.93.

Art Suppliers Awarded:

Blick Art Material	\$1,962.89
Cascade School Supplies	\$1,153.69
Kurtz Brothers	\$ 992.77
National Art & School Supply	\$1,110.34
Pyramid	\$ 898.76
School Products	\$.00
School Specialty	\$ 515.46
Total	\$6,633.91

General Suppliers Awarded:

Cascade School Supplies	\$ 2,063.29
Kurtz Brothers	\$ 8,541.79
National Art & School Supply	\$ 3,586.10
Pyramid School Products	\$ 9,835.82
School Specialty	\$ 3,825.93
Total	\$27,852.93

Policy Discussion

The following policy is being presented for first read and discussion:

916 Volunteers - Revised

Administration will recommend second read and approval at the June 13, 2022 Board Meeting.

This policy was on for approval at the May 9th Board Meeting however some of the information was incorrect.

A brief discussion occurred among the Board and Administration regarding this Discussion Agenda item.

Designated Fund Balance Request

As per discussion at the May 16, 2022 Budget and Finance Committee Meeting, Administration recommends moving forward with the following projects and to be paid for from designated fund balance as noted below:

1. Complete SASD Camera Project with Siemens Industries, Inc. - \$320,000 - Designated Maintenance (\$70,000) and District Safety (\$250,000) Fund Balance
2. Domestic Water Pipe Replacement at SAIS - \$600,000 - Designated Maintenance Fund Balance

A discussion occurred among the Board and Administration regarding Item #1 including but not limited to what the cost would be to complete the camera project everywhere but the elementary schools and/or spreading out the project further.

Mr. Buterbaugh inquired about getting a cost for a repeater system in the buildings as part of upcoming facility projects.

Dr. Suppo noted he spoke to Mr. Lindenmuth, Chief of Security at S.A.S.D., regarding this after the last Budget & Finance Committee Meeting and stated he would like to include Mr. Lindenmuth in further discussion regarding this topic.

Approval for Future Facility Dog and Donations

Administration will recommend approval to acquire a future facility dog and accept donations in cooperation with the Facility Dog Ambassadors Club for the Shippensburg Area Senior High School.

A discussion occurred among the Board and Administration regarding this Discussion Agenda item including but not limited to asking for a presentation from S.A.S.H.S. regarding this item, timing of a request for a second dog when first dog has only been here one week, the need to evaluate the first facility dog before committing to a second facility dog, etc.

(Information)

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

Chris Jackson, resident of S.A.S.D., requested an update on the Athletic Stadium Project and Superintendent Search.

Mr. Buterbaugh noted there is meeting on June 15, 2022 to discuss the Athletic Stadium Project and how the project fits into the bond process.

Mr. Buterbaugh noted surveys are being completed now for the Superintendent Search.

BOARD COMMENTS

Mr. Buterbaugh noted tonight's is Dr. Suppo's last Board Meeting. He thanked him for his leadership at S.A.S.D. and stated he appreciates all of the effort and hard work he has provided to the District.

Mr. Cressler provided an update on the track team competing at Districts last weekend. He noted Dakota Arana finished first in the high jump; Spencer Edey finished first in the long jump and fifth in the triple jump; Anthony Smith finished first in the discus and set a new school record of 164'7"; Jillian Sydnor finished first in the 400 meter and set a new school record of 55.67 seconds and finished third in the 200 meter; Traevon Kater finished third in the triple jump; Connor Landreth finished fourth in the high jump; and Patrick Reed finished eighth in the shot put. Many of these students advanced to States which will be held this weekend at Shippensburg University. He encouraged everyone to come out to show their support. He also noted the softball team beat Donegal today and stated they need one more win to qualify for the State tournament. Ms. Eberly, Dr. Goates, Dr. Suppo, and himself attended the Career Advisory Committee Meeting. He provided a brief update on the topics discussed. Lastly, he congratulated the Class of 2022 and noted Graduation will be held on Wednesday, May 25, 2022. He thanked everyone who helped make the 2021-2022 school year a success.

Mr. Bard wished the Class of 2022 the best of luck. He also thanked Dr. Suppo for his time at S.A.S.D.

Mrs. Eberly thanked the two students from GBLUES for their presentation and encouraged the community and Board to attend some of the year-end celebrations.

Mr. Buterbaugh noted he is looking forward to passing the Class of 2022 on to their bright futures. He introduced Dr. Alan Moyer to anyone who was not in attendance at the last Board Meeting.

Dr. Suppo thanked the Board for their kind comments and noted he is proud to be part of the Class of 2022 journey and talked about feeling sad to be at the end of his public education journey. He stated it has been an honor to serve at S.A.S.D.

INFORMATION

Date Saver

May 25 ~ Class of 2022 Commencement Ceremony - 7 p.m. at the Luhrs Performing Arts Center

May 27 ~ Last day of school, early dismissal for all students

June 13 ~ School Board Meeting, 7 p.m. in the High School Auditorium

June 15 ~ Special Board Meeting, 4 p.m. in the High School Auditorium

June 27 ~ School Board Meeting, 7 p.m. in the High School Auditorium

July 11 ~ School Board Meeting, 7 p.m. in the High School Auditorium

August 8 ~ School Board Meeting, 7 p.m. in the High School Auditorium

August 22 ~ School Board Meeting, 7 p.m. in the High School Auditorium

ADJOURNMENT

On motion of Suders, seconded by Bard to adjourn at 8:30 p.m.



Cristy Lentz
Board Secretary