Minutes of the June 26, 2023 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Library, 201 Eberly Drive, Shippensburg, PA 17257.

**1. OPENING**

**1.a. Call to Order**

Dr. Nathan Goates, President, called the meeting to order at 8:00 p.m.

**1.b. Roll Call**

On roll call, the following members were present: Dr. Nathan Goates, Board President; Mrs. Steph Eberly, Board Vice President; Mr. Charlie Suders; Mr. Kirk Naugle; Mrs. Becky Wolfinger; and Dr. Michael Lyman attended remotely by telephone. Mr. Levi Cressler; Mr. Jim Bard; and Mr. Fred Scott were absent.

Others present were: Mr. William August, Superintendent; Mrs. Sheri Woodall, Director of Curriculum and Instruction; Dr. Troy Stevens, Technology Coordinator; Mr. Chad Kreitz, Director of Operations and Maintenance; parents, teachers, concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

**1.c. Pledge of Allegiance**

**1.d. President’s Charge to the Board**

**1.e. Moment of Silence**

***Donald William Pyne, Sr. ~*** April 3, 1941 - June 14, 2023

1959 Graduate

***John Washington Diven ~*** August 21, 1954 - June 17, 2023

1973 Graduate

***Paul W. Piper, Sr. ~*** August 31, 1942 - June 17, 2023

Attended SASHS

  **(Action)**

**1.f. Agenda Approval**

Dr. Goates announced two amendments to tonight’s agenda.

Under the CONSENT AGENDA, 4.u. #31 - William H. Lloyd- Should have read “High School Boys’ Assistant Soccer Coach” (not H.S. Head Soccer Coach)

Under the DISCUSSION AGENDA, 6.j. Revised Job Description for Payroll Specialist - previously read “Payroll Assistant”, corrected to read “Payroll Specialist”

On a motion of Wolfinger, seconded by Naugle, to approve tonight’s agenda.

On voice call, all present voted yes to approve tonight’s agenda.

**(Information)**

**2. CITIZENS’ COMMENTS REGARDING AGENDA ITEMS**

None

**3. REPORTS**

**3.a. Franklin County Career and Technology Center Report - Becky Wolfinger, Charlie Suders; Jim Bard Alternate**

Mrs. Wolfinger shared how our Vo-Tech starts to reach out to students in 5th grade so they can begin to understand what Vo-Tech has to offer. She shared a handout with the Board that contained information for students as to when to apply, grade requirements, and tour of Vo-Tech.

**3.b. Board Committee Reports**

**3.b.a. Facilities Committee Meeting**

Mrs. Wolfinger noted the presentation during tonight’s Committee of the Whole meeting was a summary of topics discussed during the last two Facilities Committee Meetings which were held on June 13th and June 21st.

**3.b.c. Policy Committee Meeting**

Mrs. Eberly noted that the Policy Committee met on June 21stand they have been working through the 200’s and tonight there are 14 policies up for first read and discussion and six (6) policies recommended for deletion by our solicitor and PSBA.

**3.d. Superintendent’s Report**

**3.d.a. Donation Report**

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

**Vigilant Hose Company,** $500.00 monetary donation to support the Shippensburg Area Senior High School Facility Dog Program.

**College Board/Total Registration, LLC.,** $559.34 monetary donation of AP Testing proceeds in excess of expenses to be used by the Shippensburg Area Senior High School Guidance Department for testing supplies.

**Anonymous**, soda and chip donation for Shippensburg Area Middle School Drama Club. Estimated value of the donation is $133.00.

**Kelsey Heckmen,** pizza donation for the Shippensburg Area Middle School Drama Club. Estimated value of the donation is $267.00.

**PA Foundation Future Farmers of America Inc.**, $1,000.00 monetary donation to purchase a livestock scale for use by the Shippensburg Area Senior High School FFA.

**3.d.b. 2022-2023 ACT 44 Safety & Security Report**

A copy of this report was provided to the Board by David Lindenmuth, Chief of School Safety.

**Update on Summer Meal Program**

Mr. August shared with the Board that to date, over 1,302 bundled meals were served to 217 children. He noted that this number is up from the first week where 100 meals were served and 117 last week.

 **(Action)**

**4. CONSENT AGENDA**

On a motion of Eberly, seconded by Wolfinger to approve items 4.a.to 4.s. of the Consent Agenda.

**4.a. Approval of Minutes**

Recommend approval of the minutes as presented from the June 12, 2023 Planning/Action Board meeting.

**4.b. Finance**

All financial reports will be on the August 14, 2023 Board agenda for approval.

**4.c. Memorandum of Understanding Between Shippensburg University Head Start and SASD**

Administration requests approval of a Memorandum of Understanding between Shippensburg University Head Start and Shippensburg Area School District effective August 2023 through July 2024. This MOU serves as a required portion of the District's Title I application to support the transition between our local Head Start program and kindergarten classes within the Shippensburg Area School District.

A copy of the MOU was provided to the Board.

**4.d. Memorandum of Agreement (MOA)**

Administration recommends approval of the MOA between ASD and the Shippensburg Area Educational

Support Professional Association regarding classroom assistants volunteering to work with the 2023

Extended School Year classes offered by the District. The District will pay $20/hr. for classroom assistants

in this position.

A copy of the MOA was provided to the Board.

**4.e. Reappointment of Board Treasurer**

Administration recommends approval of the reappointment of Nicole Weber, Human Resources Director,

as Board Treasurer for the 2023-24 fiscal school year at no additional cost to the District and to secure

appropriate bonding. This is year 4 of 4, per Policy 005.

**4.f. Reappointment of Board Secretary**

Administration recommends approval of the reappointment of Cristy Lentz, Business Administrator, as

Board Secretary for the 2023-24 fiscal school year at no additional cost to the District and to secure

appropriate bonding. This is year 4 of 4, per Policy 005.

**4.g. Workers Compensation and Violent Assailant Insurance Renewal for 2023-2024**

Administration recommends approval of the renewal workers compensation and violent assailant

insurances for the 2023-2024 fiscal year.

| **Coverage Type** | **Carrier** | **2022-2023 Pricing** | **2023-2024 Pricing** |
| --- | --- | --- | --- |
| Workers Compensation | UPMC | $127,545.00 | $126,883.00\* |
| Violent Assailant Coverage | Lloyds | $ 5,020.00 | $ 10,020.00\*\* |
| **Total** |  | **$132,565.00** | **$136,903.00** |

\*A slight decrease from previous year

\*\*The District’s exposure increasing year over year (i.e. student count, employee count, and revenue),

and the District experiencing several threats this year,this renewal premium has increased $5,000.00

**4.h. General Property and Liability Insurances 2023-2024**

Administration recommends approval of the following general property and liability insurances for the 2023-2024 fiscal year, which includes a price increase of approximately 12% and is included in the 2023-2024 budget. The main reason for the increase is due to insurable values increasing and the recommendation to increase our commercial umbrella coverage from $5,000,000 to $15,000,000.

| **Coverage Type** | **Carrier** | **2022-2023 Pricing** | **2023-2024 Pricing** |
| --- | --- | --- | --- |
| Commercial Package | Utica National Group | $107,709 | $118,905 |
| Commercial Automobile | Utica National Group | $10,561 | $11,431 |
| Directors & Officers Liability | AIG Group | $24,692 | $27,500 |
| Commercial Umbrella | Utica National Group | $6,722 | $13,881 |
| Student Accident | Fairfax Financial Group | $12,303 | $12,303 |
| Security & Privacy Liability | Ace American | $20,284 | $20,215 |
| Total Premium |   | $182,271 | $204,235 |

**4.i. Approval to Participate in Federal Programs for the 2023-2024 School Year**

Administration recommends authorization to submit applications for the following Federal Programs for the 2023-24 school year:

* Title l-A Improving Basic Education
* Title ll-A Improving Teacher Quality
* Title lll English as a Second Language
* Title lV-A Student Support and Academic Enrichment

The Assistant Superintendent will serve as the Federal Programs Coordinator

**4.j. Agreement for Independent Educational Evaluation (IEE)**

Administration recommends approval of the agreement for an Independent Educational Evaluation

between Dr. Steven P. Kachmar and one enrolled SASD student. The cost of the evaluation is $4,000.00.

A copy of the IEE Agreement was provided to the Board.

**4.k. Additional Target Support and Improvement (ATSI) Plan for James Burd Elementary School**

Administration will recommend approval of the ATSI Plan for James Burd Elementary School at the June

26th Board meeting.

A copy of the plan was provided to the Board.

**4.l. 2023-2024 Art & General Supplies Bid**

Administration prepared bids for Art and General Supplies for the 2023-2024 school year. The successful bids are summarized below. Administration will recommend awarding the 2023-2024 Art Supplies bid in the amount of $7,179.92 and the General Supplies bid in the amount of $40,810.40.

**Art Suppliers Awarded:**

Blick Art Materials $ 2,825.03

Kurtz Brothers $ 1,274.32

Metco $ 30.00

National Art & School Sup. $ 1,292.76

Pyramid School Products $ 1,757.81

**General Suppliers Awarded:**

Kurtz Brothers $ 15,035.36

Metco $ 43.70

National Art & School Sup $ 15,319.96

Pyramid School Products $ 6,922.58

School Specialty $ 3,488.80

**4.m. New Story Tuition Agreements 2023/Extended School Year (ESY) - Carlisle, PA**

New Story Schools operates a private licensed school in Carlisle, PA. New Story provides intensive

academic and behavioral interventions for special education students. The proposed extended school

year agreements are for 7 students who are currently enrolled. The program provided by New Story is

based on a 4-rate pricing model (low, medium, high and extra-high).

Autistic Support Rates:

1 student at $365 per day (medium level of intensity)

5 students at $405 per day (high level of intensity)

1 student at $535 per day (extra high level of intensity)

Administration recommends Board approval of the agreements with New Story for ESY 2023.

Copies of the agreements were provided to the Board.

**4.n. New Story Tuition Agreements 2023/Extended School Year (ESY) - New Cumberland, PA**

New Story Schools operates a private licensed school in New Cumberland, PA. New Story provides

educational services to children with special education requirements. The proposed extended school

year agreements are for 2 students who are currently enrolled. The program provided by New Story is

based on a 4-rate pricing model (low, medium, high and extra-high).

Autistic Support Rates:

1 student at $300 per day (moderate level of intensity)

1 student at $405 per day (high level of intensity)

Administration recommends Board approval of the agreements with New Story for ESY 2023.

Copies of the agreements were provided to the Board.

**4.o. Agreement with New Story for Special Education Services for the 2023-2024 School Year**

New Story Schools operates a private licensed school in Carlisle and provides intensive academic and behavioral interventions for special education students. The proposed agreement is for 8 District students for the 2023-2024 school year. The program provided by New Story is based on a 4-rate pricing model (low, medium, high and extra-high).

Autistic Support Rates:

* 1 student at $315 per day (low level of intensity)
* 1 student at $376 per day (medium level of intensity)
* 5 students at $425 per day (high level of intensity)
* 1 student at $551 per day (extra high level of intensity)

Administration recommends approval of the agreement with New Story for the 2023-2024 school year.

A copy of the agreement was provided to the Board.

**4.p. Cengage Learning**

Administration recommends approval of a quote for materials to be utilized for ESL students at the Middle School from Cengage Learning at a cost of $2,409.00. These materials will be paid for out of the 23-24 curriculum budget.

A copy of the quote was provided to the Board.

**4.q. Partnership for Career Development Service Agreement**

Administration recommends approval of the renewal agreement with Partnership for Career Development (PCD) for the period of July 1, 2023 to June 30, 2024. The annual cost for the agreement is $3,850.00 and will come out of the Curriculum budget.

A copy of the agreement was provided to the Board.

**4.r. LETRS Materials from Lexia Learning systems, LLC.**

Administration recommends approval of the following purchase for LETRS Volumes 1 and 2 to be utilized for professional development with Kindergarten and Special Education teachers to develop a deeper understanding of the elements of instruction in the Science of Reading. The cost of $18,354.00 will be paid utilizing the Reading set-aside for ESSER funds.

A copy of the quote was provided to the Board.

**4.s. Textbooks to be Sold, Donated, or Disposed**

Administration is seeking approval to sell, donate or dispose of the following books that are no longer

utilized as part of the curricular resources in 6th-8th grade health:

Teen Health Course 1, Glencoe/McGraw-Hill, 2009 (38 copies), IBN: 978-0-07-877405-8

Teen Health Course 2, Glencoe/McGraw-Hill, 2009 (22 copies), IBN: 978-0-07-877425-6

Teen Health Course 3, Glencoe/McGraw-Hill, 2009 (36 copies), IBN: 978-0-07-877449-2

On voice call, all present voted yes to items 4.a. through 4.s.

**4.t. Donation - Nancy Grayson PTO**

On a motion of Wolfinger, seconded by Eberly to approve item 4.t. of the Consent Agenda.

Nancy Grayson PTO, through community donations and grants per a list provided by the PTO, wishes to donate $8,772.00 to support the Nancy Grayson Elementary School playground equipment project.

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.

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

A copy of the list was provided to the Board.

Mrs. Wolfinger thanked the PTO for their support for the new playground.

On voice call, all present voted yes to item 4.t.

**(Action)**

**4. CONSENT AGENDA**

On a motion of Wolfinger, seconded by Eberly to approve item 4.u. of the Consent Agenda

**4.u. Personnel - Professional and Support**

**Professional Staff**

**Administration recommends approval of the following resignation:**

**1. Paul M. Schlabach –** Social Studies Teacher at the Shippensburg Area High School effective August 1, 2023

**Administration recommends approval of the following new appointment:**

**2. Anna M. Thiessen –** Social Studies Teacher at the Shippensburg Area High School at a salary of $65,464.00 (Masters 30 Step 5) effective the first day of the 2023-2024 school year (replacing Paul M. Schlabach – resignation)

Ms. Thiessen received her Bachelors in Education May 2015 from Muhlenberg College as well as her Masters of Science from Emporia State University December 2022. She is currently working at Lynn English High School as a History Teacher.

**Administration recommends approval of the following substitute:**

**3. Tonya S. Markley –** RN

**Support Staff**

**Administration recommends approval of the following resignation:**

**4. Carolyn M. Friend –** Part-TimeClassroom Assistant at James Burd Elementary School effective retroactive June 12, 2023. Requesting to remain as a substitute.

**Administration recommends approval of the following transfer:**

**5. Gina L. Hedge** **–** Full-TimeHead Cookat Nancy Grayson Elementary School **TO** Full-TimeHead Cookat Shippensburg Area High School, hourly rate remains the same, effective August 14, 2023 (replacing Margaret M. Gallagher – retirement)

**Administration recommends approval of the following promotions:**

**6. Nancy L. Clendening** **–** Part-TimeKitchen Helper at James Burd Elementary School working 4 hours/day **TO** Part-TimeCashier Helperat James Burd Elementary School working 5 hours/day, hourly rate remains the same, effective August 22, 2023 (replacing Alicia N. Coy – transfer)

**7. Alicia N. Coy** **–** Part-Time Cashier Helper at James Burd Elementary School working 5 hours/day, 180 days/year **TO** Part-Time Head Cookat Nancy Grayson Elementary School working 5.75 hours/day, 180 days/year at an hourly rate of $12.75, effective August 14, 2023 (replacing Gina L. Hedge – transfer)

**8. Darlene R. Timmons** **–** Part-Time Head Cookat Shippensburg Area Intermediate School working 5.75 hours/day, 180 days/year **TO** Full-Time Head Cookat Shippensburg Area Intermediate School working 6 hours/day, 186 days/year, hourly rate remains the same, effective August 14, 2023

**Administration recommends approval of the following new appointment:**

**9. Cally M. Owens –** Part-Time Kitchen Helper at James Burd Elementary School, at an hourly rate of 12.25, working 4 hours/day, 180 days/yeareffective August 22, 2023 (replacing Nancy L. Clendening – transfer)

**Administration recommends approval of the following substitute:**

**10. Luke S. Davis –** Utility Maintenance

**Supplemental Staff**

**Administration recommends approval of the following resignation:**

**11. Trever L. O’Donnell –** High School Ninth Grade Basketball Coach effective retroactive June 19, 2023. Requesting to remain as a volunteer.

**Administration recommends approval of the following new appointments:**

**12. Jennifer A. Flinchbaugh –** High School Assistant Unified Bocce Coach at a supplemental salary of $500.00 effective November 17, 2023 (New position on Board Agenda 6/12/2023)

**13. John M. Klenzing –** High School Head Unified Bocce Coach at a supplemental salary of $1000.00 effective November 17, 2023 (New position on Board Agenda 6/12/2023)

**14. John E. Welker ­–** Middle School Assistant Cross-Country Coach at a supplementary salary of $1616.00, effective August 21, 2023 (New position on Board Agenda 6/12/2023)

**Administration recommends approval of the following volunteer coach:**

**15. Matthew Porter –** High School Girls Soccer

**The following coaches are recommended for approval for the 2023-2024 fall coaching season:**

**Football**

**16. Eric J. Foust –** High School Head Football Coach

**17. Alex N. Ramos –**High School Assistant Football Coach

**18. Rick E. Foust –** High School Assistant Football Coach

**19. Christopher D. Yonish –** High School Assistant Football Coach

**20. Kevin C. Gustafson –** High School Assistant Football Coach

**21. Tyler S. Hoover –** Junior High Assistant Football Coach

**Field Hockey**

**22. Angela L. Hostetter –** High School Head Field Hockey Coach

**23. Megan J. Gustafson –** High School Assistant Field Hockey Coach

**24. Dana N. Singer –** Middle School Head Field Hockey Coach

**25. Madeline L. Davis –** Middle School Assistant Field Hockey Coach

**Cross Country**

**26. Jonathan A. Marshall –** High School Head Cross Country Coach

**27. Thomas C. Crochunis –** High School Assistant Cross Country Coach

**28. Tracey J. Buchheister –**Middle School Head Cross Country Coach

**Volleyball**

**29. Jacqueline C. Ulmer –** High School Girls’ Head Volleyball Coach

**Soccer**

**30. Warren R. Jones –** High School Boys’ Head Soccer Coach

**31. William H. Lloyd –** High School Boys’ Assistant Soccer Coach

**32. Todd E. Burns –** High School Girls’ Head Soccer Coach

**33. Ashlynn E. Swanger –** High School Girls’ Assistant Soccer Coach

**Golf**

**34. Brad D. Horgos –** High School Head Golf Coach

**Cheerleading**

**35. Cara L. Varholy –** High School Head Cheer Advisor

**36. Jocelyn A. Topper –** High School Assistant Cheer Advisor

**37. Kandi M. Rosenberry –** Middle School Head Cheer Advisor

**38. Amy E. Wallo –** Middle School Assistant Cheer Advisor

**Year-Round Non-Coaching Athletic Positions**

**39. Timothy J. Hess –** High School Game Manager

**40. Melissa A. Jones –** High School Equipment Manager

**41. Brad D. Horgos –** Middle School Game Co-Manager/Equipment Co-Manager

**42. Timothy J. Hess –** Middle School Game Co-Manager/Equipment Co-Manager

On voice call, all present voted yes to item 4.u.

**(Action)**

**4. CONSENT AGENDA**

On a motion of Wolfinger, seconded by Suders to approve item 4.v.1. of the Consent Agenda

**4.v. Personnel - Administration**

**Administrative Staff - Chief Financial Officer/CFO Employment Agreement Approval**

**1. The Superintendent recommends approval of the Employment Agreement for Cristy E. Lentz, Chief Financial Officer of the District, for a term of five (5) years beginning July 1, 2023 through June 30, 2028.**

A copy of the agreement was provided to the Board.

On roll call, all present voted yes to item 4.v.1.

On a motion of Eberly, seconded by Wolfinger to approve item 4.v.2. of the Consent Agenda

**Administration recommends approval of the following resignation:**

**2. Sheri L. Woodall –** Director of Curriculum, Instruction and Assessment at Shippensburg Area School District effective August 16, 2023.

Mrs. Wolfinger thanked Sheri for her service and Mr. August reiterated Mrs. Wolfinger’s comment and wished her the best.

On voice call, all present voted yes to item 4.v.2.

 **(Action)**

**5. ACTION AGENDA**

**5.a. Copier Rental**

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

Administration recommends approval of the rental agreement with Document Solutions, Inc. (DSI) for a copier at the new Administration Building on Molly Pitcher Highway. The District is too far into their current lease to be able to add this copier to the existing lease at this time. This would be a 37-month rental at $300 per month and we would be able to add this copier to future lease agreements.

A copy of the rental agreement was provided to the Board.

On voice call, all present voted yesto item 5.a.

**5.b. Resolution Calling for Free School Meals for All Students**

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

Administration recommends adoption of a Resolution calling for free school meals for all students. Providing universal school meals benefits all students, their parents, teachers, and the school as studies show students with access to free meals have improved attendance rates, improved participation rates, fewer behavioral incidents, lower suspension rates, and better health outcomes.

A copy of the Resolution was provided to the Board.

On voice call, all present voted yes to item 5.b.

**5.c. Request for Proposal - Fuel Supply Services**

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

Administration is recommending development of a Request for Proposal (RFP) to advertise for proposals for gasoline and diesel fuel supply services.

On voice call, all present voted yes to item 5.c.

**5.d. Dialed Action Agency, LLC. Event Agreement with Nancy Grayson Elementary School**

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

The Superintendent recommends approval of the agreement between Dialed Action Agency and Nancy Grayson Elementary School for professional cyclists to perform a BMX show for students at Nancy Grayson Elementary School on September 5, 2023. The cost of the performance will be paid out of the student activity fund.

A copy of the agreement was provided to the Board.

On voice call, all present voted yes to item 5.d.

**5.e. Termination of Employment Vacation Day Payment**

On a motion of Wolfinger, seconded by Lyman to approve the following Action Agenda item:

Administration recommends waiving the "Termination of Employment" section in School Board Policy 337 - Vacation, on behalf of Mrs. Sheri Woodall. This will allow a per diem payout for any earned, unused vacation days upon termination from the School District.

On voice call, all present voted yes to item 5.e.

**5.f. Boyo Transportation Van Driver**

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

Administration recommends Mallory Arnold as a van driver for Boyo Transportation.

On voice call, all present voted yes to item 5.f.

**(Information)**

**6. DISCUSSION AGENDA**

**6.a. Affiliation Agreement**

Administration recommends approval of the Affiliation Agreement between Shippensburg Area School District and Millersville University. This agreement will allow for the partnership between the University and the District for both School Counseling Interns and School Nursing Interns.

A copy of the agreement was provided to the Board..

Mrs. Wolfinger asked what other universities or colleges the District partners with and Mrs. Woodall noted Shippensburg University, Penn State Mont Alto, and Wilson College.

**6.b. SchoolPace and SchoolPace Connect Renewal Licenses**

Administration recommends approval of the quotes for SchoolPace and SchoolPace Connect for the District Elementary buildings. These are renewal licenses. SchoolPace for all buildings will be paid out of the 23-24 Curriculum Budget ($22,000). SchoolPace Connect for Grace B. Luhrs will be paid out of the 23-24 Curriculum Budget ($3,000). SchoolPace Connect for James Burd, Shippensburg Area Intermediate School, and Nancy Grayson will be paid out of 23-24 Title I funds.

A copy of the quotes was provided to the Board.

**6.c. Phonics Instruction Materials**

Administration recommends approval to purchase materials from the University of Florida Literacy Institute (UFLI) to supplement phonics instruction in grades K-3. ESSER II funds will be utilized for the purchase of these materials.

A copy of the price quote was provided to the Board.

Dr. Goates asked if this was new or a renewal and Mrs. Woodall noted this is a new item and it helps with hands on phonics and vocabulary.

**6.d. Acadience Learning Online**

Administration requests the approval of the following renewal of Acadience Learning Online, formerly Acadience Data Management, for K-6 and 7-8 licensing for CST students. The cost will come out of the Curriculum & Instruction budget.

A copy of the quote was provided to the Board.

Dr. Goates asked what CST stands for and Mrs. Woodall noted, Child Study Team and is an academic screener.

**6.e. High School Exchange Student**

Per School Board Policy #239, an exchange student from Italy has met all of the qualifications to attend the Shippensburg Area High School for the spring semester of the 2023-2024 school year. Administration recommends approval of the student attending on January 22 through May 31, 2024.

**6.f. 2023-2024 Volunteer Handbook**

Administration will recommend approval of the 2023-2024 Volunteer Handbook at the July 10, 2023 Board Meeting.

A copy of the handbook was provided to the Board.

Mrs. Wolfinger inquired why the TB test is no longer free and available at the District. Mr. August told her that he will look into this and get back to her.

**6.g. Old Athletic Uniforms**

Administration is seeking approval to sell old athletic uniforms that are no longer used by the District at the annual Community Night on August 18th. Any funds raised from the sale will go into the athletic account and be used to help offset the cost of new uniforms purchased in the future.

**6.h. Memorandum of Understanding - Addition of 3 New Coaching Positions/Supplemental Salaries**

Administration recommends approval of the Memorandum of Understanding (MOU)between the District and the Shippensburg Area Education Association to modify Appendix B-1 of the CBA for the addition of three (3) new coaching positions/salaries beginning with the 2023-2024 school year.

A copy of the MOU was provided to the Board.

**6.i. Registered Behavior Technician Job Description**

Administration recommends approval of the creation of a job description for Registered Behavior Technician. This position will provide behavioral intervention, coaching, and training to students and staff within the District, including general education and special education environments.

Additional information regarding the position was provided to the Board.

**6.j. Revised Job Description for Payroll Assistant**

Administration recommends approval of the revisions to the Payroll Assistant job description. Changes to the job description include the job title, who the individual reports to, qualifications, and additions/deletions to the list of responsibilities.

A copy of the revised job description was provided to the Board.

**6.k. Revised Job Description for Administrative Position**

Administration recommends approval to the revisions made to the Director of Curriculum, Instruction & Assessment job description.

A copy of the revised job description was provided to the Board.

Mrs. Wolfinger asked if the changes are based on the new Assistant Superintendent position and Mr. August stated yes.

**6.l. Policies for Discussion and Deletion**

The following policies are being presented for first read and discussion:

* 210, 210.1, 214, 217, 218, 218.1, 218.2, 219, 220, 221, 223, 224, 226, 251
* 351
* 917, 918

A copy of the policies was provided to the Board.

The following policies are recommended for deletion per PSBA and the District Solicitor:

* 255 - Educational Stability for Children in Foster Care
* 351.1 - Drug and Alcohol Abuse Assistance
* 712 - Emergency Plans
* 713 - Protection of Property
* 713.1 - Video Camera Surveillance
* 715 - Use of Fax Machines

**6.m. Penn’s Youth Initiative Program**

Administration recommends the re-approval of the Penn's Youth Initiative Program for the 2023-24 school year.

Program details were provided to the Board.

**6.n. Generator Preventative Maintenance Proposal Renewal**

Administration recommends approval of the one (1) year renewal proposal with G.R. Sponaugle for preventative maintenance on all generators in the District. The cost of $2,526.00 will come out of the Maintenance Budget.

A copy of the proposal was provided to the Board.

**6.o. Resolution to File Multimodal Transportation Fund 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 Administrator 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.

**6.p. Food Service Equipment annual Maintenance**

Administration recommends approval of the quote with K&D Factory Service Inc. to perform annual maintenance on the District's Food Service equipment. Costs are estimated at $3,408.00 and will be paid from the Food Service Fund.

A copy of the quote was provided to the Board.

**6.q. Contracted Rates for Boyo Transportation**

Administration recommends approval of the following contracted rates for Boyo Transportation for the 2023-2024 school year:

Item 2023-2024

Van $235.00 Min.

Bus $365.00 Min.

Mid-day (up to 1.5 hrs.) $75.00

After-School Program $100.00

Under 25 min. trip $80.00

Co-Op/Activity $90.00

Field Trip $2.25/mile, $20.00/per hour

Mrs. Wolfinger asked about a cost comparison between the two years and Mr. August responded that he will get this information to the Board.

**6.r. One Year Renewal with Siemens Industry, Inc.**

Administration recommends approval of the one (1) year renewal proposal with Siemens Industry, Inc. for building a/c and heating automated controls at the high school.

A copy of the proposal was provided to the Board.

**6.s. Hillis-Carnes Construction Material Inspection Cost**

Administration recommends amending the existing purchase order for the special inspections/testing related to the Shippensburg Area Middle School project for Hillis-Carnes Engineering Associates from $17,500.00 to $ 28,000.25 based on all the services provided and unit costs contained in their original proposal. No further testing for the project is required.

Mr. August noted that the higher number was included in the budget.

**6.t. Card Reader Installation at James Burd Elementary School**

At the December 5, 2022 Board meeting, the Board approved Siemens to install hardware to an existing exterior door at James Burd to make it a swipe access door; however this installation was never provided by Siemens. The District has received a proposal from Triangle Communications to fulfill the original request of Siemens. at a lower cost than the Board approved amount of $5,536.00 quoted by Siemens; a savings of $541.00.

Administration recommends approval of the proposal from Triangle Communications.

Quote #2023126 - $4,995.00 for the installation of one (1) additional card reader

A copy of the proposal was provided to the Board.

A discussion occurred between the Board and Administration regarding the installation.

**7. CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS**

None

**8. BOARD COMMENTS**

Mrs. Wolfinger encouraged fellow Board Members to participate in the interview process this week for Assistant Superintendent.

Dr. Goates referred to the Safety Report provided by Mr. Lindenmuth and stated that changes have been made, including the hiring of a School Resource Officer (SRO). He would like to have a report at a future Committee of the Whole Meeting and hearing from the SRO and building principals on how it’s working out, on school discipline, and how this position aided in furthering our goals.

Mr. August stated that this is a great topic and he will set it up for a future Committee of the Whole Meeting.

**9. INFORMATION**

**9.a. Date Saver**

**July 10:**  Committee of the Whole Meeting/School Board Meeting

**August 14:** Committee of the Whole Meeting/School Board Meeting

**August 28:** Committee of the Whole Meeting/School Board Meeting

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**District-Wide Open House Schedule for the New School Year**

**Grace B. Luhrs University Elementary School**

* **Back to School Night - August 21st:** Kindergarten, 5:30-6:30 p.m.
* **Back to School Night - August 22nd:** Grades 1-5, 5:30-6:30 p.m.

**James Burd Elementary School**

* **Open House - Monday, August 21st**
* Kindergarten & 2nd Grade, 4:30-6:30 p.m.
* **Open House - Tuesday, August 22nd**
* 1st & 3rd Grades, 4:30-6:30 p.m.

**Nancy Grayson Elementary School**

* **Open House - Monday, August 21st**
* Kindergarten & 2nd Grade, 4:30-6:30 p.m.
* **Open House - Tuesday, August 22nd**
* 1st & 3rd Grades, 4:30-6:30 p.m.

**Intermediate School**

* **August 22nd:** 4th & 5th Grades, 5-7 p.m.

**Middle School**

* **6th Grade & New Student Orientation – Thursday, August 17th**
* 3 different times for families to sign up to attend: 10 a.m., 2 p.m. and 5 p.m.
* During this time, Chromebooks will be dispersed and technology dept. on hand to help
* In the auditorium, a message from April, Steph, and Jeremy and then a brief tour of the building
* **6th- 8th Grade Open House – Monday, August 21st (first day of in-service for teachers)**
* 8th grade, 6-6:30 p.m.
* 7th grade, 6:40-7:10 p.m.
* 6th grade, 7:20-8 p.m.

Families with multiple children can deviate from the scheduled times above.

Due to parking constraints, MS & HS will stagger their schedule

**Senior High School**

* **8th & 9th Grade Orientation - Tuesday, August 8th and Wednesday, August 9th**
* 7-9 a.m. and 3-7 p.m. both days
* **Open House - Monday, August 21st (all grades)**
* 5-7 p.m.

**10. ADJOURNMENT**

On motion of Eberly, seconded by Naugle to adjourn at 8:45 p.m.

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 Cristy Lentz, Board Secretary