



## **PLANNING/ACTION MEETING**

05/27/2025 [08:00 PM] @ Senior High School Library

---

TUESDAY, MAY 27, 2025

### **1. OPENING**

**1.a. Call to Order**

**1.b. Roll Call**

**1.c. Pledge of Allegiance**



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

"As we begin our deliberations this evening, let us once again be reminded of our duty to represent all of the children of this school community, regardless of age, sex, race, or creed, and regardless of need or ability. This meeting is being livestreamed and uploaded to the District's YouTube Channel. May we now have a moment of silence to reflect on our thoughts, plans and actions on behalf of the students in the Shippensburg Area School District."

**1.e. Moment of Silence**

**Gary L. Porter** - 1956 graduate of Shippensburg Area Senior High School.

**Allan J. Lovell** - graduate of Shippensburg Area Senior High School.

**1.f. Agenda Approval**

### **2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS**

**Please identify yourself by name and Borough/Township and indicate which agenda item you are speaking about**

We have come to the portion of the meeting providing an opportunity for public comment. The Board will follow the procedures established in Policy 903. Public Comment in Board Meetings which is accessible through the district's website. This time is designated for district residents and taxpayers to comment on the items listed for action or deliberation on tonight's agenda. All individuals wishing to comment this evening must have completed the document designated for requests to comment and submitted the document to the Board Secretary prior to the start of the meeting. Each commenter will preface their comments by announcement of their name, and if applicable, group affiliation. The public comment period is limited to no more than thirty (30) minutes. Each statement made by a commenter will be limited to three (3) minutes.

A second comment period will occur after the items for action or deliberation have been completed. At the second public comment period, commenters may also speak about items of concern or other matters involving the school district. Each statement made by a commenter during the second comment period will be limited to three (3) minutes. The second comment period will be limited to not more than thirty (30) minutes. The presiding officer will notify individuals when the time allotted for the individual's public comment has expired. Comments by public participants are their own and should not be assumed to be the statements of the school district or any of its directors, agents, employees or representatives

### **3. REPORTS**

**3.a. Student Representative - Leonardo Blount**

**3.b. Superintendent's Report**

### **4. CONSENT AGENDA**

**4.a. Approval Minutes**

Recommend approval of the minutes as presented and attached from the May 12, 2025 Board meeting.

#### **Attachments**

---

May 12, 2025 Board Minutes .docx - Google Docs.pdf

**4.b. Finance**

Recommend approval of the following:

1. Bills of payment
2. General Fund Treasurer's Report

#### **Attachments**

---

Bills of Payment 05-27-2025.pdf

GF Treasurers Report (April 2025).pdf

**4.c. Authorized Signatures for District Funds**

Administration recommends approval of the attached list of authorized signatures for District Funds.

## **Attachments**

---

Authorized Signatures for District Funds (1).pdf

### **4.d. Special Education Renewal Agreements**

**Administration recommends approval of the attached Student Services proposals/contracts that were on for discussion on May 12, 2025.**

**1. Merakey School** - The Merakey School provides educational services to students with Autism and/or Emotional Disturbance. The proposed agreement is for one year beginning August 1, 2025 and ending July 31, 2026. The school year tuition cost is \$278.60 per day. The tuition for ESY is 185.76 per day. Tuition for students is included in the Board-approved budget.

**2. Yellow Breeches Educational Center, Inc** - During the 2025-2026 school year, we project that students will be attending the Yellow Breeches Educational Center. These students will be placed at this facility due to their exceptionality. The District agrees to purchase (12) secondary academic positions, (2) elementary academic positions and transportation for the identified students to and from the educational facility. The total cost for tuition is \$34,144.00 per secondary student. The total cost for tuition is \$38,894.00 per elementary student. The total cost of transportation is \$7,729.00 per student.

**3. A. Huber Consulting** - Administration recommends approval of an agreement to retain Alison Huber as a consultant to perform special education consulting services and PaTTAN Autism Initiative Internal Coaching responsibilities, at a rate of \$75.00 per hour with annual costs not to exceed \$55,000.00 annually.

## **Attachments**

---

25-26 Hampden w Shippensburg Area (3).pdf

YBEC 25-26 Agreement (2).pdf

Alison Huber Consulting Agreement 25-26 SY (1).pdf

### **4.e. Operations and Maintenance Renewal Agreements**

**Administration recommends approval of the attached proposals/contracts to be paid out of the regular Operations/Maintenance Budget.**

**1. Chamberlin Pest Control** - Administration recommends approval to renew the three-year contract for services provided throughout the District.

The contract, along with the breakdown of costs, is attached. **(Cost \$24,180.00)**

**2. FMX** - Administration recommends approval of the renewal of our annual subscription to our Facilities Management System.

The contract and invoice are attached. **(Cost \$16,852.70)**

**3. G.R. Sponaugle** - Administration recommends approval of the one (1) year renewal proposal for preventative maintenance on all generators in the District.

The proposal is attached. **(Cost \$2,781.00)**

**4. Water Treatment By Design** - Administration recommends approval of the attached contract for water treatment services at the Shippensburg Area Senior High School, Shippensburg Area Middle School, and the Shippensburg Area Intermediate School.

The contract is attached. **(Cost \$5,250.00)**

**5. Modern Fold** - Administration recommends approval of the three (3) year renewal proposal for preventative maintenance on the dividing walls at the High School and Middle School

The proposal is attached. **(Cost \$8,550.00)**

**6. Rosenberg's Septic Services** - Administration recommends approval of the proposal to pump the grease tanks at all five (5) schools: \$1,500 per pumping (tanks are pumped in July and December.)

The proposal is attached. **(Cost \$3,000.00)**

**7. R.J. McCarville Associates, LTD** - Administration recommends approval of the attached one-year proposal for mandated inspection and maintenance of the HS and MS electric bleachers, and High School/Middle School Gym electric retractable basketball hoops.

The proposal is attached. **(Cost \$4,400.00)**

## **Attachments**

---

Chamberlin's Pest Control Contract (2).pdf  
Chamberlin's Pest Control Cost Sheet (2).pdf  
FMX Contract (2).pdf  
G.R. Sponaugle (1).pdf  
WTBD Contract (1).pdf  
Modern Fold Contract (2).pdf  
Rosenberg's Septic Services Proposal (1).pdf  
R.J. McCarville Associates, LTD.pdf

## **4.f. Personnel - Professional and Support**

### **Professional Staff**

**Administration recommends approval of the following resignation(s) for the purpose of retirement:**

**1. Melissa A. S. Forrester** – Special Education Teacher at the Shippensburg Area High School effective August 4, 2025

**Administration recommends approval of the following resignation(s):**

**2. Lisa K. Boltz** – Agriculture Teacher at the Shippensburg Area High School effective June 13, 2025

**Administration recommends the approval of the following qualifying leave of absence request(s):**

**3. Madelyn D. Cantner** – ELD Teacher at Nancy Grayson Elementary School is requesting leave tentatively October 27, 2025 and continuing through December 23, 2025, with an expected return to work date of January 5, 2026

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

**4. Scott E. Burkholder** – Librarian at the Shippensburg Area Middle School and the Shippensburg Area High School **TO** Financial Literacy Teacher at the Shippensburg Area High School, salary remains the same, effective August 18, 2025 (pending approval of the 25-26 budget)

#### **Support Staff**

**Administration recommends approval of the following resignation(s):**

**5. Ronald A. Culbertson** – Utility Maintenance at Shippensburg Area School District, effective May 30, 2025

**6. Tiffanie E. Eby** – Part-Time Classroom Assistant at Shippensburg Area Middle School, effective retroactive May 21, 2025

**7. Rikki L. Mayberry** – Part-Time Classroom Assistant at Nancy Grayson Elementary School, effective June 5, 2025

**8. Christina E. Sweat** – Noontime Aide at Shippensburg Area Intermediate School, effective June 4, 2025

**Administration recommends approval of the following voluntary transfer(s):**

**9. Karli N. Shields** – Full-Time Floater Custodian at Shippensburg Area School District working 8 hours/day, 260 days per year **TO** Part-Time Cashier Helper at Shippensburg Area

Middle School working 4.5 hours/day, 180 days/year, hourly rate remains the same, effective retroactive May 19, 2025 (replacing Erin N. Longo – resignation)

**10. Deborah A. Weaver** – Part-Time Kitchen Helper at Shippensburg Area High School working 4 hours/day, 180 days/year **TO** Part-Time Cashier Helper at Shippensburg Area High School working 5 hours/day, 180 days/year, hourly rate remains the same, effective retroactive May 19, 2025 (replacing Dorothy Riley – resignation)

**Administration recommends approval of the following change in days per year:**

**11. Jamie L. Caudill** – Registered Behavior Technician at Shippensburg Area School District working 186 days per year **TO** 260 days per year, hourly rate remains the same, effective June 9, 2025

**Administration recommends approval of the following promotion(s):**

**12. Jessica A. Beckley** – Part-Time LPN at Shippensburg Area School District working 5.75 hours/day, 182 days/year **TO** Full-Time LPN at Shippensburg Area School District working 7 hours/day, 186 days/year, hourly rate remains the same, effective August 18, 2025

**Administration recommends approval of the following support staff employee(s) who have successfully completed the thirty (30) day probationary period and achieved regular employment status. This is in accordance with the SAESP Bargaining Agreement, Article III, 3.02:**

**13. Misty L. Richardson** – Classroom Assistant at Shippensburg Area Middle School effective retroactive May 9, 2025

**14. Karli N. Shields** – Custodian at Shippensburg Area Middle School effective retroactive May 9, 2025

**15. Madison E. Shively** – Classroom Assistant at James Burd Elementary School effective retroactive April 12, 2025

**16. Tammy S. Damore** – Classroom Assistant at James Burd Elementary School effective retroactive April 10, 2025

**17. Elizabeth J. Christy** – Classroom Assistant at Shippensburg Area Intermediate School effective retroactive April 30, 2025

**18. Kaleb A. Wolfinger** – Custodian at James Burd Elementary School effective retroactive May 8, 2025

**Administration recommends approval of the following new appointment(s): (All new hires are dependent upon successful completion of all required paperwork and clearances)**

**19. Hayden L. Mullens** – Part-Time Custodian at Shippensburg Area Middle School at an hourly rate of \$14.17, working 5.75 hours/day, 260 days/year, effective retroactive May 20, 2025 (replacing Kaleb A. Wolfinger – promotion)

**20. Kathy J. Myers** – Classroom Assistant at James Burd Elementary at an hourly rate of \$17.20, working 5.75 hours/day, 182 days/year, effective August 18, 2025 (replacing Kara A. Weaver- resignation)

**21. Melanie S. Neil** – Classroom Assistant at James Burd Elementary at an hourly rate of \$14.95, working 5.75 hours/day, 182 days/year, effective approximately May 27, 2025 (replacing Jennifer D. Lehman- resignation)

**Administration recommends approval of the following substitute(s):**

**22. Samantha K. Bailey** – Custodian

**23. Melanie S. Neil** – Custodian

**Supplemental Staff**

**Administration recommends approval of the following resignation(s):**

**24. Lisa K. Boltz** – FFA Advisor at the Shippensburg Area High School effective the last day of the 2024-2025 school year

**25. Suzanne C. Lloyd** – High School Musical Technical Production Manager and High School Play Technical Production Manager, effective the last day of the 2024-2025 school year

**26. Kimberly J. Yonish** – High School Mini-Thon Advisor, effective the last day of the 2024-2025 school year

**Administration recommends approval of the following new appointment(s): (All new hires are dependent upon successful completion of all required paperwork and clearances)**

**27. Kristin M. Line** – Department Co-Chair, Special Education/Speech/Psychologist (6-12) at a supplemental salary pending the upcoming contract agreement, effective August 11, 2025 (replacing Caitlin M. Cressler - resignation)

**28. Danielle R. Mowery** – Intermediate School Yearbook Advisor at a supplemental salary pending the upcoming contract agreement, effective August 11, 2025 (replacing Julia M. Nice - resignation)

**29. Lindsay N. Pittman** – Department Co-Chair, Special Education/Speech/Psychologist (6-12) at a supplemental salary pending the upcoming contract agreement, effective August 11, 2025 (replacing Caitlin M. Cressler - resignation)

**Administration recommends approval of the following individual(s) as Extended School Year (ESY) Classroom Assistant(s) for 2025:**

**30. Melanie S. Neil**

**31. Rachel E. Sidella (substitute)**

**Administration recommends approval of the following volunteer coach(es):**

**32. Abigail C. Rosenberry – High School Field Hockey**

## **5. ACTION AGENDA**

### **5.a. Policies for Approval**

Administration recommends approval of the following draft policies:

- 005
- 815.1

The policies are attached.

#### **Attachments**

---

Draft 005 (2).pdf

Draft 815.1 (2).pdf

### **5.b. Special ED Coach Job Description**

Administration recommends approval of the attached job description for the proposed Special ED Coach position.

#### **Attachments**

---

Special Education Coach (003) (1).pdf

### **5.c. Appointment of Financial Advisors & Bond Counsel**

The Board of School Directors of the Shippensburg Area School District (the “School District”) does hereby authorize the Administration to work with PFM Financial Advisors LLC, as Financial Advisor, Eckert, Seamens, Cherin, & Mellott LLP as Bond Counsel, and the local Solicitor in conjunction with the issuance of General Obligation Bonds, Series of 2025 in an amount sufficient to finance the approved projects of the District via a competitive sale process. A timeline is attached.

#### **Attachments**

---

Shippensburg ASD\_2025 Timeline.pdf

### **5.d. Agreement with Government Software Services for 2025-2026**

*Administration will recommend approval of the attached agreement with Government Software Services, Inc. (GSS) to print and mail the District's Real Estate Property tax bills and preparation of the duplicates for the 2025-2026 fiscal year. Pricing for this service is as follows:*

- \$0.2495 for each tax statement (bill) prepared (an increase of \$0.0200 from the 24/25 school year)

- \$0.09 each, per name printed for two copies of the Real Estate Duplicate (no increase from the 24/25 school year)

- \$20.00 for each bound duplicate (No increase from the 24/25 school year)

The above price increase is the only the fourth price increase the district has received from GSS the entire time we have been utilizing their services mainly due to the rise in postage rates.

#### **Attachments**

---

GSS Agreement 2025.26.pdf

#### **5.e. The Greyhound Foundation MOU**

Administration recommends approval of the attached MOU between The Greyhound Foundation and Shippensburg Area School District.

#### **Attachments**

---

MEMORANDUM OF UNDERSTANDING (2).pdf

#### **5.f. Shively Motors Driver's Education Lease Agreement**

Administration recommends approval of the driver education vehicle lease agreement with Shively Motors Inc.

#### **Attachments**

---

Drivers ed Shively Motors Lease Agreement 2025.2028.pdf

### **6. DISCUSSION AGENDA**

#### **6.a. Job Description - Head Of Maintenance**

Administration recommends approval of the attached job description for the Head of Maintenance position.

#### **Attachments**

---

Head of Maintenance.pdf

#### **6.b. Mobile AG Science Lab Agreement - SAIS**

Administration recommends approval of the attached contract between Shippensburg Area Intermediate School and PA Friends of Agriculture for the Mobile AG Lab from October 27-31, 2025. The \$2400.00 cost of the program will be paid from the SAIS Activity Account.

#### **Attachments**

---

MOBIL AG ED SCIENCE LAB AGREEMENT\_encrypted\_.pdf

#### **6.c. River Rock Academy Contract – Secondary & Elementary**

River Rock Academy provides educational and counseling services for 17 reserved student slots (8 secondary & 9 elementary) in the Shippensburg Area School District. The proposed agreement is for the 2025-2026 school year.

The school year tuition cost for the 8 secondary student lots is \$164.00 per day. The school year tuition cost for the 9 elementary student slots is \$248.00. River Rock Academy provides transportation at a daily rate of \$60.00.

Administration recommends approval of the attached contracts with River Rock Academy for the 2025-2026 school year.

#### **Attachments**

---

Shippensburg Area SD 25 26 AEDY School District Contract.pdf

Shippensburg Area SD 8 Slots + 9 Elem Slots + 17 Transport Slots 25 26 Contract.pdf

#### **6.d. Diakon Child, Family and Community Ministries, d/b/a, Diakon Youth Services Education Service Contract – Fiscal Year 2025-2026**

Diakon Youth Services provides a range of programs for at-risk youths primarily serving individuals referred by county juvenile probation departments and child and youth services. Diakon has entered into a partnership with the CAIU to provide services upon request directly to school districts. The proposed contract establishes the rate for District Initiated referrals as \$183.40/day.

Administration recommends approval of the contract with Diakon Youth Services for the 2025-2026 school year.

#### **Attachments**

---

2025-2026 Agreement- Shippensburg.pdf

2025-2026 Contract Summary Letter- Youth Services CP.pdf

#### **6.e. Authorization for Payment of Bills for June and July 2025**

Administration will recommend the authorization to pay General Fund and Food Service Fund bills in June and July, 2025, in an effort to provide for an efficient and effective closeout of the 2024-2025 fiscal year. A complete report will be submitted to the Board of School Directors in August, 2025.

#### **6.f. General Property and Liability Insurances 2025-2026**

Administration recommends approval of the following general property and liability insurances for the 2025-2026 fiscal year.

**6.g. New Phone System**

Administration recommends approval to purchase a new phone system. The quote selection will presented for approval at the June 9, 2025 board meeting.

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

Please identify yourself by name and Borough/Township, all comments to the Board as a whole and make sure they are in the form of a statement.

Questions will be taken under advisement. Responses to questions will be offered after due deliberation and will be provided by the Superintendent at the direction of the Board within a few days of the board meeting. You will be allowed three (3) minutes for your comments. Comments relative to private student matters or personnel issues should be directed to the appropriate school authority outside of this meeting. The presiding officer reserves the right to interrupt or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you for your cooperation with this matter.

**8. BOARD COMMENTS**

**9. INFORMATION**

**9.a. Date Saver**

**June 5** - Facilities Committee Meeting

**June 9** - Budget and Finance/Committee of the Whole/Planning Action Meeting

~~~~~

**June 3** - Class of 2025 Commencement Ceremony

**June 5** - Last Day of School

**10. ADJOURNMENT**