



PLANNING/ACTION MEETING

04/08/2024 [08:00 PM] @ Senior High School Library

MONDAY, APRIL 8, 2024

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

Romaine L. Jones - March 18, 1940 - March 28, 2024. Romaine attended Shippensburg High School, graduating with the Class of 1958.

1.f. Agenda Approval

2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS

Please identify yourself by name and address and indicate which agenda item you are speaking about.

Address 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 (not related to an agenda item).

Thank you for your cooperation.

3. REPORTS

3.a. Student Representatives - Lily Kell and Aryan Gaonkar

Miss Kell and Mr. Gaonkar will report on the Middle School and the High School.

Attachments

Student Board Report - 4_8 - Google Docs.pdf

3.b. Franklin County Career Center Report - None

3.c. Board Committee Reports

3.c.a. Policy Committee

Meeting was held on April, 2, 2024.

3.d. Curriculum Report - Dr. Susan Donat

3.d.a. English Language Development Update

3.e. Superintendent's Report

3.e.a. Enrollment Report

The Enrollment Report for 4/2/2024 is attached.

Attachments

2024_04_02_09_40_24.pdf

3.e.b. Donation Report

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

Jordan Webber, monetary donation to support the Shippensburg Area Senior High School Band. Value of the donation is \$25.00.

4. CONSENT AGENDA

4.a. Approval Minutes

Recommend approval of the minutes as presented and attached from the March, 25, 2024 Board meeting.

Attachments

March 25 Board Minutes - Google Docs.pdf

4.b. Finance

Recommend approval of the following:

1. Bills of Payment

2. Financial Reports

- a.) Treasurers
- b.) Construction Fund series of 2022 and 2023
- c.) Capital Reserve Fund

3. Tax Report

4. Budget Reports

- a.) Budget Summary
- b.) Budget Transfers

Attachments

Bills of Payment 04-08-2024.pdf

General Fund Treasurer's Report.pdf

SERIES OF 2022 - TREASURER'S REPORT - MARCH 2024.pdf

SERIES OF 2023 - TREASURER'S REPORT - MARCH 2024.pdf

Capital Reserve Treasurer's Report - March 2024.pdf

Report of Taxes Collected - March 2024.pdf

Budget Summary March 2024.pdf

Budget Transfers March 2024.pdf

4.c. Exchange Student

Per School Board Policy #239; an exchange student from Spain has met all of the qualifications to attend the Shippensburg Area High School for the 2024-2025 school year. Administration recommends approval of the student. This student from Spain replaces the exchange student from Chile for the 2024-2025 school year that was board approved on 01/08/2024.

4.d. Expulsion Waiver

Case # 2023-2024-12 - The parent of the student in Case #2023-2024-12 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed in the CAOLA Program, which is our virtual learning platform, for the remainder of the 2023-2024 school year. Following the placement, administration will meet to determine the student's progress toward their defined goals. During the period of exclusion, the student is not permitted on school property for any reason, including, but not limited to, extra-curricular, co-curricular or school sponsored activities, including athletic events, or the student will be charged with trespassing.

4.e. GBLUES Summer Camps

Administration recommends approval of the following camps below:

GBLUES would like to offer Camp on Campus again during the summer of 2024 to children ages 6-10 yrs. The proposed Camp on Campus dates are as follows: June 28 & 29, July 19 & 20, and August 9 & 10.

Amanda Kirkpatrick, SASD K-8 Gifted Teacher would also like to offer camps for elementary aged students. Her camps offer hands on STEM exploration and they are scheduled to be as follows: June 10-12, June 24-26, and July 22-24.

All camps will run from 9-11:30am and will be located at GBLUES or on SU's campus.

4.f. Commencement Date and Location for the Class of 2024

Administration recommends approval for the Class of 2024 Commencement Ceremony to be held on May 30, 2024, at 7:00 P.M. at the Luhrs Center on the Shippensburg University Campus.

4.g. PowerSchool Quote

Administration recommends renewing the contracts with Power School for Schoology and the Predictive Enrollment Analytics. Schoology is used by our secondary students and costs \$12,236. The Predictive Enrollment Analytics is \$11,285 and will help with predicting future enrollment. The total will be \$23,521.

Attachments

[PowerSchool_Quote_for_your_review_via_DocuSig.pdf](#)

4.h. Wyebot Wireless Monitoring/Troubleshooting Sensors.

Administration recommends approval of the attached contract for Wyebot wireless monitoring/troubleshooting sensors. The cost is \$12,600 but with e-rate funding, the District will get an 80% discount and only have to pay \$2,520. This is a follow up to the board approved request for bids for wireless monitoring/troubleshooting sensors.

Attachments

SASD MIBS Wyebot FY2024.pdf

4.i. Approval of Boyo Drivers

Administration recommends approval of the following Boyo drivers:

Lorrie Suto-van driver

Stacy Shank-van driver

James McFerren-Van/Bus

Nicole Benitez-Rosado-Van Driver

4.j. Personnel - Professional and Support

Professional Staff

Administration recommends approval of the following resignation for the purpose of retirement:

1. Nancy A. Bender – Social Studies Teacher at Shippensburg Area Middle School effective July 1, 2024

Administration recommends the approval of the following qualifying leave of absence extension request:

2. Kelly M. Ackley –Guidance Counselor at Nancy Grayson Elementary School is requesting an extension of leave effective April 8, 2024 and continuing through the last day of the 2023-2024 school year, with an expected return to work date of the first day of the 2024-2025 school year

Administration recommends the approval of the following qualifying leave of absence request:

3. Mikki S. Taylor –Teacher at James Burd Elementary School is requesting leave **effective** the first day of the 2024-2025 school year and continuing through tentatively October 10, 2024, with an expected return to work date of October 14, 2024

Support Staff

Administration recommends approval of the following termination:

4. Debbie S. Bigler – Part-Time Cashier Helper at Shippensburg Area Middle School effective retroactive March 25, 2024.

Administration recommends approval of the following support staff employees 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:

5. Edward A. Campbell – Full-Time Custodian at James Burd Elementary School effective retroactive February 29, 2024

6. Vanessa R. Scholtka – Noon-time Aide at Shippensburg Area Intermediate School effective retroactive March 20, 2024

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

7. Alexander C. Joy – Full-Time Utility Maintenance at Shippensburg Area School District, at an hourly rate of \$14.20, working 8 hours/day, 260 days/year, effective retroactive April 2, 2024 (David M. Koontz – retirement)

8. Dustin _ Varner – Part-Time Custodian at Shippensburg Area High School, at an hourly rate of \$13.20, working 5.75 hours/day, 260 days/year, effective approximately April 15, 2024 (Kameron G. Smith- termination)

Supplemental Staff

Administration recommends approval of the following resignation:

9. Sharon G. Lawrence – High School Assistant Stage Manager and AV Coordinator, effective the last day of the 2023-2024 school year.

Administration recommends approval of the following transfer:

10. Jocelyn A. Topper – High School Assistant Cheer Coach **TO** High School Head Cheer Coach effective the first day of the 2024-2025 season (replacing Cara L. Varholy – resignation)

5. ACTION AGENDA

5.a. Senior Class Trip

Administration recommends approval for the Class of 2024 to take their senior class trip to Pittsburgh PA on Friday, May 17, 2024. Students will visit the Pittsburgh Zoo, have lunch at the Waterfront and finish the day with a dinner cruise on the Gateway Clipper. Students will be responsible for all expenses incurred. Transportation will be coordinated through the SASD transportation office.

5.b. Grants for Growing Approval

Lisa Boltz, Agriculture Teacher and FFA Advisor, is seeking approval to apply for and accept funds from Grants for Growing (G4G), which is a grant program for our high school FFA chapter to develop and improve project-based or experiential learning opportunities for students. FFA chapters may apply for up to \$5,000.00 through the G4G program, sponsored by Tractor Supply Company. Ms. Boltz will apply for \$5000.00 and if awarded, the funds would be used to purchase Small Gas Engines for the Agriculture Department to better teach our Small Gas Engines Course which has 3-4 sections each year.”

Additional information regarding the grant is attached.

Attachments

G4G Small Gas Engines Grant App.pdf

Grants for growing 2024-2025.pdf

5.c. Robotics Grant

Mrs. Mylinda Fowler, a Technology and Engineering teacher at SASHS, is seeking approval to apply for and accept a grant for roughly \$4,600 from the Greater Chambersburg Chamber Foundation. If awarded, the funds would be used to purchase robots for use in the Robotics course at the High School to replace obsolete technology.

Attachments

Robotics Grant application.pdf

2024-TechInnovChallengeGrantApp-.pdf

VEX_QUOTE_111067297.pdf

5.d. MOU - In-service

Administration recommends approval of the attached Memorandum of Understanding (MOU) between the District and the Shippensburg Area Education Association (SAEA) regarding the in-service incentive program and the revisions to the 2023-2024 school calendar that added two additional in-service days at the end of the school year.

Attachments

SASD and SEA MOU for Inservice Incentive (3) (1).pdf

5.e. SASD and SEA MOU - Lego League

Administration recommends approval of the attached Memorandum of Understanding (MOU) between the District and the Shippensburg Area Education Association (SAEA) regarding adding LEGO League academic competition advisors to the contract under supplemental positions and outlining the stipend for this position. The District and Volvo Corporation entered into a MOU regarding the creation of LEGO League teams(s) within the Shippensburg Area School District, which included payment of the LEGO League advisor(s). The attached MOU outlines the stipend and payment method for the supplemental position(s).

Attachments

SASD and SEA MOU Lego League Supplemental.pdf
FIRST Mid-Atlantic MOU - clean v2.pdf

5.f. District Branding

The Outreach Committee and Administration recommend approval of the attached proposal for District branding.

Attachments

cacpro_proposal_branding.pdf
arche_branding-guide.pdf

5.g. Summer Technology Purchases

Administration recommends approval for the technology department to purchase the technology equipment for 2024-25 school year early. If we wait until the budget is passed, we will not get the equipment until mid to late July. If there are any supply issues then we will not get the equipment until even later. By purchasing the equipment now, the technology and maintenance staff will have more time to get everything installed, saving the district from paying overtime later and allowing the students, teachers, and staff to have equipment in place for the first day of school. The expense comes out of the technology fund balance.

The items to be purchased early include:

50 interactive panels - \$130,000

325 student Chromebooks and cases- \$149,825

25 computers for Art - \$25,000

60 Computers for the business / tech ED classrooms - \$48,000

5 computers for robotics - \$4,000

30 computers for nurses and secretaries - \$18,000

The new equipment for new positions can wait until after the budget has been approved.

5.h. Summer Food Service Program (SFSP) & Staffing for 2024

The Food Service Department would like to continue offering the Summer Feeding Program for the seventh year. The program would begin June 10 through August 1 and would provide free meals to children 18 and under. Federal funds are received for this program and cover all direct costs. Site participation is yet to be determined and site participation is contingent upon meeting federal program eligibility and Food Service staff availability. Operation of the SFSP program is also contingent on approval of the awarded

Request for Proposals, signed contract, and approved SFSP application by the State no later than May 15, 2024.

The following staffing projections are needed to run the SFSP program: one kitchen supervisor (approximately 40 hours per week), a second kitchen supervisor (not to exceed 40 hours per week), one Head Cook (not to exceed 29.75 hours per week), three cashier/helpers (not to exceed 29.75 hours per week), two kitchen helpers (not to exceed 29.75 hours per week), two kitchen supervisor substitutes, one head cook substitute, and three cashier/helper substitutes. Staffing subject to change based on participation.

Administration recommends approval of the program.

5.i. No Kids Hungry Grant

The SASD Food Service Department is requesting approval to apply for and accept a Summer Meals Grant through No Kid Hungry in the amount of \$21,243.20. If awarded, the funds would be used to purchase two Oliver Food Package machines and the food service trays/plates and sealing film to be used to provide bundled weekend meals through the non-congregate feeding model.

Attachments

Ship.pdf

Ship 2.pdf

5.j. PrimeroEdge Food Service Software

Administration recommends approval of the attached quote for the subscription of the State recommended food service point of sale software along with the software enhancement that allows for digital pre-ordering to begin on July 1, 2024. The annual subscription amount is \$6,540 along with a one-time implementation fee of \$1,995 for a total cost of \$8,535. The cost will be paid for from the Food Service Fund.

Attachments

Shippensburg Area School District - POS_V2.pdf

5.k. Food Service Equipment Purchase Request

Administration recommends approval to purchase a new dishwasher for the Nancy Grayson Elementary School kitchen. Currently, the one in the kitchen is no longer working and is beyond its useful life to repair. The District received three quotes as attached and is recommending going with the lowest quote from Johnnies Food Equipment Supplies at a cost of \$13,960.00. Funding for this purchase will come from the Food Service Fund.

Attachments

NG Dishwasher Quotes.pdf

5.l. Food Service Management Company Recommendation

The District received two proposals for the Food Service Management Company Request for Proposals - one from Metz Corporation and one from Chartwells. A committee of four district employees independently reviewed and scored the two Food Service Management Company proposals. The Committee met on March 28, 2024 to discuss the evaluations and to select a company to move forward for Board approval. The Committee unanimously recommends continuing these services with Chartwells. Administration recommends continuing with Chartwells. Approval at tonight's meeting allows the District to offer a Summer Meal Program during the Summer of 2024.

Attachments

FSMC Bid Talley Sheet 2024.pdf

5.m. Water Heater Replacement at the Middle School

The Facilities Committee recommends approval to replace the 2 water heaters at the MS at a cost of \$52,900.00 by Mann Plumbing & Heating. CoStar vendor. 1 of the old water heaters are offline now due to not passing inspection. This is to be paid from the Assigned Fund Balance for Capital Maintenance.

See Proposal Attached.

Attachments

Mann MS water heater quote 2024.pdf

5.n. Electrical Infrared Inspection /De-Energized cleaning

The Facilities Committee recommends approval for GR Sponaugle to do the Infrared inspection at all schools at a cost of \$18,097.00 . The Facilities Committee also recommends Leer Electric to do De-Energized cleaning at Nancy Grayson, James Burd, and the Intermediate School at a cost of \$8000.00. This is to be paid from the Assigned Fund Balance for Capital Maintenance.

See Proposals attached.

Attachments

Sponaugle 2024 IR NG.pdf
Sponaugle 2024 IR JB1.pdf
Sponaugle 2024 IR IS.pdf
sponaugle 2024 IR MS.pdf
Sponaugle 2024 IR HS.pdf
2024 DE contract Leer.pdf

5.o. #15 Door replacement at HS

The Facilities Committee recommends approval to replace Door #15 at the High School by HPG Windows and Doors for a cost of \$14,699.00. The bottom of the door frame is eaten away from years of melted ice and corrosion, and the doors will not close properly when exposed to direct sun light. This creates a safety concern. This is to be paid from the Assigned Fund Balance for Capital Maintenance.

See Proposal attached.

Attachments

HPG HS - Openings #13, #15, #36, #37 Storefront Door Replacements Proposal 2024.pdf

5.p. Revised Invitation to Bid - Paving of Parking Lot at the Administration Building and Other Parking Lot Repairs at JB & NG

At the January 22, 2024 Planning/Action Meeting, the Board of School Directors approved administration to create bid specifications and advertise for expansion of the parking lot at the Administration Building located at 9318 Molly Pitcher Highway, Shippensburg, PA. At the March 14, 2024 Facilities Committee Meeting, the Committee supported Administration's recommendation to revise the invitation to bid specifications to include alternates to reseal and restripe the parking lots and playgrounds at both the Nancy Grayson and James Burd Elementary Schools.

Administration recommends approval of the attached revised invitation to bid.

Attachments

SASD Paving Project Admin Bldg Molly Pitcher Highway 4.pdf

6. DISCUSSION AGENDA

6.a. 8th Grade Science Curriculum

Administration recommends approval of the attached 8th grade Physical Science Curriculum.

Attachments

8th grade Physical Science.pdf

6.b. MOA - SASD and the Shippensburg Area Education Association - Summer School 2024

Administration recommends approval of a Memorandum of Agreement (MOA) between SASD and the Shippensburg Area Education Association regarding teachers voluntarily agreeing to teach summer school classes/courses for a stipend.

Additional information can be found in the attached MOA.

Attachments

Memorandum of Agreement- 2024 Summer Program .docx - Google Docs.pdf

6.c. SASD ORGANIZATIONAL CHART

Administration recommends approval of the attached Organizational Chart.

Attachments

Org Chart Updated 3-28-2024.pdf

6.d. Policies for First Reading and Discussion

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

- 126
- 202, 216.1
- 819

The policies are attached.

Administration will recommend these policies for second read and approval at the April 22, 2024 Board Meeting.

Attachments

126 First Read.pdf

202 First Read.pdf

216.1 First Read.pdf

819 First Read.pdf

6.e. Electricity Contract – Periods Beyond June 2025

The District participates in an electricity consortium which is managed by Provident Energy Consulting, LLC (PEC). Our current electric supply agreement will end in June 2025. PEC will soon be soliciting for quotes and make a recommendation to the District to enter into our next electric agreement for price beyond FY 2024-25. Due to the quick turnaround in the process of soliciting prices and signing of contracts, Administration recommends the Board of School Director authorize the Chief Financial Officer to sign the electricity contract as per the recommendation of the District's consortium's consultant, Provident Energy Consulting, LLC.

6.f. 2024-2025 Proposed Final General Fund Budget

The Administration will be recommending a 2024-2025 proposed final general fund budget at the April 22, 2024. This recommendation is needed to meet the State's Act 1 Budget timeline. The amounts in the proposed final general fund budget can be updated between now and the final general fund budget adoption slated for June 10, 2024. The proposed final budget will be made available for public inspection at least 20 days prior to the adoption of the final budget.

6.g. Donation - Boyo Transportation - 2011 Ford Van

Boyo Transportation is requesting authorization to donate a 2011 Ford Van to the District for use exclusively by our Maintenance Department. The estimated value of the 2011 Ford Van is \$5,000.00.

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.

6.h. Multi-purpose Stadium Project - Add Stadium Lights

Mr. Fred Scott recommends approval to have administration investigate the expenses and required authorizations for installing lights at the upcoming stadium construction. This exploration aims to provide essential information for a potential decision regarding the installation of lights. With this approval, the board approves any expenses incurred but not exceeding \$5,000.00.

7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

Please identify yourself by name and address 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

April 25 - Transportation Committee

May 1 - Safety and Security Committee

May 8 - Athletics Committee

May 16 - Facilities Committee

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**April 17** - Act 80 - 2hr early dismissal

**10. ADJOURNMENT**