

Minutes of the January 23, 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 called the meeting to order at 7:00 p.m.

### **1.b. Roll Call**

On roll call, the following members were present: Dr. Nathan Goates, President; Mrs. Steph Eberly, Vice President; Mr. Jim Bard; Mr. Mark Buterbaugh; Mr. Levi Cressler; Mr. Fred Scott; Mrs. Becky Wolfinger; Mr. Charlie Suders was present via phone; and Aryan Gaonkar, Student Representative. Lily Kell, Student Representative was absent.

Others present were: Mr. William August, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Nicole Weber, Human Resources Director; Dr. Troy Stevens, Technology Coordinator; Dr. Alan Moyer, Interim Administrator; Mrs. Phyllis Martin, Notary; Ms. Ann Long and Mr. Adam Kerr, El Associates; Ms. Jamie Doyle, Public Financial Management; 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**

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

***Kelsey Reagan*** ~ February 29, 1996 - January 4, 2023  
2014 Graduate

***Robert Florig*** ~ July 9, 1926 - January 13, 2023  
1944 Graduate

***Loyetta Crider*** ~ March 8, 1944 - January 14, 2023  
1962 Graduate

***Edward Bender*** ~ May 16, 1970 - January 16, 2023  
Graduate

## **(Action)**

### **1.f. Agenda Approval**

Dr. Goates asked if there were any changes to tonight's agenda.

Mr. August stated that there were no changes.

On a motion of Buterbaugh, seconded by Scott to approve tonight's agenda.

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

### **1.g. Appointment of New Board Member**

Dr. Goates informed the Board that with the passing of Mr. Burt, the vacant seat must be filled within 30 days. Mr. Burt had three (3) years left on his term, however this term is only until the next municipal election.

Mr. Curtis Alleman and Dr. Michael Lyman spoke to the Board on why they would like to fill the open seat on the Board.

Dr. Goates asked for a roll call vote for the nomination of a candidate to fill the vacant board member seat.

On roll call, all present voted for Dr. Michael Lyman to be the candidate for nomination.

On a motion of Buterbaugh, seconded by Scott to approve the appointment of Dr. Michael Lyman as the new Board member for the vacant seat.

On roll call, all present voted yes except **Eberly** who voted **no**.

Dr. Goates noted both candidates were very qualified and thanked both for expressing an interest in the vacancy.

Dr. Lyman was sworn in by Mrs. Phyllis Martin, Commissioned Notary, to fill the Board member vacancy in the District C Region.

**(Information)**

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

None

### **3. REPORTS**

#### **3.a. Student Representative - Aryan Gaonkar**

Mr. Gaonkar reported on the following events/issues at the Senior High School and the Middle School:

Shippensburg Area Senior High School

- On January 19th, the FFA held a Hat Day, where students could donate money to be able to wear a hat at school. All donations were used to help the Keswick Creamery, which had an electrical fire last month.
- A team of teachers and the Advanced Team Sports Club went head to head in a Basketball Championship in the high school gym on Thursday, January 19th.
- Christian Pimentel, Angela Cai, and Micheal Lavoie finished in the Top 3 in last week's Bebras Logic Problem Competition.
- The school will hold a virtual career trip for students interested in Veterinary Science.
- Next month, the SASHS Encouragement Club will be accepting donations to restock our school's Paw Pantry, which provides personal hygiene items for students in need.
- The Drama Club will present *Shrek, The Musical* at 7:00 pm on January 26th and 27th and two shows on January 28th, at 2 pm and 7 pm.
- Healthcare Career Institute Program will accept applications from sophomores and juniors for next year's program. The program is open for the Chambersburg Hospital, Penn State Health and Holy Spirit hospital.

Shippensburg Area Middle School

- Hounds Hut at lunch is now open and students are excited to be able to purchase treats.
- PBIS Celebration Day occurred on Friday, January 20th and students and staff traveled to the high school to participate in fun games such as spin the wheel, guess that tune, and Deal or No Deal.
- Middle School clubs are starting on Friday, January 27th.
- Student Council is partnering with Shippensburg Community Resource Coalition with the *Be Kind* initiative for the month of February. Students will be painting rocks, writing thank you notes, and reflecting on who taught them to be kind.

**3.b. Franklin County Career Center Report - Charlies Suders, Jim Bard Alternate**

Nothing to report.

**3.c. Board Committee Reports**

**Outreach Committee**

Mrs. Wolfinger reported that the Executive Director position for the Greyhound Foundation has officially been posted on the District's website, with a deadline to apply of February 10th. After review of the applications, the committee will make a recommendation to the Board.

- Mrs. Wolfinger, Mr. Philip Fague, Mr. Josh Diehl, and Mr. Jeremy Eastman recently met to discuss upgrades to the Nancy Grayson playground. Currently they have received 75% of the financial goal and hope to bring it to the Board for action in the next month or two.
- Mrs. Wolfinger noted the Lions Club has expressed interest in providing financial assistance to upgrade restrooms at Memorial Park.

**3.e. Superintendent's Report**

Mr. August welcomed Dr. Lyman to the Board and thanked Mr. Alleman for his interest in the vacancy on the Board.

Mr. August noted that January is School Board Appreciation Month and thanked all the Board members for their service.

**3.e.a. Donation Report**

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

**Roxbury Treatment Center**, \$500.00 monetary donation to support the Shippensburg Area Middle School Facility Dog Program.

**Shippensburg Area Middle School Faculty/Staff**, \$200.00 monetary donation from Christmas jewelry sale to support the Shippensburg Area Middle School Facility Dog Program.

**Anonymous**, \$50.00 monetary donation to support the Shippensburg Area Senior High School Facility Dog Program.

**Andoco, Inc.**, \$136.00 monetary donation to support the Shippensburg Area Middle School PBIS Program.

**Shippensburg Area Senior High School Band Boosters**, Liberty One 2.6 Octave Glockenspiel with

damper bells and Yamaha Stage Custom Birch 5-piece shell pack 20" Bass drum set for use at the Shippensburg Area Senior High School by the band. Estimated value of the donation is \$1,827.38.

**3.e.b. Activity Account Balances**

The State Auditors recommend reporting Activity Fund balances to the Board of School Directors on a quarterly basis. The following are the balances as of December 31, 2022:

Senior High School	\$87,825.19
Middle School	\$47,802.94
Intermediate School	\$14,292.82
James Burd Elementary	\$ 2,366.89
Nancy Grayson Elementary	\$ 8,910.69

A detailed listing for Senior High and Middle School Activity accounts was presented to the Board.

**3.e.c. EI Associates Enrollment Presentation**

Mr. Adam Kerr and Ms. Ann Long presented an updated enrollment study, update overview, process, and shared enrollment projections with the Board.

A discussion occurred among the Board Members and Administration regarding the enrollment projections and options to grade realignment in the elementary schools.

The Board was provided with copies of the Feasibility Study by EI Associates.

**3.e.d. Public Financial Management Presentation**

Ms. Jamie Doyle presented information regarding current market conditions, the District's debt portfolio and borrowing options to the Board. She noted the District should save their cash for last and always let projects drive the financing.

A discussion occurred among PFM, Mr. August and the Board. Mr. August noted that the first order of business is to define the priorities.

**3.e.e. Restructuring Board Meetings**

Dr. Goates proposed restructuring Board meetings to allow a more streamlined, regimented regular board meeting and ample time for discussion. Dr. Goates is proposing a Committee of the Whole would meet at 7 pm and the regular Board meeting would follow at 8 pm. and the community is invited to attend both.

A brief discussion occurred among the Board and Mr. August.

Mrs. Wolfinger asked about the regular committees.

Dr. Goates asked if there were any objections to the newly proposed Committee of the Whole Board meeting schedule. Hearing no objections from the Board members, the restructuring of Board Meetings was approved.

**(Action)**

**4. CONSENT AGENDA**

On a motion of Wolfinger, seconded by Buterbaugh to approve items 4.a. through 4.i. of the Consent Agenda.

**4.a. Approval of Minutes**

Recommend approval of the minutes as presented from the January 9, 2023 Planning/Action Board meetings.

**4.b. Finance**

Recommend approval of the following:

**1. Bills of Payment**

- a.) Regular Bills of Payment
- b.) Construction Fund Paid Bills

**2. Financial Reports - December Reports**

- a.) Treasurers
- b.) Capital Reserve Fund
- c.) Cafeteria Fund

**3. Tax Report - December Report**

**4.c. Updates to Act 93 Job Descriptions**

Administration recommends Board approval of two (2) job descriptions and the Act 93 Compensation Plan and the renaming the position of "Supervisor of Special Education" to "Director of Student Services" and the position of "Assistant Supervisor of Special Education" to "Assistant Director of Student Services." The changes in titles are more reflective of the current job responsibilities associated with these positions. Additionally, accommodating for the new responsibilities of supervision of nursing and counseling services.

Copies of the two job descriptions and the updated Act 93 Compensation Plan were provided to the Board.

**4.d. 2021-2022 Local Audit Reports**

Administration recommends approval of the 2021-2022 local auditor's report.

A copy of the report was provided to the Board.

**4.e. Agreement Between Franklin & Marshall College and Shippensburg Area School District**

Administration recommends entering into a two (2) year agreement with Franklin & Marshall College to host a Pennsylvania College Advising Corp Advisor at Shippensburg Area High School during the 2023-24 school year. Both entities will provide \$30,000 towards the program for the 2023-24 and the 2024-25 school years. The program targets low income, first generation, and underrepresented students and will assist all students as they prepare for college and/or a career. This marks the seventh year the District has

contracted with the F & M College for the position.

**4.f. Workpartners LifeSolutions Services Renewal Agreement**

Administration recommends approval of the one (1) year renewal agreement with Workpartners LifeSolutions (through UPMC Benefit Management Services, Inc.) an Employee Assistance Program, at a cost of \$1.35 per member per month with a yearly cost of \$6,771.60 for a population of 418 employees. This is an increase of \$1,141.20 from the current three (3) year agreement that will be expiring January 31, 2023 and is budgeted within the General Fund Budget.

**4.g. Contract with DJ Jennergy**

Administration recommends approval of the contract with DJ Jennergy and the Shippensburg Area Middle School for a winter dance to be held on Friday, March 31, 2023. The \$250.00 cost of the entertainment will be paid from the Middle School's PBIS donation account.

**4.h. Updated 2022-2023 SASD Volunteer Handbook**

Administration recommends approval of the updated 2022-2023 SASD Volunteer Handbook. At the January 9, 2023 Board meeting, the Board approved the revisions to Policy 916 and the handbook was updated to reflect the changes.

The Board was provided a copy of the updated handbook.

**4. i. K-12 School Guidance Plan**

Administration recommends approval of the K-12 School Guidance Plan. The K-12 Guidance Plan is a required document by the Commonwealth of Pennsylvania as part of 22 Pa. Code §339. This plan has been created in collaboration with the SASD School Counselors and the Franklin County Career and Technical Center.

On roll call, all present voted yes to 4.a. through 4.i.

**(Action)**

**4. CONSENT AGENDA**

On a motion of Buterbaugh, seconded by Lyman to approve item 4.j. of the Consent Agenda.

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

**Professional Staff**

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

1. **Laura K. Best** – Autism Support Teacher at Shippensburg Area Middle School is requesting leave effective retroactive January 9, 2023 and continuing through approximately February 21, 2023

Administration recommends approval of salary adjustment for the following professional staff member, having successfully completed additional courses for a degree change and/or the achievement of a different credit hour level, effective the first day of the of the second semester of the 2022-2023 school year:

**2. Alexis N. Petersen – Master’s 30**

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

**3. Samantha L. Letts** – Long-Term Substitute Life Skills Support Teacher at James Burd Elementary school, effective retroactive January 12, 2023 until a permanent teacher is approved. Ms. Letts will continue to be paid a salary of \$283.70/day (Bachelor’s at Step 1) (covering the vacancy created by the School Board approved resignation of Alexis L. King)

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

**4. Kylee L. Miller – Long-Term Substitute** Second Grade Teacher at James Burd Elementary School, effective approximately February 8, 2023 and continuing through approximately February 28, 2023. Ms. Miller will be paid at a salary of \$283.70/day (Bachelor’s at Step 1) (covering the vacancy created by the board approved leave of Krystle M. McCoy)

**Support Staff**

**Administration recommends approval of the following FMLA qualifying leave of absence requests:**

**5. Cortney D. Krall** – Health Room Aide at Shippensburg Area Middle School is requesting leave effective January 23, 2023 and continuing through approximately April 21, 2023

**6. Darlene L. Redinger** – Classroom Assistant at Shippensburg Area Middle School is requesting leave effective retroactive December 5, 2022 and continuing through approximately March 7, 2023

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

**7. Patience A. Colusso** – Part-Time Cafeteria Helper at Shippensburg Area High School **TO** Substitute Custodian at Shippensburg Area School District effective retroactive January 20, 2023

**8. Ann M. Delage** – Part-Time Custodian at James Burd Elementary School **TO** Part -Time Custodian at Nancy Grayson Elementary School, hours/day, days/year, hourly rate remains the same effective retroactive January 9, 2023 (replacing the board approved leave of Full -Time Custodian Roger L. Byers)

**9. Leonard K. Delage** – Part-Time Custodian at James Burd Elementary School **TO** Part -Time Custodian at Nancy Grayson Elementary School, hours/day, days/year, hourly rate remains the same effective retroactive December 14, 2022 (replacing the board approved leave of Full -Time Custodian Roger L. Byers)

**10. Shawna A. Doyle** – Full -Time Custodian at Shippensburg Area Intermediate School **TO** Full -Time Custodian at James Burd Elementary School, hours/day, days/year, hourly rate remains the same effective retroactive December 19, 2022 (replacing Part-Time Custodians Ann M. Delage and Leonard K. Delage - transfer)

**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:**

- 11. Spencer L. McClure** – Cashier/Helper at the Shippensburg Area Middle School, effective retroactive December 6, 2022
- 12. Leora M. Myers** – Baker/Assistant Cook at Shippensburg Area Middle School, effective retroactive November 22, 2022
- 13. Amanda J. Strickler** – Custodian at Shippensburg Area High School effective retroactive January 9, 2023
- 14. Paul L. Yeager** – Custodian Floater for the Shippensburg Area School District effective January 23, 2023

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

- 15. Logan C. Tricka** – Part-Time Kitchen Helper at Shippensburg Area Middle School, at an hourly rate of \$12.00, working 3.5 hours/day, 180 days/year effective approximately January 24, 2023 (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Dolores J. Burruss – resignation)
- 16. Brooke E. Wilson** – Part-Time Cashier/Kitchen Helper, at an hourly rate of \$12.00, working 3.5 hours/day and Part-Time Classroom Assistant, at an hourly rate of \$13.50, working 1 hour/day, 180 days/year at Grace B. Luhrs Elementary School effective approximately January 24, 2023 (replacing Part-Time Cashier Helper Natasha M. Cover – resignation and board approved change in position)
- 17. Kristina M. Powers** – Full-Time District Receptionist/Business Office Assistant at the Shippensburg Area School District at an hourly rate of \$14.00, working 7 hours/day, 260 days/year, effective date to be determined (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Abigail C. Bender - resignation)

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

- 18. Angel N. Hoch** – Classroom Assistant

#### **Supplemental Staff**

**Administration recommends the following resignations:**

- 19. Aaron R. Powell** – High School Girls Head Soccer Coach effective retroactive January 12, 2023
- 20. Michael D. Swartz** – High School Girls Assistant Soccer Coach effective retroactive January 10, 2023

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

- 21. Shalee L. Ward** – Department Chair, Special Education/Speech/Psychologist (K-5) at a supplemental salary of \$1814.54 (replacing Maggie L. Staver – board approved leave) effective retroactive August 29, 2022



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

**22. Ed Barrett – High School Track**

On roll call, all present voted yes to 4.j.

**4.k. Personnel - Administration**

None

**(Action)**

**5. ACTION AGENDA**

**5.a. Franklin County Career and Technical Center JOC Appointments**

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

The Administration recommends approval of the appointment of Mrs. Becky Wolfinger and Mr. Charlie Suders and Mr. Jim Bard as alternate, to represent SASD on the Franklin County Career and Technical Center Joint Operating Committee. The term on the committee is for three (3) years.

On roll call, all present voted yes to Action Agenda item 5.a.

Dr. Goates thanked Mrs. Wolfinger, Mr. Suders, and Mr. Bard for volunteering.

**5.b. 2023-2024 District Calendar**

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

Administration recommends approval of the draft of the 2023-2024 academic calendar. The calendar has 180 student days (including Act 80 days) and 186 teacher days per the SAEA Collective Bargaining Agreement.

On roll call, all present voted yes to Action Agenda item 5.b.

**5.c. Nexgen Automation, Inc. Proposal**

On a motion of Scott, seconded by Buterbaugh to approve the following Action Agenda item:

Administration recommends approval of the proposal with Nexgen Automation, Inc. to replace Siemens building automated controls (BAC) with Nexgen building automated controls (BAC) in the Shippensburg Area Middle School. Work would be started when the students are out of school for summer break. The cost of the project is \$789,900 and will come out of the Designated Fund Balance for Future Debt Repay/Capital Projects.

On roll call, all present voted yes to Action Agenda item 5.c.

**5.d. Approval for Additional ESL Position**

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

Administration recommends approval to hire a full-time ESL teaching position for the District. This year, the position would be split between Shippensburg Area Intermediate School and Nancy Grayson Elementary to serve our growing English Learner population. On October 24, 2022, the Board approved additional funds to be utilized to contract more services through the Capital Area Intermediate Unit (CAIU); however, the CAIU has been unable to obtain staffing to provide that support to Shippensburg due to their needs to serve multiple districts.

On roll call, all present voted yes to Action Agenda item 5.d.

**5.e. Franklin County Special Education Consortium: SOAR Program**

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

Pending final review of the District Solicitor.

Administration recommends the approval of the MOU and Agreement for the SOAR program. This therapeutic program is a collaboration between our Franklin County consortium members to provide a therapeutic placement for students in an alternate setting. The maximum cost to the district for the 22/23 school year is \$42,785.33 for 4 total slots. This is likely an overestimate as administration anticipates a delayed start (2/1/23 projection) and a possible decrease in per pupil costs.

On roll call, all present voted yes to Action Agenda item 5.e.

**5.f. Resolution Not to Raise Above the Index vs. Preliminary Budget for 2023/24 Budget**

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

(1) Adopt a Budget Resolution Not to Exceed the Act 1 Index in which the millage rate for real estates taxes can not exceed the established adjusted Act 1 Index rate for Shippensburg Area School District.

(2) Submit a preliminary budget and apply for referendum exceptions to raise real estate taxes above the adjusted Act 1 Index. Final decision to utilize referendum exceptions must be made with the approval of the final budget adoption.

Administration recommends approval of the resolution.

On roll call, all present voted yes to Action Agenda item 5.f.

**5.g. YouthTruth Survey**

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

Administration recommends approval to enter into a three (3) year agreement with YouthTruth Student Survey. The agreement does contain a termination clause as needed. YouthTruth is a tool used for gathering and acting on student and stakeholder feedback around the areas of engagement and culture. The total cost per year is \$13,600 for student, family, and staff surveys on a year-long subscription. The cost will be taken from the unassigned fund balance for the 2022-23 year and from the technology budget for the remaining two (2) years.

Dr. Goates asked Mr. August to provide a refresher on this item.

On roll call, all present voted yes to Action Agenda item 5.g.

**5.h. Fulcrum Management Solutions Inc. Agreement for ThoughtExchange**

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

The Administration recommends approval to enter into an agreement with Fulcrum Management Solutions, Inc. for the use of ThoughtExchange. ThoughtExchange is a crowd-sourced survey tool that will be used for strategic planning and the creation of a district Profile of a Graduate. The total cost is \$20,160.00 for a year-long subscription which will be taken from the Unassigned Fund Balance for the 2022-23 school year and from the Technology Budget moving forward.

Mr. August provided a refresher on ThoughtExchange.

Dr. Goates would like to hear more about the Profile of a Graduate at a future Committee Meeting of the Whole.

On roll call, all present voted yes to Action Agenda item 5.h.

**5.i. Policies for Approval**

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

The following policies are being presented for second read and approval:

- 006 - Meetings - REVISED
- 903 - Public Participation in Board Meetings - REVISED

Administration recommends these policies for second read and approval.

On roll call, all present voted yes to Action Agenda item 5.i.

**5.j. Agreement with New Story in New Cumberland for Special Education Services**

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

New Story School operates a private licensed school in New Cumberland, PA. New Story provides educational services to children with special education requirements. The proposed agreements are for 1 student for the 2022-2023 school year. The cost per day is \$300 (moderate level of intensity). The program provided by New Story is based on a 4-rate pricing model (low, moderate, high and extra-high).

Administration recommends approval of the agreement.

On roll call, all present voted yes to Action Agenda item 5.j.

**5.k. Agreement with New Story in Carlisle for Special Education Services**

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

New Story School operates a private licensed school in Carlisle, PA. New Story provides intensive academic and behavioral interventions for special education students. The proposed agreement is for 1 student for the remainder of the 2022-2023 school year. The program provided by New Story is based on a 4 rate pricing model (low, medium, high and extra-high).

At the beginning of the 22/23 school year, an agreement was board approved for this student. This student has been thriving in the classroom and no longer requires a 1:1 Aide. The autistic support rate at the beginning of the year was \$535 per day (extra high level of intensity). His new autistic support rate is \$405 per day (high level of intensity).

Administration recommends approval of the agreement.

On roll call, all present voted yes to Action Agenda item 5.k.

**5.l. Middle School Construction Project Change Orders**

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

The Shippensburg Area Middle School Classroom and Cafeteria Additions Project General Construction Contract will require expedited decision-making regarding change order work to provide the best

opportunity to complete work in a timely manner. In order to facilitate approval of changes in the construction, limited authority should be provided by the Board to allow for select administrators to provide approval for change orders. A formal ratification of change order approval by the Board will occur following any approval by the Administration. An accounting of all approved, pending and potential change orders will be provided to the District via a monthly report from the construction manager. A similar approach is used by many other Pennsylvania school districts.

Administration recommends the Board of School Directors provide authority to the Superintendent, Business Administrator, and Facilities Director to co-authorize changes up to \$20,000.00 per each change item, limited to non-discretionary changes. Ratification of the authorization by Change Order Approval by the Board of School Directors will occur for each authorized change. The Board of Directors reserves the right to provide further limits or modifications to the authority provided during the course of the project. This authority is provided by this action only for the Shippensburg Middle School Classroom and Cafeteria Additions Project General Construction Contract.

On roll call, all present voted yes except Bard who voted no to approve Action Agenda item 5.l.

**5.m. SASHS Softball Booster Club Bylaws Updated**

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

Administration recommends approval of the updated/revised bylaws for the Shippensburg Area Senior High School Softball Booster Club.

A copy of the bylaws was provided to the Board.

Administration recommends approval of the agreement.

On roll call, all present voted to approve Action Agenda item 5.m.

**5.n. SASD Participation in Shippensburg Community Partnership**

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

The Community and Outreach Committee, along with the Administration, recommends the District's formal participation with the Shippensburg Community Information Partnership (SCIP) organization. The SCIP will comprise the Borough of Shippensburg, Shippensburg Township, Southampton Township-Franklin County, Southampton Township-Cumberland County, Shippensburg University, and the Shippensburg Area School District.

On roll call, all present voted to approve Action Agenda item 5.n.

**(Information)**

**6. DISCUSSION AGENDA**

**6.a. Memorandum of Understanding for Resource Officer**

Administration recommends approval of the Memorandum of Understanding with the Borough of Shippensburg for a School Resource Officer (SRO) pending both District and Borough solicitors review.

The Board was provided with a copy of the Memorandum of Understanding (MOU).

Dr. Moyer shared with the Board that the final MOU is now complete and will be on the next Board meeting agenda.

**6.b. Assistant Superintendent of Schools Job Description**

Administration has drafted the job description for the position of Assistant Superintendent of Schools for the Board's review and discussion.

Administration will recommend approval at the February 13, 2023 Board Meeting.

A brief discussion occurred among the Board and Mr. August regarding the hiring timeline.

**6.c. Memorandum of Understanding Regarding Long-Term Substitutes**

Administration will recommend approval of the Memorandum of Understanding (MOU) requesting waiving the 30 consecutive day provision and continue to pay the Bachelor's Step 1 of the salary for those long-term substitutes who have worked a minimum of 30 consecutive days in one vacancy and move to another temporary vacancy with no break between positions.

The Board was provided with a copy of the MOU.

**6.d. High School Foreign Exchange Students for the 2023-2024 School Year**

Per School Board Policy #239, foreign exchange students from Germany, Italy, and Spain have met all of the qualifications to attend the Shippensburg Area High School for the 2023-2024 school year.

Administration will recommend approval of these students.

**6.e. 2023-2024 Senior High School Program of Studies**

The high school administration and teachers have reviewed and revised the Shippensburg Area Senior High School Program of Studies. The attached 2023-2024 draft is for review and discussion and will be voted on at the February 13, 2023 Board Meeting.

The recommended draft and proposed list of changes was provided to the Board.

**6.f. Revised Shippensburg Area School District ARP ESSER Health and Safety Plan**

Administration recommends review and approval of the Health and Safety Plan revisions. The review and approval is a mandatory process every six (6) months as part of the American Recovery Plan (ARP ESSER) in which the District has received Federal Funds.

The revised copy of the plan was provided to the Board.

Mrs. Woodall noted the updates align to the new CDC guidelines and Terrace Metrics and Care Solace were removed as they were not Board approved.

**6.g. Policy Discussion**

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

#701.1 - Facilities Naming - REVISED

Administration will recommend second read and approval of the policy at the February 13, 2023 Board Meeting.

Mrs. Eberly provided a brief overview of the changes.

**6.h. RoofConnect Proposal for Roof Inspections at District School Buildings**

Roof inspection quotes from RoofConnect for all five (5) school buildings in the District were presented to the Board. It is standard to have roofs inspected every five (5) years and though Nancy Grayson Elementary, the middle school and the high school are not as old as the roofs on James Burd Elementary and the Intermediate School, it could be more expensive in the coming year to inspect the roofs individually instead of inspecting them all together and at the same time.

The cost breakdown for each building is as follows:

James Burd Elementary School - \$2,240.00  
Nancy Grayson Elementary School - \$2,390.00  
Shippensburg Area Intermediate School - \$2,810.00  
Shippensburg Area Middle School - \$5,010.00  
Shippensburg Area High School - \$7,475.00

The cost would come out of the Designated Capital Maintenance Fund Balance.

Administration will recommend approving RoofConnect to inspect all five (5) school building roofs.

**6.i. Donating Old Shippensburg Area Senior High School Band Uniforms**

At the March 28, 2022 Board Meeting, the Board approved the purchase of new high school band uniforms and the SASHS Band Boosters is requesting the old uniforms be donated to the Booster Club to be used for fundraising efforts towards the future renovation of the performing arts area of the high school, specifically a wall unit to proudly display their trophies/plaques.

Administration will recommend the donation of the old uniforms to the SASHS Band Booster Club.

**6.j. Materials Testing Contract with Hillis Carnes Engineering Associates**

During a construction project, particularly additions or a new build, there is a need for the testing of materials being installed in the work. The costs of this work are part of the soft costs budget for the project. Pricing was solicited from three firms, one of which returned a proposal for the Middle School Additions project. Hillis Carnes, a firm that often provides these services for Pennsylvania public school projects, provided a proposal that was found to be appropriately priced and responsive. A comparison for recommendation for award. The award would be for a not-to-exceed amount, against which unit prices of tests would be billed. The district will pay for only the tests needed, and may extend the amount, only if needed, as the project progresses to completion, or to extend services to include sitework at the Middle School to be bid at a later date.

Administration recommends award of a contract for materials testing for the Middle School Additions Project to Hillis Carnes Engineering Associates in an amount not-to-exceed \$17,500 based on the proposal dated December 30, 2022 and the unit costs contained therein.

**6.k. GESA Amendment #2 - Final Decision on Redundant Underground Electrical Feed**

At the October 24, 2022 Board Meeting, the Board of School Directors approved Amendment #2 to our Guaranteed Energy Savings Act (GESA) Agreement for work at the Middle School in the amount of \$2,188,403.00. Per the discussion that occurred regarding this agenda item, it was proposed that language be included in this amendment to allow for the district to remove the scope of work related to the redundant underground electrical feed for the High School until January 31, 2023 as the district is

considering replacing the current generator at the High School with one that would be able to provide a larger scope of electrical service to this building. This approach provides a more effective use of district funds. The updated documents shared under the Superintendent Reports at the November 14, 2022 Planning/Action Meeting provided the option to remove the scope of work for the redundant underground electrical feed for a reduction in costs of \$134,447 and are attached for easy reference.

Administration will recommend removing the scope of work for the redundant underground electrical feed, thereby reducing the GESA Amendment #2 total from \$2,188,403 to \$2,053,956.

#### **6.I. Purchase of Property**

A motion to express the District's interest in the office building at 9318 Molly Pitcher Highway, owned by Dr. Dean Burkholder, and to authorize the Administration and the Solicitor to begin discussions with Dr. Burkholder with details to be brought back to the Board at the February 13 meeting.

An extensive discussion occurred among Board members and the Superintendent regarding this topic including but not limited to looking at other purchase options, repairs in the District that need immediate attention, such as the potholes in the track at the high school and gym floors coming up in sections; both areas possibly causing injuries to players. Board members agreed that the Administration Building is in need of upgrades and the high school could use the space that is currently being occupied by administrators, but some members of the Board expressed students should take first priority.

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

Lydia Lyman, SASD resident, spoke in support of Terrace Metrics, Care Solace, and Effective School Solutions. She shared her own experience and the need for these tools when she was in the Middle School.

#### **8. BOARD COMMENTS**

Dr. Lyman thanked fellow Board members for their support/vote to fill the vacant Board seat. He stated that he also supports Terrace Metrics and Care Solace.

Mrs. Wolfinger congratulated the high school marching band on a wonderful performance at their final concert on Tuesday, January 17th, which was Mr. Maag's last concert, bringing his career to an end after 33 years. She reminded everyone about *Shrek, the Musical* on January 26th through January 28th in the Senior High School Auditorium. Mrs. Wolfinger gave "kudos" to Mr. Barnes and his staff for doing a fabulous job bringing clubs back to the Middle School.

Mr. Cressler questioned if the District received the donation in November that Volvo was going to make to the District to put towards transportation for our students after a basketball game was rescheduled because it conflicted with the Volvo Light Show. Because transportation is already budgeted, Mr. Cressler wanted to know if the donation from Volvo was received if it could be used to treat our students to something special. Mr. Cressler thanked Mr. August for the video he sent out Friday, January 20th and shared that everytime he goes to any extra-curricular activities in the District that Mr. August is also there and he appreciates his activeness and involvement in the community and thanked Mr. August for building good relationships.

Mr. Buterbaugh welcomed Dr. Lyman back on the Board, referring to Dr. Lyman.

Dr. Goates thanked the Board for supporting the new Committee of the Whole and Board Meeting proposal to make us efficient and productive.

**9. INFORMATION**

**9.a. Date Saver**

- January 26-28:** *SHREK, the Musical* presented by the High School Drama Club
- February 13:** School Board Meeting - 7:00 p.m. in the Senior High School Library
- February 15:** Act 80 Full Day - No School for Students
- February 20:** District Closed - Presidents Day Holiday
- February 27:** School Board Meeting - 7:00 p.m. in the Senior High School Library

Dr. Goates announced that School Board Meetings beginning February 13th will begin at 8 pm preceded by a couple different Committee of the Whole Meetings and a definite Budget & Finance Meeting and perhaps a few others. He stated that the meeting where the public can comment will begin at 8 pm.

**10. ADJOURNMENT**

On motion of Wolfinger, seconded by Scott to adjourn at 10:04 p.m.

  
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Cristy Lentz, Board Secretary