



## PLANNING/ACTION MEETING

03/27/2023 [08:00 PM-09:00 PM] @ Senior High School Library

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MONDAY, MARCH 27, 2023

### 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

***Doris Seibert*** ~ November 10, 1932 - March 13, 2023

1950 Graduate

***Elizabeth Clippinger*** ~ March 4, 1959 - March 22, 2023

1977 Graduate

**1.f. Agenda Approval**

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

A motion to approve and accept the resignation of Mark Buterbaugh and appoint \_\_\_\_\_ to fill his vacant seat.

**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; five (5) minutes if prior written notification was made. 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.

**3.b. Franklin County Career Center Report**

**3.c. Board Committee Reports**

**3.d. Curriculum Report - Sheri Woodall**

- ESSER Monitoring Update

**3.e. Finance Report - Cristy Lentz**

The next budget update will be presented at the Committee of the Whole Meeting on April 11, 2023 at 7 p.m.

**3.f. Superintendent's Report**

**3.f.a. Donation Report**

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

**Greg and Shawna McMullen**, \$250.00 monetary donation to support the Shippensburg Area Middle School Facility Dog Program.

**Anonymous**, \$1,753.00 monetary donation to support the Shippensburg Area Middle School Facility Dog Program.

**Shippensburg Area Intermediate School PTO**, \$500.00 monetary donation to support the Shippensburg Area Intermediate School Facility Dog Program.

**National Energy Foundation**, \$150.00 monetary donation for the Nancy Grayson Elementary School for student's participation in their energy efficiency program.

**Negley's Well Drilling**, \$100.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

**Boyer Agency**, \$150.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

**Cindy Coldsmith Rentals**, \$200.00 monetary donation to support the Shippensburg Area Senior High School Track and Field Meet.

**JKM Training**, \$200.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

**RAB Offroad**, \$250.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

**RAB Offroad**, \$150.00 monetary donation to support the Shippensburg Area Senior High School Facility Dog Program.

**American Legion Post 223**, \$100.00 monetary donation to support the Shippensburg Area Senior High School Facility Dog Program.

**Carl L. Cramer Insurance LLC**, \$500.00 monetary donation to support the Shippensburg Area Senior High School Facility Dog Program.

### **3.f.b. Information**

Re: Shippensburg University Proposal

### **Attachments**

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SASD - SU Athletic Facilities Collaboration 3-23-23.pdf

## **4. CONSENT AGENDA**

#### **4.a. Approval Minutes**

Recommend approval of the minutes as presented and attached from the March 13, 2023 Board meeting.

#### **Attachments**

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Draft of March 13, 2023 Minutes.docx - Google Docs.pdf

#### **4.b. Finance**

Recommend approval of the attached bills of payment and construction bills.

#### **Attachments**

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Bills of Payments 03-27-2023.pdf

Paid Construction Bills - March 2023.pdf

#### **4.c. Capital Area Intermediate Unit General Operating Budget for 2023-2024**

Administration recommends approval of the 2023-2024 General Operating Budget for the Capital Area Intermediate Unit. A copy of the proposed budget is attached along with the resolution. The CAIU General Operating Budget of \$7,443,979 for 2023-24 represents a 0.49% increase from the 2022-23 approved budget. Shippensburg Area School District's share for the CAIU's general operations is \$33,136.60, remaining flat from the previous budget year for 2022-23.

#### **Attachments**

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23-24 Budget Summary Document.pdf

2023-24 CAIU General Operating Budget Second Reading (003).pdf

school district resolution on CAIU Budget for 2023-24.pdf

#### **4.d. Food Service Management Company Renewal & Meal Prices for 2023-2024**

At the March 25, 2019 Board Meeting, the Board of School Directors awarded the re-bid of the food service management company proposals to Chartwells effective July 1, 2019. The contract allowed for up to four (4) additional one-year renewals. The attached 2023-24 contract renewal, which includes meal pricing, is the final renewal year available under the current contract. Administration is recommending approval of the attached one-year renewal contract and meal prices.

#### **Attachments**

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2023-2024 Cost Reimbursable Renewal Binder DRAFT.pdf

2023.24 Meal Prices.pdf

#### **4.e. Summer Food Service Program (SFSP) & Staffing for 2023**

The Food Service Department would like to continue offering the Summer Feeding Program for the seventh year. The program would begin at the end of the school year and run for approximately 11 weeks providing 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.

The following staffing projections are needed to run the SFSP program: one 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.

#### **4.f. Right Elevator Service Agreement**

Administration recommends approval to enter into a 5 year service agreement beginning July 1, 2023, with Right Elevator, for the quarterly examination, lubrication, adjustments and cleaning of the elevator located in the Shippensburg Intermediate School.

The agreement is attached.

#### **Attachments**

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Right Elevator.pdf

#### **4.g. Curriculum Associates Quote**

Administration recommends approval for the Curriculum Associates MOU for grades 1-8 I-Ready Math for the 23-24 school year through the 28-29 school year.

Grades 1-5 are currently utilizing Ready Math and are wanting to continue with the new 2024 version, grades 6-8 math would like to utilize this resource for continuity and rigor.

Grades 6-8 were utilizing Go Math as a resource, which they have determined did not provide the rigorous problems that students were expected to master, leaving the teachers to create many of their own resources.

The cost of under \$300,000, will be paid out of ESSER II funds that are available from being under budget with some of the resources that were originally budgeted.

#### **Attachments**

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Curriculum Associates.pdf

#### **4.h. Approval of Heck-Meyers Bus Driver**

Administration recommends approval of the following employee of Heck-Meyers LLC as substitute bus driver for SASD:

- Brandy Searfoss

**4.i. Approval of Boyo Van Driver**

Administration recommends approval of the following Boyo employee as van driver for SASD:

- McKenzie Girosky

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

**Professional Staff**

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

**1. Ashley A. Reddig** – ESL Teacher at Nancy Grayson Elementary and Shippensburg Area Middle School at a salary of \$63,569.00 (Masters 45 at Step 4) effective retroactive March 20, 2023 (previously board approved on February 27, 2023 board agenda incorrectly at Masters 30 Step 4)

**Administration recommends approval of salary adjustment for the following professional staff member, pursuant to SAEA Grievance 03-2022-2023:**

**2. Stephen M. Kocis** – Currently at Step 5 Masters 45 moving to Step 6 Masters 45

**Support Staff**

**Administration recommends the following resignations:**

**2. Darlene L. Redinger** – Part-Time Classroom Assistant at Shippensburg Area Middle School effective retroactive March 20, 2023

**3. Amanda J. Rudisill** – Classroom Assistant at Shippensburg Area School District effective April 14, 2023

**4. Logan C. Tricka** – Part-Time Kitchen Helper at Shippensburg Area Middle School effective retroactive March 24, 2023

**Administration recommends the following substitute:**

**5. Lindsey M. Gossert** – Custodian

**6. Joette B. Shetter** – Custodian

**Supplemental Staff**

**Administration recommends the following resignation:**

**7. William A. Braun** – Middle School Girls Assistant Soccer Coach effective retroactive March 17, 2023

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

**8. Amanda J. Riggleman** – Middle School Set Design Coordinator at a supplemental salary of \$942.00 (replacing John R. Piper) effective the beginning of the 2023-2024 School Year

**9. Amanda J. Riggleman** – Middle School Drama Musical Director at a supplemental salary of \$3,439.00 (replacing John R. Piper) effective the beginning of the 2023-2024 School Year

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

**10. Bruce L. Lebitz** – High School Softball

**11. Kylee L. Miller** – Middle School Girls Soccer

**12. Trevor D. Shauf** – High School Baseball

**Student Custodial/Maintenance Summer Workers**

**13. Administration recommends approval to have up to seven (7) student summer workers for the custodial and maintenance department to assist with custodial and grounds work over the summer. Students must have been enrolled during the 2022-2023 school year and be at least 16 years old. Student summer workers will work June 12, 2023 through August 10, 2023 at the custodian sub rate.**

**4.k. Personnel - Administration**

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

**1. Andrew J. Norton**– Assistant Principal at Shippensburg Area High School effective July 18, 2023

**5. ACTION AGENDA**

**5.a. 2023 Technology Innovation Challenge Grant**

Administration recommends approval for Corey Kauffman, 5th grade math/science teacher at the Intermediate School, to apply for and accept funds through the Greater Chambersburg Chamber Foundation for the 2023 Technology Innovation Challenge Grant. If awarded, the funds will be used to purchase four 3D printers and filament to be part of the 5th grade Science Standards that include the design

process and advancing technologies. Students will be able to design items that can be given out during the PBIS program at the Intermediate School.

Additional information regarding the grant is attached.

## **Attachments**

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Technology Innovation Challenge Grant Application.pdf

### **5.b. Dual Enrollment Grant**

Administration recommends approval to apply for and accept the competitive dual enrollment grant (\$75,000) which will pay for one dual enrollment course for interested students for the 23-24 school year, with particular focus on expanding the opportunity to students with low socioeconomic status. The grant will also include transportation for the 1:00 course schedule at SU.

### **5.c. Part-Time Classroom Assistant Position at James Burd Elementary School**

Administration recommends the addition of a part-time classroom assistant position at James Burd Elementary. A student in a special education classroom has needs that warrant 1:1 attention. While the student has made significant educational gains so far this year, it is no longer viable to support him without continuous adult attention. The school team feels confident that this student would be successful in the educational setting with an additional staff. The alternative to hiring a part-time classroom assistant would be to place the student at New Story Educational Center in Carlisle, PA.

Cost comparison:

Annual costs of a part-time classroom assistant - \$17,915.14

Annual costs of a New Story placement (without transportation and ESY)- \$73,305.00

### **5.d. Senior High School Gym Floors**

Administration recommends approval to have the senior high school gym floor palm sanded, repainted in current color and add a new base coating to repair playing surface until the new gymnasium project is started. This will give the District a safe playing court for 2 to 3 years.

The estimated cost of this project is \$6,500.00 will be taken from the Designated Fund Balance for Capital Maintenance.

### **5.e. Custodial Services**



Administration recommends entering into an agreement with Ames Janitorial Services, on an as needed basis, to help the District with custodial help. There is no charge to the District if we do not use their services.

Additional information is attached.

## **Attachments**

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Custodial Services.pdf

### **5.f. Expulsion Waivers**

#### **Case #2022-2023-1**

The parent of the student in Case #2022-2023-1 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed in the Student Options for Acquiring Resiliency (S.O.A.R.) Program, which is an out-of-district educational placement, for a minimum of 45 days. Following the 45 day 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.

#### **Case #2022-2023-2**

The parent of the student in Case #2022-2023-2 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed at River Rock Academy, an out-of-district educational placement, for a minimum of 45 days. Following the 45 day 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.

#### **Case #2022-2023-3**

The parents of the student in Case #2022-2023-3 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed at River Rock Academy, an out-of-district educational placement, for a minimum of 45 days. Following the 45 day 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.

#### **5.g. Property Acquisition**

Motion to authorize the Superintendent and/or Solicitor to offer \$460,000 as purchase price and, if accepted, authorize Board President OR Superintendent to sign Agreement of Sale.

#### **5.h. Resolution of Condemnation**

Administration recommends the approval of the attached Resolution of Condemnation as part of the acquisition of the property located at 9318 Molly Pitcher Highway for administrative offices of the District.

### **Attachments**

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Resolution of Condemnation.pdf

## **6. DISCUSSION AGENDA**

### **6.a. Summer Academy Coordinator**

Administration requests the approval of a Summer Academy Coordinator for secondary (6-12) with a \$6,000 stipend to include the following tasks:

- Collaborate with Director of Curriculum, Instruction, and Assessment to identify needs for Summer Academy program
- Collaborate with building administrators and counselors to identify students who need to participate in remediation (6-8) and credit recovery (9-12)
- Contact families to promote Summer Academy participation
- Work with teachers to streamline curriculum and instruction during Summer Academy to meet student learning needs (data analysis)
- Coordinate with transportation for students participating in Summer Academy
- Track student attendance and participation in Summer Academy
- Act as building administrator during the Summer Academy days

The position will be funded through ESSER III funding.

### **6.b. Contract with The JDK Group**

Administration is recommending approval of the contract with The JDK Group to decorate for the Shippensburg Prom to be held on Saturday, May 6th in the Beistle

Ballroom at the Beistle Company in Shippensburg. The cost for this service is \$6,740.11 and will be paid out of the Student Activity Account.

A copy of the contract is attached.

### **Attachments**

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JDK Group-Decorating for Prom.pdf

#### **6.c. Contract with DJ Donovan Entertainment**

Administration is recommending approval of the contract with DJ Donovan Entertainment to provide music for the Shippensburg Prom on Saturday, May 6th from 7 pm. to 10 pm. The cost for the entertainment is \$2,900.00 and will be paid out of the Student Activity Account.

The contact is attached.

### **Attachments**

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DJ Donovan Contract.pdf

#### **6.d. Revised Job Description**

Administration is recommending approval to the revisions made to the job description for the secretary to the Director of Operations & Maintenance.

The job description is attached.

### **Attachments**

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Secretary to Director of Operations Maintenance Job Description REVISED.pdf

#### **6.e. Letter of Agreement for The Meadows**

The Meadows Psychiatric Center provides educational services offered by a Pennsylvania certified teacher during the normal school day should a student be admitted to a psychiatric hospital. The rate of instruction for educational services is \$70.00 per day. This two (2) year agreement is for the 2023-2024 and 2024-2025 school years.

Administration recommends approval of the attached agreement with The Meadows.

### **Attachments**

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The Meadows.pdf

#### **6.f. Staggered Start for Kindergarten for the 2023-2024 School Year**

Administration recommends a staggered start to Kindergarten for the 2023-2024 school year.

- Group A will attend school on Thursday, August 24th
- Group B will attend school on Friday, August 25th
- Groups A and B will attend school on Monday, August 28th

This staggered start allows the Kindergarten teachers to work with smaller groups of students initially to acclimate and support transition into Kindergarten.

#### **6.g. Chairs for Middle School Addition**

Administration recommends approval of the attached quote from W.B. Mason for 300 Scholar Craft student chairs for the Middle School addition project.

The cost of the chairs will come out of the General Fund Balance.

#### **Attachments**

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W.B. Mason Scholar Craft Chairs - MS Addition Project.pdf

#### **6.h. Policies for Discussion and Deletion**

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

- 202 - Eligibility of Nonresident Students - Revised
- 239 - Exchange Students - Revised
- 338 - Sabbatical Leave - Revised
- 338.1 - Compensated Professional Leave - Revised
- 819 - Suicide Awareness, Prevention and Response - Revised

The above policies are attached and the procedures/attachments to policies 202, 239, and 338 are also attached but do not require Board approval.

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

- 120 - Human Development Program
- 129 - Musical Instrument Acquisition
- 132 - Alternative School Programs
- 133 - Reconsideration of Curriculum (Programs and Materials) and Activities
- 203.2 - Universal Precautions

#### **Attachments**

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#202 - Eligibility of Nonresident Students.pdf

#239 - Exchange Students - REVISED.pdf

#338 - Sabbatical - REVISED.pdf

#338.1 - Compensated Professional Leave - REVISED.pdf

#819 - Suicide Awareness, Prevention and Reponse - REVISED.pdf

FINAL Instructions for 1302 Affidavit of Guardianship - Nonresident Students (2).pdf

FINAL Sworn Statement by Resident Under §13-1302 (1).pdf  
Policy #239 Administrative Procedure .docx - Google Docs.pdf  
338 - Sabbatical Application Attachment.pdf

### **6.i. Graduating Class**

The Class of 2023 of the Shippensburg Area Senior High School, consisting of 264 students, is being recommended by the faculty and school administration for graduation.

Administration recommends that the Board of School Directors approve the graduating Class of 2023.

### **6.j. Facilities Use Agreement**

Administration recommends approval of the Facilities Use Agreement with Shippensburg University to hold the Commencement Ceremony for the Class of 2023 at the H. Ric Luhrs Performing Arts Center and the use of the Ship Rec Student Recreation Center on the campus of Shippensburg University on June 1, 2023.

The agreement is attached.

### **Attachments**

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SASHS Commencement 2023 FUA.pdf

### **6.k. Addendum to Extend Agreement**

Administration is recommending approving the Addendum to Extend the Agreement between ESS Northeast, LLC and the District from July 1, 2023 through June 30, 2026.

The Addendum and Exhibit A - Pricing Plan is attached.

### **Attachments**

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Addendum to Extend ESS Agreement.pdf

### **6.l. Agreement for Independent Educational Evaluation (IEE)**

The Administration recommends approval of the attached Agreement for an Independent Educational Evaluation between Dr. Steven P. Kachmar and one student enrolled in the Shippensburg Area School District. The cost of the evaluation is \$4,000.00.

### **Attachments**

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IEE Agreement.pdf

### **6.m. Approval to Apply for and Accept a Grant from Capital Blue Cross**

The SASD Food Service Department is requesting approval to apply for and accept a Capital Blue Cross Live Healthy School Grant with a maximum award amount of

\$2,500. If awarded, the funds would be used to purchase a Vitamix blender to establish a smoothie station.

#### **6.n. Field Trip Request**

Administration requests approval to add the Gamut Theater in Harrisburg as a field trip for high school students. If approved, 18 students will leave the high school at 7:45 a.m. on Tuesday, April 18th and arrive back to school at 2 p.m. Students will view the production of Macbeth and pay for the cost of their \$12.00 ticket. Two substitutes will be needed for coverage.

This trip was not listed in the July 11, 2022 Board approved Field Trip Handbook.

#### **6.o. Proposal for New Fence at SAIS**

Administration recommends approval of the attached proposal with R. Perry Fence Company to replace the fencing near the basketball courts at the Shippensburg Area Intermediate School. The cost of the project is \$5,435.00 will come out the Operations/Maintenance Budget.

#### **Attachments**

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R. Perry Fence Company, LLC.pdf

#### **6.p. District Camera Project**

Administration recommends approving Siemens to install cameras, Network Video Recorders, and associated cabling in school buildings in the District and the District office.

The information from Siemens is from their 2021 proposal and to update the cost, the District would need to add 30% to the quote due to the cost of inflation and type of cameras. Entire school district camera project not to exceed \$320,000.

#### **Attachments**

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### **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; five (5) minutes if prior written notification was made. 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**

**March 30-April 1:** Shippensburg Middle School Musical, "*Annie, Jr.*" in the Middle School Auditorium, Thursday & Friday, March 30 & 31, at 7 pm and Saturday, April 1, at 2 pm & 7 pm.

**April 5:** Policy Committee Meeting, 4 p.m. in the conference room at the Administration Building

**April 6:** 2-Hour Early Dismissal - Spring Break

**April 7 & 10:** District Closed - Spring Break

**April 11 (Tuesday):** Committee of the Whole Meeting/School Board Meeting

**April 11:** Nancy Grayson 2nd & 3rd Grade Concert, SASHS Auditorium beginning at 6 p.m.

**April 18:** Outreach Community Meeting, 6 p.m. in the SASHS Library

**April 19:** Act 80 2-Hour Early Dismissal (K-12)

**April 19:** Facilities Committee Meeting, 4 p.m. in the conference room at the Administration Building

**April 24:** Committee of the Whole Meeting/School Board Meeting

**April 27:** Transportation Committee Meeting, 4 p.m. in the conference room at the Administration Building

## **10. ADJOURNMENT**