

Minutes of the April 25, 2022 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Auditorium, 201 Eberly Drive, Shippensburg, PA 17257.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order at 7:00 p.m.

Roll Call

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice President; Mr. Jim Bard; Mr. Dwayne Burt; Mr. Levi Cressler; Mrs. Steph Eberly; and Mr. Donald Hilbinger; and Mr. Fred Scott, Sr. (via telephone). Dr. Nathan Goates; Caden Yonish, Student Representative; and Allison Hunt, Student Representative; were absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mr. Matthew Flohr, James Burd Elementary School Principal; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Michele Dubbs, Shippensburg Area Senior High School Guidance Counselor; Mrs. Erica Frontino, Shippensburg Area Senior High School Guidance Counselor; Mr. David Lindenmuth, Shippensburg Area Senior High School Guidance Counselor; Dr. Troy Stevens, Technology Coordinator; Mr. Damion Spahr, SiteLogIQ; Mr. Mark Kurowski, K & W Engineering; Ms. Carolyn DuBois, K & W Engineering; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Moment of Silence

The Board of School Directors held a moment of silence to reflect on our thoughts, plans and actions on behalf of the students in the Shippensburg Area School District.

(Action)

Agenda Approval

Mr. Buterbaugh asked if there were any changes or amendments to tonight's agenda.

Dr. Suppo stated there is one change to tonight's agenda. Under Action Agenda item #5c "Lease to Purchase Agreement", the cost of the van should be changed from **approximately \$40,000.00** to **\$46,900.00**.

On motion of Suders, seconded by Bard to approve tonight's agenda as **amended** above.

On roll call, all present voted to approve tonight's agenda as **amended** above.

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

Susan Spicka, resident of S.A.S.D., thanked Mrs. Lentz and Dr. Suppo for their hard work on the 2022-2023 budget. She noted facts regarding education funding, per student funding information, effects of outside cyber charter schools, and encouraged people to contact their legislatures regarding more funding for schools.

Becky Wolfinger, resident of S.A.S.D., thanked Dr. Suppo for his service to the kids of the Shippensburg Area School District and the Community and feels he has always had the best interest of the students in his heart. She also spoke regarding “needs verses wants” regarding the proposed stadium project and the budget.

Barbara Dickey, resident of S.A.S.D., spoke regarding child abuse and the district’s abuse policy. She also thanked the Board Member who abstained from voting on an item that involved a relative.

Ms. Eberly asked Mrs. Woodall if she could share what social emotional learning is like in the district.

Mr. Buterbaugh asked Mrs. Woodall to share this information under the Superintendent’s report.

Chris Jackson, resident of S.A.S.D., spoke regarding the 2022-2023 budget approval process, ESSER monies, Fund Balance, estimating revenues, and funding from the casino.

Mr. Buterbaugh asked Mrs. Lentz to clarify Mr. Jackson’s question regarding the budget approval process.

Mrs. Lentz clarified the budget process for Mr. Jackson.

Dr. Suppo addressed Mr. Jackson’s questions regarding ESSER funds, estimating revenues, and potential funds from the casino.

REPORTS

Franklin County Career Center Report - Dwayne Burt and Charlie Suders, Jim Bard Alternate

Mr. Burt reported on the following:

- On Thursday, April 28, 2022, there will be a JOC Meeting prior to the Operating Meeting that will include members of the Local Occupational Advisory Group
- The 2022-2023 General Operating Budget is slated to be approved on Thursday, April 28, 2022 in the amount of \$7.5 million. He noted that S.A.S.D.’s share is actually a small decrease from the current year and is based on a three year ADM formula.
- Mr. Jim Duffey’s resignation for the purpose of retirement, effective June 30, 2022, is also on the Thursday, April 28, 2022 agenda.
- An employment offer and 3-year contract will be offered to Mr. Terry Miller, currently the Assistant Director of the FCCTC, to become the new Director of the FCCTC effective July 1, 2022.

- The FCCTC is currently working on a new Act 93 Agreement.
- There is a possibility the new Assistant Director will be named at the April 28, 2022 meeting.
- The Summer Adult Education Programs were reviewed with the Board. He noted the registration deadline is May 27, 2022.

Board Committee Reports

Mr. Buterbaugh reported the Budget & Finance Committee met on April 13, 2022.

Executive Session

Mr. Buterbaugh noted the Board held an Executive Session last week to discuss the Superintendent search. He asked Dr. Suppo to put an Action Item on the May 9, 2022 agenda regarding the Board approving the option they would like to choose in regards to the Superintendent search.

Mr. Buterbaugh noted the Board also discussed Action Agenda item #5f "Engagement with Etter Law Firm LLC" which involves a student matter. He noted the Board will also be contracting with this firm to review and make possible recommendations for improvements regarding the district's policies pertaining to student discipline, harassment, and bullying.

Superintendent's Report

SEL "Social Emotional Learning"

Mrs. Woodall provided a brief overview regarding the district's K-3 SEL program "Caring School Communities" to the Board. She noted this year they looked at ways to incorporate this program into teaching/curriculum.

James Burd Elementary School Presentation

Mr. Flohr presented information to the Board regarding the following:

- 1) Family Engagement Night
- 2) Life Skills events
- 3) "Foodie Fridays"

High School Presentation

Mrs. Dubbs, Mrs. Frontino, and Mr. Lindenmuth provided an update to the Board regarding the following:

- 1) Counseling Office Fast Facts
- 2) ACE's: Adverse Childhood Experiences Explained
- 3) Students must "Maslow" before they can "Bloom"

Dr. Suppo acknowledged how outstanding the High School Guidance team is and how well they support the students at S.A.S.H.S.

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 March 31, 2022:

Senior High School	\$96,874.21
Middle School	\$39,006.32
Intermediate School	\$ 6,775.84
James Burd	\$ 6,487.31
Nancy Grayson	\$11,684.51

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

Donation Report

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

Timmons Oil Inc., \$750.00 monetary donation to support the Shippensburg Area Middle School PBIS Program.

VFW Post 6168, \$250.00 monetary donation to support the Shippensburg Area Middle School PBIS Program.

Bracelet Fundraiser proceeds of \$650.04 to support the Shippensburg Middle School PBIS Program.

Anonymous, \$1,178.12 monetary donations to support the Shippensburg Area Senior High School Drama Club.

Wellington and Cynthia Snyder, \$30.00 monetary donation to support the Shippensburg Area Senior High School FFA.

Ulta Beauty Distribution, approximately 18 cases of hand sanitizer for use in the Shippensburg Area School District. Approximate value of the donation is \$300.00.

Gregory & Brownwyn Herb, \$100.00 monetary donation to support the SASHS Sharps.

(Action)

CONSENT AGENDA

On motion of Suders, seconded by Bard to approve the following Consent Agenda items:

Approval of Minutes

- Recommend approval of the minutes as presented from the April 11, 2022 Board meeting.

Finance

- Recommend approval of the **Bills of Payment**

Personnel

Administrative Staff

- Administration recommends the approval of the following resignation for the purpose of retirement:
 1. **Dr. Chris Suppo** - Superintendent, Shippensburg Area School District, effective July 15, 2022.

Professional Staff

- Administration recommends approval of the following FMLA qualifying leave of absence requests:
 2. **Ashley G. Coy** – Physical Education Teacher at the Shippensburg Area Middle School is requesting leave effective retroactive April 19, 2022 and continuing through the end of the 2021-2022 school year, with an expected return to work date of the first in-service day of the 2022-2023 school year.
 3. **Alexis L. King** – Life Skills Teacher at the James Burd Elementary School is requesting leave from approximately August 25, 2022 through January 23, 2023.
- Administration recommends approval of the following professional staff transfers:
 4. **Janelle E. Chamberlin** – Shippensburg Area Intermediate School Applied Behavior Analysis (ABA) Teacher TO Shippensburg Area Intermediate School Learning Support Teacher, effective the first in-service day of the 2022-2023 school year (covering the vacancy created by the School Board approved retirement of Dona L. Gilson).
 5. **Emily A. Rickman** – Shippensburg Area Intermediate School Fourth Grade Teacher TO Shippensburg Area Intermediate School Reading Specialist, effective the first in-service day of the 2022-2023 school year (covering the vacancy created by the School Board approved retirement of Barbara H. Wright).

- Administration recommends approval of the following new appointments:
 6. **Angela L. Hostetter** – Long-Term Substitute Learning Support Teacher at the Shippensburg Area High School, effective April 29, 2022 and continuing through the last day of the 2021-2022 school year. Mrs. Hostetter will be paid a status quo salary of \$278.33/day (Bachelor's at Step 1) (covering the vacancy created by the leave of Rhonda A. Foust - previously Board approved).
 7. **Kelly M. Wilson** – Long-Term Substitute Learning Support Teacher at Shippensburg Area Middle School, effective April 28, 2022 and continuing through the last day of the 2021-2022 school year. Ms. Wilson will be paid a status quo salary of \$278.33/day (Bachelor's at Step 1) (covering the vacancy created by the transfer of Anthony P. Weber - previously Board approved).

Support Staff

- Administration recommends the following resignation:
 8. **Jasmine A. Newland** – Part-Time classroom assistant at the James Burd Elementary School, effective retroactive April 19, 2022.
- 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:
 9. **Debra L. Etter** – Full-time LPN at the James Burd and Nancy Grayson Elementary Schools, effective retroactive to April 4, 2022.
- Administration recommends approval of the following Kitchen Staff for the Summer Lunch Program, effective May 31, 2022:
 10. **Dawn M. Linke** – Kitchen Supervisor
- Administration recommends approval of the following individuals as Temporary Summer School Academy Teachers for 2022:

Elementary Kindergarten through 5th Grade Summer School Academy

Kristi R. Papcun
Kirsten L. Shields
Desirae N. Cupp
Mikki S. Taylor
Danielle M. Moats
Krystle M. McCoy
Sarah R. Hepple
Debra L. Spencer
Kevin G. Webber

Matthew A. Stine
Aimee G. Barrett
Emily A. Rickman
Marsha A. Schmus
Sam P. Hudson
Brooke A. Bell
Dave A. Barrett
Julia M. Suchanek

Secondary 6th Grade through 12th Grade Summer School Academy

Sarah J. Gerber (MS Math)
Anthony P. Weber (MS ELA)
Amanda K. Kirkpatrick (MS Math)
Scott E. Burkholder (HS Social Studies)
Sarajane M. Holt (HS Health and Wellness)
Angela L. Hostetler (HS Art)
Chad E. Shipp (HS FCS and HS Tech Ed)
Renee M. Stewart (HS Environmental)
Nathanael E. Gulnac (HS Environmental-sub for Renee Stewart)
Jason Woodall (HS Math)

Summer School Academy Substitutes

Kandy L. Johnson
Taylor Woodward

Civil War Day Instructional Day

- Administration recommends approval of the request from Mr. James Richardson, middle school teacher, for a Civil War Instructional Day to be held at Shippensburg Area Middle School on May 12, 2022.

An agenda for the day was provided to the Board.

American Red Cross Emergency Shelter Agreement

- For the past several years, the District has entered into an agreement to permit the Red Cross to use our buildings as emergency shelters to provide services during a disaster. The Facility Use Agreement from the American Red Cross has been revised to more clearly define terms and conditions.

Administration recommends approval of the revisions to the agreement.

On roll call, all present voted yes to these Consent Agenda items.

(Action)

ACTION AGENDA

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

2022-2023 Proposed Final General Fund Budget

- The Administration, in conjunction with the Board of School Directors, is recommending a 2022-2023 proposed final general fund budget of \$60,153,888 in expenditures with projected revenues of \$58,594,139 which is requiring the use of \$1,559,749 in general fund balance. The projected revenues include a tax increase to Shippensburg Area School District's adjusted Act 1 Index of 4.5%. The numbers can change between now and the final general fund budget adoption. The proposed final budget will be made available for public inspection at least 20 days prior to the adoption of the final budget.

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

(Action)

ACTION AGENDA

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

Addendum to Extend Contract with ESS Northeast, LLC - REVISED

- The Addendum to Extend the Agreement between ESS Northeast, LLC and the District through June 30, 2023 that was approved at the April 11, 2022 Board Meeting, has been corrected to reflect the rates remain the same as the current 2021-2022 agreement.

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

(Action)

ACTION AGENDA

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

Lease to Purchase Agreement

- The Senior High School would like to purchase a used 2018 van through a lease to purchase agreement with Rohrer Bus Company. All costs for the van, including gas and maintenance would be the responsibility of the high school and will only be used for high school students. The cost of the van is ~~approximately \$40,000.00~~ **\$46,900.00** and would be taken out of the SASHS Activity Fund.

Administration recommends approving the agreement.

A brief discussion occurred among the Board and Administration regarding this Action Agenda item.

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

(Action)

ACTION AGENDA

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

High School Track Repairs

- Administration recommends approval to utilize \$42,000.00 from the Maintenance Designated Fund Balance for high school track repairs, including cleaning, line repainting and surface patching as presented at the last meeting on April 11, 2022.

A discussion occurred among the Board and Administration regarding this Action Agenda item.

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

(Information)

DISCUSSION AGENDA

Middle School Project Update

Mr. Damion Spahr, SitelogIQ, presented information to the Board regarding the Middle School construction project including but not limited to an update of SitelogIQ working with the subcontractors to get the cost of the project down under the target price and the district being able to continue with the energy savings project with the renewal of the GESA agreement for Phase 1. He noted there would be a smaller amendment for the additions at a later time. He outlined items that would occur such as HVAC upgrades across S.A.M.S. and window work. He stated this type of project approach for Phase 1 does not allow for change orders by the contractors however the district could request additional items. He stated a General Contractor will bid the work for the construction of the two smaller additions and that site work is not included and will be pursued separately.

A discussion occurred among the Board; Mr. Damion Spahr, SitelogIQ; and Mr. Mark Kurowski, K & W Engineering; regarding the above including but not limited to cost for site work, anticipated time frame, parking requirements, submission of a zoning variance application regarding parking, land development plan regarding parking, zoning hearing process (could take up to 4 months), bid timeline (end of 2022 year); what work may occur this summer, and estimated project completion (2023).

(Action)

ACTION AGENDA

On motion of Hilbinger, seconded by Bard to approve the following Action Agenda item:

Amendment to Initial Guaranteed Energy Services Agreement

- Administration recommends that the Board approve an Amendment to the existing Guaranteed Energy Savings Act Agreement with Reynolds Energy Services, Inc. d/b/a SitelogIQ Energy Services, Inc. for the exterior window/door and mechanical system replacements/upgrades (and related scopes of work) subject to final review by the solicitor. The amount of the Amendment for this work is a lump sum of \$6,363,483."

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

(Action)

ACTION AGENDA

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

Engagement with Etter Law Firm LLC

- Motion to approve the engagement terms and conditions with Etter Law Firm LLC regarding a student matter.

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

(Information)

DISCUSSION AGENDA

Requests to Form Two Clubs at the High School

Administration will recommend approval of the following two requests to form new clubs at the High School:

- Armed Forces Club - Kristin Line, Advisor
- Facility Dog Ambassadors - Caitlin Cressler, Advisor

Information regarding each club was provided to the Board.

High School Foreign Exchange Students

Per School Board Policy #239, foreign exchange students from France and Pakistan have met all of the qualifications to attend the Shippensburg Area High School for the 2022-2023 school year. The Administration will recommend approval of the two students.

Policy Discussion

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

- 806 Child Abuse - Revised
- 916 Volunteers - Revised

Administration will recommend second read and approval at the May 9, 2022 Board Meeting.

A discussion occurred among the Board and Administration regarding this Discussion Agenda item, notes from Committee Meetings being made available to the entire Board, and the possibility of minutes being prepared for Committee Meetings. Mr. Buterbaugh directed the Committee Chairs to prepare notes/minutes for the entire Board to review.

Request to Purchase Enclosure for Toro 360 Tractor

Administration is seeking approval to utilize \$10,454.86 from the Maintenance Designated Fund Balance for the purchase of an operator enclosure for an existing Toro 360 tractor which is utilized for grass cutting and snow removal from Turf Equipment.

Facilities Project and Middle School Project Update

Dr. Suppo noted there is no additional information to report other than what was presented earlier tonight when the discussion occurred before the GESA approval. He did note that Mr. Kreitz has reviewed the drawings for the window and HVAC work at S.A.M.S.

Athletic Stadium

Mr. Mark Kurowski, K & W Engineering, noted Ms. DuBois will be presenting information to the Board which came about from the discussions that occurred at the April 11, 2022 Planning/Action Meeting including but not limited to concerns with a second practice field on district property eliminating a grass field, proposed parking eliminating a grass field, etc.

Ms. Carolyn DuBois, K & W Engineering, presented information to the Board regarding a modified version of the high school site plan which removed a second synthetic turf practice field and detailed the plans for a new 6-lane 400 meter running track, a new multi-sport synthetic turf field inside the track, new home and visitor grandstands (3,000 seats total), installation of new parking along Volvo Way, keeping natural turf fields, keeping the current baseball field and the current softball field, etc. She noted parking would be utilized at S.A.M.S. for S.A.S.H.S. events. She also shared site plans for improvements at Memorial Park which includes a multi-sport synthetic turf field and shifting the baseball field to the west of the stadium, etc.

A discussion occurred among the Board, Administration, and K & W Engineering regarding the presentation including but not limited to reducing parking to be able to add lighting, amenities proposed in Phase 1 (no restrooms or concession stands), permitting, design limitations due to budget, cost of projects at Memorial Park, the need to set a budget and work backwards towards meeting our needs verses continuing to see plans that do not address all of our needs or meet the budget, the need to take this project to a Budget & Finance Committee Meeting and not a small committee of the Board for review, the need to discuss the stadium project and the proposed Feasibility Study projects together as borrowing funds through bonds is limited, Title 9 requirements, where SitelogIQ is with the computer program that brings simplicity to the cost charts in the Feasibility Study, etc. Mr. Buterbaugh noted he appreciates SitelogIQ's recommendations regarding both the Feasibility Study and proposed stadium project.

(Information)

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

Lisa Laman, resident of S.A.S.D., spoke regarding concerns with her son's bus driver, bullying, possible FERPA violations, and the delayed district response to her concerns.

Dr. Suppo clarified that he had just received Mrs. Laman's e-mail this morning as previous e-mails had been sent to an incorrect address.

Mrs. Eberly asked for clarification on the mandatory reporting required by District staff, bus drivers, etc.

Dr. Suppo clarified the mandatory reporting process/requirements through Child Line.

Sherry Reed, resident of S.A.S.D., wished Dr. Suppo the best with his upcoming retirement. She asked the Board as they look for the next Superintendent, they look to the community, as they are the ones who elected the Board, for the qualifications and qualities that they would like to see in the next Superintendent. She outlined a few of the qualities she is looking for in a Superintendent.

BOARD COMMENTS

None

INFORMATION

Date Saver

May 9 - School Board Meeting

May 10 - SASHS Jazz Band & Sharps Concert 7:00 p.m.

May 16 - Budget & Finance Committee Meeting at 6 p.m. in the Middle School Cafeteria

May 16 - SASHS Band & Chorus Concert 7:00 p.m.

May 18 - Special Education Track & Field Meet, Senior High School Track

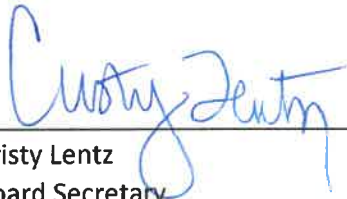
May 23 - School Board Meeting

May 25 - Commencement Ceremony for the Class of 2022

May 27 - Last Day of School for Students - Secondary Dismissed at 10:20 a.m., Elementary Dismissed at 11:00 a.m.

ADJOURNMENT

On motion of Burt, seconded by Suders to adjourn at 8:56 p.m.



Cristy Lentz
Board Secretary