



PLANNING/ACTION MEETING

01/12/2026 [08:00 PM] @ Middle School Cafeteria

MONDAY, JANUARY 12, 2026

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

Tony A. Stoops - Teacher at SASHS for 30 years.

Marshal K. Mailey - Teacher at SASD for 31 years. Former Head Baseball Coach at SAHSH.

Jane L. Bender - 1972 graduate of Shippensburg Area Senior High School.

1.f. Agenda Approval

2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS

CITIZENS' COMMENTS REGARDING AGENDA ITEMS

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

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

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

Moment of Silence: Tony Stoops, retired social studies teacher at SASHS for 30 years.

3. REPORTS

3.a. Student Representatives - Leonardo Blount and Damian Powell

3.b. Superintendent's Report

3.b.a. Enrollment Report

The Enrollment Report for 1/7/2026 is attached.

4. CONSENT AGENDA

4.a. Approval Minutes

Recommend approval of the minutes as presented and attached from the December 2, 2025 Reorganization and Planning/Action Board Meetings.

4.b. Finance

Recommend approval of the following:

1. Bills of Payment

- a.) Regular Bills of Payment

2. Financial Reports

- a.) Cafeteria Fund

3. Budget Reports

- a.) Budget Summary

4.c. Ship Start MOU with Shippensburg University

The administration recommends renewing the attached MOU with Shippensburg University.

4.d. Personnel - Professional and Support

Professional Staff

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

1. Julia M. Nice – Fourth Grade Teacher at Shippensburg Area Intermediate School is requesting leave tentatively March 10, 2026, and continuing through the last day of the 2025-2026 school year, with an expected return to work date the first day of the 2026-2027 school year.

Administration recommends approval of salary adjustments for the following professional staff members, having each successfully completed additional courses for a degree change and/or the achievement of a different credit hour level, effective the first pay of the second semester:

2. Kirsty R. Herb – Master's 90

3. Corey M. Kauffman – Master's 90

4. Stephen M. Kocis III – Master's 90

5. Sharon G. Lawrence – Master's 75

6. Jennifer E. Meixell – Master's 75

7. Jamie L. Shirk – Master's 75

8. Kimberly J. Yonish – Master’s 90

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

9. Paula K. Ochs – Long-Term Substitute Emotion Support Teacher at Shippensburg Area Middle School, effective tentatively January 12, 2026, and continuing through January 30, 2026. Mrs. Ochs will be paid pursuant to SAEA contractual language (covering the vacancy created by the board approved transfer of Deztinnie D. Riley)

10. Abigail M. Zeigler – Math Teacher at Shippensburg Area High School, at an annual salary of \$55,469.00 (Bachelors Step 1) (pending upcoming SAEA contract agreement) effective January 13, 2026 (replacing Jocelyn M. Coy – resignation)

Support Staff

Administration recommends approval of the following retirement(s)

11. Lana L. Hamilton – Full-Time Custodian at Shippensburg Area Middle School effective retroactive December 31, 2025

Administration recommends approval of the following change of resignation date:

12. Jessica C. Keller – Part-Time Classroom Assistant at James Burd Elementary School effective retroactive December 12, 2025 (previous date on prior agenda was December 19, 2025)

Administration recommends approval of the following resignation(s):

13. Cecilia Y. Hargrove – Part-Time Kitchen Helper at Shippensburg Area High School effective retroactive January 7, 2026

14. Xin Li – Part-Time Classroom Assistant at James Burd Elementary School effective retroactive December 23, 2025

15. Abigail L. Lohr – Part-Time Classroom Assistant at Shippensburg Area Middle School effective retroactive December 23, 2025

16. Richard A. Menton Jr. – Part-Time Technology Specialist at Shippensburg Area School District effective February 4, 2026

17. Melanie S. Neil – Part-Time Classroom Assistant at James Burd Elementary School effective retroactive January 6, 2026

18. Annette D. Ritenour – Part-Time Kitchen Helper at Shippensburg Area Middle School effective retroactive January 5, 2026

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

19. Makeda Garcia Griffith – Executive Assistant to the Superintendent at Shippensburg Area School District is requesting leave retroactive December 9, 2025 thru January 5, 2026 and intermittently January 6 through approximately February 2, 2026 with an expected return to full time work February 3, 2026

20. Andrea E. Gulnac – Part-Time Classroom Assistant at Shippensburg Area Middle School is requesting leave retroactive January 5, 2026, and continuing through approximately February 9, 2026 with an expected return to work date of February 10, 2026

21. Amanda J. Strickler – Full-Time Custodian at Shippensburg Area Senior High School is requesting leave retroactive December 8, 2025, and continuing through approximately February 27, 2026 with an expected return to work date of March 2, 2026

Administration recommends approval of the following promotion(s)

22. Dil M. Sunuwar – Part-Time Custodian at Shippensburg Area Middle School working 5.75 hours/day, 260 days/year **TO** Full-Time Custodian at Shippensburg Area Middle School working 8 hours/day, 260 days/year, hourly rate remains the same, effective January 12, 2026 (replacing Lana L. Hamilton- retirement)

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

23. Kathy J. Eutzy – Part-Time Kitchen Helper at Shippensburg Area Middle School effective retroactive November 28, 2025

24. Abby L. Faye – Part-Time Classroom Assistant at Shippensburg Area Intermediate School effective retroactive November 14, 2025

25. Emily Jo E. Miller – Full-Time Accounting Assistant at Shippensburg Area School District effective retroactive November 15, 2025

26. Riley C. Stouffer – Full-Time Human Resources Assistant at Shippensburg Area School District effective retroactive November 15, 2025

27. Monju Mangar – Full-Time Custodian at Shippensburg Area Intermediate School effective retroactive November 26, 2025

28. Esther Gautam – Full-Time Custodian at Shippensburg Area Intermediate School effective retroactive November 26, 2025

29. Kaitlin M. Springirth – Full-Time Custodian at Shippensburg Area Middle School effective retroactive November 27, 2025

30. Dedrea M. Mease – Full-Time Custodian at Shippensburg Area High School effective retroactive November 27, 2025

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

31. Marangely Lassen – Part-Time Kitchen Helper at Shippensburg Area High School, working at an hourly rate of \$14.42, working 4 hours/days, 180 days/year, effective retroactive January 6, 2026 (replacing Shawnette S. Smith – promotion)

32. Morgan D. Godfrey Jr. – Full-Time Utility Maintenance at Shippensburg Area School District at an hourly rate of \$16.37, working 8 hours/day, 260 days/year, effective retroactive January 5, 2026 (replacing Tyler M. Fenton – termination)

33. Bryon K. Smith – Part-Time Custodian at Shippensburg Area Middle School at an hourly rate of \$13.70, working 5.75 hours/day, 260 days/year effective tentatively January 26, 2026

Administrations recommends approval of the following substitute(s):

34. Taylor Bard – Classroom Assistant

35. Melinda G. Hager – Custodian

36. Heather R. Rogers – Custodian

37. Brandy M. Stouffer – Custodian

Supplemental Staff

Administration recommends approval of the following resignation(s):

38. Cathy L. Ambrosio – High School Mini-Thon Co-Advisor effective retroactive November 10, 2025

39. Eric J. Foust – High School Head Football Coach effective retroactive December 3, 2025

40. Kevin C. Gustafson – High School Assistant Football Coach effective retroactive December 3, 2025

41. David P. McFeely – High School Stage Manager effective retroactive the beginning of the 2025-2026 school year

Administration recommends approval of the following new mentor(s) for the 2025-2026 school year:

42. Jocelyn A. Topper – Mentor for Abigail M. Zeigler at a supplemental salary of \$525.50 (half year) (Pending upcoming SAEA contract agreement)

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

43. Christopher D. Yonish – High School Assistant Coach **TO** High School Head Football Coach at a supplemental salary pending upcoming SAEA contract agreement, effective the beginning of the 2026-2027 season (replacing Eric J. Foust - resignation)

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

44. Timothy W. Davidson – Junior High School Assistant Wrestling Coach at a supplemental salary of \$2,237.33 pending upcoming SAEA contract agreement, effective retroactive December 15, 2025 (replacing Drake A. Brenize - resignation)

45. Madelyn R. Hower – High School Musical Technical Production Manager at a supplementary salary of \$2,003.00 pending upcoming SAEA contract agreement, effective the beginning of the 2025-2026 school year (replacing Suzanne C. Lloyd - resignation)

46. Madelyn R. Hower – High School Stage Co-Manager at a supplementary salary of \$1,448.00 pending upcoming SAEA contract agreement, effective the beginning of the 2025-2026 school year (replacing David P. McFeely - resignation)

47. Yeshua I. Berrios-Malpica – High School Stage Co-Manager at a supplementary salary of \$1,448.00 pending upcoming SAEA contract agreement, effective the beginning of the 2025-2026 school year (replacing David P. McFeely - resignation)

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

48. Matthew Clippinger – High School Baseball

49. Eric S. Frankhouser – High School Girls Baseball

50. Josiah Furry – High School Baseball

51. Anthony R. Johnson Sr. – Boys Basketball

52. Riley J. Mullen – Softball Volunteer

53. Dylan Ramsey – High School Boys Wrestling

54. Katara L. Smith – Softball Volunteer

4.e. Personnel - Administration

Danielle N. Thomas- Director of Human Resources for the Shippensburg Area School District, at a prorated salary of \$90,000, effective January 20th, 2026 (replaces Nicole Weber - resignation) (hiring dependent upon the successful completion of all required paperwork and clearances) Employment contract attached.

5. ACTION AGENDA

5.a. Facilities Use Request: HS/MS Girls Soccer

The administration recommends approval of a request for our HS/MS Girls Soccer programs to use the High School Gym on Sundays from 2pm-5pm starting January 18th-March 1st for indoor open gym. The facilities during the winter months are booked due to winter sports and outside rentals and Sundays are the only time available for indoor open gyms for soccer.

School board approved coaches would be running the open gyms.

5.b. Exchange Students 2026-2027

Per School Board Policy #239; two exchange students, one from Italy and the other from Germany have met all of the qualifications to attend the Shippensburg Area High School for the 2026-2027 school year. Administration recommends approval of these students.

5.c. PASBO Interim Services Contract

Administration recommends approval of the attached contract with Pennsylvania Association of School Business Officials (PASBO) for Mark Holman to provide Interim Human Resource Director services.

5.d. High School PA System

Administration and the Facilities Committee recommend approval of the quote to replace the PA system at the HS.

5.e. Greyhound Foundation EITC Funding for SASD Stem Programs

The Greyhound Foundation through solicited corporate EITC (Education Improvement Tax Credits) is seeking approval to award (state approved) SASD STEM programs the funds as designated.

\$7,300 for Applied Design: Laser Engraving & Customization grades 9-12.

\$8,050 for Sustainable Pond Renovation for BioDiversity Enhancement grades 6-8.

\$3,850 for Shippensburg Robohounds - First Tech Challenge Teams grades 9-12.

\$1,000 for Chief Science Officer Program (Leadership in Science)- grades 6-8.

\$1,000 for STEM Competitions at SASHS

\$3,879 for 10 Briggs & Stratton Engine Blocks with 3-yr warranties

Items 1-6 total \$25,079.00

5.f. VCENA Sponsorship Agreement

The administration recommends approval of the attached sponsorship agreement.

VCE intends to provide funding to support STEM program implementation across the Shippensburg School System along with funding to support stadium and athletics expansion within the district as outlined in the Sponsorship Proposal for Volvo CE Scoreboard Signs and STEM Innovation (Proposal). VCE will provide, on an annually renewable basis, a \$30,000 donation each year for 5 years to the Greyhound Foundation. The Foundation will invoice VCE annually and ensure funds are distributed to the System per the Proposal.

5.g. Shippensburg University Sponsorship Agreement

The administration recommends the approval of the attached sponsorship agreement with Shippensburg University.

5.h. SASE Agreement

The administration recommends approval of the a 4 year contract with the Shippensburg Area Education Association pending final review from the district solicitor.

6. DISCUSSION AGENDA

6.a. Resolution Not to Raise Taxes Above the Index for the 2026-2027 Budget

District administration recommends approval of the Board Resolution to limit an increase in the real estate property tax millage rate for the District for the 2026-27 budget to no more than the adjusted Act 1 Index of 4.7%.

6.b. Music Department Resources for Disposal

Administration recommends disposing of the following resources from the music department that are dated and no longer used.

Item	Author/Editor/ Producer	Publication Date ISBN	Quantity
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Small World Set	n/a	n/a	n/a	1
Please Don't Smoke	Alfred Publishing Co	n/a	n/a	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005327-7	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005268-8	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005293-9	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005302-1	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005284-X	1
Holt Music	Holt, Rinehart, and Winston	1988	0-03-005309-9	1

6.c. Job Description - Human Resources Director

Administration recommends approval of the attached job description for the Human Resources Director position.

Job Description Attached.

6.d. SASD STEM Grant Application

The Greyhound Foundation and the Curriculum Department recommend approval of the attached Grant proposal.

6.e. Affiliation Agreement with Commonwealth University of Pennsylvania for Practicum and Student Teaching Placements

Administration recommends Board approval of the attached five (5) year agreement with Commonwealth University of Pennsylvania for the placement of practicum and student teachers within the District. This agreement does not supersede the agreement with Shippensburg University.

6.f. Survey Request

Doctoral Student Stephanie Behnke requests approval to survey HS students for her dissertation study on truancy. Proposal is attached.

6.g. Appointment of Tax Collector for Newburg Borough

Due to a vacancy in the Newburg Borough Tax Collector position and the fact the Borough of Newburg has been unable to fill this position, the burden to appoint becomes that of the Shippensburg Area School District for the collection of Real Estate taxes.

Effective immediately, the Superintendent recommends appointing Harry Killian as the Borough of Newburg Tax Collector and accept the resignation of Sherry Barmont. Mr. Killian is currently the Tax Collector for Hopewell Township and if Board approved, will collect for both municipalities.

6.h. HS Program of Study

The administration recommends approval of the attached Program of Study for SASHS.

7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

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

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

Thank you for your cooperation with this matter.

8. BOARD COMMENTS

9. INFORMATION

9.a. Date Saver

Board:

January 26 - Committee of the Whole & Planning/Action Meeting

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**District:**

**January 19** - Martin Luther King Day - District Closed

**January 28** - 2hr Early Dismissal for Students

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Other

January 12 - Shippensburg Senior High School Marching Band Concert, 6:00pm at SASHS Auditorium.

10. ADJOURNMENT