



**SHIPPENSBURG AREA SCHOOL DISTRICT  
SCHOOL BOARD MEETING MINUTES  
November 12, 2024**

The Shippensburg Area Board of School Directors met on November 12, 2024  
in the Senior High School Library beginning at 8:00 p.m.

**ROLL CALL**

The Secretary called the roll with all members present except as designated:

**Board of School Directors**

Mrs. Steph Eberly  
Mr. Daren Donovan  
Mr. Jim Bard  
Mr. Mike Carey  
Mr. Levi Cressler

Mr. Kirk Naugle  
Dr. Nathan Goates - **Absent**  
Dr. Michael Lyman  
Mr. Fred Scott

**Administrative Staff**

Mr. William August, Superintendent  
Mrs. Leslee DeLong, Assistant to the Superintendent  
Dr. Susan Donat, Director of Curriculum, Instruction, and Assessment  
Dr. Troy Stevens, Director of Technology  
Mr. Curtis Litten, Director of Operations and Maintenance

**Student Representatives**

Adna Pacavar - **Absent**  
Leonardo Blount

**Board Secretary/Business Administrator**

Mr. Caleb Barwin

**1.f AGENDA APPROVAL**

**Scott** made a motion, seconded by **Carey**, to approve the agenda as presented.  
**The motion passed unanimously.**

**2. CITIZENS' COMMENTS (AGENDA ITEMS ONLY) - None**

**3. REPORTS:**

**3.a. Student Representatives Report - See Agenda Manager**

**3.b. Franklin County Career Center Report - None**

### **3.c. Board Committee Reports -**

**3.c.a. Facilities Committee** - A meeting was held on November 7, 2024.

Discussed items to purchase: Floor Scrubber, Water Heaters, & Sound System.

Discussed builders risk insurance.

Discussed change order with OES for the scoreboard.

Discussed box truck disposal.

### **3.d. Curriculum Report - Dr. Susan Donat - See Agenda Manager**

#### **3.d.a. English Language Learners**

### **3.e. Finance Report - Caleb Barwin - See Agenda Manager**

#### **3.e.a. Various Reports**

### **3.f. Superintendent's Report - See Agenda Manager**

#### **3.f.a. Enrollment Report**

#### **3.f.b. Donation Report**

#### **3.f.c. Activity Account Balances**

## **4. CONSENT AGENDA:**

**Scott** made a motion, seconded by **Carey**, to approve items 4a through 4e of the Consent Agenda.

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

Minutes from the following meetings:

- October 14, 2024
- October 28, 2024

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

#### **1. Bills of Payment**

#### **2. Financial Reports**

a.) General Fund Treasurers

b.) Construction Fund - Series of 2022, 2023 and 2024

c.) Capital Reserve Fund

d.) Cafeteria Fund

#### **3. Tax Report**

#### **4. Budget Reports**

a.) Budget Summary

b.) Budget Transfers

4.c. Policies for Second Reading and Approval

4.d. Shippensburg Girls Volleyball Booster By-laws - HS/MS

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

### **Professional Staff**

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

**1. Marissa N. Bear** – First Grade Teacher at James Burd Elementary School is requesting leave effective tentatively March 28, 2025 and continuing through the last day of the 2024-2025 school year, with an expected return to work date of the first in-service day of the 2025-2026 school year

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

**2. Cara L. Varholy** – Language Arts Teacher at Shippensburg Area Middle School TO Language Arts Teacher at Shippensburg Area High School, salary remains the same, effective January 21, 2025 (replacing Jeannie A. Coons – transfer)

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

**3. Benjamin C. Rossman** – Long-Term Substitute Language Arts Teacher at Shippensburg Area High School, effective November 26, 2024 and continuing through January 16, 2025. Mr. Rossman will be paid pursuant to SAEA long-term substitute MOU (covering the vacancy created by the board approved transfer of Jeannie A. Coons on October 28, 2024)

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

**4. Kayla J. Gordon** – RN

### **Support Staff**

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

**5. Tina M. Hamilton** – Full-Time Building Secretary at Nancy Grayson Elementary School effective November 29, 2024

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

**6. Courtney D. Krall** – Part-Time Classroom Assistant at James Burd Elementary School effective retroactive November 7, 2024

**7. Bonnie L. Saboe** – Part-Time Noontime Aide at James Burd Elementary School effective November 15, 2024

**8. Michelle N. Skaggs** – Part-Time Classroom Assistant at James Burd Elementary School effective retroactive November 7, 2024

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

**9. Erin N. Longo** – Kitchen Helper at Shippensburg Area Intermediate School working 5 hours/day, 180 days per year TO Cashier Helper at Shippensburg Area Middle School working 4.5 hours/day, 180 days per year, hourly rate remains the same, effective retroactive November 4, 2024 (replacing Spencer L. McClure - resignation)

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

**10. Katie K. Guyer** – Part-Time Kitchen Helper at Shippensburg Area Senior High School effective retroactive October 23, 2024

**11. Grace M. Hipple** – Part-Time Classroom Assistant at Shippensburg Area Intermediate School effective retroactive October 23, 2024

**12. Annette D. Ritenour** – Part-Time Kitchen Helper at Shippensburg Area Middle School effective retroactive October 24, 2024

**13. Deborah L. Weary** – Part-Time Classroom Assistant at Nancy Grayson Elementary School effective retroactive October 30, 2024

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

**14. Amber Burnett** – Part-Time Classroom Assistant at Shippensburg Area High School at an hourly rate of \$14.95, working 5.75 hours/day, 182 days/year, effective approximately December 4, 2024 (replacing Leona R. Miller – resignation)

**15. Tiffanie E. Eby** – Part-Time Classroom Assistant at Shippensburg Area Middle School at an hourly rate of \$15.95, working 5.75 hours/day, 182 days/year, effective retroactive November 4, 2024 (replacing Nicole L. Carter – resignation)

**16. Michaela L. Garlock** – Part-Time Kitchen Helper at Shippensburg Area Intermediate School at an hourly rate of \$13.45, working 5 hours/day, 180 days/year, effective approximately November 12, 2024 (replacing Erin N. Longo – transfer)

**17. Brianna M. Peragine** – Part-Time Classroom Assistant at Shippensburg Area Middle School at an hourly rate of \$14.95, working 5.75 hours/day, 182 days/year, effective approximately November 18, 2024 (replacing Hannah E. Whitsel – transfer)

**Supplemental Staff**

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

**18. Dennis L. Carr** – High School Assistant Baseball Coach effective retroactive October 29, 2024. Requests to remain a baseball volunteer.

19. **Matthew B. Carr** – High School Assistant Baseball Coach effective retroactive October 29, 2024. Requests to remain a baseball volunteer.

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

20. **Brandon L. Altizer** – Softball

21. **James R. Kearns** – Girls Wrestling

22. **Jason L. Stine** – Middle School Girls Basketball

**The motion passed unanimously.**

## **5. ACTION AGENDA:**

**Bard** made a motion, seconded by **Lyman**, to approve item 5a of the Action Agenda.

**5.a.** Byrnes Health of York

**The motion passed unanimously.**

**Scott** made a motion, seconded by **Carey**, to approve item 5b of the Action Agenda.

**5.b.** New Story Schools

**The motion passed unanimously.**

**Scott** made a motion, seconded by **Lyman**, to approve item 5c of the Action Agenda.

**5.c.** Agreement for Independent Educational Evaluation (IEE)

**The motion passed unanimously.**

**Carey** made a motion, seconded by **Scott**, to approve item 5d of the Action Agenda.

**5.d.** TransAct Communications LLC Software Package

**The motion passed unanimously.**

**Carey** made a motion, seconded by **Scott**, to approve item 5e of the Action Agenda.

**5.e.** Approval to Contract with R. Lee Royer & Associates for As-Built Drawing

**The motion passed unanimously.**

**Scott** made a motion, seconded by **Carey**, to approve item 5f of the Action Agenda.

**5.f.** Shippensburg Athletic Field - PCO #5 - Topsoil Berm

**The motion passed unanimously.**

**Carey** made a motion, seconded by **Bard**, to approve item 5g of the Action Agenda.

**5.g.** High School Sound Board Replacement

**The motion passed unanimously**

**Scott** made a motion, seconded by **Cressler**, to approve item 5h of the Action Agenda.

**5.h. G-Force Security Solutions Agreement**

**On roll call vote, all present voted yes except for Naugle & Lyman who voted no; motion passed.**

**Carey** made a motion, seconded by **Scott**, to approve item 5i of the Action Agenda.

**5.i. Builders Risk Insurance – High School, Middle School, and Parent Loop Projects**

**The motion passed unanimously**

**Scott** made a motion, seconded by **Lyman**, to approve item 5i of the Action Agenda.

**5.j. High School/Middle School Renovations - Developer's Agreement**

**The motion passed unanimously.**

**6. DISCUSSION AGENDA – For approval at the December 2, 2024 Meeting:**

**6.a. Request to Form a New Activity - Alzheimer's Awareness Club (AAC)**

**6.b. Exchange Students - 2025-2026**

**6.c. Donation – S.A.S.D. Music Boosters**

**6.d. Grade 4 Science Kits**

**6.e. Thinking Bigger Contract**

**6.f. New Story Schools – Student Information Form**

**6.g. Approval of Transportation Drivers**

**6.h. Disposal of 2000 Chevrolet Box Truck**

**6.i. Enhance Security Cameras - Middle School**

**6.j. Floor scrubber with Workstation/ charging station for the HS**

**6.k. Replacement of the 2 water heaters at the Intermediate School**

**6.l. Independent testing for the Shippensburg HS/MS Project**

**6.m. Change Order Authority**

**7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS: - None**

**8. BOARD COMMENTS:**

Mr. Cressler discussed the Veterans event and athletic current/past events.

Mr. Donovan discussed the Veterans event.

Mrs. Eberly discussed the Veterans event.

**9. INFORMATION:**

**9.a. Date Saver**

**Board Calendar -**

**November 13** - Safety and Security Committee Meeting

**December 2** - Committee of the Whole Meeting/Reorganization and Planning/Action Meeting.

**December 5** - Facilities Committee Meeting

**December 10** - Community Outreach Committee Meeting

**December 12** - Transportation Committee Meeting

**Student Calendar –**

**November 27** - Act 80 Day - Parent/Teacher Conferences, 2hr Early Dismissal For All Staff

**November 28** - December 2 - Thanksgiving Holiday - District Closed

**December 3** - In-Service Day - No school for student

**ADJOURNMENT**

Mrs. Steph Eberly adjourned the meeting at 8:59 pm.

  
Caleb Barwin, Board Secretary

