

Minutes of the March 14, 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 7:03 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; Dr. Nathan Goates; Mr. Donald Hilbinger; and Mr. Fred Scott, Sr. Caden Yonish, Student Representative; and Allison Hunt, Student Representative; were absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Dr. Troy Steven, Technology Coordinator; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mr. Chad Kreitz, Director of Operations and Maintenance; Mrs. Nicole Weber, Human Resources Director; parents, teachers, concerned citizens, and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Moment of Silence

The Board 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 are two changes/amendments to tonight's agenda. They are as follows:

- 1) Under #6 Discussion Agenda, item #d "Middle School Project Update" he noted there will not be a report tonight regarding this agenda item.
- 2) Under #6 Discussion Agenda, item #m "SASD Summer Academy Coordinators" he noted that the pay rate for the secondary (6-12) Summer Academy Coordinator should be \$6,000 not the \$5,000 noted in the agenda.

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

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

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

Daren Donovan, resident of S.A.S.D., noted he will be running in 2023 for School Board in District A and spoke regarding mental health and bullying.

REPORTS

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

Mr. Burt noted he had the honor of handing out diplomas at the March 3, 2022 FCCTC Practical Nursing Program Graduation. He noted this class was the 126th graduating class for this well respected nursing program that has touched the lives of so many people throughout our State in the last 60 years. Since it's inception in 1958, the program has produced more than 3,000 Licensed Practical Nurses.

Board Committee Reports

Mr. Buterbaugh noted there was a Budget & Finance Committee Meeting on March 7, 2022.

Mr. Buterbaugh noted there were Negotiation Committee Meetings held on March 3 and 10, 2022.

Curriculum Report - Sheri Woodall

Mrs. Woodall presented information to the Board regarding Future Ready Index.

A brief discussion occurred among the Board and Administration regarding Mrs. Woodall's presentation.

Superintendent's Report

Enrollment Report

The March 1, 2022 Enrollment Report was presented to the Board. The information is as follows:

Kindergarten	266	Fifth Grade	277	Tenth Grade	281
First Grade	241	Sixth Grade	244	Eleventh Grade	276
Second Grade	247	Seventh Grade	246	Twelfth Grade	246
Third Grade	260	Eighth Grade	297	Out of District	27
Fourth Grade	247	Ninth Grade	267		

SAIS Essay Contest Winner

Student Recognition

Each year, several students participate in an American History Essay contest sponsored by the Daughters of the American Revolution. This year's essay was about the Tomb of the Unknown Soldier.

Congratulations to Ella Reed, grade 5, for the winning essay! Ella is being recognized for being the Chapter winner, but also the State essay winner! She will receive a special award and gift certificate for her exceptional essay. Mrs. Chamberlin, presented her with a leather journal to highlight her award.

Congratulations Ella!

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the February 28, 2022 Board meeting.

Finance

- Recommend approval of the following:
 1. **Bills of Payment**
 2. **Financial Reports**
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund
 3. **Tax Report**
 4. **Budget Reports**
 - a.) Budget Summary
 - b.) Budget Transfers

Personnel

Administrative Staff

- Administration recommends approval of the following new appointment:
 1. **April C. Fitz** – Assistant Principal at the Shippensburg Area Middle School, at a prorated salary of \$77,000.00, effective date TBD (new position) (hiring dependent upon the successful completion of all required paperwork and clearances).

Professional Staff

- Administration recommends acceptance of the following resignation:
 2. **Camille G. Rombold** – School Psychologist at the Shippensburg Area Middle School, effective the last day of the 2021-2022 school year.

- Administration recommends approval of the following new appointment:
 3. **Toni Rota** – Long-Term Substitute Learning Support Teacher at Shippensburg Area Middle School, effective retroactive March 8, 2022 and continuing through March 14, 2022. Ms. Rota will be paid a status quo salary of \$278.33/day (Bachelor's at Step 1) (covering the vacancy created by the School Board approved retirement of Laura C. Loose)

Support Staff

- Administration recommends approval of the following change in Work Hours:
 4. **Margie E. Edwards** – Cafeteria Helper at the Shippensburg Area High School from 2 hr./day to 3.75 hr./day effective retroactive February 28, 2022.
- Administration recommends approval of the following transfers:
 5. **Roger L. Byers** – Full-Time Custodian at the Shippensburg Area High School TO Full-Time Custodian at the Nancy Grayson Elementary School, with no change in pay rate, effective retroactive March 7, 2022 (replacing John D. Yurko – transfer).
 6. **Darien C. Fine** – Full-Time Custodian at the Shippensburg Area Middle School TO Full-Time Utility Maintenance Worker at the Shippensburg Area School District, at a rate of \$11.54 per hour, working 8 hours/day for 260 days/year, effective retroactive March 7, 2022 (replacing Thomas A. Gochenauer – resignation).
 7. **John D. Yurko** – Full-Time Custodian at the Nancy Grayson Elementary School TO Full-Time Custodian at the Shippensburg Area High School, with no change in pay rate, effective retroactive March 7, 2022 (replacing Roger L. Byers – transfer).
- Administration recommends approval of the following new appointment:
 8. **Christina M. Black** – Part-Time Classroom Assistant at Shippensburg Area Middle School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective March 28, 2022 (hiring dependent upon successful completion of all required paperwork and clearance's) (replacing Jennifer L. Monn - resignation).

Supplemental Staff

- Administrations recommends the approval of the following resignation:
 9. **Andrew D. Markle**– Shippensburg Area High School Girls' Head Basketball Coach, effective retroactive February 28, 2022.

- Administration recommends approval to rescind the previous resignation from the February 28, 2022 board agenda:
 10. **William A. Braun** – Shippensburg Area Middle School Girls' Assistant Soccer Coach.
- Administration recommends approval of the following new appointment:
 11. **Paige C. Miller** – Shippensburg Area Middle School Girls' Head Soccer Coach, at a supplemental salary of \$2650.00 effective March 14, 2022 (replacing Matthew J. Lane –resignation).

Nancy Grayson PTO Donation

- The Nancy Grayson PTO, through a donation from Walmart in Carlisle, PA, is requesting authorization to donate classroom supplies for use by the students and teachers at the Nancy Grayson Elementary School. The estimated value of this donation is \$4,136.36.

Pursuant to School Board Policy #702 and the Administrative Procedure for the same, any gift over \$2,500.00 must be accepted by the Board of School Directors.

Administration recommends that the Board of School Directors accept this donation.

Commencement Date and Location for the Class of 2022

- Administration recommends approval of Wednesday, May 25, 2022, at 7:00 P.M. at the Luhrs Center on the campus of Shippensburg University as the location, date and time for the Commencement Ceremony for the Class of 2022.

Request to Form Greyhounds Unified Bocce Boosters

- Mr. John Klenzing, coach for the Greyhounds Unified Bocce Team is requesting to form a booster club. He has submitted the 2022-2023 Bylaws, which were provided to the Board.

Administration recommends approval of the formation of the Greyhounds Unified Bocce Boosters.

Field Trip Request Change

- Second grade is requesting to go to Colonel Denning State Park as a field trip in place of their Board approved trip to King's Gap, which is booked for the remainder of the school year. Second grade is looking at Colonel Denning State Park dates.

Administration recommends approval of the new trips.

Designation of Depository - Series of 2022

- Administration recommends approval to establish a bank account exclusively for the series of 2022 debt (MS Construction Projects). This account will be established with Pennsylvania Local Government Investment Trust (PLGIT) as PLGIT meets the parameters for tax exempt bond proceeds as outlined in the Local Government Unit Debt Act.

Mr. Cressler inquired how many tickets each student is provided for graduation.

Dr. Suppo stated he believes each student receives 4 tickets but stated he will confirm this answer with Mrs. Luffy and let the Board know if it is something different.

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

Introduction of New Staff

Mr. Buterbaugh welcomed and introduced Mrs. April Fitz as the newest SAMS Assistant Principal.

Mrs. Fitz thanked everyone for the opportunity to serve the students, staff, parents, and community of the Shippensburg Area Middle School. She noted she is a 2012 graduate of the Shippensburg Area Senior High School and noted she is looking forward to working in the district.

(Action)

CONSENT AGENDA

On motion of Scott, seconded by Goates to approve this Consent Agenda item:

Site Consolidation

- The District's Middle School Project Consultants, (K & W Engineering, El Associates Architects, and SiteLogiq Project Management), recommend the Shippensburg Area School District Board of Directors authorize application to the Shippensburg Borough to consolidate two (2) separate land parcels (Middle School and High School) into one (1) single parcel.

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

(Action)

CONSENT AGENDA

On motion of Suders, seconded by Eberly, to **table** this Consent Agenda item:

Site Consolidation

- The District's Middle School Project Consultants, (K & W Engineering, El Associates Architects, and SiteLogiq Project Management), recommend the Shippensburg Area School District Board of Directors authorize application to the Shippensburg Borough to consolidate two (2) separate land parcels (Middle School and High School) into one (1) single parcel.

On roll call, the motion to **table** this Consent Agenda item **failed**, with **Bard, Burt, Cressler, Eberly, Goates, Hilbinger, Scott, and Buterbaugh** voting **no**.

(Action)

CONSENT AGENDA

With the above motion to table failing, this Consent Agenda item motion reverts back to the original motion as noted below.

On motion of Scott, seconded by Goates to approve this Consent Agenda item:

Site Consolidation

- The District's Middle School Project Consultants, (K & W Engineering, El Associates Architects, and SiteLogiq Project Management), recommend the Shippensburg Area School District Board of Directors authorize application to the Shippensburg Borough to consolidate two (2) separate land parcels (Middle School and High School) into one (1) single parcel.

Additional discussion occurred among the Board and Administration regarding this Consent Agenda item.

On roll call, all present voted yes to this Consent Agenda item except **Suders** who voted **no**.

(Action)

ACTION AGENDA

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

Approval of Boyo Transportation Van Drivers

- Administration recommends approval of the following van drivers for Boyo Transportation for the 2021-22 school year.

Diane Bauserman

Katherine Joy

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

(Information)

DISCUSSION AGENDA

Facilities Project and Athletic Stadium

Dr. Goates stated the Facilities Committee has not met since the last Board Meeting however, he noted they are planning to meet soon.

Dr. Suppo noted Mr. Kreitz and Mr. Wachter are working with Sitelogiq with their new software system to more easily prioritize the projects. The Facilities Meeting will be scheduled after this software is made available to the District.

Mr. Kreitz noted the process regarding the new software should be done later this week.

Additional discussion occurred among the Board and Administration regarding this Discussion Agenda item including but not limited to track resurfacing verse track patching, pervious verses impervious land, project timelines, financing options, utilizing Shippensburg University facilities, additional transportation costs to use off-site facilities, the need to bring the facilities projects discussion to the full board and not just the Facilities Committee to be sure all Board Member's ideas/concerns are heard and discussed, etc.

Health & Safety Plan

High School Foreign Exchange Students

Per School Board Policy #239, foreign exchange students from France and Japan 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.

Natural Gas Contracts

Administration will recommend the Board of School Directors authorize the District's Business Administrator to sign the natural gas contracts as per the recommendation of the District's consortium's consultants, Provident Energy Consulting, LLC.

Capital Area Intermediate Unit General Operating Budget for 2022-2023

Administration will recommend approval of the 2022-23 General Operating Budget for the Capital Area Intermediate Unit. A copy of the proposed budget was provided to the Board along with the resolution. The CAIU General Operating Budget of \$7,407,423 for 2022-23 represents a 3.93% decrease from the 2021-22 approved budget. Shippensburg Area School District's share for the CAIU's general operations is \$33,315.78, remaining flat from the previous budget year for 2021-22.

Food Service Management Company Renewal & Meal Prices for 2022-2023

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 2022-23 contract renewal, which includes meal pricing, is the third of the four renewals. Administration will recommend approval of the one year renewal contract and meal prices at the March 28, 2022 Board Meeting.

Mr. Burt requested a presentation from Chartwells regarding how they plan meals, nutrition requirements, and how this process relates to the District's wellness concept.

Rescind Custodial Services Agreement Approval

Administration is recommending rescinding the approval of the contract with Interstate Facility Services that was Board approved at the January 10, 2022 meeting.

Custodial Services Agreement

Administration will recommend approval of the custodial services agreement with Precision Human Resource Solutions, Inc. to provide custodial services for unfilled positions.

Dr. Suppo explained the agenda item approved at the January 10, 2022 was meant to provide temporary relief as opposed to a long term commitment. The recommendation with Precision Human Resource Solutions, Inc. is able to provide the district with more flexibility.

New Field Trip Request for Kindergarten Students

Administration will recommend approval of a trip to Strawberry Hill Foundation, located in Fairfield, Pennsylvania for kindergarten students. The trip ties into the Ecology Unit and Entomology Unit for the students. This trip was not originally listed in the Board approved field trip handbook.

Field Trip Request

The Administration requests approval to add Stoner's Dairy Farm in Mercersburg, PA as a Kindergarten field trip at the James Burd Elementary School. This trip will be taken in the Spring of 2022 and will help students with hands-on learning correlating to their ARC units.

SASD Summer Academy Coordinators

Administration requests the approval of Summer Academy Coordinator for elementary (K-5) with a \$5,000 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 to identify students who would benefit from participation
- 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

Must hold active School Admin Principal PK-12 or Elementary Principal certification

Administration requests the approval of 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

Both positions will be funded through ESSER III funding.

High School Band Uniforms

Administration seeks authorization by the Board of Directors to utilize up to \$110,000.00 of Curriculum designated Fund Balance to purchase new High School Band uniforms for the 2022-2023 school year.

Mr. Burt commented he is fine with this purchase, however he would like to revisit the funding source for this item as he is not comfortable funding this through the curriculum fund balance.

Mr. Cressler asked if purchasing of band uniforms could be put on a purchasing cycle. He proposed every 10 years.

Dr. Suppo concurred with Mr. Cressler's recommendation. He also noted this Discussion Item could be further discussed at the March 21, 2022 Budget & Finance Committee Meeting.

Amendment to the Softball Scoreboard Sponsorship Contract

The Greyhound Athletic Foundation shall be responsible to pay for the replacement of worn or damaged sponsorship vinyl advertisements once during the sponsorship period. Thereafter, it shall be the responsibility of the SPONSOR, at the SPONSOR'S expense, to pay for the replacement of worn or damaged sponsorship vinyl advertisements during the remainder of the sponsorship period.

(Information)

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

Daren Donovan, resident of S.A.S.D., spoke regarding the proposed stadium, proposed facility upgrades, and the underfunding of Shippensburg Area School District.

BOARD COMMENTS

Mr. Hilbinger congratulated the Art Department for all of their hard work with Artrageous and the Drama Club for all of the hard work with "My Fair Lady". He noted he is looking forward to the Evening of Jazz event.

Mr. Cressler spoke regarding the following:

- 1) The Drama Club will present "My Fair Lady" on Saturday, March 19, 2022. He noted this is a reschedule due to bad weather the weekend before.
- 2) The Evening of Jazz
- 3) State Wrestling Championships. He noted S.A.S.D. was represented by Diesel Koser and Dominic Frontino. He noted Dominic Frontino placed 8th at the event.
- 4) The Boys' Basketball Team will compete in the State quarter-finals tomorrow night verses Chester High School. He noted the game will be held at the Manheim High School and begins at 7:30 p.m.
- 5) The Spring Sports Season began on Monday, March 14, 2022. He wished the teams good luck with their seasons.

Mr. Bard noted he is glad to see the chairs have been removed from the lawn outside of the barn.

Dr. Goates spoke regarding Artrageous, "My Fair Lady", and the upcoming Middle School Musical.

Mr. Scott congratulated Coach Staver on his incredible season and noted this is first time S.A.S.D. has reached the second round of States and noted Coach Staver has been coaching for 29 years.

Mrs. Eberly thanked Daren Donovan for his comments regarding mental health. She also inquired if any data is available pertaining to the phone number provided to students for a mental health line.

Dr. Suppo stated he believes the mental health line was a phone number provided by the State but noted he would check into Mrs. Eberly's request.

Mrs. Eberly commented on how much she enjoyed the musical "My Fair Lady".

Mrs. Eberly spoke regarding kindergarten registration for the 2022-2023 school year. She would like the event to be held in-person and not virtually.

Mr. Burt spoke regarding kindergarten registration, the increase in cyber charter school student costs, and taking advantage of opportunities S.A.S.D. can do that cyber charter schools cannot such as bringing families into the schools for events, etc.

Mr. Buterbaugh noted he would like to press upon Administration to try to take advantage of the collaboration with Shippensburg University regarding facility usage, especially with the track issue at S.A.S.D. He noted Shippensburg University is a tremendous resource for S.A.S.D. He also commented on having Special Sessions for review of academic data. Lastly, he thanked Dr. Suppo for bringing to the Board's attention the accomplishments of Ella Reed and the reminder there are good things going on in S.A.S.D.

Executive Session

Mr. Buterbaugh noted there was an Executive Session held prior to tonight's Planning/Action Meeting to discuss Personnel items.

INFORMATION

Date Saver

March 16 - Act 80 - Two hour early dismissal for students

March 17 - Policy Committee Meeting, High School Library at 6 p.m.

March 18 - No school for students or teachers

March 21 - Budget & Finance Committee Meeting, High School Auditorium at 6 p.m.

March 24 - Start of 4th marking period (grades 4-12)

March 24 - Evening of Jazz, SASHS Auditorium

March 28 - School Board Meeting

April 7-9 - Middle School Musical, "Frozen Junior"

April 11 - School Board Meeting

April 14 - Two hour early dismissal for students, teachers and staff

April 15-18 - District closed for spring break

April 20 - Act 80 - Two hour early dismissal for students

May 9 - School Board Meeting

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

May 23 - School Board Meeting

ADJOURNMENT

On motion of Suders, seconded by Scott to adjourn at 8:34 p.m.



Cristy Lentz
Board Secretary