



PLANNING/ACTION MEETING

08/14/2023 [08:00 PM] @ Senior High School Library

MONDAY, AUGUST 14, 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

Jeanette C. Miller ~ November 27, 1953 - July 11, 2023

1971 Graduate

MSgt. Paul "Eddie" Hockenberry, USAF (Retired) ~ October 16, 1948 - July 17, 2023

1966 Graduate

Garnet Stum ~ April 27, 1936 - July 22, 2023

1954 Graduate

Rivver Cooper ~ September 2, 2000 - August 9, 2023

2019 Graduate

1.f. Agenda Approval

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. 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. Franklin County Career Center Report

3.b. Board Committee Reports

3.b.a. Policy Committee

Policy Committee met on Wednesday, July 19, 2023

3.b.b. Transportation Committee

Transportation Committee met on Wednesday, July 19, 2023.

3.b.c. Facilities Committee

Facilities Committee met on Thursday, July 20, 2023.

3.c. Superintendent's Report

3.c.a. August Enrollment Report

The enrollment report for August is attached.

Attachments

AUGUST 2023.xlsx

3.c.b. 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 June 30, 2023:

Senior High	\$86,250.21
Middle School	\$46,831.38
Intermediate School	\$14,940.62
James Burd	\$3,064.16
Nancy Grayson	\$4,147.34

A detailed listing for the senior high school and middle school is attached.

Attachments

SAMS Activity Fund Balance-6.30.23.pdf

SASHS Activity Fund Balance - June 30 2023.pdf

3.c.c. PSBA's Honor Roll of School Board Service Recognition

3.c.d. Donation Report

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

Anonymous, books for use in the Shippensburg Area Intermediate School Library and for the ARC book bins. Approximate value of the donation is \$42.00.

Dr. David R. Landis, recently published picture book entitled "Robbie to the Rescue" to place in the libraries at the Grace B. Luhrs University Elementary School, Nancy Grayson Elementary School, and James Burd Elementary School. Approximate value of the donation is \$60.00.

Shippensburg Lions Club, monetary donation to support the Shippensburg Area Senior High School Facility Dog Program. Value of the donation is \$500.00.

4. CONSENT AGENDA

4.a. Approval Minutes

Recommend approval of the minutes as presented and attached from the July 10 and July 17, 2023 Board meetings.

Attachments

July 10, 2023 Minutes.docx - Google Docs.pdf

July 17, 2023 Minutes.docx - Google Docs.pdf

4.b. Finance

Recommend approval of the following:

1. Bills of Payment (June and July)

2. Construction Bills (June)

3. Financial Reports (June and July)

a.) Treasurers

b.) Capital Reserve Fund

c.) Cafeteria Fund

4. Tax Report (June and July)

5. Budget Reports

a.) Budget Summary (June and July)

b.) Budget Transfers (June)

Attachments

Bills of Payments 07-03-2023.pdf

Bills of Payments 08-14-2023.pdf

General Fund Treasurer's Report - June 2023.pdf

General Fund Treasurer's Report - July 2023.pdf

Capital Reserve Treasurer's Report - June 2023.pdf

Capital Reserve Treasurer's Report - July 2023.pdf

Board Report of Taxes Collected - June 2023.pdf

Report of Taxes Collected - July 2023.pdf

June 2023 Cafeteria Board Report.pdf

JULY 23 CAFE BOARD REPORT.pdf

Budget Summary June 2023.pdf

Budget Summary July 2023.pdf

Budget Transfer June 2023.pdf

4.c. 2023-2024 Handbooks

Administration recommends approval of the following handbooks:

- Shippensburg Area Virtual Education (SAVE)*
- Field Trip Manual*
- GBLUES - Addendum to the District's Elementary Handbook
- Student Athlete Handbook

The handbooks are attached and those marked with an * above have a list of changes attached as well.

Attachments

2023-2024 S.A.V.E. Handbook - draft.pdf
S.A.V.E. Handbook Changes 23-24.docx - Google Docs.pdf
2023-2024 Field Trip Manual - draft.pdf
Field Trip Manual Changes 23-24.pdf
GBLUES HANDBOOK 23-24 draft.docx - Google Docs.pdf
2023-2024 Student Athlete Handbook - draft.pdf

4.d. Gifts, Grants and Donations - Nancy Grayson PTO

Nancy Grayson PTO, through community donations, wishes to donate \$5,500.00 to support the Nancy Grayson Elementary School playground equipment project. 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 acceptance of this donation.

Attachments

Nancy Grayson PTO Community and Business Donations List.pdf

4.e. Gifts, Grants and Donations - Band Boosters

SASHS Band Boosters, wishes to donate \$2,976.69 in drumline and color guard supplies for use by the senior high school marching band. 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 acceptance of the donation.

4.f. Memorandum of Agreement Between SASD and SAEA Regarding Long-Term Substitutes

Administration recommends approval of a Memorandum of Agreement (MOA) with the Shippensburg Area Education Association to modify the current 30 consecutive day provision in order to attract long-term substitutes to work for the District. If approved, long-term substitutes will be hired as a District employee beginning on day 1 of their long-term substitute position and will receive the prevailing daily substitute

rate for days 0-20 and move to Bachelors Step 1 of the salary schedule with limited benefits beginning on day 21.

A copy of the MOA is attached.

Attachments

Final MOA Language LTS 23-24.pdf

4.g. Creation of a STAR Teacher at SASHS

Administration recommends the Board approve the creation of a full-time STAR Teacher at Shippensburg Area Senior High School. This position is the result of proposed budget reallocations.

4.h. Creation of a STAR Classroom Assistant at SASHS

Administration recommends the Board approve the creation of a full-time STAR Classroom Assistant at Shippensburg Area Senior High School. This position is the result of proposed budget reallocations.

4.i. Addendum B to Letter of Agreement for Title I Nonpublic School Services - Lincoln Intermediate Unit

Administration recommends approval of Addendum B, utilizing the Lincoln Intermediate Unit for Non-public Title I services as mandated by Federal Law. This addendum is a renewal of services approved during the 2022-2023 school year.

A copy of the Addendum is attached.

Attachments

SASD_Title I LOA Addendum B_2023-2024 (1).pdf

4.j. Agreement with New Story for Special Education Services

New Story School operates a private licensed school in New Cumberland, PA. New Story provides educational services to children with special education requirements. The proposed agreements are for 3 students for the 2023-2024 school year. The program provided by New Story is based on a 4-rate pricing model (low, medium, high and extra-high).

Autistic Support Rates:

- 2 students at \$309 per day (medium level of intensity)
- 1 student at \$417 per day (high level of intensity)

Administration recommends approval of the agreements.

4.k. The Vista School - Extended School year Educational Services Addendum

During the 2022-2023 school year, two students attending The Vista School require Extended School Year (ESY) services. The services extend from July 6, 2023 to August 10, 2023. The cost of the ESY term per student is \$9,203.46.

Administration recommends approval of the addendums with The Vista School for ESY services.

4.l. Proposal with Cengage Learning - High School Support

Administration recommends approval for the renewal of Cengage *Inside* digital resources to assist our ESL teachers in providing supplemental supports to our English Learners at the High School. The \$1,750.00 cost will be paid out of the 23-24 Curriculum Budget.

The proposal is attached.

Attachments

Cengage Learning HS Materials.pdf

4.m. Agreement for Continued Consulting Services

Administration recommends retroactive approval of the agreement to retain Alison Huber as a consultant and special education compliance monitor/advisor to perform consulting services, specifically in the area of special education as needed, at a rate of \$75.00 per hour with costs not to exceed \$6,623.75 for services provided from June 15, 2023 through July 30, 2023.

The agreement is attached.

Attachments

Retroactive Agreement June 15-July 30 2023.docx (2).pdf

4.n. American Reading Company - Proposal for New Classroom Library

Administration recommends approval to purchase an American Reading Company classroom libraries for the new 2nd Grade classroom at James Burd Elementary School. The cost of the materials are \$1,750.00 will be paid out of the 23-24 Curriculum Budget.

The proposal is attached.

Attachments

ARC Proposal - 2nd Grade ARC CORE Libraries - 238369.pdf

4.o. Final Placement Contract for High School Facility Dog

Administration recommends approving the final placement contract for Meadow, yellow Labrador retriever facility dog at the Senior High School. Meadow has passed her compliance test and has received her new Facility Dog Vest.

The contract is attached.

Attachments

Final_Meadow_Facility Dog Placement Contract.pdf

4.p. Renewal of I-Ready Math and Reading

Administration recommends approval for the renewal of I-Ready Math and Reading at a cost of \$81,547.76 and will be paid for out of Title I funding for the 2023-2024 school year.

The quote is attached.

Attachments

Shippensburg Area SD - Math + Rdg AI with Credit Applied - RepQuote307995.5.pdf

4.q. MOU with Shippensburg University - Ship Start Dual Enrollment Program

Administration recommends approval of the Memorandum of Understanding with Shippensburg University in regard to the Dual Enrollment Ship Start program. The program offers students who meet the admissions criteria a reduced tuition rate for high school students.

A copy of the MOU is attached.

Attachments

MOU Ship Start.pdf

4.r. 2023-2024 Agreement for Consulting Services

Administration recommends approval of the agreement to retain Alison Huber as a Consultant to provide advice and assistance to the District relating to special education applied behavior analysis and Autistic support classrooms, special education departmental compliance, 504 coordination and document compliance, as needed, from August 1, 2023 through June 30, 2024 at a rate of \$75.00 per hour with annual costs not to exceed \$55,000.00.

The agreement is attached.

Attachments

2023_2024 School Year Contract with SASD.docx.pdf

4.s. 2023/2024 Student Handbooks

Administration recommends approval of the 2023/2024 SASD Student Handbooks - Elementary, Middle School, and the Senior High School. Once approved, the handbooks will be uploaded to the District website, available to all parents/guardians/students/community members.

The handbooks are attached.

Attachments

DRAFT 2023-2024 Elementary Handbook.docx - Google Docs.pdf

DRAFT 23-24 SAMS Student Handbook.docx - Google Docs.pdf

DRAFT of 23-24 HS Handbook .docx - Google Docs.pdf

4.t. Disposal of Obsolete Textbooks

Administration recommends approval for the sale, donation, or disposal of outdated Ready Math books (K-5). The renewed contract for Ready Math contains an updated version that does not align with the extra books we have remaining from the previous version of Ready Math.

4.u. Johnson Controls Service Agreement

Administration recommends the approval to continue a three (3) year service agreement with Johnson Controls to provide factory authorized service, inspections, safety checks, winterization and start-up. This service agreement will protect our substantial investment for the York Chillers installed at Shippensburg Area Middle School. The cost will come out of the 2023-24 Facilities/Maintenance budget.

The 3 year agreement cost without connection is as follows:

Year 1 - July 1, 2023 - June 30, 2024 = \$6,257.00

Year 2 - July 1, 2024 - June 30, 2025 = \$6,695.00

Year 3 - July 1, 2025 - June 30, 2026 = \$7,164.00

The agreement is attached.

Attachments

JCI Chiller 3-Year Service Agreement for Shippensburg MS 2023-2026.pdf

4.v. Personnel - Professional and Support

Administration recommends approval of the following resignation:

1. Molly A. Stewart – First Grade Teacher at James Burd Elementary School effective approximately October 9, 2023

Administration recommends approval of the following leave of absence request:

2. Jeannie A. Coons – English Language Arts Teacher at Shippensburg Area High School is requesting leave effective August 21, 2023 and continuing through the end of the first semester

Administration recommends approval of the following transfers:

3. Cody O. Moser – Learning Support Teacher at Shippensburg Area High School **TO** Therapeutic Academic Resource Program Teacher at Shippensburg Area High School, salary remains the same, effective the first in-service day of the 2023-2024 school year (New position board approved August 14, 2023)

4. Mikki S. Taylor – Second Grade Teacher at James Burd Elementary School **TO** Third Grade Teacher at James Burd Elementary School salary remains the same, effective the first in-service day of the 2023-2024 school year (replacing Kristy L. Shrader - transfer)

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

5. Jason M. Engro - Therapeutic Academic Resource Program Teacher at Shippensburg Area Intermediate School at a salary of \$74,009 (Masters 60 Step 7) effective date to be determined (new position board approved June 26, 2023)

Mr. Engro received his Bachelors in special Education PK-8 as well as his Midlevel Social Studies Certification from Wilson College May 2020. He received his Masters in Special Education from Shippensburg University May 2022. Mr. Engro is currently an Autism Support Teacher at Chambersburg Area School District.

6. Kathryn E. Fair – Second Grade Teacher at James Burd Elementary School at a salary of \$54,069 (Bachelors Step 1) effective the first in-service day of the 2023-2024 school year (replacing Mikki S. Taylor – transfer)

Ms. Fair received her Bachelors of Elementary Education from Shippensburg University December 2022. She completed her student teaching at Silver Spring Elementary School and has been assistant teaching at Dickinson College Children's Center since January 2019.

7. Bridget M. Ifkovits – Music Teacher at James Burd Elementary School and Grace B. Luhrs Elementary School at a salary of \$54,069 (Bachelors Step 1) effective the first in-service day of the 2023-2024 school year (replacing Rachel L. Shank – resignation)

Ms. Ifkovits received her Bachelor of Music from Mansfield University May 2022. She completed her student teaching at North Penn-Mansfield High School and has been substituting teaching since graduation.

8. Berylee R. Kreigline – Long-Term Substitute Kindergarten Teacher at Nancy Grayson Elementary School, effective the first in-service day of the 2023-2024 school year and continuing through approximately October 31, 2023. Ms. Kreigline will be paid pursuant to SAEA long-term substitute MOU (covering the vacancy created by the board approved leave of Kirsten L. Shields)

9. Debra L. Spencer – Long-Term Learning Support Teacher at Shippensburg Area Intermediate School, effective the first in-service day of the 2023-2024 school year and continuing through approximately January 26, 2024. Ms. Spencer will be paid pursuant to SAEA long-term substitute MOU (covering the vacancy created by the board approved leave of Janelle E. Chamberlin)

10. Marcie L. Swartz – Autism Support Teacher at Shippensburg Area High School at a salary of \$63,478 (Bachelors Step 5) effective date approximately October 16, 2023 (replacing Mary J. Shoemaker – retirement)

Ms. Swartz received her Bachelors of Science in Education from Bloomsburg University May 1997. She previously held positions as a Learning Support Teacher at Big Spring School District and Life Skills/Autistic Support Teacher at West Perry. Ms. Swartz is currently a substitute teacher for ESS.

Administration recommends approval to rescind the previous transfer from the July 17, 2023 board agenda:

11. Jocelyn M. Coy – Therapeutic Academic Resource Program Teacher at Shippensburg Area Intermediate School. Mrs. Coy will remain the Mathematics Interventionist Teacher at Shippensburg Area Middle School

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 2023-2024 school year:

12. Brianne D. Bream – Masters 75

13. Desirae N. Cupp – Masters 30

14. Emalie K. Diehl – Masters 60

15. Christie M. Johnson – Masters 75

16. Abby E. Kayhart – Masters 45

17. Corey M. Kauffman – Masters 45

18. Janelle A. Lloyd – Masters 45

19. **Reshma V. Patel** – Masters 75
20. **Elizabeth M. Perrin** – Masters 60
21. **Cindy L. Rensch** – Masters 60
22. **Kristoffer B. Rhinehart** – Masters 60
23. **Aric E. Sites** – Masters 45
24. **Leslie M. Tritt** – Masters 45
25. **Kathryn W. Watts** – Masters 75

Support Staff

Administration recommends approval of the following payment for training:

26. **Tina L. Connor** – requesting payment for extra days due to mandatory scheduled training for RBT position, before her start date.

Administration recommends approval of the following resignations:

27. **McKane A. Coldsmith** – Part-Time Classroom Assistant at Shippensburg Area Middle School effective retroactive August 8, 2023
28. **Rasha S. Dawood** – Part-Time Classroom Assistant at Nancy Grayson Elementary School effective retroactive August 3, 2023. Requesting to remain a substitute classroom assistant
29. **Noah J. Godfrey** – Part-Time Technology Specialist at Shippensburg Area School District effective August 15, 2023

Administration recommends approval of the following transfers:

30. **Mallory H. Arnold** – Part-Time Cafeteria Helper at Nancy Grayson Elementary School **TO** Part-Time Cafeteria Helper at Shippensburg Area High School, hourly rate and hours to remain the same, effective the first in-service day of the 2023-2024 school year (replacing Ashraf S. Daud – resignation)
31. **Mary A. Byers** – Part-Time Classroom Assistant at Shippensburg Area Middle School **TO** Part-Time Classroom Assistant at James Burd Elementary School, hourly rate and hours remain the same, effective the first in-service day of the 2023-2024 school year (replacing Alicia M. Bush – resignation)
32. **Lori A. Gloss** – Full-Time Custodian at Shippensburg Area Middle School **TO** Full-Time Custodian at Shippensburg Area Middle School and Shippensburg Area

Administration Building hourly rate and hours remain the same, effective date to be determined (New position Board Approved June 12, 2023)

33. Cortney D. Krall – Part-Time Health Room Assistant at Shippensburg Area Middle School **TO** Part-Time Classroom Assistant at James Burd Elementary School, hourly rate to remain the same, effective the first in-service day of the 2023-2024 school year (new position board approved March 27, 2023)

34. Stacy M. Shank – Part-Time Classroom Assistant at Shippensburg Area Middle School working 4.75 hours/day, 182 days per year **TO** Full-Time Classroom Assistant at Shippensburg Area High School, working 7.5 hours/day, 182 days per year effective the first in-service day of the 2023-2024 school year. Hourly rate to remain the same (new position board approved July 17, 2023)

Administration recommends approval of the following change of hours:

35. Amber R. Brown – Part-Time Cafeteria Helper at the Shippensburg Area Intermediate School working 5 hours/day, 180 days per year **TO** Part-Time Cafeteria Helper at the Shippensburg Area Intermediate School working 5.75 hours/day, 180 days per year effective August 22, 2023. Hourly rate to remain the same

Administration recommends approval of the following change of location:

36. Rikki L. Mayberry – Part-Time Classroom Assistant at James Burd Elementary School **TO** Part-Time Classroom Assistant at Nancy Grayson Elementary School (previously board approved on July 17, 2023) (replacing Rasha S. Dawod - resignation)

Administration recommends approval of the following change of employee replacement:

37. Kelsey S. Pittman – Part-Time Classroom Assistant at Shippensburg Area Middle School (replacing Rasha S. Dawod - resignation) **TO** Part-Time Classroom Assistant at Shippensburg Area Middle (replacing Amanda J. Rudisill - resignation) (previously board approved on July 17, 2023)

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

38. Brianna M. Hall – Part-Time Noontime Aide at Nancy Grayson Elementary School, at an hourly rate of \$12.25, working 2.5 hours/day, 180 days/year, effective August 24, 2023 (replacing – Grace E. Bard– resignation)

39. Brooke E. Hoover – Part-Time Noontime Aide at James Burd Elementary School, at an hourly rate of \$12.25, working 2.5 hours/day, 180 days/year, effective August 24, 2023 (replacing - Acasia D. Beam– resignation)

40. Sherri I. Ramsburg – Part-Time Classroom Assistant at Shippensburg Area Middle School at an hourly rate of \$13.75, working 5.75 hours/day, 182 days/year, effective the first in-service day of the 2023-2024 school year (replacing Stacy M. Shank – resignation)

41. Tina M. Sommerville – Part-Time Classroom Assistant at Shippensburg Area Middle School at an hourly rate of \$13.75, working 5.75 hours/day, 182 days/year, effective the first in-service day of the 2023-2024 school year (replacing McKane A. Coldsmith – transfer)

Supplemental Staff

Administration recommends approval of the following resignation:

42. Jocelyn M. Coy – High School Assistant Softball Coach effective retroactive July 18, 2023.

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

43. Randy L. Bibey – High School Ninth Grade Boys Head Basketball Coach at a supplemental salary of \$3,060.00 effective November 17, 2023 (replacing Trever L. O'Donnell – resignation)

44. Hannah M. Geesaman – High School Girls Assistant Volleyball Coach at a supplemental salary of \$2,295.00 effective August 14, 2023 (replacing Elizabeth G. Boudier – resignation)

45. Addison G. Goyt – High School Stage Co-Manager at a supplemental salary of \$1,434.00 effective the beginning of the 2023-2024 School Year (replacing Jaeden G. Forsythe – resignation)

46. George Keys – Junior High Assistant Football Coach at a supplemental salary of \$2,550.00 effective August 14, 2023 (replacing Eric S. Minor – resignation)

Administration recommends approval of the following new mentors for the 2023-2024 school year:

47. Krystal A. Boyles – Mentor for Kathryn E. Fair at a supplemental salary of \$1,041.00 (full year)

- 48. Brianne D. Bream** – Mentor for Lindsay J. Glunt at a supplemental salary of \$1,041.00 (full year)
- 49. Jennifer M. Deibler** – Mentor for Morgan B. Feick at a supplemental salary of \$1,041.00 (full year)
- 50. Jennifer M. Deibler** – Mentor for Bridget M. Ifkovits at a supplemental salary of \$1,041.00 (full year)
- 51. Christopher J. Debias** – Mentor for Angela L. Hostetter at a supplemental salary of \$1,041.00 (full year)
- 52. Jennifer A. Flinchbaugh** – Mentor for Rachel E. Dehoff at a supplemental salary of \$1,041.00 (full year)
- 53. Erica M. Frontino** – Mentor for Rachel E. Debias at a supplemental salary of \$1,041.00 (full year)
- 54. Kevin J. Keen** – Mentor for Caleb D. Huff at a supplemental salary of \$1,041.00 (full year)
- 55. Amber D. Keller** – Mentor for Danielle R. Simchick at a supplemental salary of \$1,041.00 (full year)
- 56. Jonathan A. Marshall** – Mentor for Cameron J. Tinner at a supplemental salary of \$1,041.00 (full year)
- 57. Shane A. Parsley** – Mentor for Mark W. Moyer at a supplemental salary of \$1,041.00 (full year)
- 58. Wendy Perry** – Mentor for Jennifer A. Shuman at a supplemental salary of \$1,041.00 (full year)
- 59. Michael A. Peters** – Mentor for Autumn M. Jones at a supplemental salary of \$1,041.00 (full year)
- 60. Alexis N. Petersen** – Mentor for Debra L. Spencer at a supplemental salary of \$1,041.00 (full year)
- 61. Danielle E. Sergi** – Mentor for Samantha L. Letts at a supplemental salary of \$1,041.00 (full year)
- 62. Curtis G. Stoner** – Mentor for Jared N. Shope at a supplemental salary of \$1,041.00 (full year)

63. Lora S. Stoner – Mentor for Kelly M. Wilson at a supplemental salary of \$1,041.00 (full year)

64. Cara L. Varholy – Mentor for Chayce C. Macknair at a supplemental salary of \$1,041.00 (full year)

65. Shalee L. Ward – Mentor for Katelyn O. Woosnam at a supplemental salary of \$1,041.00 (full year)

4.w. Personnel - Administration

Personnel - Administration

Administration recommends approval of the following Educational Advancement for the following Administration staff member per the Act 93 Agreement:

1. Jeremy D. Eastman – Supervisory Certificate

Administration recommends approval of the following new appointment:

2. Dr. Susan M. Donat – Director of Curriculum, Instruction and Assessment at the Shippensburg Area School District at a salary of \$110,000.00 effective August 31, 2023 (replacing Sheri L. Woodall – resignation)

Dr. Donat received her Bachelors in English with a Teaching Certificate in 1991 from Westminster College. She received her Masters of Education in Teaching and Curriculum from The Pennsylvania State University in 2000. Dr. Donat also received her Ph.D., in Administration and Leadership from Indiana University of Pennsylvania in 2015. She is currently employed at Messiah University as the Director of Curriculum.

5. ACTION AGENDA

5.a. Assistant Superintendent Contract

A motion to approve the contract for Mrs. LesLee DeLong, as Assistant Superintendent of the Shippensburg Area School District at a salary of \$130,000.00 for a three (3) year term commencing on or before August 21, 2023 to August 31, 2026. The Assistant Superintendent shall sign and execute a formal agreement in compliance with the provisions of the Pennsylvania Public School Code of 1949, as amended, and Act 141 of 2012.

Attachments

5.b. Authorization for Use of Electronic Signature for the PDE E-Grant System

The Pennsylvania Department of Education allows school districts to use electronic signatures (e-signatures) as part of the Department's E-Grant's System. School districts will no longer be required to manually sign and mail grant applications/grant documents into PDE if they use their e-signature.

The Administration recommends that the Board of School Directors approve the attached resolution identifying and authorizing William August, Superintendent, to sign electronic agreements with the PA Department of Education.

Attachments

Resolution E Signature.pdf

5.c. Agreement Between Pennsylvania Principals Association and SASD for Interim Principal Services

Administration recommends approval of the agreement between PA Principals Association and the District for Interim Principal services needed for Nancy Grayson Elementary School at a daily rate of \$327.00 plus administrative fee (8.5%) of \$27.80 for the total cost to the District - \$354.80/daily.

A copy of the agreement is attached.

Attachments

PA Principals Assn. Agreement for Interim Services 7-2023.pdf

5.d. Revised Job Description for Athletics Secretary

Administration recommends approval of the following revised job description for the athletics secretary.

The copy of the job description is attached.

Attachments

Athletics Secretary July 2023.pdf

5.e. Proposed Revisions to SASHS Cheer Booster Club Constitution and Bylaws

Administration recommends approval of the proposed revisions to the SASHS Cheer Booster Club Constitution and Bylaws. The revised vision is attached.

Attachments

SASD Cheer Booster Bylaws 07.11.23.pdf

5.f. Purchase of Communication Device/Licenses to Assist with the Registration Process

Administration recommends approval for the purchase of ILA Pro for \$2,199 for device and 3-year license to be utilized for Central Office registration as a pilot for communication with non-native speakers. The cost for this device will come from

the 2023-2024 ESL Budget to support the pilot for enhancing district communications with newly enrolled families.

More information about the device is attached.

Attachments

ILA package basic pricing _.pdf

5.g. 2023 Technology Innovation Challenge Grant

Administration is recommending approval for Amanda Kirkpatrick, K-8 gifted teacher to apply for and accept funds in the amount of \$1,451.96 through the Greater Chambersburg Chamber Foundation for the 2023 Technology Innovation Challenge Grant. If awarded, the funds will be used to purchase three 3D printers for the gifted program. Students will be able to design objects from books that they read. This gives them an opportunity to display their thinking using their own creative and innovative ideas.

Additional information regarding the grant is attached.

Attachments

Novel Engineering Grant.pdf

5.h. Approval of Boyo Transportation Bus/Van Drivers for 2023-2024 School Year

5.i. Approval of the Bus and Van Routes 2023-2024 School Year

The bus and van routes for District students is attached. Runs marked **HM** = Heck-Meyers and runs marked **BY** = Boyo.

Administration recommends approval of the routes for the 2023-2024 school year.

Attachments

5.j. James Burd Elementary School and Intermediate School Sinkhole Evaluation

Administration recommends approval of K&W Engineers to provide consulting services regarding the sinkholes at James Burd Elementary School and the Shippensburg Intermediate School. Costs for these services shall not exceed \$5,000.00.

Additional information regarding the scope of work is attached.

Attachments

James Burd ES - Sinkhole Evaluation Proposal 05152023.pdf

5.k. SAMS Asbestos Abatement - Final Clearance Cost Proposal

Administration recommends retroactive approval of July 25, 2023, for Boggs Environmental Consultants (BEC) to conduct the final clearance on Thursday, July

27th within Shippensburg Area Middle School following the asbestos abatement operations. The estimated cost of \$900.00 will come from the Operations & Maintenance budget.

The proposal with further details and fee breakdown is attached.

Attachments

Asbestos Abatement Final Clearance Sampling Cost Proposal.pdf

6. DISCUSSION AGENDA

6.a. Transportation Contract Between Heck-Meyers LLC and Shippensburg Area School District

Administration recommends approval of the contract between Heck-Meyers LLC and SASD for supplemental transportation services, as needed, for the 2023-2024 and 2024-2025 school years.

Attachments

Ship Transportation Contract with Heck Meyer.docx - Google Docs.pdf

6.b. Transportation Agreement Between D.L. Frieze Transportation LLC and Shippensburg Area School District

Administration recommends approval of the agreement between D.L. Frieze Transportation LLC and SASD for supplemental transportation services, as needed, for the 2023-2024 and 2024-2025 school years.

The agreement is attached.

Attachments

Transportation Contract 8-14-23-DL Frieze.docx - Google Docs.pdf

6.c. Non-Public Transportation Contract with Cumberland Valley Christian School

Administration recommends approval of the agreement with Cumberland Valley Christian School for the 2023-2024 school year to transport Shippensburg resident students who attend CVCS.

The agreement is attached.

Attachments

CVCS Contract - 23-24 SY.pdf

6.d. Agreement Between Franklin County Children and Youth Service and SASD for Transportation Services

As mandated by the Educational Stability Act and to comply with the Every Student Succeeds Act (ESSA), the District shall provide transportation services to facilitate

children in foster care so they are able to remain in their home school. Administration recommends approval of the agreement between Franklin County for the Franklin County Children and Youth Service and the District.

The agreement is attached.

Attachments

FY 23-24 Shippensburg Area School District Transportation Contract.pdf

6.e. Agreement Between Cumberland County Children and Youth Agency and SASD for Transportation Services

As mandated by the Educational Stability Act and to comply with the Every Student Succeeds Act (ESSA), the District shall provide transportation services to facilitate children in foster care so they are able to remain in their home school.

Administration recommends approval of the agreement between Cumberland County for the Cumberland County Children and Youth Agency and the District. This agreement will be reviewed every three (3) years.

The agreement is attached.

Attachments

Cumberland Co. C & Y Agreement.pdf

6.f. Approval of Transportation Bus/Van Drivers for the 2023-2024 School Year

Administration recommends approval of the attached list of transportation bus/van drivers for the 2023-2024 school year.

Attachments

Driver List - 23-24 SY.pdf

6.g. Revised American Recovery Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Health and Safety Plan

Administration recommends approval of the Health and Safety Plan. The approval is a mandatory process every six (6) months as part of the American Recovery Plan (ARP ESSER) in which the District has received Federal Funds. The plan required no revisions/updates.

The copy of the plan for review is attached.

Attachments

REVIEW OF HEALTH SAFETY PLAN 8-28-23.pdf

6.h. SASD Teacher Equity Plan

Administration recommends the review and approval of the SASD Teacher Equity Plan. This plan is a requirement of the District receiving Title I funds and should be

reviewed and updated annually to ensure that low income and minority students are not being overly served by teachers who are ineffective, inexperienced (< 3 years in Pennsylvania), or those who are teaching out of field.

Attachments

SASD Teacher Equity Plan.pdf

6.i. Agreement for Stephanie Metz/Speech Services 2023-2024 School Year

Administration recommends approval for Mrs. Stephanie Metz (Contractor) to provide speech therapy and consulting services to special education students in the district. The recommendation is being made as the current speech caseload exceeds state caseload capacity. This contract was previously included in the 23/24 special education budget. The term of the agreement is from August 24, 2023 until May 31, 2024 and the pay rate is \$95/hour.

The agreement is attached.

Attachments

Metz SASD contract 2023 2024 school year.pdf

6.j. Cengage Learning Quote for Elementary ESL Program

Administration recommends the approval of the Cengage Look materials for our Elementary ESL program. The \$2,465.10 cost will be paid from the Curriculum Budget.

A copy of the quote is attached.

Attachments

Cengage Learning - Quote Elementary.pdf

6.k. Yellow Breeches Educational Center, Inc.

During the 2023-2024 school year, we project students will be attending the Yellow Breeches Educational Center. These students will be placed at this facility due to their exceptionality. The District agrees to purchase (11) secondary academic positions, (5) elementary academic positions and transportation for the identified students to and from the educational facility.

The total cost for tuition is \$31,936.00 per secondary student. The total cost for tuition is \$36,379.00 per elementary student. The total cost of transportation is \$7,229.00 per student.

Administration recommends approval of the contract.

A copy of the contract is attached.

Attachments

YBEC Agreement 23-24.pdf

6.l. IXL Contract for Site Licenses

Administration recommends approval of the three year renewal contract with IXL for site licenses for math, ELA, science and social studies for District students.

Year 1: \$51,475.00 - Paid from ESSER III

Year 2: \$25,143.00 - Paid from the Curriculum Budget

Year 3: \$25,142.00 - Paid from the Curriculum Budget

The renewal contract is attached.

Attachments

IXL Contract 158789 Shippensburg Area School District.pdf

6.m. Utilize CAIU to Provide Title I Services

Administration is requesting approval to utilize the CAIU to provide Title I services to non-public students at St. Patrick's School in Carlisle. Students residing within Shippensburg Area School District boundaries have generated Title I funds for students attending the school. Quote requests were pursued by two other vendors (Lincoln IU and Lancaster Lebanon IU) and neither provide the services necessary to follow Title I guidelines to St. Patrick School.

Information regarding the support services that the CAIU will provide is attached.

Attachments

Title I CAIU Statement of Work 2023.2024.pdf

6.n. Approval for Position for an Additional Kitchen Helper at Grace B. Luhrs

Administration recommends approval of an additional kitchen helper position at Grace B. Luhrs for 2.5 hours, 180 days per year.

6.o. Head Start Sponsor to Sponsor Purchase Agreement for 23/24

The School District annually provides lunches for Pre-K children in the Shippensburg University Head Start Program located in James Burd and Nancy Grayson Elementary Schools. Additionally, the District provides lunches for two classrooms located on the Shippensburg University campus (Cora Grove). The PA Department of Food and Nutrition requires a signed Sponsor to Sponsor Purchase Agreement for this service. The University pays \$4.15 per student lunch; a \$0.19 per student lunch increase over last year and \$5.25 per adult lunch; a \$0.30 per adult lunch increase over last year.

Administration recommends retroactive approval of the agreement due to the program commencing on August 22, 2023.

A copy of the Sponsor to Sponsor Service Purchase Agreement is attached.

Attachments

Sponsor-to-Sponsor Agreement SASD 2023-24.pdf

6.p. Facility use Agreement with the Shippensburg University Foundation

Administration recommends approval of the facility use agreement with Shippensburg University Foundation to hold interscholastic athletic games at the Robb Athletic complex on the following dates: 9/20, 9/28, 10/9, 10/17 and 10/19/23. A total of four soccer games and one field hockey game will be played at the complex. The Booster Club of each sport will be paying for the cost of the rental, which is \$400.00 per date.

The agreement is attached.

Attachments

SASHS Turf Rental 092023 FUA.pdf

6.q. Curriculum Maps for Math, Foreign Language, and Agriculture

Administration is seeking approval for the curricula that was rewritten for math and foreign language during the 22-23 school year.

- [1st Grade Math Curriculum Map.pdf](#)
- [2nd Grade Math Curriculum Map.pdf](#)
- [3rd Grade Math Curriculum Map.pdf](#)
- [4th Grade Math Curriculum Map.pdf](#)
- [5th Grade Math Curriculum Map.pdf](#)
- [6th Grade Math Curriculum Map.pdf](#)
- [7th Grade Math Curriculum Map.pdf](#)
- [8th Grade Math Curriculum Map.pdf](#)
- [Alg 2 Curriculum Map.pdf](#)
- [AP Calc AB Curriculum Map.pdf](#)
- [AP Calc BC Curriculum Map.pdf](#)
- [Applied Calculus Curriculum Map.pdf](#)
- [Financial Math Curriculum Map.pdf](#)
- [Geometry Curriculum Map.pdf](#)
- [Honors Alg 2 Curriculum Map.pdf](#)
- [Honors Geometry Curriculum Map.pdf](#)
- [Honors Pre Calc Curriculum Map.pdf](#)
- [Kindergarten Math Curriculum Map.pdf](#)
- [Mathematical Modeling Curriculum Map.pdf](#)

- [Prob and Stat Curriculum Map.pdf](#)
- [SAMS Alg 1 Quad Curriculum Map.pdf](#)
- [SAMS Linear Equations Curriculum Map.pdf](#)
- [SASHS Alg 1 Linear Curriculum Map.pdf](#)
- [SASHS Alg 1 Quad Curriculum Map.pdf](#)
- [French 1.pdf](#)
- [Honors Spanish 2 Curriculum Map.pdf](#)
- [Honors Spanish 3 Curriculum Map.pdf](#)
- [Honors Spanish 4 Curriculum Map.pdf](#)
- [Spanish 1 Curriculum Map.pdf](#)
- [Spanish 2 Curriculum Map.pdf](#)

All of the maps are attached.

Attachments

1st Grade Math Curriculum Map.pdf
 2nd Grade Math Curriculum Map (1).pdf
 3rd Grade Math Curriculum Map.pdf
 4th Grade Math Curriculum Map.pdf
 5th Grade Math Curriculum Map.pdf
 6th Grade Math Curriculum Map.pdf
 7th Grade Math Curriculum Map.pdf
 8th Grade Math Curriculum Map.pdf
 Alg 2 Curriculum Map.pdf
 AP Calc AB Curriculum Map.pdf
 AP Calc BC Curriculum Map (1).pdf
 Applied Calculus Curriculum Map (1).pdf
 Applied Calculus Curriculum Map.pdf
 Financial Math Curriculum Map (1).pdf
 French 1.pdf
 Geometry Curriculum Map.pdf
 Honors Alg 2 Curriculum Map.pdf
 Honors Geometry Curriculum Map.pdf
 Honors Pre Calc Curriculum Map.pdf
 Honors Spanish 2 Curriculum Map.pdf
 Honors Spanish 3 Curriculum Map.pdf
 Honors Spanish 4 Curriculum Map.pdf
 Kindergarten Math Curriculum Map.pdf
 Mathematical Modeling Curriculum Map.pdf
 Prob and Stat Curriculum Map.pdf
 SAMS Alg 1 Quad Curriculum Map.pdf
 SAMS Linear Equations Curriculum Map.pdf
 SASHS Alg 1 Linear Curriculum Map.pdf
 SASHS Alg 1 Quad Curriculum Map.pdf
 Spanish 1 Curriculum Map.pdf

Spanish 2 Curriculum Map (1).pdf
Companion Animal Care Curriculum Map.pdf
Veterinarian Science Curriculum Map.pdf

6.r. Cumberland-Perry MH.IDD Letter of Agreement

Cumberland-Perry Mental Health/Intellectual & Developmental Disabilities offers the Child and Adolescent Service System Program (CASSP), an elementary school-based service to assist families in accessing mental health and other supportive services to meet the needs of their elementary school-aged children in Cumberland and Perry Counties at no cost.

Administration recommends approval of the attached Letter of Agreement between SASD and Cumberland-Perry MH.IDD for the 2023/2024 school year.

Attachments

Cumberland-Perry Mental Health-Intellectual & Developmental Disabilities.pdf

6.s. Memorandum of Understanding with CAIU #15 Title III Consortium

Administration recommends approval of the Memorandum of Understanding (MOU) with the Capital Area Intermediate Unit #15 as part of the Title III Limited English Proficient Student Program Consortium.

A copy of the MOU is attached.

Attachments

Title III MOU 2023.pdf

6.t. Change Orders - East Coast Contracting

Administration recommends approval of the following change orders for the Middle School additions:

Change Issue #GC-C012 Actual Cost: \$11,024.67

Change Issue #GC-C014 Actual Cost: \$2,840.97

Change Issue #GC-C015 Actual Cost: \$1,392.05

Change Issue #GC-C016 Actual Cost: \$1,744.50

The above change has been reviewed by William August, Cristy Lentz, and Chad Kreitz.

A description of the changes are attached.

Attachments

Change Orders.pdf

6.u. Quote from Wadel's Heating and Air, LLC for Split Unit for New Administration Building

Administration recommend approval of the quote provided by Wadel's Heating and Air, LLC. for the purchase and installation of a split unit to heat and cool the conference room at the new Administration Building. The total cost of \$4,748.00 would be taken from the Assigned Fund Balance for Future Debt Repay/Capital Projects.

The quote is attached.

Attachments

Est_2338_from_Wadels_Heating__Air_LLC_6476.pdf

6.v. Construction Management Contract MS/HS Project

The Administration recommends the Board approve the appointment of SitelogIQ to perform Construction Management Services for the Middle School and High School renovations project. The agreement shall include but not be limited to Pre-Construction (Design), Bidding, Construction, Close-Out Phase Services. The District Solicitor has reviewed the agreement. Timelines and costs are outlined below.

7 Months Preconstruction: \$78,004

2 Months Bidding: \$13,054

8 Months Construction: \$778,638

2 months Closeout: \$33,692

Total \$ 903,388

Attachments

SASD_ SIQ_CM Services Agreement 8.9.23.pdf

6.w. Contract from TinyMobileRobots

Administration is requesting approval to purchase the TinyLineMarker Pro X model from TinyMobileRobots for use in field painting for our athletic fields. The machine is designed for heavy use and demanding field painting, yet it is still portable and can be deployed on the field within 5 minutes after arrival. The total cost is \$45,080.00 which includes the robot, annual fees for service and support, and an extra battery.

The sales contract is attached.

Attachments

TinyMobileRobots.pdf

6.x. Proposal from Chamberlin & Wingert

Administration recommends approval to continue portable toilet services with Chamberlin & Wingert for the 2023-2024 for the senior high school at a cost of \$130.00 per unit per month.

Additional information is attached.

Attachments

Chamberlin & Wingert.pdf

6.y. Proposal to Leak Check and Repair Pool at Senior High School

Administration recommends approval of the proposal with Remco, Inc. to leak check and repair if possible on Innovent HRU circuit C. Additionally, replace low pressure switches on circuit C and circuit A due to one that has failed and the other that currently opens too high. The cost of the repair is \$2,473.04 and will come out of the Maintenance and Operations Budget.

The proposal is attached.

Attachments

PROP #20234190 Shippensburg Area Senior High Pool HRU #1 Leak Check and Repair.pdf

6.z. Middle School Cafeteria Furniture

Administration is requesting approval to purchase cafeteria furniture from Palmer Hamilton, LLC for use at the middle school. The total cost of the furniture is \$132,665.30 and will come from the combination of Phase 1 and Phase 2 soft cost budgets and unspent funds from the contingency line items.

Additional details and pictures of the furniture are attached.

Attachments

Furniture Package Finishes_Revised.pdf

COSTARS RFQ-20751-X8D4 Shippensburg Area MS - PA 8-9-23.pdf

6.aa. Policies for Discussion and Deletion

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

New policies are marked, all others are revisions.

Policies marked with a * have a new title.

- 137, 137.1, **137.2 (new)**, **137.3 (new)**
- 208, 228, 229, 230, 231, 232*, 233, 234, 235*, 236, **235.1 (new)**, **236.1 (new)**, 237, 247, 249, 250

- 800, **800.1 (new)**, 801, 830, **830.1 (new)**

The above policies are attached.

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

- 810.4 - Device Usage While Operating a Vehicle
- 821 - Bloodborne Pathogens Exposure Control

Administration will recommend these policies for second read and approval at the August 28, 2023 Board Meeting.

Attachments

137.pdf
137.1.pdf
137.2.pdf
137.3.pdf
208.pdf
228.pdf
229.pdf
230.pdf
231.pdf
232.pdf
233.pdf
234.pdf
235.pdf
235.1.pdf
236.pdf
236.1.pdf
237.pdf
247.pdf
249.pdf
250.pdf
800.pdf
800.1.pdf
801.pdf
830.pdf
830.1.pdf

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. 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

August 23: Athletics Committee Meeting, 9-10 a.m. in the Conference Room at the Administration Building

August 28: Committee of the Whole Meeting/School Board Meeting

August 31: Transportation Committee Meeting, 4-5 p.m. in the Conference Room at the Administration Building

September 6: Safety & Security Committee Meeting, 4-5 p.m. in the Conference Room at the Administration Building

September 11: Committee of the Whole Meeting/School Board Meeting

September 13: Policy Committee Meeting, 4-5:30 p.m. in the Conference Room at the Administration Building

September 14: Facilities Committee Meeting, 4-5 p.m. in the Conference Room at the Administration Building

September 25: Committee of the Whole Meeting/School Board Meeting

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**August 14 & 15:** New Teacher Induction

**August 21 & 22:** District In-Service

**August 24:** First Day of School for Students

**September 1:** In-Service, No School for Students

**September 4:** District Closed to Observe Labor Day Holiday

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District-Wide Open House Schedule for the New School Year

Grace B. Luhrs University Elementary School

- **Back to School Night - August 21st:** Kindergarten, 5:30-6:30 p.m.
- **Back to School Night - August 22nd:** Grades 1-5, 5:30-6:30 p.m.

James Burd Elementary School

- **Open House - Monday, August 21st:** Kindergarten & 2nd Grade, 4:30-6:00 p.m.
- **Open House - Tuesday, August 22nd:** 1st & 3rd Grades, 4:30-6:00 p.m.

Nancy Grayson Elementary School

- **Open House - Monday, August 21st:** Kindergarten & 3rd Grade, 4:30-6 p.m.
- **Open House - August 22nd:** 1st & 2nd Grades, 4:30-6 p.m.

Intermediate School

- **August 22nd:** 4th & 5th Grades, 5-7 p.m.

Middle School

- **6th Grade & New Student Orientation – Thursday, August 17th**
 - 3 different times for families to sign up to attend: 10 a.m., 2 p.m. and 5 p.m.
 - During this time, Chromebooks will be dispersed and technology dept. on hand to help
 - In the auditorium, a message from April, Steph, and Jeremy and then a brief tour of the building
- **6th- 8th Grade Open House – Tuesday, August 22nd**

Due to parking constraints, MS & HS will stagger their schedule

- 8th grade, 6-6:30 p.m.
- 7th grade, 6:40-7:10 p.m.
- 6th grade, 7:20-8 p.m.

Families with multiple children can deviate from the scheduled times above.

Senior High School

- **Open House - Monday, August 21st (all grades) 5-7 p.m.**

10. ADJOURNMENT