

Minutes of the December 6, 2021 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 7:19 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; Mr. Fred Scott, Sr.; and Caden Yonish, Student Representative. Allison Hunt, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mr. Joseph Wachter, Director of Operations and Maintenance; Mr. Chad Kreitz, Director of Operations and Maintenance; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Moment of Silence

The Board of School Directors held a moment of silence in memory of the following:

Doris Hutchins ~ July 27, 1949 - November 26, 2021
1967 Graduate of Shippensburg High School

(Action)

Agenda Approval

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

Dr. Suppo provided information regarding the following **amendment** to tonight's agenda:

- 1) Under #4, Consent Agenda, Item #C Personnel, #1, **Stephanie Barnhart**, name has been **added** to the agenda for the Assistant Principal at the Middle School, at a prorated salary of **\$80,000**, effective **February 14, 2022 or earlier** replacing William Brindle, resignation) (hiring dependent upon the successful completion of all required paperwork and clearances).

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 agenda as **amended** above.

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

Mr. Buterbaugh noted that although the Board had relaxed the rules of Public Comment during the COVID-19 pandemic in an effort to hear parent concerns regarding their students during that time, he noted that with the reorganization of the Board and things starting to return to normal, the Board would be adhering to Board Policy #903 regarding Public Comment. He outlined the rules for public comment as listed in the policy.

TC Rader, resident of S.A.S.D., spoke regarding Discussion Agenda item #6E "Resolution Not to Raise Taxes Above the Index vs Preliminary Budget for 2022/23 Budget". He would like the Board to delay voting on this item as he believes we may need to exceed the index to balance the 2022/23 budget.

REPORTS

Student Representatives - Caden Yonish

Caden Yonish, Student Representative, reported on the following events/issues at the Shippensburg Area Senior High School:

- 1) The National Honor Society held a holiday food drive to support Kings Kettle.
- 2) S.A.S.H.S. has a new club entitled "Fashion Club".
- 3) The annual Powderpuff Football Game was won by the 9th and 11th grade team.
- 4) The S.A.S.H.S. band placed first in both the Harrisburg and Chambersburg holiday parades.
- 5) Senior Sydney Doyle administered the Heimlich maneuver and saved a second grade student from choking during lunch at the Nancy Grayson Elementary School.
- 6) The Drama Club recently performed "The Complete Works of William Shakespeare".
- 7) The Senior Class and some other Clubs participated in the first SASHS Veteran's Day Parade showing support for local Veterans.
- 8) All Winter Sports teams have begun practicing and some have even had their first scrimmages.

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

Mr. Burt reported on the following:

- 1) The 2021-2024 FCCTC Comprehensive Plan. He noted it is finished and was approved by the FCCTC Board at the November 17, 2021 meeting.
- 2) He presented a picture of one of the FCCTC classrooms hosting an event by Michelle Mellott, the FCCTC Workforce Development person, in conjunction with the PA Society of Biomedical Research. It gave students enrolled in the STEM Program as well as students enrolled in the Health Sciences Academies an opportunity to look at expanded career opportunities in the area.
- 3) He presented a video clip of the 9th grade students touring the FCCTC.
- 4) He recapped the history of the FCCTC highlighting building construction, renovations, enrollment, programs, etc.

- 5) A COVID update showing full shop closures, partial shop closures, positive case counts, and total student days lost from August 30, 2021 through November 25, 2021.
- 6) He noted the FCCTC will be offering Adult Education students into Machining. He spoke about what this course entails.

Board Committee Reports

None

Superintendent's Report

Dr. Suppo noted he appreciated Mr. Burt's FCCTC report, particularly the Machining Class report.

Enrollment Report

The December 1, 2021 Enrollment Report was presented to the Board. The enrollment numbers are as follows:

Kindergarten	268	Fifth Grade	278	Tenth Grade	277
First Grade	242	Sixth Grade	240	Eleventh Grade	269
Second Grade	246	Seventh Grade	247	Twelfth Grade	255
Third Grade	255	Eighth Grade	292	Out of District	27
Fourth Grade	243	Ninth Grade	266		

Donation Report

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

McInroy-Sheffer People Trust, \$600.00 monetary donation to be used by the Shippensburg Area School District for interscholastic academic competitions.

Shetron's Tire Service, \$250.00 monetary donation to support the Veteran's Day Program at the Shippensburg Area Senior High School.

Volvo, \$1,000.00 monetary donation to support the Veteran's Day Program at the Shippensburg Area Senior High School.

Family Centered Services LLC, \$500.00 monetary donation to support the Shippensburg Area Senior High School GSA Club.

Shippensburg Area Senior High School Class of 1952, \$25.00 monetary donation to purchase a book in memory of Errol Coy for use in the library at the Shippensburg Area Senior High School.

Weis, \$416.26 monetary donation of Club Rewards for the Shippensburg Area Middle School.

Kiwanis Club of Shippensburg, \$100.00 monetary donation to support the Veteran's Day Program at the Shippensburg Area Senior High School.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the November 8, 2021 Board meeting.

Finance

- Recommend approval of the following October reports:
 1. **Financial Reports**
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund
 2. **Tax Report**

All other reports and bills of payment will be on the January 10, 2022 agenda for approval.

Personnel

Administrative Staff

- Administration recommends approval of the following new appointment:
 1. **Stephanie Barnhart**, Assistant Principal at the Middle School, at a prorated salary of \$80,000.00, effective February 14, 2022 or earlier upon her release from her current district (replacing William Brindle, resignation) (hiring dependent upon the successful completion of all required paperwork and clearances).

Professional Staff

- Administration recommends approval of the following FMLA qualifying leave of absence extension request:
 2. **Molly A. Stewart** –First Grade Teacher at the James Burd Elementary School is requesting an extension to her current School Board approved leave, effective February 28, 2022 and continuing through March 27, 2022, with a return to work date of March 28, 2022.

- 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 January 18, 2022:
 3. **Jeannie A. Coons** – Master’s 90
 4. **Erica M. Frontino** – Master’s 90

Support Staff

- Administration recommends acceptance of the following resignation:
 5. **Alvin B. Dalida** – Technology Specialist for the Shippensburg Area School District, effective December 14, 2021.
- Administration recommends approval of the following transfers/promotions:
 6. **Ann M. Delage** – Part-Time Custodian at the Shippensburg Area High School, working 5.75 hours/day to Part-Time Custodian at James Burd Elementary, working 5.75 hours/day, effective retroactive September 7, 2021 at an hourly rate of \$10.72.
 7. **Leonard R. Delage SR** – Part-Time Custodian at the Shippensburg Area High School, working 5.75 hours/day to Part-Time Custodian at James Burd Elementary, working 5.75 hours/day, effective retroactive September 7, 2021 at an hourly rate of \$11.06.
- Administration recommends approval of the following support staff employee who has successfully completed the sixty (60) day probationary period and achieved regular employment status. This is in accordance with the SAESP Bargaining Agreement, Article III, 3.02:
 8. **Ayre L. Golden** – Classroom Assistant at Shippensburg Area Intermediate School, effective retroactive to November 9, 2021.
 9. **Maria I. Hernandez** – Classroom Assistant at the Nancy Grayson Elementary School, effective retroactive to November 9, 2021.
 10. **Charlie D. Mills** – Kitchen Helper at the Shippensburg Area High School, effective retroactive to November 18, 2021.
 11. **Tara Mowery** – Classroom Assistant at the Nancy Grayson Elementary School, effective retroactive to November 9, 2021.
- Administration recommends approval of the following new appointments:
 12. **Erika R. Isble** – Part-Time Custodian at Shippensburg Area High School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective December 7, 2021 (replacing Ann M Delage -transfer).

13. **Anna N. Njau** – Part-Time Classroom Assistant for James Burd Elementary School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective retroactive November 23, 2021 (this is a new position School Board approved with the approval of the 2021-2022 Final General Fund Budget during the June 16, 2021 School Board meeting).
14. **Samantha Stinger** - Part-Time Classroom Assistant at the Shippensburg Area Intermediate School at a rate of \$10.50 per hour working 5.75 hours/day 182 days/year, effective December 7, 2021 (hiring dependent upon successful completion of all required paperwork and clearance's) (replacing Stephanie M Horne).

Supplemental Staff

- Administration recommends approval of the following new appointments:
 15. **Tanya M. Allard** –Mentor for Megan O'Donnell at a supplemental salary of \$510.00 (half year).
 16. **Elizabeth Minnich** – Shippensburg Area High School Bus Supervision at a supplemental pay of \$20/per hour effective retroactive November 15, 2021 (new position School Board Approved January 27, 2020 with the approval and ratification of a successor agreement from July 1, 2020- June 30, 2021).
 17. **Cathy K Wolfe** –Mentor for Kirsten Shields at a supplemental salary of \$510.00 (half year).
- Administration recommends approval of the following volunteer coach:
 18. **Dennis O. Lockhart** – MS/HS Wrestling

Appointment of Board Treasurer

- Administration recommends approval of the appointment of Nicole Weber, Human Resources Director, as Board Treasurer for the remainder of the 2021-2022 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 2 of 4 per Policy 005.

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

Mr. Buterbaugh welcomed Ms. Stephanie Barnhart to the Shippensburg Area School District.

(Action)

ACTION AGENDA

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

Agreements with New Story, LLC

- New Story Schools operates a private licensed school in Carlisle, PA and they provide intensive academic and behavioral interventions for special education students. The proposed agreements are for two students to attend the school for the 2021-2022 school year at a cost of \$385.00 per student per day.

Administration recommends approval of the agreements.

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

(Action)

ACTION AGENDA

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

Engagement Letter

- Administration recommends Board approval of the engagement letter from the Levin Legal Group, P.C. regarding PHRC complaint #202100942.

On roll call, all present voted yes to this Action Agenda item except **Eberly** who **abstained**.

(Action)

ACTION AGENDA

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

Termination of Employment Vacation Day Payment

- Administration recommends waiving the "Termination of Employment" section in School Board Policy 337 - Vacation, on behalf of Mr. William Brindle. This will allow a per diem payout for any earned, unused vacation days upon termination from the school district.

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

(Information)

DISCUSSION AGENDA

Athletic Stadium

Mr. Buterbaugh noted this topic will appear on every agenda for the next year or two to allow for discussions.

Dr. Suppo commented that a Community Forum will be held on Wednesday, December 15, 2021 at 6:00 p.m. in the S.A.S.H.S. Auditorium. K & W Engineering will be doing the presentation of the design drawings.

Facilities Project

Mr. Buterbaugh noted this topic will appear on every agenda for the next year or two to allow for discussions.

Dr. Suppo commented on the EI Associates (Architect) and SiteLogIQ (Project Manager) contracts approved at the November 22, 2021 Special Meeting pending legal review. He noted the district's solicitor recommended a few changes to the EI Associates contract and commented that the requested changes were approved by EI Associates today. He stated the district would be signing off on the contracts in the next few days which will allow everyone to proceed with the design work.

Mr. Burt commented that he is interested in continuing to pursue both educational and athletic needs in the district with a 20-year lookout. He is concerned that the district will run out of monies for both the Athletic Stadium and Facilities Project and doesn't want to set expectations at a Community Forum that we cannot live up to.

Mr. Buterbaugh introduced and welcomed Mr. Chad Kreitz as the district's new Director of Operations and Maintenance.

Shippensburg Wrestling Booster Club Sunday Use of Facilities Request

The Shippensburg Wrestling Booster Club has requested use of Shippensburg Area Senior High School auxiliary gym, main gym, cafeteria lobby, cafeteria, kitchen (water, sink, and refrigeration only) and boys' and girls' locker rooms, on Sunday, February 20, 2022 for the Central Pennsylvania Youth Wrestling League Qualifier. The Principal has approved this date, however any Sunday use of District facilities must be approved by the School Board pursuant to Board Policy #707.

Administration recommends approval of the request.

2022-2023 Senior High School Program of Studies

The high school administration and teachers have reviewed and revised the 2022-2023 Program of Studies. This draft is for review and discussion and will be voted on at the January 10, 2022 meeting.

The recommended draft and proposed list of changes was provided to the Board.

Resolution Not to Raise Taxes Above the Index vs. Preliminary Budget for 2022/23 Budget

Each year, the Board of School Directors is required to approve one of two options for developing an annual budget.

(1) Adopt a Budget Resolution Not to Exceed the Act 1 Index in which the millage rate for real estate taxes cannot exceed the established adjusted Act 1 Index rate for Shippensburg Area School District.

(2) Submit a preliminary budget and apply for referendum exceptions to raise real estate taxes above the adjusted Act 1 Index. Final decision to utilize referendum exceptions must be made with the approval of the final budget adoption.

The Administration recommends the Board of School Directors approve the resolution not to raise real estate tax millage rates above the Act 1 Index.

Mr. Hilbinger inquired if a Budget & Finance Committee would be held prior to the January 10, 2022 Planning/Action Meeting to further discuss this Discussion Agenda item.

Mr. Buterbaugh commented he wanted to check with Mrs. Lentz to see if she has begun scheduling the Budget & Finance Committee Meetings as he recalls they usually begin in January. He commented that with two new Board Members they would not be familiar with the district's budget process.

Dr. Suppo commented they are working on scheduling the Budget & Finance Committee Meetings but one would not occur prior to the January 10, 2022 Planning/Action Meeting. He also noted the district needs to determine if we are even eligible to raise taxes above the index and that he would be getting this information out to the Board.

Summer Food Service Program (SFSP) & Staffing for 2022

The Food Service Department would like to continue offering the Summer Feeding Program for the sixth year. The program would begin at the end of the school year and run for approximately 11 weeks providing free meals to children 18 and under. Federal funds are received for this program and cover all direct costs.

The following staffing projections are needed to run the SFSP program: one kitchen supervisor (not to exceed 40 hours per week), one Head Cook (not to exceed 29.75 hours per week), three cashier/helpers (not to exceed 29.75 hours per week), two kitchen helpers (not to exceed 29.75 hours per week), two kitchen supervisor substitutes, one head cook substitute, and three cashier/helper substitutes.

Administration recommends approval of the program.

Custodial Services Agreement

Administration will be seeking approval to use outside agencies to provide custodial services for unfilled positions.

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

(Information)

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

Chris Jackson, resident of S.A.S.D., commented it was good seeing Mr. Bard back in-person at Board Meetings. He also commented on the Open Records Policy regarding the Board providing an immediate response when possible to public comment, possible conflicts of interest violations, and the Sunshine Act.

Avery Jackson, resident and student of S.A.S.D., questioned if a Board Member coordinated votes for President and Vice President prior to the Reorganization Meeting.

Becky Wolfinger, resident of S.A.S.D., questioned when the public would receive answers to their questions made during public comment. She noted she has not received a response regarding her concerns with adult content books being in the S.A.M.S. library and when S.A.M.S. students could begin using their lockers again. She also requested the district organize another active shooter drill as it had been a while since one occurred.

Daren Donovan, resident of S.A.S.D., spoke regarding budget and concerns with borrowing money for the proposed facility upgrades.

Sherry Reed, resident of S.A.S.D., used her citizen comment time to offer a prayer to the Board asking that everyone come together for the school district, students, and community.

Kathy Ruth, resident of S.A.S.D., commented on her son being out of school and what a wonderful job Ms. Perrin, Ms. Flinchbaugh, Mr. Hoover, and Mr. Johnson have done to get him his assignments. She noted Ms. Flinchbaugh went above and beyond and delivered the assignments to their home. She also commented that her son recently toured the FCCTC and said it was amazing. She noted the opportunities the FCCTC offers.

Teresa Reed, resident of S.A.S.D., commented on how fast the Shippensburg Area School District is growing and stated that one Superintendent cannot do everything we are asking him to do. She feels we need an Assistant Superintendent. She also commented on the need to allow students to use their lockers.

BOARD COMMENTS

Mr. Cressler commented on the district's financial responsibility and inquired about hiring a grant writer. He also provided a personal update noting he has met with several Administrators over the last week and a half and he will continue to do so to familiarize himself with the district.

Mr. Bard commented on the new student desks and noted the students are excited.

Dr. Goates welcomed the new Board Members to the Board and congratulated Mr. Buterbaugh on continuing to serve as Board President. He noted Mr. Buterbaugh will have his full support. He also commented on the Sunshine Act regarding what is appropriate behavior and requested the district solicitor attend the next Board Meeting to provide information on this to both the Board and public.

Mr. Scott gave kudos to the football team and coaches for their accomplishments during the 2021 season. He also acknowledged the track, band directors, etc. and thanked them for all of their hard work.

Mrs. Eberly thanked the Board for adhering to policy. She also commented on the Sunshine Act and noted that if the district needs to check with their solicitor for clarification and if the process seems shady to the community, she is asking the Board to refrain from these procedures. She is requesting the conversations take place in front of the community in an effort to provide complete transparency. She also commented on the 8th grade girls' basketball selection process. Lastly, she thanked the parents for their comments tonight and asked the Board to set an appropriate time frame to get answers back to the community and establish a procedure for doing so such as emails, phone calls, etc.

Mr. Burt welcomed the new Board Members to the Board. He is requesting the district solicitor attend the next Board Meeting to address the community's items of concern as they relate to the Conflict of Interest Policy. He noted that when the Board asks to check with the district solicitor it is to ensure they learn correctly so they can do things right. He outlined his participation in negotiating and voting on the new agreement with the Teachers Union. He also requested a set of calculations regarding use of school facilities, by organization, as he feels this information is critical before deciding on fee structures during the ongoing COVID-19 pandemic. Lastly, he asked about the new warehouse behind the Sheetz on the Old Scotland Road. He wondered when the certificate of occupancy would be issued and when the interim tax assessment would occur. He also inquired what the annual revenue would be from this warehouse.

Mr. Suders welcomed the new Board Members to the Board.

Mr. Buterbaugh welcomed the new Board Members to the Board. He stating he looks forward to serving with them. He also thanked the Board for their confidence is re-electing him as Board President. He commented that for the upcoming Budget & Finance Committee Meetings he would like Administration to bring their new position list to the Board as a tiered list noting which positions are most important to the Administration verse which positions are hopes to the Administration. Mr. Buterbaugh noted he would call the District Solicitor and ask him to speak at an upcoming meeting regarding the Sunshine Act. He also reminded the Board to email him to let him know which committees they are interested in serving on. Lastly, he asked for an update from Dr. Suppo in the next two weeks regarding when the district's website would be overhauled to make it more user friendly.

INFORMATION

Date Saver

December 15 - Act 80 Two Hour Early Dismissal (K-12)

Winter Break

December 21: Two Hour Early Dismissal for Students and Teachers

December 22: Two Hour Early Dismissal for Buildings and District Offices

December 22 - December 31: Winter Break

January 10, 2022 - School Board Meeting

January 14 - District In-Service - Students Not in Attendance

January 17 - Martin Luther King, Jr. Holiday - District Closed

January 18 - Start of Second Semester (Grades 4-12)

January 24 - School Board Meeting

Executive Session

Mr. Buterbaugh announced the Board would be holding an Executive Session immediately following tonight's Planning/Action Meeting to discuss Personnel and Legal matters.

ADJOURNMENT

On motion of Suders, seconded by Scott to adjourn at 8:49 p.m.



Cristy Lentz
Board Secretary