

Minutes of the January 9, 2023 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Library, 201 Eberly Drive, Shippensburg, PA 17257.

1. OPENING

1.a. Call to Order

Dr. Nathan Goates called the meeting to order at 7:00 p.m.

1.b. Roll Call

On roll call, the following members were present: Dr. Nathan Goates, President; Mrs. Steph Eberly, Vice President; Mr. Jim Bard; Mr. Mark Buterbaugh; Mr. Levi Cressler; Mr. Fred Scott, Mr. Charlie Suders, Mrs. Becky Wolfinger; Aryan Gaonkar, Student Representative, and Lily Kell, Student Representative.

Others present were: Mr. William August, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mrs. Cristy Lentz, Business Administrator/Board Secretary; Dr. Al Moyer; Mr. Josh Mitchell, Shippensburg Community Parks & Recreation Director; Ms. Tina Gipe, Audit Manager with Boyer and Ritter; parents, teachers, and concerned citizens.

1.c. Pledge of Allegiance

Dr. Goates spoke on the passing of Dwayne Burt, long time board member who suffered a heart attack Wednesday, January 4th. He shared that Mr. Burt had served over 14 years on this board, served on the Franklin County Career and Technical Center Board, most recently as Chairperson, and his service to the JP Home, a Chapter of Alcohol Anonymous. Dr. Goates expressed how Mr. Burt was a mentor to many on this board and previous boards and the District will mourn his passing.

1.d. President's Charge to the Board

1.e. Moment of Silence

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

Dakota Rowles ~ August 21, 1996 - December 2, 2022
2014 Graduate

Lena June Cramer ~ June 29, 1933 - December 6, 2022
Grandmother of Board Vice President, Steph Eberly

Kimberly Martin-Shope ~ March 11, 1959 - December 7, 2022
1977 Graduate

Margaret Bowers ~ April 15, 1927 - December 9, 2022
1944 Graduate

Elmond "Ray" Bietsch ~ November 28, 1939 - December 10, 2022
1957 Graduate and former coach of Shippensburg Area Middle School Football

Alfred "Hutch" Hutchinson ~ April 7, 1936 - December 11, 2022
Graduate

Virginia Starliper ~ October 25, 1939 - December 21, 2022
1957 Graduate

Leroy "Buzz" Martin ~ May 11, 1940 - December 24, 2022
1958 Graduate

William Taylor ~ October 29, 1937 - December 30, 2022
1956 Graduate

Executive Session

Dr. Goates announced that prior to tonight's meeting, the Board held an Executive Session for personnel matters and property issues.

(Action)

1.f. Agenda Approval

Dr. Goates asked if there were any changes or amendments to tonight's agenda.

Dr. Goates noted that under the Discussion Agenda, Item 6.m. - SASD Participation in Shippensburg Community Partnership, *Southampton Township-Franklin County and Southampton Township-Cumberland County* was added to the agenda item.

On a motion of Buterbaugh, seconded by Eberly to approve tonight's agenda as **amended** above.

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

(Information)

2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS

Daren Donovan, resident of SASD, spoke regarding concerns with agenda items 5.f., 5.g., and 5.h. He feels approving these programs will push more students to cyber charter schools and he doesn't think all students would provide honest answers on the questionnaire. He also believes that a lower student-teacher ratio allows students to form a trust with their teachers.

3. REPORTS

3.a. Student Representatives - Lily Kell and Aryan Gaonkar

Miss Kell reported on the following events/issues at the Shippensburg Area Senior High School:

- On Tuesday, December 20th, the Center for Independent Living of Central PA hosted a Homecare and CPR training day where high school juniors and seniors could get free training and certifications for CPR and Homecare.
- A new Craft Club was organized in the high school for those interested in arts and crafts.
- Last month, the Student Council held a holiday card making activity for students to create holiday cards for residents in the Shippensburg Health Care Center.
- The high school Holiday Spirit Week was held from December 19th-22nd.
- On Tuesday, December 20th, juniors at the high school participated in a career planning session to discuss future careers and job interests.
- The Coffee House held a show on Monday, December 19th. The show consisted of students' poetry and music, featuring local artist Mike Kell.

- The FFA sold poinsettias throughout December for the holiday season.
- Keystone testing at the high school began on Thursday, January 5th.
- Applications for the LFC Youth Leadership program are open for high school freshmen interested in leadership training.
- The Pennsylvania State Police is holding the Hill Impact program for students who are 15-18 years old. The program teaches students about careers in law enforcement and legal codes.

Mr. Gaonkar reported on the following events/issues at the Shippensburg Area Senior High School and the Shippensburg Area Middle School:

- Winter sports have begun for both middle school and high school.
- At the middle school, there are new clubs such as the fishing club and golf club.
- Applications for the Associated Builders and Contractors Keystone apprenticeship are now open to all students at the high school. Students will achieve a 10-hour OSHA card, a completion certificate, and apprenticeship credits.
- The University has invited students to the 1st Annual Diller Center Innovation Academy where students have the opportunity to learn about entrepreneurship opportunities on January 27th-28th.
- MS Student Council held a book drive and collected over 100 books. These books were donated by SAMS students and were then presented to Marcie Taylor, a member of the Shippensburg Chamber of Commerce, to be distributed to kids during a Community Christmas Party.
- A SAMS Holiday Hangout was hosted by the SAMS PTO on Friday, December 2nd with approximately 200 students attending. Students stayed after school and played basketball and cornhole in the gym, danced in the cafeteria, and played board games in the lobby.
- During the holiday season SAMS Student Council sold Santagrams during lunch and hosted a door decorating contest. Winning doors received a hot chocolate bar and cookies the week after break.
- On Wednesday, January 4th there was a SAMS Supports SU basketball event at the Shippensburg University Field house. SAMS students were able to attend with an adult for free and play knockout during halftime of both games. Food was donated in-between games by the Shippensburg Subway.

3.b. Franklin County Career Center Report - Charlies Suders, Jim Bard Alternate

Nothing to report.

3.c. Board Committee Reports

Outreach Committee

Mrs. Wolfinger provided an update on the Executive Director position for SASD and the Greyhound Foundation and reported that the job description has been completed and the position will be posted this week on the Foundation's website.

3.d. Curriculum Report - Sheri Woodall

Mrs. Woodall shared a PowerPoint presentation on the K-12 School Guidance Plan, item 6.q. under the Discussion Agenda. This document outlines how the district is preparing our students for career readiness from K-12. The plan is required by the Commonwealth of Pennsylvania as part of 22 Pa. Code §339 and needs approval every five (5) years.

After the presentation, Mrs. Wolfinger noted that a PSBA article slated a recommended per student ratio should be 250 students to one (1) counselor.

Mr. August noted most school districts cannot meet this recommended ratio. He thanked Mrs. Woodall for her presentation.

3.e. Superintendent's Report

3.e.a. Donation Report

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

Shippensburg Area Intermediate School Faculty, Staff, and Students, donation of dog toys, treats, and gift cards to support the Shippensburg Area Intermediate School Facility Dog Program. Value of the donation is \$562.00.

Anonymous, two \$100.00 Amazon gift cards for use by the Shippensburg Area Senior High School PBIS Program. Value of the donation is \$200.00.

Shippensburg Area Middle School Faculty/Staff, monetary donations from Thanksgiving Brunch to support the Shippensburg Area Middle School Facility Dog Program. Value of the donation is \$500.00.

Shippensburg Area Middle School Faculty/Staff, monetary donations from Outdoor Grilling Fundraiser (\$450) and Dress Down Fundraiser (\$870) to support the Shippensburg Area Middle School Facility Dog Program. Total value of these donations are \$1,320.00.

Nicholas Ryan Over Foundation, AED for use by the Shippensburg Area School District Athletic Department for use at practices and athletic events. Approximate value of the donation is \$1,050.00.

3.e.b. Enrollment Report

The enrollment report for January 3, 2023 was presented to the Board as follows:

Kindergarten	274	Fifth Grade	278	Tenth Grade	283
First Grade	289	Sixth Grade	273	Eleventh Grade	286
Second Grade	256	Seventh Grade	261	Twelfth Grade	278
Third Grade	257	Eighth Grade	254	Out of District	24
Fourth Grade	265	Ninth Grade	303	Total Enrollment	3581

Mr. August noted 168 more students this year when compared to last year at this time.

3.e.c. Facilities Update

Mr. August reported that we are gearing up for work at the middle school with gas piping on the roof being roughed in, flush valves installed, installation of windows, and we received approval from the Borough for the parent loop.

3.e.d. Administrative Report - Dr. Al Moyer

- **Introduction of new Shippensburg Community Parks and Recreation Manager**

Dr. Moyer stated that he highly recommends our formal recognition and support SASD's

participation in the Shippensburg Community Information Partnership Program (SCIP), item 6.m. under the Discussion agenda. The vision and purpose is to better coordinate and plan scheduling of community events to provide easy access to information and activities mostly revolving around parks and recreation programs for adults and students in the community. This includes trips to other programs, and he noted we really want to do a better job of coordinating these events and not scheduling them overtop one another.

Dr. Moyer spoke with Krista Akers, Co-op teacher for the District, regarding opportunities where our students can assist, such as possibly web design and other ways they can get involved, such as mentorships and apprenticeships.

He also shared that Becky Wolfinger expressed her willingness to represent the District.

Dr. Moyer introduced the new Shippensburg Community Parks and Recreation Director, Josh Mitchell.

Mr. Mitchell offered his condolences for the loss of Dwayne Burt and condolences to the family. He introduced himself and the interest of the new partnership.

- **Progress of School Resource Officer**

Dr. Moyer noted that they are working to finalize a Memorandum of Understanding (MOU) with the Borough of Shippensburg for a School Resource Officer (SRO). Dr. Moyer is hoping the Board will approve the MOU at the January 23rd Board Meeting. The term for the SRO would run from January 2023 to June 2025.

Dr. Moyer publicly thanked a number of individuals involved in the development of this partnership.

3.e.e. 2021-2022 Local Audit Presentation

Ms. Tina Gipe, Manager with Boyer and Ritter, presented the 2021-2022 Local Auditor's Report to the Board. The Board of School Directors was provided a hard copy of the report and Ms. Gipe outlined sections within the report for the Board.

3.e.f. Budget and Finance Update

Mrs. Cristy Lentz shared a PowerPoint presentation regarding the budget and finance update and spoke on the following:

- 2021-2022 Year-End Results
- Act 1 Index
- Historical millage rates
- Resolution vs. Preliminary Budget/Referendum Exceptions

(Action)

4. CONSENT AGENDA

On a motion of Wolfinger, seconded by Buterbaugh to approve items 4.a. through 4.h. of the Consent Agenda

4.a. Approval of Minutes

Recommend approval of the minutes as presented from the December 5, 2022 Reorganization and Planning/Action Board meetings.

4.b. Finance

Recommend approval of the following:

1. Bills of Payment - November/December Reports

- a.) Regular Bills of Payment
- b.) Construction Paid Bills

2. Financial Reports - November Reports (December reports will be on the January 23, 2023 Board agenda)

- a.) Treasurers
- b.) Capital Reserve Fund
- c.) Cafeteria Fund

3. Tax Report - November Report (December report will be on the January 23, 2023 Board agenda)

4. Budget Reports - November/December Reports

- a.) Budget Summary
- b.) Budget Transfers

4.c. Policies for Second Reading and Approval

Administration recommends approval of the following revised/new policies for a second reading and approval:

- #011 - Principles for Governance and Leadership - REVISED
- #103 - Discrimination/Title IX Sexual Harassment Affecting Students - REVISED
- #624 - Taxable Fringe Benefits - NEW
- #625 - Federal Fiscal Compliance - REVISED
- #916 - Volunteers - REVISED

A copy of the policies were provided to the Board.

4.d. Sunday Use of Facilities Request

The Shippensburg Area Senior High School Softball Coach has requested use of the auxiliary and high school gyms on Sundays, January 29 and February 5, 2023 to hold a youth softball clinic from 12:00 p.m. to 4:00 p.m. 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 two Sunday requests.

4.e. SASD Education Foundation Donation for Grades K-3

The Shippensburg Area School District Education Foundation is requesting authorization to purchase books for students in grades K-3 for home reading. Funding is through the EITC grant. The amount of the

donation is \$12,815.00.

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.

4.f. SASD Education Foundation Donation for the Smooth Sailing Program - Decodable Readers

The Shippensburg Area School District Education Foundation is requesting authorization to purchase decodable readers for the Smooth Sailing Program. Funding is through the EITC grant. The amount of the donation is \$6,624.00.

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.

4.g. SASD Education Foundation Donation for the Smooth Sailing Program - iPads

The Shippensburg Area School District Education Foundation is requesting authorization to purchase 35 iPads for the Smooth Sailing Program. Funding is through the EITC grant. The amount of the donation is \$11,840.30.

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.

4.h. Personnel - Professional and Support

Professional Staff

Administration recommends approval of the following resignation:

1. Sarah S. Maclay – Art Teacher at Shippensburg Area High School effective February 5, 2023

Administration recommends approval of salary adjustment for the following professional staff member, having each successfully completed additional courses for a degree change and/or the achievement of a different credit hour level, effective the first day of the of the second semester of the 2022-2023 school year:

2. Carrie A. Krebs – Master’s 60
3. Christopher R. Napolitan – Master’s 30

Administration recommends approval of the following professional staff transfers:

4. Crystal S. Gipe– Shippensburg Area Middle School Special Education Teacher TO Shippensburg Area Middle School Sixth Grade Language Arts Teacher, effective the first in-service day of the 2023-2024 school year (covering the vacancy created by the School Board approved transfer of Gina C. Baldoni)
5. Leslie M. Tritt – Shippensburg Area Middle School Eighth Grade Science Teacher TO Shippensburg Area Middle School Seventh Grade Science Teacher, effective the first in-service day of the 2023-2024 school year (New position)

Administration recommends approval of the following new appointments:

6. Nicole Jacobs-Soper – Art Teacher at Shippensburg Area High School at a salary of \$77,876.00 (Masters 60 Step 9) effective approximately March 10, 2023 (covering the vacancy created by the resignation of Sarah S. Maclay)

Ms. Jacobs-Soper received her Bachelors in Art Education December 2008 as well as her Master's Degree December 2014 from Shippensburg University. Ms. Jacobs-Soper has been employed as an Art Teacher at the Chambersburg Area School District for the past 14 years.

7. Paula Ochs – Long-Term Substitute Sixth Grade Teacher at Shippensburg Area Middle School, effective approximately January 24, 2023 and continuing through the last day of the 2022-2023 school year. Mrs. Ochs will be paid a salary of \$283.70/day (Bachelor's at Step 1) (covering the vacancy created by the transfer of Gina C. Baldoni)

Administration recommends approval of the following substitute:

8. Jessica A. Beckley – School Nurse

Support Staff

9. Administration recommends the correction of the December 5, 2022 Board Agenda to reflect the resignation of Diane L. Naugle TO the retirement of Diane L. Naugle – Kitchen Supervisor at Nancy Grayson Elementary School effective retroactive December 22, 2022

Administration recommends approval of the following resignations:

10. Abigail C. Bender – Full-Time District Receptionist/Business Office Assistant at the Shippensburg Area School District effective retroactive January 6, 2023

11. Brandon W. Fisher – Classroom Assistant at Shippensburg Area Middle School effective retroactive December 22, 2022

12. Dawn M. Linke – Kitchen Supervisor at James Burd Elementary School effective January 13, 2023

13. Jamie L. Riley – Cafeteria Cashier Helper at Shippensburg Area Intermediate School effective retroactive December 21, 2022

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

14. Roger L. Byers – Custodian at Nancy Grayson Elementary School is requesting leave effective retroactive October 24, 2022 and continuing through approximately January 31, 2023

Administration recommends approval of the following transfer:

15. Kameron G. Smith – Full -Time Custodian at Shippensburg Area Middle School, working 8 hours/day, 260 days/year **TO** Part -Time Custodian at Shippensburg Area Middle School, working 5.75 hours/day, 260 days/year, hourly rate remains the same effective retroactive December 16, 2022 (replacing Amanda J. Strickler – transfer)

Administration recommends approval of the following promotion:

16. Leora M. Myers – Part-Time Assistant Cook at Shippensburg Area Middle School, working 5.75 hours/day, 180 days/year **TO** Full-Time Kitchen Supervisor at Nancy

Grayson Elementary, at an hourly rate of \$13.00, working 6 hours/day, 186 days/year, effective retroactive January 3, 2023 (replacing Diane L. Naugle - retirement)

Administration recommends approval of the following support staff employees who have 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:

- 17. Mallory H. Arnold** – Kitchen Helper at Nancy Grayson Elementary School, effective January 13, 2023
- 18. Amber N. Ausherman** – LPN Floater at Shippensburg Area School District, effective retroactive January 4, 2023
- 19. Grace E. Bard** – Noontime Aide at Nancy Grayson Elementary School, effective retroactive November 23, 2022
- 20. Acasia D. Beam** – Noontime Aide at James Burd Elementary School, effective retroactive December 8, 2022
- 21. Zoe C. Bender** – Classroom Assistant at James Burd Elementary School, effective retroactive December 19, 2022
- 22. Lael F. Bischof** – Kitchen Helper at Shippensburg Area High School, effective retroactive November 22, 2022
- 23. Nicole L. Carter** – Classroom Assistant at Shippensburg Area Middle School, effective retroactive November 23, 2022
- 24. Nancy L. Clendening** – Kitchen Helper at James Burd Elementary School, effective January 12, 2023
- 25. McKane A. Coldsmith** – Classroom Assistant at Shippensburg Area Middle School, effective retroactive December 7, 2022
- 26. Patience A. Colusso** – Kitchen Helper at Shippensburg Area High School, effective January 20, 2023
- 27. Cristin M. Dittmar** – Cashier Helper at Shippensburg Area High School, effective January 11, 2023
- 28. Shawna N. Doyle** – Custodian at Shippensburg Area Intermediate School, effective retroactive December 9, 2022
- 29. Bethany L. Fizer** – Head Cook at James Burd Elementary School, effective retroactive November 22, 2022
- 30. Charlotte D. Hoover** – Noontime Aide at Nancy Grayson Elementary School, effective retroactive November 30, 2022
- 31. Corey L. Jumper** – Classroom Assistant at James Burd Elementary School, effective January 10, 2023
- 32. Grace M. Keiter** – Cashier Helper at Nancy Grayson Elementary School, effective retroactive January 5, 2023
- 33. Wayne M. Losh** – Utility Maintenance for the Shippensburg Area School District, effective retroactive December 1, 2022

- 34. Christina L. Reed** – Classroom Assistant at Shippensburg Area Middle School, effective retroactive December 15, 2022
- 35. Dorothy J. Riley** – Kitchen Helper at Shippensburg Area High School, effective retroactive November 22, 2022
- 36. Bonnie L. Saboe** – Noontime Aide at James Burd Elementary School, effective retroactive November 30, 2022
- 37. Joette B. Shetter** – Building Secretary at Shippensburg Area Middle School, effective retroactive January 4, 2023
- 38. Denise C. Tricka** – Kitchen Helper at Shippensburg Area High School, effective retroactive December 1, 2022
- 39. Amy M. Yeagy** – Head Custodian at James Burd Elementary School, effective retroactive November 21, 2022

Administration recommends approval of the following new appointments:

- 40. Beth Ann Chestnut** – Part-Time Kitchen Helper at Shippensburg Area Intermediate School, at an hourly rate of \$12.00, working 4.5 hours/day, 180 days/year effective retroactive January 9, 2023 (replacing Amber R. Brown – transfer)
- 41. Jennifer S. Czermendy** – Part-Time Cashier Helper at Shippensburg Area Middle School, at an hourly rate of \$12.00, working 4.5 hours/day, 180 days/year effective retroactive January 3, 2023 (replacing Jessica M. Huber – resignation)
- 42. Donald Diehl** – Full-Time Custodian at Shippensburg Area Intermediate School, at an hourly rate of \$12.00, working 8 hours/day, 260 days/year effective retroactive December 12, 2022 (replacing Sandra K. Davis – resignation)
- 43. Tyson M. Pleisse** – Part-Time Baker/Assistant Cook at Shippensburg Area Middle School, at an hourly rate of \$12.50, working 5.75 hours/day, 180 days/year effective retroactive January 3, 2023 (replacing Leora M. Myers – promotion)
- 44. Mikaela Reiner** – Part-Time Kitchen Helper at Shippensburg Area High School, at an hourly rate of \$12.00, working 2.5 hours, three (3) to five (5) days per week, effective retroactive January 9, 2023 (replacing Rebecca N. Canale– resignation)

Administration recommends approval of the following substitute:

- 45. Angel N. Hoch** – Classroom Assistant

Supplemental Staff

Administration recommends the following termination:

- 46. Nicholas L. Jacoby** – Ninth Grade Boys Basketball Co-Coach effective November 18, 2022

Administration recommends the following resignations:

- 47. Lance E. Hoover** – High School Assistant Softball Coach effective retroactive December 12, 2022
- 48. Luke M. Lyman** – Middle School Drama Musical Director effective retroactive December 29, 2022
- 49. Luke M. Lyman** – Middle School Set Design Coordinator effective retroactive

December 29, 2022

Administration recommends approval of the following transfer:

50. Trevor L. O'Donnell – Ninth Grade Boys Basketball Co-Coach **TO** Ninth Grade Boys Basketball Coach at supplemental salary of \$3030.00, (replacing Nicholas L. Jacoby – termination) effective retroactive November 18, 2022

Administration recommends approval of the following new appointment:

51. Gregory B. Reed – Middle School Boys JV Basketball Coach at a base pay supplemental salary of \$2424.00 (replacing the board approved transfer of Collin J. Taylor) effective retroactive November 18, 2022

Administration recommends approval of the following new mentor for the 2022-2023 school year:

52. Brianne D. Bream – Mentor for Heather R. Haney at a supplemental salary of \$515.00 (half year)

Administration recommends approval of the following volunteer coaches:

- 53. Mark K. Smith** – High School Boys Basketball
- 54. Jacob L. Frey** – High School Boys Basketball

Administration recommends approval of the following position volunteers per SASD policy #916:

- 55. Katie Clever**
- 56. Crystal Torres**
- 57. P. Janette Wolfe**

On roll call, all present voted yes to 4.a. through 4.h.

(Action)

4. CONSENT AGENDA

On a motion of Buterbaugh (with regret), seconded by Suders to approve item 4.i. of the Consent Agenda

Mr. August wished Mrs. Bridges well wishes and stated this will be a big loss for the District.

4.i. Personnel - Administration

Administration recommends approval of the following resignation:

- 1. Bethany A. Bridges** – Assistant Supervisor of Special Education at Shippensburg Area School District effective February 12, 2023

On roll call, all present voted yes to 4.i.

(Action)

5. ACTION AGENDA

5.a. Request to Purchase New Greyhound Swimming-Diving Record Board

On a motion by Wolfinger, seconded by Suders to approve the following Action Agenda item:

Administration recommends approval of the request by the SASHS Athletic Committee to replace the two record boards in the high school pool area with one new Greyhound Swimming and Diving Record Board. The new board will be made by Team Fitz Graphics, the same company who made the new banners in the gyms and the pool. The size of the new record board is 20ft x 10ft and the cost is approximately \$4,570.00. The price does not include installation however we feel our maintenance team could remove the two old boards at the pool and put up the new one. The entire cost of this project will be paid for by funds out of the SASHS Athletic Committee donation account.

Pictures were provided to the Board showing the old swimming-diving record board and the proposed new record board.

On roll call, all present voted yes to Action Agenda item 5.a.

5.b. Wireless Communication Services/Equipment Through AT&T Corp.

On a motion by Buterbaugh, seconded by Suders to approve the following Action Agenda item:

The Administration recommends the approval of the contract with AT&T Corp. to reduce the cost of hot spots. The District provides hot spots to families that do not have internet access and the numbers are increasing. Currently the District pays \$39.99 per month per hot spot and this contract would reduce the cost to \$15.00 per month per hot spot.

On roll call, all present voted yes to Action Agenda item 5.b.

5.c. Purchase of Services Agreement with Woods Services, Inc.

On a motion by Buterbaugh, seconded by Scott to approve the following Action Agenda item:

Woods Services, Inc. operates a residential treatment facility. The proposed agreement is for one (1) district student placement from October 17, 2022 through June 30, 2023. This admission is an approved 4010 funded slot which means that the tuition will be fully or partially funded by the state. The estimated cost to be paid by Shippensburg School District for an Educational 1:1 Aide is \$38,610.00 (\$234.00 per diem/165 days).

On roll call, all present voted yes to Action Agenda item 5.c.

5.d. Change in Part-Time Position at Grace B. Luhrs University Elementary School

On a motion by Wolfinger, seconded by Scott to approve the following Action Agenda item:

The Administration recommends the position of Part-Time Cashier/Kitchen Helper at Grace B. Luhrs University Elementary School change from a 3.5 hours/day, 180 days/year position **TO** a Part-Time Cashier/Kitchen Helper/Classroom Assistant at Grace B. Luhrs Elementary School for 4.5 hours/day 180 days/year position.

On roll call, all present voted yes to Action Agenda item 5.d.

5.e. Escrow and Security Agreement with the Borough of Shippensburg

On a motion by Suders, seconded by Wolfinger to approve the following Action Agenda item:

Administration recommends approval of the Escrow and Security Agreement with the Borough of Shippensburg as part of the Middle School Construction project for the addition of new classrooms and renovation/expansion of the cafeteria. These documents have been reviewed and approved by our legal counsel.

On roll call, all present voted yes to Action Agenda item 5.e.

5.f. Terrace Metrics Agreement

A motion was made by Scott, no second, **motion failed** for Action Agenda item 5.f.

Shippensburg Area School District and SCRC are partnering together to measure and monitor the rising behavioral and mental health needs within the District. SCRC applied for a grant and was awarded monies to purchase Terrace Metrics to utilize in the 22-23 school year. Terrace Metrics is the program that will measure and monitor mental health through a universal mental health screener. For the first year, students in grade 4, 7, and 9 would participate or parents/guardians can choose to "opt out". Based on the results, school staff and if Board approved, Care Solace will link students to continued care and mental health supports.

5.g. Care Solace Service Agreement

Since a motion to approve Action Agenda item 5.f. **failed** and item 5.g. paired with 5.f, no vote occurred..

5.h. Effective School Solutions, LLC. (ESS) Agreement

On a motion by Wolfinger, seconded by Scott to approve the following Action Agenda item:

Administration recommends approval of the agreement with Effective School Solutions, LLC., (ESS) to provide therapeutic mental health services through licensed professionals to District students enrolled in the Shippensburg Area Intermediate School or the Shippensburg Area High School.

On roll call, all present voted yes to Action Agenda item 5.h.

A discussion occurred among the Board Members and the Superintendent regarding cost and location.

(Information)

6. DISCUSSION AGENDA

6.a. Franklin County Career and Technical Center JOC Appointments

Board of School Directors need to be appointed to represent SASD on the Franklin County Career and Technical Center Joint Operating Committee. The term on the committee is for three (3) years and the current members have completed their term.

Dr. Goates stated the appointments were previously filled by Mr. Dwayne Burt, Mr. Charlie Suders, and Mr. Jim Bard, alternate, and thanked them for their service. He asked Board members to let him know if they are interested in serving as a JOC board member.

6.b. Pennsylvania School Boards Association (PSBA) Liaison Appointment

PSBA recommends the District appoint a PSBA Liaison who is a member of the School Board. This School Board member will serve a significant role as the key facilitator between PSBA and Board members by creating a direct communication channel ensuring all essential information from PSBA is communicated. There are no weekly meeting expectations, however PSBA extends an invitation to the liaison should they wish to attend their Weekly Buzz Zoom sessions. PSBA also provides an exclusive e-newsletter, *Liaison Insider*, to all liaisons that they are encouraged to share with the other Board members. This is a yearly position.

6.c. 2023-2024 District Calendar

A draft of the 2023-2024 academic calendar was provided to the Board for review and discussion. The calendar has 180 student days (including Act 80 days) and 186 teacher days per the SAEA Collective Bargaining Agreement.

Administration will recommend approval of the calendar at the January 23, 2023 Board Meeting.

6.d. Nexgen Automation, Inc. Proposal

Administration recommends approval of the proposal with Nexgen Automation, Inc. to replace Siemens building automated controls (BAC) with Nexgen building automated controls (BAC) in the Shippensburg Area Middle School. Work would be started when the students are out of school for summer break. The cost of the project is \$789,900 and will come out of the Designated Fund Balance for Future Debt Repay/Capital Projects.

6.e. Approval for Additional ESL Position

Administration is requesting approval for one (1) full-time ESL teaching position for the District. This year, the position would be split between Shippensburg Area Intermediate School and Nancy Grayson Elementary to serve our growing English Learner population. On October 24, 2022, the Board approved additional funds to be utilized to contract more services through the Capital Area Intermediate Unit (CAIU); however, the CAIU has been unable to obtain staffing to provide that support to Shippensburg due to their needs to serve multiple districts.

A brief discussion occurred among the Board and Administration.

6.f. Franklin County Special Education Consortium: SOAR Program

Pending final review of the District Solicitor-

Administration recommends the approval of the MOU and Agreement for the SOAR program. This therapeutic program is a collaboration between our Franklin County consortium members to provide a therapeutic placement for students in an alternate setting. The maximum cost to the district for the 22/23 school year is \$42,785.33 for 4 total slots. This is likely an overestimate as administration anticipates a delayed start (2/1/23 projection) and a possible decrease in per pupil costs.

A brief discussion occurred among the Board and Administration.

6.g. Updates to Act 93 Job Descriptions

Administration is recommending Board approval of two (2) job descriptions in the Act 93 Compensation Plan and the renaming the position of "Supervisor of Special Education" to "Director of Student Services"

and the position of "Assistant Supervisor of Special Education" to "Assistant Director of Student Services." The changes in titles are more reflective of the current job responsibilities associated with these positions. Additionally, they accommodate for the new responsibilities of supervision of nursing and counseling services.

The Board was provided with copies of the job descriptions and the updated Act 93 Compensation Plan.

6.h. Policies for Discussion

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

- 006 - Meetings - REVISED
- 701.1 - Facilities Naming - REVISED
- 903 - Public Participation in Board Meetings - REVISED

Administration will recommend these policies for second read and approval at the January 23, 2023 Board Meeting.

The Board was provided copies of the three policies.

6.i. 2021-2021 Local Audit Reports

Administration will recommend approval of the 2021-2022 local auditor's report at the January 23, 2023 Board Meeting.

The Board of School Directors have been provided with a hard copy of the report.

6.j. Fulcrum Management Solutions Inc. Agreement for ThoughtExchange

The Administration recommends approval to enter into an agreement with Fulcrum Management Solutions, Inc. for the use of ThoughtExchange. ThoughtExchange is a crowd-sourced survey tool that will be used for strategic planning and the creation of a district Profile of a Graduate. The total cost is \$20,160 for a year-long subscription which will be taken from the Unassigned Fund Balance for the 2022-23 school year and from the Technology Budget moving forward.

Mr. August provided the Board with additional information stating that this tool would be used by staff, students, and the community and the initial use is for Profile of a Grad.

6.k. YouthTruth Survey

Administration recommends approval to enter into a three (3) year agreement with YouthTruth Student Survey. The agreement does contain a termination clause as needed. YouthTruth is a tool used for gathering and acting on student and stakeholder feedback around the areas of engagement and culture. The total cost per year is \$13,600 for student, family, and staff surveys on a year-long subscription. The cost will be taken from the unassigned fund balance for the 2022-23 year and from the technology budget for the remaining two (2) years.

Additional information regarding the survey was provided by Mr. August and a brief discussion occurred with Mr. August and the Board.

6.l. Agreement Between Franklin & Marshall College and Shippensburg Area School District

Administration recommends entering into a two (2) year agreement with Franklin & Marshall College to host a Pennsylvania College Advising Corp Advisor at Shippensburg Area High School during the 2023-24 school year. Both entities will provide \$30,000 towards the program for the 2023-24 and the 2024-25

school years. The program targets low income, first generation, and underrepresented students, and will assist all students as they prepare for college and/or a career. This marks the seventh year the District has contracted with the F & M College for the position.

6.m. SASD Participation in Shippensburg Community Partnership

The Community and Outreach Committee, along with the Administration, recommends the District's formal participation with the Shippensburg Community Information Partnership (SCIP) organization. The SCIP will be comprised of the Borough of Shippensburg, Shippensburg Township, Southampton Township-Franklin County, Southampton Township-Cumberland County, Shippensburg University, and the Shippensburg Area School District.

6.n. Workpartners LifeSolutions Services Renewal Agreement

Administration recommends approval of the one (1) year renewal agreement with Workpartners LifeSolutions (through UPMC Benefit Management Services, Inc.) an Employee Assistance Program, at a cost of \$1.35 per member per month with a yearly cost of \$6,771.60 for a population of 418 employees. This is an increase of \$1,141.20 from the current three (3) year agreement that will be expiring January 31, 2023 and is budgeted within the General Fund Budget.

6.o. Contract with DJ Jenenergy

Administration recommends approval of the contract with DJ Jenenergy and the Shippensburg Area Middle School for a winter dance to be held on Friday, March 31, 2023. The \$250.00 cost of the entertainment will be paid from the Middle School's PBIS donation account.

6.p. Middle School Construction Project Change Orders

The Shippensburg Area Middle School Classroom and Cafeteria Additions Project General Construction Contract will require expedited decision-making regarding change order work to provide the best opportunity to complete work in a timely manner. In order to facilitate approval of changes in the construction, limited authority should be provided by the Board to allow for select administrators to provide approval for change orders. A formal ratification of change order approval by the Board will occur following any approval by the Administration. An accounting of all approved, pending and potential change orders will be provided to the District via a monthly report from the construction manager. A similar approach is used by many other Pennsylvania school districts.

Administration recommends the Board of School Directors provide authority to the Superintendent, Business Administrator, and Facilities Director to co-authorize changes up to \$20,000.00 per each change item, limited to non-discretionary changes. Ratification of the authorization by Change Order Approval by the Board of School Directors will occur for each authorized change. The Board of Directors reserves the right to provide further limits or modifications to the authority provided during the course of the project. This authority is provided by this action only for the Shippensburg Middle School Classroom and Cafeteria Additions Project General Construction Contract.

6.q. K-12 School Guidance Plan

Administration recommends approval of the K-12 School Guidance Plan. The K-12 Guidance Plan is a required document by the Commonwealth of Pennsylvania as part of 22 Pa. Code §339. This plan has been created in collaboration with the SASD School Counselors and the Franklin County Career and Technical Center.

A copy of the plan was provided to the Board.

6.r. Memorandum of Understanding for School Resource Officer

Administration recommending approval of the Memorandum of Understanding with the Borough of Shippensburg for a School Resource Officer (SRO) pending both District and Borough solicitors review.

6.s. Resolution Not to Raise Taxes Above the Index vs. Preliminary Budget for 2023/24 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 estates taxes can not 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.

Administration recommends approval of the resolution.

7. CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

Daren Donovan, resident of SASD, spoke regarding the District residing in two counties and taxing to the index. He wanted to know if there was any way to fix this because he feels it's a big loss to the District.

8. BOARD COMMENTS

Mrs. Wolfinger shared a personal message that she wrote about Dwayne Burt and how much he will be missed.

Mr. Cressler commented about the Nicholas Ryan Over Foundation's donation of the AED unit to the athletic department. He then shared memories of Dwayne Burt and thanked Mr. Burt for "pushing people" to be the best version of themselves.

Mr. Buterbaugh spoke of serving with Dwayne Burt two different times on the Board and how dedicated and selfless he was and his absence will be felt for years to come.

Mrs. Eberly gave the Business Department an A+ on the audit. She also spoke of Dwayne Burt and how a true mentor never dies and ended by saying, "stay in it!"

Mr. Goates stated that he appreciated all comments relating to Dwayne Burt and that the Board will miss him. He thanked the Shippensburg University Resource Coalition for their initiative with the Terrace Metrics and Care Solace programs. Although the Board has decided not to approve these programs at this time, he appreciates their mission and looks forward to a continued partnership.

9. INFORMATION

9.a. Date Saver

January 2023 ~ School Directors Appreciation Month

January 10: High School Chorus and Sharps Winter Concert at 7:00 p.m. in the Senior High School Auditorium

January 13: Staff Development - No School for Students

January 16: Martin Luther King Jr. Holiday - District Closed

January 17: High School Marching Band Concert at 7:00 p.m. in the Senior High School Auditorium

January 23: School Board Meeting - 7:00 p.m. in the Senior High School Library

January 26-28: *SHREK, the Musical* presented by the High School Drama Club

February 13: School Board Meeting - 7:00 p.m. in the Senior High School Library

February 15: Act 80 Full Day - No School for Students

February 20: District Closed - Presidents Day Holiday

February 27: School Board Meeting - 7:00 p.m. in the Senior High School Library

Executive Session

Dr. Goates announced that the Board would be going into Executive Session regarding property immediately following tonight's Planning/Action Meeting.

A formal announcement regarding an appointment for Mr. Burt's replacement will be posted on the District's website.

10. ADJOURNMENT

On motion of Buterbaugh, seconded by Eberly to adjourn at 9:11 p.m.



Cristy Lentz, Board Secretary