Minutes of the December 5, 2022 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 7:04 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. Dwayne Burt; Mr. Mark Buterbaugh; Mr. Levi Cressler; Mr. Fred Scott, 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. Cheryl Slattery, Mr. Philip Fague, Mr. John Diehl, from The Greyhound Foundation; Mr. Marc Kurowski, K & W Engineering; Mr. Tim Hess; and concerned citizens.

1.c. Pledge of Allegiance

1.d. Moment of Silence

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

Debra Helman ~ April 22, 1953 - November 15, 2022
1972 Graduate
Andreas Alleman ~ May 9, 1953 - November 17, 2022
1972 Graduate
Keith Alexander ~ October 23, 1976 - November 25, 2022
1995 Graduate
Constance Blackhurst ~ October 12, 1949 - November 27, 2022
1967 Graduate

1.e. President's Charge to the Board

Dr. Goates thanked the Board for their confidence in voting for him for President and Mrs. Eberly as Vice President.

(Action)

1.f. Agenda Approval

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

Mrs. Lentz, Business Administrator/Board Secretary noted there was an amendment to the following item on tonight's agenda:

Consent Agenda Item #4.a., Approval of Minutes - added totals to item 3.e.b. Activity
 Fund Account Balances to the November 14, 2022 Minutes

On a motion of Wolfinger, seconded by Buterbaugh 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

There were no citizens comments.

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 Friday December 9, the Drama Club is hosting a field trip to Gettysburg to see the play, A Christmas Carol.
- There is currently an open pre-apprenticeship for construction. There is a weekly meeting with someone from ABC Keystone in Manheim, PA.
- There is a field trip to the Business of Wellness program where students can speak to professionals about potential careers in healthcare such as PT, Nursing and Emergency Services.
- On December 8th, there is a field trip to Gumut Theater in Harrisburg to see the Shakespeare classic, *Macbeth*.

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

- Practices and open gyms have begun for winter sports.
- A spirit week is being held for the holiday season. Each class will be decorating a Christmas tree for spirit points. The winning class will be deemed "Most Holiday Spirit."
- There was a floorball tournament held on December 1, 2022 between teachers and the advanced team sports class. The teachers won.
- There was an opportunity for girls to meet with Women in Stem where they could discuss the need for girls in STEM and what working in STEM entails on December 1.

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

Mr. Burt reported on the following:

- 1. Electrical Operations Program students were provided information on the Power System Institute, a two (2) year program in which students can earn an associate degree
- 2. Dental Assistants Program
- 3. Diesel Mechanics Program students have the opportunity to participate in Kenworth Training
- 4. Upcoming Open House -- Over 400 students registered to participate along with 43 businesses and post-secondary organizations will also be in attendance

3.c. Board Committee Reports

Policy Committee

Mr. Burt reported that the Policy Committee met on Monday, November 28th and are recommending the five (5) policies as listed under the Discussion Agenda, Item #6.e. for first reading.

Outreach Committee

Mrs. Wolfinger reported that the Outreach Committee met regarding the Executive Director position for The Greyhound Foundation and thanked Philip Fague, Josh Diehl, Monica Balafoutas, and others that were involved.

Safety and Security Committee

Mr. Scott noted the Safety and Security Committee met, they are waiting on pricing for the security cameras at the buildings.

3.d. Superintendent's Report

3.d.a. Enrollment Report

The enrollment report for November 1, 2022 was presented to the Board as follows:

Kindergarten	274	Fifth Grade	277	Tenth Grade	282
First Grade	291	Sixth Grade	274	Eleventh Grade	286
Second Grade	255	Seventh Grade	259	Twelfth Grade	275
Third Grade	260	Eighth Grade	254	Out of District	24
Fourth Grade	262	Ninth Grade	302	Total Enrollment	3575

3.d.b. Donation Report

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

American Legion Home Association 223, \$500.00 monetary donation to the Shippensburg Area Senior High School FFA to use for their National Convention.

Shetron's Tire Service, Inc., \$200.00 monetary donation to support the Shippensburg Area Senior High School Veteran's Day Program.

McInroy-Sheffer People Trust, \$500.00 monetary donation to the Shippensburg Area School District to be used for interscholastic academic competitions.

In honor of Howard Rife by his cousins: Cindy, Jeff, Mike, Wanda, and Donna, \$125.00 monetary donation to support the Shippensburg Area Senior High School FFA.

Andoco, Inc., \$341.00 monetary donation to support the Shippensburg Area Middle School PBIS Program.

Kiwanis Club of Shippensburg, \$540.00 monetary donation to support the Shippensburg Area Intermediate School book vending machine.

Kiwanis Club of Shippensburg, \$540.00 monetary donation to support the Shippensburg Area Intermediate School Facility Dog Program.

3.d.c. 2022-2023 Mary Jane Taylor Education Mini-Grant Awards Presentation

Dr. Cheryl Slattery, Chairperson, of the Mini-Grants Selection Committee, Mr. Josh Diehl and Mr. Philip Fague, Board of Trustees Members of the Shippensburg Area School District Greyhound Foundation, announced that the Foundation is awarding over \$7,700.00 this year and presented certificates to the following teachers, who are award recipients:

Caitlin Cressler, HS Special Education Teacher	Pet in the Classroom	\$403.74
Jennifer Deibler, HS Music Teacher	Choral Masterclass	\$850.00
Emalie Diehl, NG Kindergarten Teacher	Dramatic Play in K	\$523.64
Eric Foust, HS Special Education Teacher	Coffee Shop Upgrade	\$600.00
Beth Jones, SAIS Librarian	Celebrating a Range of Choices in Literature at SAIS	\$735.42
John Kasarda, HS Science Teacher	Digital Balances	\$1,000.00
Amanda Kirkpatrick, MS Gifted Teacher	7th & 8th Grade Gifted STEM Field Trip	\$410.00
Matthew Renninger, SAIS 5th Gr. Teacher	3D Printer & Engraver	\$1,000.00
Marsha Schmus, SAIS Math Coach	What the Heck is a Rekenrek?	\$799.92
Chad Shipp, HS Family & Consumer Science Teacher	Food Processors	\$759.96
Terri Vetock, GBLUES 4th Gr. Teacher	Computational Connections: Using Literature and Concrete Materials to Build Mathematical Understanding	\$619.02

Thank you to The Greyhound Foundation for your generous contribution to our teachers and students!

Mr. August thanked the Foundation for their generosity and teachers engaging students.

Dr. Goates also thanked the Foundation for their support and he congratulated the Mini Grant recipients.

3.d.d. Student Mental Health: Terrace Metrics, Care Solace, ESS

Mr. August introduced a PowerPoint presentation regarding Terrace Metrics, Care Solace and ESS (Effective School Solutions) Services. Mr. August outlined problems the District is attempting to improve and the multi-tiered system of supports regarding behavior, academics and well-being. Each program was discussed and when/how they would be implemented and the cost of each program.

An extensive discussion occurred among Board Members and Administrators regarding the costs, staffing, communication between counselors and families, opt out method for implementation, and training.

(Action)

4. CONSENT AGENDA

On a motion of Buterbaugh, seconded by Burt to approve items 4.a., 4.b., 4.c., and 4.f. through 4.k. of the Consent Agenda

4.a. Approval of Minutes

Recommend approval of the minutes as presented from the November 14, 2022 Board meeting.

4.b. Finance

All reports and bills of payment will be on the January 9, 2023 agenda for approval.

4.c. Personnel

Administrative Staff

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

1. Lauren L. Zima-Engro — Supervisor of Special Education at the Shippensburg Area School District is requesting an extension to her current School Board approved leave, effective January 4, 2023 and continuing through January 15, 2023, with a return to work date of approximately January 16, 2023

Professional Staff

Administration recommends approval of the following resignation:

2. Alexis L. King – Life Skills Support Teacher at James Burd Elementary School effective January 11, 2023

Administration recommends approval of the following professional staff transfer:

3. Gina C. Baldoni – Shippensburg Area Middle School Sixth Grade Language Arts Teacher TO Shippensburg Area Middle School Seventh Grade Language Arts Teacher, effective January 3, 2023 (covering the vacancy created by the School Board approved resignation of Melissa C. VanArsdale)

Support Staff

Administration recommends approval of the following resignation(s):

4. Natasha M. Cover – Cashier/Kitchen Helper at Grace B. Luhrs Elementary School effective January 13, 2023

- **5. Swarup A. Patel** Technology Specialist at Shippensburg Area School District effective December 13, 2022
- **6. Diane L. Naugle –** Kitchen Supervisor at Nancy Grayson Elementary School effective December 22, 2022

Administration recommends approval of the following transfer:

7. Amanda J. Strickler – Part-Time Custodian at Shippensburg Area High School, working 5.75 hours/day, 260 days/year TO Full-Time Custodian at Shippensburg Area High School, working 8 hours/day, 260 days/year, hourly rate remains the same, effective retroactive November 21, 2022 (replacing John D. Yurko - resignation)

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:

- **8. Carolyn M. Friend –** Classroom Assistant at the James Burd Elementary School, effective retroactive November 30, 2022
- 9. Deanna E. Rand LPN at the Grace B. Luhrs Elementary School, effective December 13, 2022

Administration recommends approval of the following new appointments:

- **10. Jessica L. Renshaw** Kitchen Helper at Shippensburg Area Intermediate School, effective retroactive November 9, 2022 at an hourly rate of \$12.00 (replacing Cenith M. Nehf resignation)
- 11. Kameron G. Smith Full-Time Custodian at Shippensburg Area Middle School, at an hourly rate of \$12.00, working 8 hours/day, 260 days/year effective December 5, 2022 (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Carol Hammond-Dunmire)

Supplemental Staff

Administration recommends the following resignation:

12. Cole C. Pearson – High School Assistant Stage Manager and AV Coordinator effective retroactive May 25, 2022

Administration recommends approval of the following ESSERS After-School Programing Appointment:

All teachers will be paid \$33.86 per hour of instruction. Teachers receive 30 minutes of planning time for every 60 minutes of teaching

13. Corey M. Kauffman – Intermediate School

Administration recommends approval of the following transfer:

14. Collin J. Taylor – Middle School Boys JV Basketball Coach **TO** High School Boys JV Assistant Basketball Coach at supplemental salary of \$3232.00, effective retroactive November 22, 2022

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

- 15. Jesse L. Haller Mentor for William D. Hopkins at a supplemental salary of \$515.00 (half year)
- 16. Jonathan A. Marshall Mentor for Cameron J. Tinner at a supplemental salary of \$515.00

(half year)

17. Chad E. Shipp — Mentor for Casey J. Chamberlin at a supplemental salary of \$515.00 (half year)

Administration recommends approval of the following volunteer coaches:

- 18. Sean C. Hess High School Wrestling
- 19. Vincent Reed Middle School Boys Basketball

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

- 20. Thelma Dickerson
- 21. Rosa Emanato
- 22. Heidi Guyer
- 23. Johnathan Triplett

4.f. Request for Early Graduation

The Community Outreach Committee and Administration recommends entering into a 50/50 partnership with The Greyhound Foundation to form an Executive Director position, pending completion of a job description and definition of salary/benefits. The time split for the position will be 50/50 and the cost for the position will be 70% for the District and 30% for the Greyhound Foundation.

4.g. Letter of Agreement for Student Assistance Program (SAP) Services

Administration recommends approving the Letter of Agreement between Penn State Health Holy Spirit Medical Center on behalf of its Teenline Program through an agreement with Cumberland/Perry MH.IDD, in the delivery of Student Assistance Program (SAP) services and to provide Mental Health liaison services to the District's SAP teams as outlined in the attachments. The agreement is effective beginning August 22, 2022 through June 9, 2023 and is renewed on a yearly basis.

4.h. Memorandum of Understanding Between Penn's Youth Initiative, Inc. and SASD

Administration requests to partner with Penn's Youth Initiative, Inc. to teach two lessons on Social Media Literacy for 7th grade students during the remainder of the 2022-2023 school year.

The Memorandum of Understanding (MOU) was provided to the Board.

4.i. Benefit Design Specialists, Inc. Life & LTD Insurance Renewal

Administration recommends renewing the agreement with Guardian Life Insurance Company for the District's life and long-term disability insurance benefits. Benefit Design Specialists, Inc., have negotiated a 2-year rate guarantee for all lines of coverage with Guardian on our behalf. The renewal period is from January 1, 2023 through December 31, 2024.

A copy of the renewal with Guardian Life Insurance Company was provided to the Board.

4.j. Request to Form a Craft Club

Administration recommends approval of the request submitted by Jeannie Coons, L/A teacher at the high school, to form a Craft Club. Additional information regarding the club was provided.

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

New Story Schools operates a private licensed school in Carlisle, PA. New Story provides intensive academic and behavioral interventions for special education students. The proposed agreement is for one (1) student for the 2022-2023 school year. The student moved into our District in August. The program provided by New Story is based on a four (4) rate-pricing model (low, medium, high and extrahigh).

- Autistic Support Rate:
- 1 student at \$405 per day (high level of intensity)

Administration recommends approval. A copy of the agreement was provided to the Board.

On roll call, all present voted yes to 4.a, 4.b., 4.c. and 4.f through 4.k.

(Action)

4. CONSENT AGENDA

On a motion of Buterbaugh, seconded by Scott to approve item 4.d. of the Consent Agenda

4.d. Athletic Program Feasibility Study, Permitting, Basic Design Services Proposal

The Administration recommends the approval of the K&W Proposal dated November 30, 2022, which includes the Athletic Field Use/Inventory/Need Study, development of Concept Designs for selection, and subsequent Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration efforts including tasks for permitting and approvals at two locations (High School Site and Veterans Memorial Stadium/Park). The cost for all services shall be determined by a fee percentage for design plus the cost of the study and permitting/approval tasks for each site. The approval provides that K&W proceed immediately with the work for the study portion and for surveying work at the Veterans Memorial Field/Park with an initial commitment of \$44,910. Further design and permitting activities will be directed under this agreement only following review with the Board. The District has the option to stop work under the agreement at any time and pay for services rendered to date without penalty.

Additional Information:

The attached proposal dated November 30, 2022, provides for the services needed for study, design, and permitting/approvals for two sites. While the Board is asked to approve the Agreement in total now, the immediate commitment is for the study and the survey work at the Veterans Memorial Field/Park only (totaling \$44,910 for the initial commitment). Following completion of the study, review by the Administration, and project selection by the Board, further design would occur. The District has the option to stop work under the agreement at any time and pay for services rendered to date without penalty. See Summary of costs and comments below with the understanding that two tasks will be performed immediately (totaling \$44,910):

Work Task/Location	Lump Sum Cost	Comment
Athletics Facilities Study	\$29,990	Will proceed immediately

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HS Site Permitting/Approvals		
Stormwater Management Design	\$29,670	Proceed following board direction
Preliminary Infiltration Studies	\$13,740	Proceed following board direction
Erosion/Sed. Control Plans	\$29,770	Proceed following board direction
Land Development Plans	\$17,860	Proceed following board direction
Sewer Planning Module	\$ 2,455	Proceed following board direction
Conservation District Oversight	\$16,500	Proceed following board direction
Subtotal HS Site Permitting/Approvals	\$109,995	All to proceed following board direction
HS Site Design	6% of Construction Costs	Proceed following board direction
VMF/P Site Permitting/Approvals		
Boundary and Topographic Survey	\$14,920	Will proceed immediately
Stormwater Management Design	\$29,670	Proceed following board direction
Preliminary Infiltration Studies	\$13,740	Proceed following board direction
Erosion/Sed. Control Plans	\$29,770	Proceed following board direction
Land Development Plans	\$17,860	Proceed following board direction

Conservation District Oversight	\$16,500	Proceed following board direction
Subtotal VMF/P Site Permitting/Approvals	\$122,460	One action will proceed immediately
VMF/P Site Design	6% of Construction Costs	Proceed following board direction

A discussion occurred among Board Members and Mr. Marc Kurowski, of K & W Engineers, regarding this Consent Agenda Item.

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

(Action)

4. CONSENT AGENDA

On a motion of Burt, seconded by Wolfinger to approve item 4.e. of the Consent Agenda

4.e. Executive Director for SASD and The Greyhound Foundation

The Community Outreach Committee and Administration recommends entering into a 50/50 partnership with The Greyhound Foundation to form an Executive Director position, pending completion of a job description and definition of salary/benefits. The time split for the position will be 50/50 and the cost for the position will be 70% for the District and 30% for the Greyhound Foundation.

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

(Action)

5. ACTION AGENDA

5.a. Merakey Agreement

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

Administration recommends approval of the attached Letter of Agreement between Merakey Behavioral Health and Shippensburg Area School District. This agreement is executed for the purpose of providing psychiatric services, comprehensive services and continuity of care. There is no fiscal cost to the District as the services are billed through Medical Assistance or personal insurance of the family.

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

5.b. Approval of Boyo Transportation Van Drivers

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

Administration recommends approval of the following van drivers for Boyo Transportation:

- Nancy Dysinger
- Korissa Myers

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

5.c. Shippensburg Area Intermediate School Elevator Repair

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

Administration recommends approval of the attached agreement with Eastern Elevator to replace the seals in both hydraulic cylinders in the elevator at the Shippensburg Area Intermediate School in the amount of \$5,343.00. This is necessary to repair excessive leaking. Funding for this repair will come from Designated Fund Balance Capital Maintenance account.

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

5.d. Agreement with Siemens to install hardware for Swipe Access Door at James Burd Elementary

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

Administration recommends approval of the attached agreement with Siemens to install hardware to an existing exterior door at the James Burd Elementary School to make it a swipe access door. The current existing door does not allow staff access to the building with their badges. The cost for this project is \$5,536.00 and will be paid for from Designated Fund Balance Capital Maintenance account.

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

(Information)

6. DISCUSSION AGENDA

6.a. Athletic Stadium

No discussion occurred regarding this discussion item.

6.b. Facilities Projects

Mr. August noted that the District is waiting on an updated enrollment study before moving forward.

6.c. Franklin County special Education Consortium: SOAR Program

The Administration recommends that the District enters into a consortium agreement with Fannett Metal SD, Greencastle SD, Tuscarora SD, and Waynesboro SD to be the financial host for the creation of a SOAR (Students Options to Acquire Resiliency) classroom provided through Folium Inc. and housed at a Folium site in Chambersburg. This agreement will provide each member district spots within the program designed to support regular and special educations in need of support with behavior, mental health, and academics. SASD is proposing to obtain 4 of the 15 placement spots for this program.

As a member of the consortium, SASD will be responsible for administrative and financial coordination of this program. Staffing and facility rental costs will be provided by Folium and included in the cost structure. The direct full year costs to the District would be \$78,222.22. A proposed February 1 start

would cost \$42,785. These costs would come from the Special Education department's budget .

A draft consortium agreement was provided to the Board.

A discussion occurred among Board members and the Superintendent regarding the advantages of being a member in two consortiums and the concern if the four (4) slots in the SOAR Program is adequate. Mrs. Eberly praised the STAR Program and would like to see the District replicate the program at the High School.

6.d. Request to Purchase New Greyhound Swimming Diving Record Board

Administration is requesting 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.

A discussion occurred among the Board Members and Mr. Tim Hess regarding this discussion item. Mr. Cressler thanked Mr. Hess and others for their efforts regarding this project and past projects.

6.e. Policy Discussion

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

#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

Administration will recommend second read and approval of these policies at the January 9, 2023 Board Meeting

7. CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

None

8. BOARD COMMENTS

Mrs. Wolfinger expressed appreciation for the support of fellow Board Members of the 9-0 vote on the Executive Director for the Foundation.

Mr. Cressler wished the winter sport teams good luck for the current season and encouraged everyone to attend the upcoming musical at the High School.

Mrs. Eberly thanked the Board for their support of her nomination for the Vice President position and looks forward to working with fellow Board members for the greater good. Mrs. Eberly commented on a job well done to Dr. Goates for conducting his first board meeting as President. She also commented on attending the GBLUES Thanksgiving Feast and shared that students made homemade applesauce for this event.

Dr. Goates thanked fellow Board members for their support in nominating him President and thanked Mr. Buterbaugh and Mr. Suders for their leadership as past Board Officers.

9. INFORMATION

9.a. Date Saver

December 8-11: Volvo Light Display - Members of the High School Marching Band will be performing Christmas carols for the visitors

December 22: Two Hour Early Dismissal - Winter Break

December 23-30: Winter Break - District Closed

January 2023 ~ School Directors Appreciation Month

January 2, 2023: No School for Teachers and Students

January 9: School Board Meeting - 7:00 p.m. in the Senior High School Library

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

10. ADJOURNMENT

On motion of Scott, seconded by Buterbaugh to adjourn at 8:44 p.m.

Cristy Lentz

Board Secretary