



PLANNING/ACTION MEETING

09/25/2023 [08:00 PM] @ Senior High School Library

MONDAY, SEPTEMBER 25, 2023

1. OPENING

1.a. Call to Order

1.b. Roll Call

1.c. Pledge of Allegiance



1.d. President's Charge to the Board

"As we begin our deliberations this evening, let us once again be reminded of our duty to represent all of the children of this school community, regardless of age, sex, race, or creed, and regardless of need or ability. This meeting is being livestreamed and uploaded to the District's YouTube Channel. May we now have a moment of silence to reflect on our thoughts, plans and actions on behalf of the students in the Shippensburg Area School District."

1.e. Moment of Silence

Nathan Stepler ~ July 28, 1993 - September 12, 2023

2011 Graduate

Wayne Craig III ~ June 3, 1996 - September 20, 2023

1984 Graduate

1.f. Agenda Approval

2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS

Please identify yourself by name and address and indicate which agenda item you are speaking about.

Address all comments to the Board as a whole and make sure they are in the form of a statement. Questions will be taken under advisement. Responses to questions will be offered after due deliberation and will be provided by the superintendent at the direction of the board within a few days of the board meeting. You will be allowed three (3) minutes for your comments. Comments relative to private student matters or personnel issues should be directed to the appropriate school authority outside of this meeting. The presiding officer reserves the right to interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant (not related to an agenda item).

Thank you for your cooperation.

3. REPORTS

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

Miss Kell and Mr. Gaonkar will report on the Middle School and the High School.

3.b. Franklin County Career Center Report

3.c. Board Committee Reports

3.c.a. Policy Committee

Meeting was held on Wednesday, September 13, 2023

3.c.b. Facilities Committee

Meeting was held on Thursday, September 14, 2023

3.c.c. Negotiations Committee

Meeting held Wednesday, September 20, 2023

3.d. Curriculum Report

Dr. Susan Donat, Director of Curriculum, Instruction and Assessment

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:

Davon & Andrea Weaver, \$331.51 monetary donation through the Jeff Craig Memorial Donation Account to support the SASHS FFA.

Cooks Repair Center, \$333.51 monetary donation through the Jeff Craig Memorial Donation Account to support the SASHS FFA.

Susan and William Haines, \$333.51 monetary donation through the Jeff Craig Memorial Donation Account to support the SASHS FFA.

Thomas P. Gleason, Esquire, \$500.00 monetary donation to support the SASHS Mini-Thon for 4 Diamonds.

4. CONSENT AGENDA

4.a. Approval Minutes

Recommend approval of the minutes as presented and attached from the September 11, 2023 Board meeting.

Attachments

September 11, 2023 - Google Docs.pdf

4.b. Finance

Recommend approval of the following:

- Bills of Payment
- Paid Construction Bills for the Series of 2022 and Series 2023 Construction Funds.

A copy of the paid bills are attached.

Attachments

Bills of Payments 09-25-23.pdf

Paid Construction Bills - Series of 2022 - September 2023.pdf

Paid Construction Bills - Series of 2023 - September 2023.pdf

4.c. Board of School Directors Meeting Schedule for 2024

Administration recommends approval of the 2024 Board of School Directors meetings for 2024.

The dates are attached.

Attachments

4.d. Dual Enrollment Agreement Between Messiah University and SASD

Administration recommends approval of the Dual Enrollment Agreement between Messiah University and Shippensburg Area School District. Dual enrollment provides eligible high school juniors and seniors the opportunity to take college courses that satisfy both high school graduation and college credit requirements. Students enrolled in the dual enrollment program will pay a significantly discounted cost per credit.

A copy of the agreement is attached.

Attachments

Dual Enrollment Agreement - Messiah University and Shippensburg Area School District.pdf

4.e. Reschini Employer Reporting Engagement Proposal 2023

Administration will recommend approval of the proposal from The Reschini Group to complete the Affordable Care Act mandated reporting requirements to meet section 6055 and 6056 of the IRS code on behalf of the District. The cost for these services for the 2023 reporting year will be \$6.50 per 1095 form. The proposal is attached.

Attachments

Reschini ER Reporting Proposal 2023.pdf

4.f. Request to Form Leo Club at the High School

Administration will recommend approval of the request from Brianne Parham, special education teacher and Deborah Luffy, high school principal, to form the Leo Club at the high school. The Shippensburg Lions Club would like to sponsor the SASHS "Leos".

Information regarding the club is attached.

Attachments

Leo Club Request.pdf

4.g. Amendment to Senior High School Handbook

Administration recommends approval of an amendment to page 37 of the 2023-24 High School Handbook under "Students and Their Guests". Replacement verbiage would be added to the discipline page as well.

The current language reads:

"Students will not be permitted to attend any dance if they have been suspended in the time period prior to the date of the dance:

- Homecoming Dance - 1st Day of School through date of Homecoming Dance
- Winter Formal - Homecoming Dance through date of Winter Formal
- Prom - Winter Formal through date of Prom”

The replacement verbiage would read:

“Students who have been suspended for the following offenses; weapons, drugs/alcohol, controlled substances, physical altercation, or vaping within the time periods listed below will not be permitted to attend the dance held at the end of that specific time period.

Students who have the accumulated 3 days or more of suspensions within the time periods listed below will not be permitted to attend the dance held at the end of that specific time period.

- Homecoming Dance - 1st Day of School through date of Homecoming Dance
- Winter Formal - Homecoming Dance through date of Winter Formal
- Prom - Winter Formal through date of Prom”

4.h. Personnel - Professional and Support

Professional Staff

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:

1. **Corey M. Kauffman** – Masters 60
2. **Teresa M. O’Neal** – Masters 60
3. **Matthew A. Renninger** – Masters 90
4. **Amy E. Wallo** – Masters 30
5. **Amanda L. Sigrist** – Masters 90

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

6. **Rasha S. Dawod** – Long-Term Substitute Math Teacher at Shippensburg Area High School, effective retroactive September 11, 2023 and continuing through approximately March 1, 2024. Ms. Dawod will be paid pursuant to SAEA long-term substitute MOU (covering the vacancy created by the board approved leave of Jocelyn A. Topper)

7. Katie L. Sands – Long-Term Substitute Reading Specialist at Shippensburg Area Intermediate School, effective retroactive September 25, 2023 and continuing through approximately December 1, 2023. Ms. Sands will be paid pursuant to SAEA long-term substitute MOU (covering the vacancy created by the board approved leave of Grace Y. Spencer)

Support Staff

Administration recommends approval of the following termination of employment:

8. Wayne M. Losh – Full-Time Utility Maintenance Worker, at the Shippensburg Area School District, effective retroactive September 12, 2023

Administration recommends approval of the following resignation:

9. Jennifer S. Czermendy – Cashier Helper at Shippensburg Area High School, effective retroactive September 22, 2023

Administration recommends approval of the following transfers:

10. Delaney A. Gilbert – Part-Time Noontime Aide at James Burd Elementary School at an hourly rate of \$12.25, 2.5 hours/day, 180 days/year, **TO** Part-Time Noontime Aide at Shippensburg Area Intermediate School, rate of pay, hours/day, days/year remain the same, effective retroactive September 18, 2023 (replacing Kelly L. Rosenberry – transfer)

11. Shirley I. Ocker – Part-Time Kitchen Helper at Shippensburg Area Middle School at an hourly rate of \$12.25, 3.75 hours/day, 180 days/year, **TO** Part-Time Cashier Helper at Shippensburg Area Middle School rate of pay remains the same, 4.5 hours/day, 180 days/year, effective September 25, 2023 (replacing Jennifer S. Czermendy – resignation)

12. Kelly L. Rosenberry – Part-Time Noontime Aide at Shippensburg Area Intermediate School at an hourly rate of \$12.25, 2.5 hours/day, 180 days/year, **TO** Part-Time Noontime Aide at James Burd Elementary School, rate of pay, hours/day, days/year remain the same, effective retroactive September 18, 2023 (replacing Delaney A. Gilbert – transfer)

Administration recommends approval of the following promotions:

13. Terry E. Defenderfer – Full-Time Custodian at Shippensburg Area Middle School at an hourly rate of \$13.69, working 8 hours/day, 260 days/year, **TO** Full-Time Utility Maintenance at Shippensburg Area School District at an hourly rate of \$14.92, working 8 hours/day, 260 days/year, effective retroactive September 12, 2023 (replacing Wayne M. Losh – termination)

14. Teresa J. Reed – Part-Time Classroom Assistant at Shippensburg Area High School at an hourly rate of \$15.75, working 5.75 hours/day, 182 days/year, **TO** Full-Time Classroom Assistant at Shippensburg Area High School hourly rate remains the same, working 7 hours/day, 186 days/year, effective retroactive September 18, 2023 (replacing Cathy L. Ambrosio – transfer)

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

15. Maria G. Gallegos – Part-Time Custodian at Shippensburg Area High School, at an hourly rate of \$12.25, working 5 hours/day, 260 days/year, effective approximately October 2, 2023 (replacing Kameron G. Smith– termination)

16. Daivan S. Roldan – Part-Time Kitchen Helper at Shippensburg Area High School, at an hourly rate of \$12.25, working 3.5 hours/day, 180 days/year, effective approximately October 2, 2023 (replacing Mikaela A. Reiner and Scott A. Nehf– resignation)

17. Allison N. Wilson – Part-Time Classroom Assistant at Shippensburg Area Intermediate School, at an hourly rate of \$13.75, working 5.75 hours/day, 182 days/year, effective September 28, 2023 (replacing Jocelyn T. Brindle – resignation)

Supplemental Staff

Administration recommends approval of the following resignation:

18. Nicole L. Rine – High School Assistant Softball Coach, effective retroactive September 15, 2023

4.i. Personnel - Administration

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

1. Nicole M. Avery – Principal at Nancy Grayson Elementary School, at a prorated salary of \$85,000.00, effective date to be determined (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Jeremy D. Eastman - transfer)

5. ACTION AGENDA

5.a. Expulsion Waivers

Case #2023-2024-1

The parents of the student in Case #2023-2024-1 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed at River Rock Academy's Newville Campus, which is an out-of-district educational placement, for a minimum of 45 days. Following the 45 day placement, administration will meet to determine the student's progress toward their defined goals. During the period of exclusion, the student is not permitted on school property for any reason, including, but not limited to, extra-curricular, co-curricular or school sponsored activities, including athletic events, or the student will be charged with trespassing.

Case #2023-2024-2

The parent of the student in Case #2023-2024-2 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends the student be placed at River Rock Academy's Carlisle Campus, which is an out-of-district educational placement, for a minimum of 45 days. Following the 45 day placement, administration will meet to determine the student's progress toward their defined goals. During the period of exclusion, the student is not permitted on school property for any reason, including, but not limited to, extra-curricular, co-curricular or school sponsored activities, including athletic events, or the student will be charged with trespassing.

5.b. Contract with Pennsylvania School Boards Association (PSBA) for Administrative Regulations Services

Administration is requesting approval of Option 2 in a contract with PSBA for their Administrative Regulations Services. Maintenance of a current and compliant administrative regulations manual is essential for effective school governance. By contracting with PSBA, they will provide a comprehensive manual consisting of nearly 500 model Administrative Regulations that have been developed by PSBA and ready for our customization. This service will also include details, procedures, forms, and letters developed to enhance effective policy implementation. The cost for this service is \$4,632.50 and can be paid over two fiscal years.

Attachments

QUOTE.CONTRACT.AROPTAA.SHP.pdf

5.c. Memorandum of Understanding (MOU) between Pyramid Chambersburg and SASD

Administration will recommend approval of the MOU with Pyramid Chambersburg Drug & Alcohol Outpatient Treatment Program to facilitate the delivery of school-based drug and alcohol outpatient treatment services, complement to the District's Student Assistant Program (SAP). The District will not be charged for any of the school-

based treatment services provided by Pyramid Chambersburg and these services are available to all buildings in the District.

The MOU is attached.

Attachments

SASD School-Based Treatment MOU (08-16-23).pdf

5.d. Administrative Offices New Location

Recommended approval to change the Administrative Offices from 317 N. Morris Street to 9318 Molly Pitcher Highway.

5.e. Land Development Plan

On June 12, 2023, the Board approved R. Lee Royer & Associates to perform a land development survey and check the current septic system on the new Administration Building located at 9318 Molly Pitcher Highway, Shippensburg. The plan, along with additional required paperwork, is attached.

Administration recommends approval of the plan.

Attachments

LDP Route 11 8.9.2023.pdf

Southampton-Escrow-Agreement-8.16.2023.pdf

SALD-Application 8.16.2023.pdf

FCCD App for services.pdf

5.f. SentinelOne (EDR) Licenses for Workstations/Servers in the District

Administration is recommending the purchase of an End Point Detection and Response Solution (EDR). This is part of the cybersecurity initiative we have purchased with the CAIU. The pricing is part of consortium pricing.

This is how the system works: An EDR system is installed on all of our Windows computers and servers. If anything is detected, it stops it and reports it to the vendor's response team to help mitigate and make sure nothing else is taking place. An EDR solution monitors all ongoing activities at the endpoints and offers comprehensive real-time threat intelligence and visibility. It enables advanced threat detection, investigation, and response capabilities with incident data search, alert triage, suspicious activity detection and containment, and threat hunting.

The cost for 23-24 is \$4,365.00 and will be taken from the Assigned Fund Balance for Capital Technology Expenses for 23/24 and the estimated cost for years 2 and 3 will be \$10,025.00 per year and will be taken out of the regular Technology Budget moving forward. The quote is attached.

Attachments

2023-24 SentinelOne 3-Year Quote - Shippensburg ASD.pdf

5.g. Waste Management Contract

Administration recommends retroactive approval of a three (3) year contract with Waste Management of Pennsylvania, Inc. for one, 4 yard dumpster at the new administration building located at 9318 Molly Pitcher Highway, Shippensburg. The monthly cost, after the initial \$250.00 one-time delivery charge is \$528.50 and will be paid out of the maintenance budget.

The contract is attached.

Attachments

Waste Management Admin Bldg.pdf

5.h. Change Orders - East Coast Contracting

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

Change Issue #GC-09R - (item 10 from the April 27th Board presentation)

Actual Cost: \$4,572.57

Change Issue #GC-19

Actual Cost: \$3,764.75

Change Issue #GC-20

Actual Cost: (\$22,640.00) Credit from the unused allowances G1 thru G13

The above changes have been reviewed by William August, Cristy Lentz, and Chad Kreitz.

Additional information is attached.

Attachments

Change Orders.pdf

5.i. Safe Schools Bollards at the Intermediate School

Administration will recommend approval of the installation of three bollard balls and two planters by Service 1st Restoration for placement at the Intermediate School. The cost of \$14,476.75 will come out of the Assigned Balance for District Safety.

The contract is attached.

Attachments

Bollards for Shippensburg Intermediate - Customer Total.pdf

5.j. Agriculture and Youth Grant

Kelly Bier and Lisa Boltz, Agriculture teachers at the Senior High School are requesting approval to apply for and accept a direct, non-matching grant in the amount of \$7,500.00 through the Pennsylvania Ag & Youth Grant Program. This program helps fund eligible projects, programs and equipment purchases that benefit youth and promote development in the areas of agriculture, community leadership, vocational training and peer fellowship. If awarded, the funds will be used to purchase a saw stop table saw and wood band saw. Any additional expenses will be incurred by the Senior High School.

This request is pending District stakeholder approval.

Information regarding the woodworking equipment is attached.

Attachments

Saw Stop & Band Saw Grant Proposal - Google Docs.pdf

5.k. Band Trip Request to Universal Studios in Orlando, Florida and Bahamas Cruise

Administration recommends approval of the Senior High School Band request to travel to Universal Studios in Florida and Bahamas Cruise from March 7-12, 2024. The students will be performing in the Amber Theater aboard Royal Caribbean's "Allure of the Seas".

A complete itinerary of the trip is attached.

Attachments

ShippensburgCruiseProposal.pdf

5.l. Middle School & High School Design Approval

Administration recommends approval to move from the schematic design phase to the design development phase for the proposed HS/MS project and associated site work as detailed by SitelogIQ and EI Associates during the Committee of the Whole meeting.

6. DISCUSSION AGENDA

6.a. Profile of a Graduate

Administration recommends the approval and adoption of Shippensburg Area School District *Profile of a Graduate*.

A copy is attached.

Attachments

ProfileGrad for Board Approval PUBLISHER.docx.pdf

6.b. Request for Early Graduation

High School Administration is recommending approval to permit a student request to graduate early. The 11th grade student is expected to complete all of Shippensburg Area High School's graduation requirements by the end of the 23/24 school year. If all requirements are met, the student would begin at Shippensburg University in the fall 2024 semester.

Attachments

6.c. Policies for First Read and Discussion

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

Revised Policies:

115, 302, 311, 312, 314, 317.1, 318, 323, 326, 334, 335, 336, 337, 339, 621, 626.1

New Policies:

216.1 and 309.1

Retired Policy:

348

Administration will recommend approval of the revised/new policies at the October 9, 2023 Board Meeting.

The policies are attached.

Attachments

#115.pdf

#216.1.pdf

#302.pdf

#309.1.pdf

#311.pdf

#312.pdf

#314.pdf

#317.1.pdf

#318.pdf

#323.pdf

#326.pdf

#334.pdf

#335.pdf

#336.pdf
#337.pdf
#339.pdf
#621.pdf
#626.1.pdf

6.d. Girls Wrestling

Administration is recommending moving forward with the process of sanctioning girls wrestling at SASD. Girls wrestling is a growing sport in the state and the District is seeing a growing number of female students who are interested in the sport.

Costs Associated with Girls Wrestling - Year 1

- **Female singlets - approximately \$1,200.00 for uniforms**

The Athletic Department is hoping to offset the cost of the singlets by selling old uniforms. Currently, \$480.00 worth of old uniforms have been sold, bringing the cost down to \$720.00

- **Officials - between \$400.00-\$500.00**

- **Transportation**

The team would split the cost of the bus with Boys Varsity Wrestling or they would use School District vans.

- **Tournament Entry Fees - approximately \$1,500.00**

- **Coaches**

Coaches would be volunteers for year 1 since this was not a budgeted position.

Costs Associated with Girls Wrestling - Year 2

- **More singlets (if needed)**
- **Officials**
- **Transportation**
- **Tournament entry fees**
- **Two paid coaches**

6.e. Re-Keying Exterior Doors Throughout the District

Administration recommends approval of the sales quote from A.G. Mauro Company for the re-keying of exterior doors throughout the District in the amount of \$9,945.00. The cost would come out of the Maintenance Budget.

The sales quote is attached.

Attachments

Re-Keying Sales Quote.pdf

7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

Please identify yourself by name and address all comments to the Board as a whole and make sure they are in the form of a statement.

Questions will be taken under advisement. Responses to questions will be offered after due deliberation and will be provided by the Superintendent at the direction of the Board within a few days of the board meeting. You will be allowed three (3) minutes for your comments. Comments relative to private student matters or personnel issues should be directed to the appropriate school authority outside of this meeting. The presiding officer reserves the right to interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you for your cooperation with this matter.

8. BOARD COMMENTS

9. INFORMATION

9.a. Date Saver

October 9: Committee of the Whole Meeting/School Board Meeting

October 18: Athletics Committee Meeting - 3:30-4:30 p.m. in the Conference Room at the Operations Center

October 23: Committee of the Whole Meeting/School Board Meeting

October 26: Transportation Committee Meeting - 4:00-5:00 p.m. in the Conference Room at the Operations Center

November 13: Committee of the Whole Meeting/School Board Meeting

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**September 30:** Homecoming Dance - at the Senior High School from 7-10 pm

**October 7:** The Greyhound Foundation's 6th Annual Greyhound Golf Tournament - Eagle's Crossing Golf Club - click [here](#) for more information

**October 9:** Act 80 Day - no school for students

**November 10:** Veteran's Day - no school for students and teachers

**November 13:** In-Service Day - no school for students

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10. ADJOURNMENT