

Minutes of the August 23, 2021 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Auditorium, 201 Eberly Drive, Shippensburg, PA 17257.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order at 7:07 p.m.

Roll Call

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice President; Mr. Jim Bard; Mrs. Erica Burg; Mr. Dwayne Burt; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Fred Scott, Sr.; and Dr. Geno Torri. Caden Yonish, Student Representative; and Allison Hunt, Student Representative; were absent.

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

Moment of Silence

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

Lawrence Raymond Crusey ~ February 14, 1956 - August 3, 2021
1975 Graduate of Shippensburg Area Senior High School

Rhonda Rose Wolford ~ December 20, 1969 - August 15, 2021
1987 Graduate of Shippensburg Area Senior High School

(Action)

Agenda Approval

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

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

- 1) Under #4, Consent Agenda, Administrative Staff, item #1, the monthly stipend amount of **\$350.00** to Susan M. Martin for additional duties and responsibilities as the COVID-19 Response Coordinator for the 2021-2022 school year has been **added** to the agenda.
- 2) Under #4, Consent Agenda, Support Staff, item #11 and item #12, the additional payment amount of **\$50.00** per day (each), retroactive to August 9, 2021, for Jane Nye and Deborah Seymore for their extra responsibilities in the Athletic and Transportation Departments as a result of the Director's recent resignation has been **added** to the agenda.
- 3) Under #4, Consent Agenda, Supplemental Staff, item #26, Assistant Athletic Director/Equipment Manager for the Shippensburg Area Middle School has been **removed** from the agenda.

- 4) Under #4, Consent Agenda, Supplemental Staff, item #27, **Tim Hess** has been **added** as the Assistant Athletic Director for the Shippensburg Area High School at a supplemental salary of **\$4,750** effective **immediately** (replacing Christopher J. Debias).
- 5) Under #4, Consent Agenda, Supplemental Staff, item #28, **Jason A. Henry**, has been **added** as a volunteer coach for the Boys' High School Soccer team.

On motion of Suders, seconded by Goates to approve tonight's agenda as **amended** above.

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

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

Mr. Burt reported on the following items from the FCCTC:

- 1) The school year is off to a good start.
- 2) The next JOC Meeting will be on August 26, 2021 at 7:00 p.m.

Board Committee Reports

Superintendent's Report

Activity Fund Account Balances

The State Auditors recommend reporting Activity Fund balances to the Board of School Directors on a quarterly basis. The following are the balances as of June 30, 2021:

Senior High School	\$75,305.26
Middle School	\$40,917.17
Intermediate School	\$ 8,744.80
James Burd Elementary	\$ 5,219.99
Nancy Grayson Elementary	\$ 5,605.32

A detailed listing for Senior High and Middle School Activity accounts was provided to the Board.

Updates

Dr. Suppo reported it has been a successful start to the 2021-2022 school year. He stated staff is ready and excited to have students in the classroom. He said students seem excited too. He noted the District will continue to make adjustments as necessary and thanked the Board of School Directors, Staff, and Administration for all of their hard work.

Mr. Scott asked if the district was renting the mics or if we owned them.

Dr. Suppo noted the mics being used this evening are rented. However, the district does have a proposal for purchasing mics.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the August 9, 2021 Board meeting.

Finance

- Recommend approval of the Bills of Payment

Personnel

Administrative Staff

- Administration recommends approval of a monthly stipend payment in the amount of \$350.00 to Susan M. Martin for additional duties and responsibilities as the COVID-19 Response Coordinator for the 2021-2022 school year, while also serving as an Elementary School Principal.

Professional Staff

- Administration recommends approval of the following FMLA qualifying leave of absence requests:
 2. **Lauren T. Parsley** – 3rd Grade Teacher at the Nancy Grayson Elementary School is requesting leave with an anticipated effective date of December 21, 2021 and continuing through the end of the 2021-2022 school year, with an expected return to work date of the first in-service day of the 2022-2023 school year.
 3. **Molly A. Stewart** – 1st Grade Teacher at the James Burd Elementary School is requesting leave with an anticipated effective date of November 20, 2021 and continuing through February 27, 2022, with an expected return to work day of February 28, 2022.
- Administration recommends approval of the following new appointments:
 4. **Mikki S. Taylor** – 2nd Grade Teacher for the James Burd Elementary School, effective TBD, dependent upon her release from her current school district, at a status quo salary of \$56,999.00, Master's/Step 3 (replacing Samuel P. Hudson – transfer).

Mrs. Taylor received her Bachelor's Degree in Human Development and Family Studies in May 2015 from The Pennsylvania State University, Mont Alto campus. She received her Master's Degree in Early Childhood PreK-4 in June 2017 from Shippensburg University, where she also earned her PK-4 PA teaching certification. Most recently, Mrs. Taylor has served the Chambersburg Area School District as a 1st Grade Teacher.

- Administration recommends approval of Professional Contract status (tenure) for the following professional staff that have each successfully completed three years of satisfactory service with the Shippensburg Area School District:
 5. **Janelle D. Carbaugh** – Social Worker, effective retroactive to August 13, 2021
 6. **Greta R. Crist** – English Language Arts Teacher, effective retroactive to August 13, 2021
 7. **Kyle J. Grove** – Physical Education Teacher, effective retroactive to April 11, 2021
 8. **Dylan W. Herb** – Mathematics Teacher, effective retroactive to August 13, 2021
 9. **Abby E. Kayhart** – Language Arts Teacher, effective retroactive to August 13, 2021
 10. **Aaron R. Powell** – Physical Education Teacher, effective retroactive to August 13, 2021

Support Staff

- Administration recommends approval of the additional payment of \$50.00 per day, retroactive to August 9, 2021, to Janice Nye for her extra responsibilities in the Athletic Department as a result of the Director's recent resignation. This amount will be paid in addition to her regular hourly wages and overtime rates and it will continue until the position is filled.
- Administration recommends approval of the additional payment of \$50.00 per day, retroactive to August 9, 2021, to Deborah Seymore for her extra responsibilities in the Transportation Department as a result of the Director's recent resignation. This amount will be paid in addition to her regular hourly wages and overtime rates and it will continue until the position is filled.

- Administration recommends acceptance of the following resignations:
 13. **Charlene L. Kessler** – Part-Time Classroom Assistant at the James Burd Elementary School, effective retroactive to August 12, 2021 (Mrs. Kessler will remain employed by the District as a substitute Classroom Assistant and substitute Noontime Aide).
 14. **Alora R. Lupo** – Part-Time Kitchen Helper at the Nancy Grayson Elementary School, effective retroactive to August 16, 2021.
 15. **Lori A. Gloss** – Full-Time Custodian at the James Burd Elementary School, effective September 3, 2021.

- Administration recommends approval of the following new appointments:
 16. **Gina L. Hedge** – Full-Time Cafeteria Head Cook at the Nancy Grayson Elementary School, at a rate of \$11.54 per hour, working 6.0 hours/day for 186 days/year, effective retroactive to August 18, 2021 (replacing Jeannette M. Gelsinger – retirement).
 17. **Susanna E. Liechty** – Part-Time Classroom Assistant at the Shippensburg Area Middle School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective retroactive to August 16, 2021 (replacing Jody L. Dunmire – resignation).
 18. **Naomi M. Roldan** – Part-Time Classroom Assistant at the Shippensburg Area Middle School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective retroactive to August 16, 2021 (replacing Amalia C. Findley – resignation).

- Administration recommends approval of the following individuals for substituting:
 19. **Hajer A. Khamees** – Classroom Assistant and Noontime Aide
 20. **Laura C. Schwartz** – Classroom Assistant and Noontime Aide
 21. **Meagan J. Stull** – School Nurse and LPN

Supplemental Staff

- Administration recommends acceptance of the following resignations:
 22. **Jocelyn M. Coy** – Shippensburg Area School District Grade Level Chair; 5th Grade, effective retroactive to July 1, 2021.
 23. **Chandler E. Johnson** – Shippensburg Area High School Head Swimming and Diving Coach, effective retroactive to August 18, 2021.
 24. **Chandler E. Johnson** – Shippensburg Area Middle School Academic Competition Advisor: Quiz Bowl, effective retroactive to August 16, 2021.

25. **Zachary R. Miller** – Shippensburg Area High School Stage Manager, effective retroactive to July 1, 2021.
- Administration recommends approval of the following new appointments:
 27. **Tim Hess** – Assistant Athletic Director for the Shippensburg Area High School, at a supplemental salary of \$4,750.00 effective immediately (replacing Christopher J. Debias). Hiring is contingent upon the successful completion of all required clearances and paperwork.
 - Administration recommends approval of the following volunteer coach:
 28. **Jason A. Henry** - Boys High School Soccer
 - **Agreement with Folium, Inc.**

Folium Inc. provides supplemental learning services known as the Affinity Educational Solutions Alternative High School for students in the Shippensburg Area School District. Students are carefully selected via a comprehensive application process.

Program Cost - 2021-2022 school year: \$67,223.00 (13 slots @ \$5,171.00 per slot)

Program Cost - 2020-2021 school year: \$69,966.00 (13 slots @ \$5,382.00 per slot)

Administration recommends approval of the agreement with Folium, Inc.
 - **Mobile Ag Ed Science Lab Agreement for James Burd Elementary School**

Administration recommends approval of the Mobile Agricultural Education Science Laboratory Agreement to present their program to the students at James Burd Elementary School February 7 to 11, 2022. The cost for the program is \$1,500.00 and will be paid out of the James Burd Student Activity Account.
 - **Mobile Ag Ed Science Lab Agreement for SAIS**

Administration recommends approval of the Mobile Agricultural Education Science Laboratory Agreement to present their program to the students at the Shippensburg Area Intermediate School February 28, 2022 to March 4, 2022. The cost for the program is \$2,500.00 and will be paid out of the Shippensburg Area Intermediate School Student Activity Account.
 - **MOU Between Shippensburg University Head Start and SASD**

In order to meet new requirements of the Elementary and Secondary Education Act (ESEA) amended by Every Student Succeeds Act (ESSA), requiring local education agencies receiving Title I funds, the Administration recommends approval of the attached Memorandum of Understanding Between Shippensburg University Head Start and Shippensburg Area School District effective August 2021 through July 2022.

- **Head Start Sponsor to Sponsor Purchase Agreement for 2021/2022**

The School District annually provides lunches for Pre-K children in the Shippensburg University Head Start Program located in James Burd and Nancy Grayson Elementary Schools. Additionally, the District provides lunches for two classrooms located on the Shippensburg University campus (Cora Grove). The PA Department of Food and Nutrition requires a signed Sponsor to Sponsor Purchase Agreement for this service. The University pays \$3.76 per student lunch; a \$0.31 per student lunch increase and \$4.61 per adult lunch; a \$0.31 per adult lunch increase. A copy of the Sponsor to Sponsor Service Purchase Agreement was provided to the Board.

Administration recommends approval of the contract.

- **Benefit Wallet H.S.A. Agreement**

Administration recommends approval of the agreement for the continued use of Benefit Wallet as the District's Health Savings Account (HSA) provider for Professional Staff and Administration effective October 1, 2021. The new agreement contains cost savings for both the employee and district. The current HSA Administration fee is \$2.25 per month per person which is split 50/50 between the district and the employee. The new rate structure is as follows:

Year 1 - \$0.00

Year 2 - \$0.00

Year 3 - \$1.50 per month, per person (split 50/50 between the district and the employee)

Year 4 - \$1.50 per month, per person (split 50/50 between the district and the employee)

Year 5 - \$1.50 per month, per person (split 50/50 between the district and the employee)

- **PSBA Policy Maintenance Program Participation Agreement**

Administration recommends renewing the Policy Maintenance Program Participation Agreement with Pennsylvania School Boards Association (PSBA). The policy maintenance program is what the District uses for their Board Policies.

This yearly agreement will automatically renew each year unless the District decides to discontinue the service.

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

(Action)

ACTION AGENDA

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

Agreement with Von Drach Speech Services

- Administration recommends approval for Von Drach Speech Services to provide speech therapy and consulting services to special education students in the district four to five days per week. The term of the agreement is from August 19, 2021 until September 30, 2021 to provide coverage during the term of an employee's leave. The pay rate per day is \$255.00.

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

(Action)

ACTION AGENDA

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

Proposal with Nexgen Automation, Inc.

- Administration and the Facilities Committee recommend approval of the proposal with Nexgen Automation, Inc. to continue the next phase for Nancy Grayson Elementary School and the Administration Building of the upgraded building automation system. The project shall be funded out of maintenance designated fund balance at a total cost of \$147,000.00.

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

(Action)

ACTION AGENDA

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

Act 93 Administrative Compensation Agreement

- Administration recommends approval of the 2020-2022 Act 93 Administrative Compensation Agreement.

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

(Action)

ACTION AGENDA

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

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 23, 2021 through June 10, 2022 and is renewed on a yearly basis.

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

(Action)

ACTION AGENDA

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

Memorandum of Understanding Between the Shippensburg Area School District and Shippensburg Area Education Association

- Administration recommends approval of the Memorandum of Understanding with the Shippensburg Area Education Association to allow teachers to receive compensation for volunteering to use their duty free lunch to supervise students eating lunch.

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

(Action)

ACTION AGENDA

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

Memorandum of Understanding Between the Shippensburg Area School District and Shippensburg Area Education Support Professional Association

- Administration recommends approval of the Memorandum of Understanding between the Shippensburg Area Education Support Professional Association and the District to approve Deborah Seymore and Janice Nye for their additional time and responsibilities while assisting the Acting Director of Transportation and Athletics. This amount will be paid in addition to their regular hourly and overtime rates. The appointment will be retroactive to August 9, 2021, which is the date the position of Director of Transportation and Athletics became vacant, through the effective date of employment for a new Director of Transportation and Athletics.

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

(Action)

ACTION AGENDA

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

2021 Fall Sports Health & Safety Guidelines for Shippensburg Area School District

- Administration recommends approval of the health and safety guidelines for all fall sports.

Dr. Goates asked if the Mid Penn Conference uses a boiler plate guideline for the Sports Health & Safety Plan.

Dr. Suppo replied yes and that is what S.A.S.D. is using.

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

(Action)

ACTION AGENDA

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

Sunday Use of Facilities

- The Shippensburg Borough Police Department have requested use of the Shippensburg Area Senior High School track on Sunday, September 12, 2021 from 7:00 to 8:30 a.m. Administration 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 this request.

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

(Information)

DISCUSSION AGENDA

Overnight Field Trip Request - High School Band

Administration will recommend approval of the request from Bob Maag, music/band director, for an overnight field trip for the high school band, grades 9-12, to go to Disney World and Universal Studios in Orlando, Florida. The band will depart after school on Thursday, March 31, 2022 and return early Monday evening, April 4. Students will miss two days of school. The band will perform in a "Disney Performing Arts Program" parade. All costs for the trip will be paid by the participating students and chaperones. The cost to the district will be for one substitute for two days at a cost of \$160.00 per day.

Mrs. Burg asked if safety concerns prevent students and staff from traveling, is the money refundable?

Dr. Suppo stated he would investigate and get back to her.

BOARD COMMENTS

Dr. Goates complimented the Administration, staff, and students and thanked everyone for their hard work.

Mrs. Burg echoed Dr. Goates comments.

Mr. Bard thanked the Administration for their hard work.

Executive Session

Mr. Buterbaugh commented an Executive Session was held at 6:00 p.m. tonight to discuss Personnel and Negotiation Matters. He also noted another Executive Session would be held after tonight's meeting to discuss Personnel Matters.

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

None

INFORMATION

Date Saver

Special Board Meeting - Monday, August 30 at 6:00 p.m. and held in the Middle School Cafeteria to review Feasibility Study

September 6, 2021 - District closed to observe Labor Day Holiday

September 15 - Act 80 Day - no school for students

School Board Meetings - beginning at 7:00 p.m. and held in the Senior High School Auditorium

September 13, 2021

September 27, 2021

October 11, 2021

October 25, 2021

November 8, 2021

December 6, 2021

ADJOURNMENT

On motion of Suders, seconded by Burg to adjourn at 7:29 p.m.



Cristy Lentz
Board Secretary