

Minutes of the September 11, 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, President, called the meeting to order at 8:00 p.m.

1.b. Roll Call

On roll call, the following members were present: Dr. Nathan Goates, Board President, Mrs. Steph Eberly, Board Vice President; Dr. Michael Lyman; Mrs. Becky Wolfinger; Mr. Charlie Suders; Mr. Jim Bard; Mr. Fred Scott; and Mr. Kirk Naugle. Mr. Levi Cressler was absent.

Others present were: Mr. William August, Superintendent; Mrs. Leslee DeLong, Assistant Superintendent; Dr. Susan Donat, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mr. Chad Kreitz, Director of Operations and Maintenance; Mrs. Deborah Luffy, High School Principal; Ms. Dawn Smith, Food Service Director; representatives from SitelogIQ and EI Associates; parents; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

1.c. Pledge of Allegiance

1.d. President's Charge to the Board

1.e. Moment of Silence

Walter Stouffer ~ January 14, 1943 - August 23, 2023
1961 Graduate

Patricia Deutsch ~ September 4, 1940 - September 3, 2023
Mother-in-Law to Darrell Barnhart, Head of Maintenance and grandmother to Nathan Barnhart, Technology Specialist at the Middle School

Vivian Dangler ~ April 14, 1943 - September 3, 2023
1961 Graduate

Ray Cressler ~ May 9, 1965 - September 7, 2023
1983 Graduate and Uncle to Board Member Levi Cressler

Executive Session

Dr. Goates announced that an Executive Session was held after the August 28th Board Meeting for contractual/negotiations matters and an Executive Session was also held before tonight's Committee of the Whole Meeting regarding contractual/negotiations and Superintendent's contract.

(Action)

1.f. Agenda Approval

Dr. Goates announced there was an addition to the Discussion Agenda, item 4.e.- Amendment to Senior High School Handbook, page 37.

On a motion of Wolfinger, seconded by Scott, to approve tonight's agenda.

On voice call, all present voted yes to approve tonight's agenda.

(Information)

2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS

None

3. REPORTS

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

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

- Clubs at the high school have begun such as chess club, D&D club, GSA and much more
- Homecoming will be held on September 30th; the theme is *Neon Glow Party*. The proceeding week will be Spirit Week for the Greyhounds and the homecoming queen will be announced at the September 29th football game against Gettysburg.
- The new SASHS Mini-Thon club held a car wash on September 10th and raised over \$500!
- September is *Suicide Awareness Month* and the Counseling Department will have a table set up at lunches to create awareness around mental health and suicide prevention on Tuesday, September 12th.
- This year is the first year since the pandemic where students are required to use lockers and are not allowed to use backpacks.

3.a. Student Representatives - Aryan Gaonkar

Mr. Aryan Gaonkar reported on the following events/issues at the Middle School:

- The students and faculty are really enjoying the additions, especially the big, bright cafeteria!
- SAMS PTO is hosting back-to-school roller skating parties for students this month at Roll "R" Way roller skating rink in Chambersburg.
- Clubs are being chosen by students and will start on Sept 28th. Clubs will meet twice a month this year.
- PBIS is hosting weekly trivia for students on Fridays as well as raffles for turning in important documents.
- SAMS Student Council will be holding interviews for 6th grade students who would like to join.

3.b. Franklin County Career and Technology Center Report - Becky Wolfinger, Charlie Suders, Jim Bard Alternate

Nothing to report.

3.c. Board Committee Reports

3.c.a. Negotiations Committee

Meeting was held on Wednesday, August 30, 2023

Mrs. Wolfinger reported that the Committee is working through contract negotiations with Support Staff.

3.c.b. Transportation Committee

Meeting was held on Thursday, August 31, 2023

Mrs. DeLong shared the following:

- Routing Updates
- Learning process with routing - this is the first year the District has done routing in a few years
- 96% Excellent routing
- The need for an additional bus is on hold until the Transportation Coordinator has time to review and revise routes before making a recommendation
- Fueling - continues to be an issue
- Transportation Department is in their new offices at the Operations Building

Dr. Goates asked if remaining transportation concerns were worked out and Mr. August stated the transportation department continues to work out any glitches and address any issues that arise.

3.c.c. Safety & Security Committee

Meeting was held on Wednesday, September 6, 2023

Mrs. Eberly shared the following:

- Radios have been successfully deployed throughout the District and they are working great
- Camera installations are completed at the elementary schools and will be connected to the server soon
- Barriers in the form of bollards and planters to help limit vehicle access to the SAIS playground are on tonight's discussion agenda for purchase. This was a recommendation by the Pennsylvania State Police in the District's Risk & Vulnerability report.
- Building drills for the year have been scheduled
- Police, fire, and EMS visited the new middle school addition to give their stamp of approval and become acclimated with the new addition.
- Propping doors open will no longer be tolerated. Must get rid of magnets and door props and get back to basic school safety.

3.d. Superintendent's Report

3.d.a. Enrollment Report

3.e.b. Enrollment Report

The enrollment report for September 1, 2023 was presented to the Board as follows:

Kindergarten	273	Fifth Grade	284	Tenth Grade	300
First Grade	299	Sixth Grade	292	Eleventh Grade	288
Second Grade	290	Seventh Grade	284	Twelfth Grade	283
Third Grade	273	Eighth Grade	266	Out of District	21
Fourth Grade	276	Ninth Grade	258	Total Enrollment	3687

Mr. August stated that the actual count as of today is 3,698 total students and 6 being processed. The District has 165 more students this September as compared to last September and 304 more students compared to September 2021.

(Action)

4. CONSENT AGENDA

On a motion of Wolfinger, seconded by Lyman to approve items 4.a. to 4.d. of the Consent Agenda.

4.a. Approval of Minutes

Recommend approval of the minutes as presented from the August 28, 2023 Planning/Action Board meetings.

4.b. Finance

Recommend approval of the following:

- 1. Bills of Payment**
- 2. Financial Reports**
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund
- 3. Tax Report**
- 4. Budget Report**
 - Budget Summary

Copies of the paid bills were provided to the Board.

4.c. Agreement with The Vista School for Special Education Services

As outlined in each student's Individualized Educational Program (IEP), The Vista School provides educational services and supports to students with intensive needs related to Autism Spectrum Disorder. The proposed agreement is for the 2023-2024 school year. This admission is an approved private school 4010 funded slot. This means that pending approval; the tuition will be either fully or partially funded by the state.

Administration recommends approval of the agreement.

A copy of the agreement was provided to the Board.

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

Administration recommends approving the renewal 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 28, 2023 through June 14, 2024 and is renewed on a yearly basis.

A copy of the agreement was provided to the Board.

On voice call, all present voted yes to 4.a. to 4.d.

(Action)

4. CONSENT AGENDA

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

4.e. Personnel - Professional and Support

Professional Staff

Administration recommends approval of Professional Contract status (tenure) for the following professional staff members who have successfully completed three years of satisfactory service with the Shippensburg Area School District:

1. **Christy E. Knorr** – Kindergarten Teacher, effective retroactive August 25, 2023
2. **Anna M. Thiessen** – Social Studies Teacher, effective retroactive August 21, 2023
3. **Amy E. Wallo** – ABA Teacher, effective retroactive August 24, 2023

Administration recommends approval of salary adjustments 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:

4. **Katherine J. Merideth** – Masters 45
5. **Bethany A. Mohney** – Masters 45

Administration recommends approval of the following substitute:

6. **Melody A. Connelly** – Nurse

Support Staff

Administration recommends approval of the following resignation:

7. **Mallory H. Arnold** – Cafeteria Helper at Shippensburg Area High School, effective retroactive August 24, 2023

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

8. **Kloe M. Gilbert** – Part-Time Noontime Aide at Shippensburg Area Intermediate School, at an hourly rate of \$12.25, working 2.5 hours/day, 180 days/year, effective date to be determined (replacing Alicia Raia – transfer)
9. **Zoie Hoch** – Part-Time Kitchen Helper at Shippensburg Area High School, at an hourly rate of \$12.25, working 4 hours/day, 180 days/year, effective date approximately September 18, 2023 (replacing Dorothy J. Riley – transfer)
10. **Shirley I. Ocker** – Part-Time Kitchen Helper at Shippensburg Area Middle School, at an hourly rate of \$12.25, working 3.75 hours/day, 180 days/year, effective date approximately September 18, 2023 (replacing Logan C. Tricka – resignation)

Supplemental Staff

Administration recommends approval of the following resignation:

11. **John J. Kasarda** – High School Academic Competition Advisor; Quiz Bowl, effective retroactive September 6, 2023

Administration recommends approval of the following new mentors for the 2023-2024 school year:

- 12. Caitlin M. Cressler** – Mentor for Cathy L. Ambrosio at a supplemental salary of \$1041.00 (full year)
- 13. Suzanne E. Dehoff** – Mentor for Berylee R. Kreigline at a supplemental salary of \$520.50 (half year)
- 14. Samuel P. Hudson** – Mentor for Jason M. Engro at a supplemental salary of \$1041.00 (full year)
- 15. Kristin M. Line** – Mentor for Marcie L. Swartz at a supplemental salary of \$1041.00 (full year)
- 16. Anthony M. Massara** – Mentor for Ryan K. Applegarth at a supplemental salary of \$520.50 (half year)
- 17. Kristi R. Papcun** – Mentor for Jadylee Ramos at a supplemental salary of \$1041.00 (full year)

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

- 18. Petra Rueter** – High School Academic Competition Advisor; Quiz Bowl, effective September 12, 2023

Administration recommends approval of the following volunteer coach:

- 19. Michael A. Lochiatto** – Junior High Football

Mr. Scott asked how many mentors we have in the District and Mr. August responded that every time a new teacher is hired, they automatically get a mentor assigned to them.

On voice call, all present voted yes to item 4.e. of the Consent Agenda.

(Action)

5. ACTION AGENDA

There were no action agenda items.

(Information)

6. DISCUSSION AGENDA

6.a. 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.

Administration recommends approval of the plan.

The plan, along with additional required paperwork was provided to the Board.

Dr. Lyman asked the Administration to provide an update to the community where administrative offices are located between the new Administration Building and the Operations Building. Mrs. Lentz stated

that the information can be found on the front page of our website under "Location of some offices have changed". She then read off which departments are at which building.

6.b. Board of School Directors Meeting Schedule for 2024

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

The dates were provided to the Board.

6.c. 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 was provided to the Board.

6.d. 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.

The Board was provided with a copy of the contract.

6.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.

A copy of the proposal was provided to the Board.

6.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 was provided to the Board.

6.g. 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.

A copy of the MOU was provided to the Board.

6.h. Change Order - 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 was provided to the Board.

6.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.

A copy of the contract was provided to the Board.

6.j. 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.

A copy of the quote was provided to the Board.

6.k. 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.

Dr. Goates asked Melissa Colestock, from SitelogIQ to summarize what the Board will be actually voting on at the next Board meeting.

Ms. Colestock stated that the Board will be approving moving from one phase of design to another phase to refine the District options and priorities.

Further discussion occurred between the Board and Ms. Colestock. Dr. Goates thanked SitelogIQ and EI Associates for their work.

Mr. Bard inquired about how many additional seats will be in the gym. Ann Long, from EI Associates replied approximately 300 additional seats or a total of 1,300 in bleacher seating only. Currently the high school student enrollment is 1,130 and the revised proposed seating would allow for the entire student body to gather in the gym.

6.I. 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".

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 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"

Mrs. Eberly inquired about ticket sales for the dance no longer being sold prior to the revision being approved and Mr. August stated that the dance is September 30th and should a student be unable to purchase a ticket prior to this revision, exceptions will be made if this is an issue.

A discussion between Mrs. Eberly and Mr. August occurred regarding social probation.

7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

None

8. BOARD COMMENTS

Mr. Scott noted he liked the proposed designs that were shown in tonight's presentation at the Committee of the Whole Meeting.

Mrs. Wolfinger shared that she had the honor of joining the students at Nancy Grayson to "kick off" their new playground "park" earlier today. Mrs. Wolfinger expressed concerns with growing class sizes at the elementary schools and asked Mr. August how this is being addressed. Mr. August said that a first and second grade teacher were hired to help offset the class sizes but it comes down to space and personnel and may

need to revise policy.

Mr. Bard stated that several months ago he asked to have additional exterior lighting around some dark spots at the schools and he wondered if this was ever done. Mr. August explained that it was not but feels this can be added to the middle school project.

Dr. Lyman seconded what Mrs. Wolfinger stated about the "park" at Nancy Grayson and thanked all of the donors. He also stated that 6.j. (End Point Detection and Response Solutions) will help the District with cyber attacks.

Mrs. Eberly stated that she also attended the Nancy Grayson dedication event and it was a "feel good" moment to see all the smiles on the faces of the students. Mrs. Eberly also stated that there should be more involvement in student participation beyond the two student representatives reporting on the middle and high school. She feels that they are representing the student body and should be attending meetings to have an active involvement with witnessing the decision-making process and would like to see them stay longer at the meetings.

Dr. Goates stated that the Board has tough budgetary concerns and tough decisions to make. There is magic happening - giving an example of his son using tools in shop class.

INFORMATION

9.a. Date Saver

September 13: Policy Committee Meeting, 4-5:30 p.m. in the Conference Room at the Operations Building

September 14: Facilities Committee Meeting, 4-5 p.m. in the Conference Room at the Operations Building

September 25: Committee of the Whole Meeting/School Board Meeting
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**September 20:** ACT 80 Day - 2 hour early dismissal for students

**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  
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10. ADJOURNMENT

A motion of Scott to adjourn at 8:46 p.m.



Cristy Lentz, Board Secretary