

Minutes of the May 8, 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

Mrs. Steph Eberly, Vice 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, President; attended remotely by telephone; Mrs. Steph Eberly, Vice President; Mr. Jim Bard; Mr. Levi Cressler; Mr. Kirk Naugle; Mr. Fred Scott; Mrs. Becky Wolfinger; Dr. Michael Lyman; Lily Kell, Student Representative. Mr. Charlie Suders; Aryan Gaonkar; Student Representative, were absent.

Others present were: Mr. William August, Superintendent; Mrs. Sheri Woodall, Director of Curriculum and Instruction; Dr. Troy Stevens, Technology Coordinator; parents, teachers, 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

William Plasterer ~ July 6, 1935 - April 21, 2023

1953 Graduate and a past School Board Director who served for 12 years

Gary Long ~ Passed on April 29, 2023

1958 Graduate

(Action)

1.f. Agenda Approval

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

Rodney Rice, resident of SASD, spoke on item 5.a. "New Debt" and questioned raising taxes for non-academic projects, i.e., the stadium.

3. REPORTS

3.a. Student Representative - Lily Kell

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

- Prom was held Saturday, May 6th and this year's theme was, "Dancing Through the Decades"

focusing on the 1920's, 50's, 60's 70's.

- Special Education track and field will be held on Wednesday, May 24th, at the senior high school track. Juniors, and seniors are welcome to volunteer.
- Teacher Appreciation Week is being held May 8th through May 12th. Students are encouraged to thank their teachers on Channel 74 News.
- The woodworking club is hosting a car show at the high school on May 20th. Students can pay \$5 to enter their car in the show.
- AP testing has been in full swing for the past two weeks
- Selected students are going to Hershey Children's Hospital to learn about the Mini-Thon on Wednesday, May 10th.
- On Thursday, May 11th, students are welcome to go to the Senator's Business of Baseball field trip where they can learn about tourism and hospitality careers.
- On Tuesday, May 9th there is a SHARPS, orchestra and jazz band concert here at the high school.
- Friday, May 12th, SHARPS are going to Hershey Park for *Music in the Park*, high school level.

Miss Lily Kell also reported on the following events/issues at the **Middle School**:

- 7th and 8th grade Accidentals, Band, Orchestra, and Advanced 6th grade band and Orchestra traveled to Hershey Park on Friday, May 5th and participated in *Music in the Park*.
- SAMS PTO is hosting a camping themed Teacher Appreciation Week the week of May 8th-12th with SAMS Student Council members handing out s'more themed snacks, and a trail mix buffet in the faculty room, and ending the week with a grilled lunch on Friday.
- The PBIS team had incentives and drawings for students for every day of the PSSAs. Prizes included crocs, airpods, snacks, and Nike backpacks.

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

Nothing to report.

3.c. Board Committee Reports

Transportation Committee

Levi Cressler noted that the Transportation Committee met on April 27th and discussed the following:

- Bus Patrol Program
- Busing contracts for primary providers - Boyo Transportation and Heck-Meyers Transportation
- New Transportation Router position

Policy Committee

Fred Scott reported that the policies found under item 6.i. have been reviewed and are being recommended by the committee.

Steph Eberly reported that the committee met on May 3rd and the policies on tonight's board agenda for first reading include a new policy, #824 - "Maintaining Professional Adult/Student Boundaries" and seven (7) policies recommended for deletion per PSBA and the District solicitor. Mrs. Eberly also directed the Board members to note the Conflict of Interest procedures in their board folders and further explained the process.

Both Fred Scott and Steph Eberly expressed the hard work the policy committee has been doing to bring District policies up-to-date and recognized Kim Spisak for her time and attention to detail and thanked her for assisting the committee with the policies.

Safety Committee

Steph Eberly reported that the committee met on May 4th with Triangle Communications and they presented their Avigilon control center software. Mrs. Eberly stated the software is made in the USA, top notch and very user friendly. The committee also met with the Verkada Company and were presented with their software, which had some of the same features as Avigilon. The committee hopes to have the costs and a recommendation to the Board for the May 22nd meeting so that they can move forward with cameras in the District.

Outreach Committee

Becky Wolfinger reported that the committee met on April 25th and worked on the Foundation of the Profile of a Graduate. Approximately 50 people attended the community event and she thanked Sheri Woodall and Bill August for their hard work with putting this event together.

3.d. Finance Report - Cristy Lentz

Cristy Lentz reviewed the S&P Credit Rating for 2023 Debt and Historical Credit Ratings with the Board.

Debt Series #	Amount Borrowed	S&P Underlying Rating
2011 & 2011A	\$19,110,000	A+
2012	\$4,325,000	A+
2013	\$9,850,000	A+
2022	\$9,775,000	A+
2023	\$9,995,000	A+

Investment Grade Ratings:

- AAA - Extremely strong capacity to meet financial commitments
- AA - Very strong capacity to meet financial commitments
- A - Strong capacity to meet financial commitments, but somewhat susceptible to economic conditions and changes in circumstances
- BBB - Adequate capacity to meet financial commitments, but more subject to adverse economic conditions

Speculative Grade Ratings:

- BB -Less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions
- B - More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments
- CCC - Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments
- CC - Highly vulnerable; default has not yet occurred, but is expected to be a virtual certainty

- C - Currently highly vulnerable to non-payment, and ultimate recovery is expected to be lower than that of higher rated obligations
- D - Payment default on a financial commitment or breach of an imputed promise; also used when a bankruptcy petition has been filed

Mrs. Lentz also provided links to information regarding credit ratings and understanding their importance.

Source: <https://www.spglobal.com/ratings/en/about/intro-to-credit-ratings>

<https://www.spglobal.com/ratings/en/about/understanding-credit-ratings>

<https://www.spglobal.com/ratings/en/about/intro-to-credit-ratings>

Additional information regarding the credit rating for the 2023 borrowing was also given to Board members.

3.e. Superintendent's Report

3.e.a. Enrollment Report

The enrollment report for May 1 was presented to the Board as follows:

Kindergarten	283	Fifth Grade	287	Tenth Grade	288
First Grade	287	Sixth Grade	277	Eleventh Grade	289
Second Grade	261	Seventh Grade	256	Twelfth Grade	262
Third Grade	261	Eighth Grade	250	Out of District	25
Fourth Grade	272	Ninth Grade	304	Total Enrollment	3602

3.e.b. Donation Report

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

Anonymous, \$50.00 Gift card to support the Shippensburg Area Senior High School Facility Dog Program.

Texas Roadhouse, food donation to support a Shippensburg Area Senior High School Facility Dog Program fundraiser. Value of the donation is \$675.00.

Miscellaneous, \$124.00 monetary donation to purchase t-shirts for the Shippensburg Area Senior High School Special Education Track and Field Meet.

Vets Canteen Association SGOC Durff-Kuhn VFW Post 6168, \$250.00 monetary donation to support the Shippensburg Area Senior High School FFA.

National FFA Organization, \$400.00 monetary donation to support the Shippensburg Area Senior High School FFA.

Chamberlin's Pest Control, \$50.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

American Legion Home Association #223, \$250.00 monetary donation to support the Shippensburg Area Senior High School Special Education Track and Field Meet.

Henry's Pharmacy, an Oculus for use at the Shippensburg Area Senior High School Special Education classroom. Approximate value of the donation is \$375.00.

Compass Group (Chartwells), \$2,500.00 monetary donation for fiscal year 2023 to be used as

scholarship monies as defined in the Food Service Agreement.

American Legion Home Association #223, \$300.00 monetary donation to support the Shippensburg Area Senior High School FFA.

Anonymous, \$500.00 monetary donation to support the Shippensburg Area Middle School Facility Dog Program.

(Action)

4. CONSENT AGENDA

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

4.a. Approval of Minutes

Minutes from the April 11 and April 24, 2023 Board meeting will be presented at the May 8, 2023 Board Meeting

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 Reports

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

4.c. District Solicitor - Stock and Leader

Consider and approve a motion to appoint Christopher L. Harris, Esquire, from Stock and Leader, as the District Solicitor for the 2023-2024 fiscal year.

A summarized copy of the proposed fee arrangement was provided to the Board.

4.d. GBLUES Summer Zone Camp

Administration recommends approval of GBLUES Summer Zone Camp, a yearly camp held on the campus of Shippensburg University that is open to all District students in grades 1 through 5.

4.e. Agreement with Government Software Services for 2023-2024

Administration recommends approval of the agreement with Government Software Services, Inc. (GSS) to print and mail the District's Real Estate Property and Per Capita tax bills and preparation of the duplicates for the 2023-2024 fiscal year. Pricing for this service is as follows:

-\$0.2095 for each tax statement (bill) prepared (an increase of \$0.0200 from the 22/23 school year)

-\$0.075 each, per name printed for two copies of the Real Estate and Per Capita Duplicate (flat from 22/23 school year)

-\$12.00 for each bound duplicate (an increase of \$0.50 from the 22/23 school year)

The above price increase is the only second price increase the district has received from GSS the entire time we have been utilizing their services mainly due to the rise in postage rates.

A copy of the agreement was provided to the Board.

4.f. Agreement with CAIU English Language Development (ELD) and English as a Second Language (ESL) Services

Administration recommends approval of the agreement with the Capital Area Intermediate Unit (CAIU) for English Language Development (ELD) and English as a Second Language (ESL) services for students limited in English proficiency for the 2023/2024 school year.

The Board was provided with a copy of the agreement.

4.g. SchoolStream Renewal Contract

Administration recommends approval of the renewal subscription to SchoolStream beginning September 15, 2023 through September 14, 2024 at a cost of \$8,196.00, which will come out of the Technology Budget.

4.h. Approval of D L Friese Transportation Drivers

Administration recommends approval of the following bus/van drivers for D L Friese Transportation:

- Dawn Hunt
- Melissa Keefer

4.i. Operations and Maintenance Agreements

Administration recommends approval of the following renewal service agreements, which are attached:

1. Modernfold - 3 year renewal agreement with Modernfold for inspections, and preventative maintenance on the dividing walls in the main gyms at the high school and middle school. The contract will run from July 1, 2023 through June 30, 2026.

2. Berkshire Systems Group, Inc. (BSGI) - 3 year renewal agreement with Berkshire Systems Group, Inc. for inspections, testing, and maintenance of the fire alarm systems at James Burd and Nancy Grayson Elementary Schools. The contract will run from July 1, 2023 through June 30, 2026.

3. Johnson Controls - 5 year renewal service agreement with Johnson Controls to inspect the fire alarm system at the Intermediate School. The contract will run from July 1, 2023 through June 30, 2028.

4. Eastern Time, Inc. - 5 year renewal service agreement with Eastern Time, Inc. for fire alarm monitoring services at the Middle School and High School. The contract will run from July 1, 2023 through June 30, 2028.

5. Velocity EHS (MSDS Online) - 3 year renewal service contract with Velocity EHS to provide the mandatory tracking, updating, and public accessibility of our material safety data sheets for all chemicals used in the District. The contract will run from July 1, 2023 through June 30, 2026.

6. Ash Enterprises - 2 year renewal service agreement with Ash Enterprises to conduct annual preventative maintenance to the high school planetarium. The contract will run from October 1, 2022

through September 30, 2024.

The Board was provided with copies of the agreements.

4.j. Personnel - Professional and Support

Professional

Administration recommends approval of the following resignation:

1. Michaela A. Ohradzansky – Learning Support Teacher at Shippensburg Area Intermediate School effective July 31, 2023

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

2. Janelle E. Chamberlin – Learning Support Teacher at Shippensburg Area Intermediate School is requesting leave effective tentatively August 28, 2023 and continuing through January 26, 2024, with an expected return to work date of approximately January 29, 2024

Administration recommends approval of the following new appointment:

3. Morgan B. Feick – Music Instrumental/Band Orchestra Teacher at Shippensburg Area High School at a salary of \$60,895.00 (Bachelors Step 4) effective the first in-service day of the 2023-2024 school year (Hiring dependent upon successful completion of all required paperwork and clearances) (replacing Robert A. Maag - retirement)

Mr. Feick received his Bachelor of Music in Music Education from Mansfield University May 2016. He is presently the band Director at Bishop McDevitt High School.

Support Staff

Administration recommends approval of the following leave without pay request:

4. Cortney D. Krall – Part-Time Health Room Assistant, at Shippensburg Area Middle School is requesting leave without pay effective retroactive April 21, 2023 through approximately May 22, 2023

Administration recommends approval of the following new appointment:

5. Yaleidy Valencia – Part-Time Classroom Assistant, at Shippensburg Area Middle School at a hourly rate of \$13.50, working 5.75 hours/day, 182 days/year effective date to be determined (hiring dependent upon successful completion of all required paperwork and clearances) (replacing McKane A. Coldsmith – transfer)

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:

6. Rikki L. Mayberry – Noon-Time Aide at Shippensburg Area Intermediate School, effective retroactive December 19, 2022

7. Allison B. Thrush – Classroom Assistant at Shippensburg Area Middle School, effective May 25, 2023

Administration recommends approval of the following substitutes:

8. Jesse D. Laird – Classroom Assistant

9. Rose W. Leitner – Classroom Assistant

10. Larry F. Shannon – Short-Term, Part-Time Utility Maintenance Worker retroactive to April 25, 2023 through approximately November 17, 2023

Supplemental Staff

Administration recommends approval to rescind the previous resignation from the August 22, 2022 board agenda:

11. Elizabeth H. Minnich – Graduation Coordinator

Administration recommends approval of the following resignation:

12. Jaeden G. Forsythe – High School Stage Co-Manager effective June 2, 2023

Administration recommends approval of the following new appointments:

13. Morgan B. Feick – High School Band Director at a supplemental salary of \$5,520.00 effective August 7, 2023 (replacing Robert A. Maag)

14. Morgan B. Feick – High School Concerts; Orchestra/Band/Jazz at a supplemental salary of \$325.00 per concert (max. of five a year) effective August 24, 2023 (replacing Robert A. Maag)

15. Jacqueline C. Ulmer – High School Head Volleyball Coach at a supplemental salary of \$3570.00 effective August 14, 2023 (hiring dependent upon successful completion of all required paperwork and clearances) (replacing John M. Klenzing)

Administration recommends approval of the following individual as Temporary Summer School Academy Coordinator for 2023:

16. Greta R. Crist

Administration recommends approval of the following individuals as Temporary Summer School Academy Teachers for 2023:

6th Grade Summer School Academy

17. Karen S. Strine (Math, ELA)

18. Michael A. Velely (Math, ELA)

7th and 8th Grade Summer School Academy

19. Sarah J. Gerber (Math)

20. Anthony P. Weber (ELA)

9th Grade through 12th Grade Summer School Academy

21. Scott E. Burkholder (Art, US History)

22. Nathanael E. Gulnac (Earth Science)

23. SaraJane M. Holt (Health and Wellness)

24. Michael D. Swartz (Technology Education)

**25. Teresa E. Tibbits (Environmental Science)
Summer Academy Substitutes**

26. Krystal L. Johnson

27. Marsha A. Schmus

28. Matthew A. Stine

29. Julia M. Suchanek

30. Theresa R. Vetock

Administration recommends approval of the following individuals as Extended School Year (ESY) Teachers for 2023

31. Jason M. Engro

32. Lindsay J. Glunt

33. Madison E. Keck

34. Elizabeth A. Laird

35. Samantha L. Letts

36. Brianne M. Parham

37. Alexis N. Petersen

38. Lindsay N. Pittman

39. Libby J. Staver

40. Amy E. Wallo

Administration recommends approval of the following individual as Extended School Year (ESY) Substitute Teacher for 2023

41. Brooke A. Bell

On voice call, all present voted yes to items 4.a. - 4.j.

(Action)

4. CONSENT AGENDA

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

4.k. Personnel - Administration

Administration recommends approval of the following transfers:

1. Jeremy D. Eastman – Principal at Nancy Grayson Elementary School TO Assistant Director of Student Services at Shippensburg Area School District, no change in salary, effective July 1, 2023 (replacing Bethany A. Bridges – resignation)

2. Matthew W. Flohr – Principal at James Burd Elementary School TO Assistant Principal at Shippensburg Area High School, no change in salary, effective July 1, 2023 (replacing Andrew J. Norton – retirement)

A discussion occurred between Mr. Scott and Administration regarding the replacement process for these positions and questioned James Burd Elementary School being on an improvement plan.

On voice call, all present voted yes to items 4.k.

(Action)

5. ACTION AGENDA

5.a. New Debt (2023) - Maximum Parameters Resolution - REVISED - ROLL CALL VOTE NEEDED

On a motion of Lyman, seconded by Cressler to approve the following Action Agenda item:

Administration recommends approval to adopt the Maximum Parameters Resolution, authorizing SASD to borrow for the following Ship Taking Shape: Step 2 projects:

- New Synthetic Turf Field
- New Six (6) Lane Running Track
- New Grandstands (home side 1,000 Seats/visitor side 1,000 seats) with ADA Access
- New Press Box
- New Field Events Paving and Related Equipment/Site Appurtenances
- New Football Goal Posts and Soccer Goals
- New Scoreboard
- New Fence at Track Perimeter
- Accommodations for Future Utilities/Future Buildings/Program (utilities will not be installed)
- Other related items required by code including but not limited to storm water, erosion control, and parking requirements
- High School and Middle School Designs for step 3 borrowing
- Middle School Parent Loop, Vestibule, and Pupil Services/Admin Area
- Franklin County Career and Technology Center (FCCTC) Roofing Project **(added)**

The Board was provided with a copy of the Resolution.

A brief discussion occurred between the Board and the Administration regarding the roofing project at the FCCTC and utilities and seating at the new stadium.

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

5.b. Creation of District Registrar Position

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

Administration recommends the Board approve removing the District Registrar responsibilities from the District Receptionist/Business Office Assistant position and creating a new school year, part-time District Registrar position and a short-term part-time summer District Registrar. If approved, the Administration will work to revise the current job description for the District Receptionist/Business Office Assistant and create a new job description for the part-time District Registrar positions to be presented to the Board at a later date.

On voice call, all present voted yes to item 5.b.

5.c. Change Orders - East Coast Contracting

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

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

Change Issue #GC01 - (item 1 from the April 11th Board presentation)
Actual Cost: \$12,691.56

Change Issue #GC02 - (item 2 from the April 11th Board presentation)
Actual Cost: \$3,378.84

Change Issue #GC03 - (item 3 from the April 11th Board presentation)
Actual Cost: \$17,740.25

Change Issue #GC04 - (item 6 from the April 11th Board presentation)
Actual Cost: \$1,937.69

Change Issue #GC05 - (item 7 from the April 11th Board presentation)
Actual Cost: \$16,007.02

Change Issue #GC06 - (item 8 from the April 11th Board presentation)
Actual Cost: \$19,805.78

Change Issue #GC07 - (item 4 from the April 11th Board presentation)
Actual Cost: \$3,648.64

All of the above changes have been reviewed by William August, Cristy Lentz, and Chad Kreitz.

Copies of all of the change orders with authorization forms were provided to the Board.

On voice call, all present voted yes to item 5.c.

5.d. Senior High School Back Entrance Sculpture

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

Administration recommends approval of the preliminary concept drawings fee from sculptor Steve Dolbin to design a sculpture for the back entrance of the Senior High School. Mr. Dolbin is the sculptor who designed the greyhound that is currently at the front of the building. The cost for the design/drawing fee is \$100.00 and will be paid by the Class of 2023.

On voice call, all present voted yes to item 5.d.

5.e. 2023-2024 Proposed Final General Fund Budget

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

The Administration is recommending a 2023-2024 proposed final general fund budget of \$66,561,883 in expenditures with projected revenues of \$65,435,997 which is requiring the use of \$1,125,886 in general fund balance, \$400,000 is from Committed Fund Balance for 7th grade teaching positions and \$725,886 from Unassigned Fund Balance. The projected revenues include a tax increase to Shippensburg Area School District's adjusted Act 1 Index of 5.4%. The numbers can change between now and the final general fund budget adoption. The proposed final budget will be made available for public inspection at least 20 days prior to the adoption of the final budget.

A copy of the budget was provided to the Board.

On voice call, all present voted yes to item 5.e.

5.f. Franklin County Career and Technology Center (FCCTC) 2023-2024 General Operating Budget

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

The Franklin County Career and Technology Center Joint Operating Committee met on April 27, 2023 and approved the attached 2023-2024 General Operating Budget. Shippensburg Area School District is responsible for \$876,602.00 of general operating expenditures, \$0 for capital reserve funding and \$116,963.00 for the District's share of renovation debt. The total for SASD is \$993,565.00, an increase of \$17,123 compared to last year.

Administration recommends approval of the 2023-2024 Franklin County Career and Technology Center general operating budget.

A copy of the budget and resolution were provided to the Board.

On voice call, all present voted yes to item 5.f.

5.g. L & L Party Rentals Contract

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

Administration recommends approval to contract with L & L Party Rentals to provide inflatables for the Shippensburg Area Intermediate School Field Day on May 30, 2023 (rain date of May 31, 2023). The SAIS PTO will fund this activity.

On voice call, all present voted yes to item 5.g.

5.h. Proposed Revisions to Shippensburg Soccer Booster Club By-Laws

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

Administration recommends approval of the proposed revisions to the Shippensburg Soccer Booster Club By-Laws.

A copy of the by-laws and summary of changes were provided to the Board.

On voice call, all present voted yes to item 5.h.

5.i. S.U. Field Usage Agreement

On a motion of Lyman, seconded by Naugle to approve the following Action Agenda item:

Administration recommends approval of the field usage agreement with Shippensburg University for the District to be able to play one JV football game and one varsity football game at Seth Grove Stadium on the campus of the University.

A copy of the agreement and cost sheet were provided to the Board.

A detailed discussion occurred between the Board and Administration regarding the additional costs that are not included in the agreement such as no locker rooms for players, restroom availability for players, loss of revenue for the Booster Clubs, concession stands, busing costs, and other additional costs not listed in the agreement.

Mr. Scott informed the Board that he was contacted by someone at the college stating that they too had concerns and asked to have the item tabled until everything could be worked out and renegotiated.

Mrs. Eberly stated that a meeting needs to occur with the District, Administration, and S.U. Trustees to

work out the concerns before the May 22nd Board meeting.

On a motion from the floor by Bard, seconded by Wolfinger to table the above Action Agenda item.

On roll call, all present voted yes, except **Lyman and Goates who voted no** to item 5.i.

5.j. Civil War Instructional Day at the Middle School

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

Administration recommends approval of the request from Mr. James Richardson, 8th grade social studies teacher, for the yearly Civil War Instructional Day to be held at Shippensburg Area Middle School on May 18th. The individual programs begin at 8:50 a.m. and will continue to 2:15 p.m., breaking for lunch at 12:10.

On voice call, all present voted yes, to item 5.j.

5.k. 2023-2024 Per Capita Tax Rates

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

At the May 1, 2023 Budget and Finance Committee Meeting, the Business Administrator presented information to the Board proposing to set the Per Capita collection rates for Section 679 and Act 511 taxes for the 2023-2024 school year at \$0 (not collect for the 2023-2024 school year) as per attached. Some Tax Collectors and Administration have concerns with the amount of time in collecting and costs for collecting this tax versus the revenue benefit to the District. Below is a summary of what other districts in Franklin and Cumberland County are doing regarding collection of these taxes.

SCHOOL DISTRICTS	County	Collects Per Capita
Camp Hill	Cumberland	Yes
Carlisle Area	Cumberland	No
Big Spring	Cumberland	No
Mechanicsburg Area	Cumberland	No
East Pennsboro Area	Cumberland	No
West Shore	Cumberland	Yes
South Middleton	Cumberland	No
Cumberland Valley	Cumberland	No
Tuscarora	Franklin	No
Chambersburg	Franklin	No
Greencastle-Antrim	Franklin	No
Waynesboro	Franklin	No

Fannett-Metal

Franklin

Yes

Administration recommends setting the collection rate at \$0 for these taxes for the 2023-2024 school year.

On voice call, all present voted yes to item 5.k.

5.l. New Level Security Agreement

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

Administration recommends retroactive approval of the agreement for security at the 2023 SASHS Prom that was held on Saturday, May 6, 2023. The Board of School Directors was provided an update regarding this item at the May 1, 2023 Budget and Finance Committee Meeting.

On voice call, all present voted yes to item 5.l.

5.m. Approval of Boyo Transportation Bus Driver

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

Administration recommends approval of Margie Gares, bus driver for Boyo Transportation

On voice call, all present voted yes to item 5.m.

5.n. Approval of Friese Transportation Van Drivers

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

Administration recommends approval of the following two (2) van drivers for Friese Transportation:

- Anthony Hubert Smyth
- William Demoss

On voice call, all present voted yes to item 5.n.

(Information)

6. DISCUSSION AGENDA

6.a. District Camera Project

Administration recommends approving Siemens to install cameras, Network Video Recorders, and associated cabling in school buildings in the District and the District office.

The information from Siemens is from their 2021 proposal and to update the cost, the District would need to add 30% to the quote due to the cost of inflation and type of cameras. Entire school district camera project not to exceed \$320,000.

*This is the original agreement which is dated for the 21-22 school year. If approved, the Administration will update the agreement for the 23-24 school year.

A copy of the original agreement was provided to the Board.

Mrs. Eberly stated that the District has received a total of 3 quotes from 3 vendors and a recommendation will be brought forth for Board approval.

6.b. Repository Sale Consent

The Tax Claim Bureau of Franklin County has notified the District of a property that is no longer in a tax generating status because the parcel has been placed in the county Repository. The property had been offered for Upset Sale and Judicial Sale but did not receive any bids to satisfy the municipal and/or school tax obligations that were owed on the property. In order to bring the parcel back to tax generating status the parcel must be sold. Therefore, the Tax Claim Bureau is requesting that the Board of School Directors provide their consent to the sale of the property for the repository bid price of \$105.00.

The Board was provided with a copy of the consent letter.

6.c. Act 80 Days on 2023/2024 School Calendar

Administration recommends permission to add Act 80 days on August 24th and August 25th, 2023 for kindergarten students only. Act 80 Exemption 5 states, "Dismissal at the start of the school year of a partial group of kindergarten students while an orientation program is being conducted for another part of the group of current year kindergarten students". This change would align to the April 11, 2023 Board approved "staggered start" of kindergarten for the 2023-2024 school year as shown below:

- Group A will attend school on Thursday, August 24th
- Group B will attend school on Friday, August 25th
- Groups A and B will attend school on Monday, August 28th

6.d. Flexible Instruction Days

Administration requests approval to apply for the possible utilization of up to five (5) Flexible Instruction Days during the 2023-2024, 2024-2025, and 2025-2026 school years. Flexible Instruction Days will be called as early as possible by the Superintendent and will follow a 2-hour delay schedule to allow families planning time. Per PDE guidance, the Flexible Instruction Days will have a combination of synchronous and asynchronous activities throughout the day.

A discussion occurred between the Board and the Administration regarding the benefit of the flexible instructional days and Mr. August stated that adding days to the end of the year can be challenging with scheduling senior graduation at the Luhrs Center.

6.e. Revised Job Description

Administration recommends approval to the revisions made to the job description for the transportation secretary.

A copy of the revised job description provided to the Board.

6.f. Authorized Signatures for District Funds

Approval of the following list of authorized signatures for District checks:

General Fund
(3 of 4 required)

President
Vice President
Business Administrator/Board Secretary
Human Resources Director/Board Treasurer

Cafeteria Fund
(2 of 2 required)

Business Administrator/Board Secretary
Human Resources Director/Board Treasurer

Payroll Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Construction Fund(s) (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Capital Reserve Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Reimbursement Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Savings Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
High School Activity Fund (2 of 3 required)	Principal Assistant Principal(s) Director of Curriculum, Instruction & Assessment
High School Athletic Fund (2 of 3 required)	Principal Assistant Principal(s) Athletic Director
Middle School Activity Fund (2 of 3 required)	Principal Assistant Principal(s) Director of Curriculum, Instruction & Assessment
Middle School Athletic Fund (2 of 3 required)	Principal Assistant Principal(s) Athletic Director
SAIS Activity Fund (2 of 4 required)	SAIS Principal Nancy Grayson Principal James Burd Principal Director of Curriculum, Instruction & Assessment
James Burd Activity Fund (2 of 4 required)	James Burd Principal Nancy Grayson Principal SAIS Principal Director of Curriculum, Instruction & Assessment

Nancy Grayson Activity Fund
 (2 of 4 required)

Nancy Grayson Principal
 James Burd Principal
 SAIS Principal
 Director of Curriculum, Instruction & Assessment

6.g. Authorization for Payment of Bills for June and July 2023

Administration will recommend the authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Food Service Fund bills in June and July, 2023, in an effort to provide for an efficient and effective closeout of the 2022-2023 fiscal year. A complete report will be submitted to the Board of School Directors in August, 2023.

6.h. Appointment of Tax Collector - Shippensburg Borough

The District has received notification from the Borough of Shippensburg that they are no longer able to collect the district's share of real estate and per capita taxes. Administration recommends appointing Maryann Shirk as the Tax Collector for the Borough of Shippensburg (Franklin and Cumberland Counties) for the 2023-2024 school year. This appointment is dependent on the Board approving the district not collecting per capita taxes. Mrs. Shirk may continue to collect the district's real estate taxes in future years based on her experience in the 2023-2024 school year or until this position is filled at a municipal election.

The District's Solicitor is drafting a resolution for the Board to review and approve at the May 22, 2023 Board Meeting.

6.i. Future Fund Balance Commitment FY 2022-23 Closeout

Administration will recommend approval to allow the Business Administrator to assign additional future commitments of the 2022-23 unassigned fund balance, subject to any 2022-23 audit adjustments. The specific amount(s) to be determined after the completion of the 2022-23 audit.

6.j. 2023-2024 Capital Technology Outlay

At the April 11, 2023 Committee of the Whole Meeting, Administration presented the fiscal year 2023-2024 Technology Capital Outlay Fund Balance information to the Board. Administration is recommending approval to purchase the below items, in the amount of \$668,600, in order for the items to arrive in a timely manner to allow the District time to have the items ready for use for the start of the 2023-2024 school year.

Building	Description	Quantity	Total Costs
High School	Replace Chromebooks	325	\$140,075
High School	Chromebook Cases	325	\$11,375
	Total High School		\$151,450
Middle School	Replace Chromebooks (1 grade level)	325	\$140,075

Middle School	Chromebook Cases	325	\$9,750
	Total Middle School		\$149,825
Intermediate School	Replace Chromebooks (1 grade level)	325	\$140,075
Intermediate School	Chromebook Cases	325	\$9,750
	Total Intermediate School		\$149,825
District-Wide	Technology for New Teachers & Admin & Replacements	25	\$37,500
District-Wide	Replace Interactive Panels	50	\$130,000
District-Wide	Upgrade Wireless Network (Cost net of 80% E-Rate Reimbursement)	1	\$50,000
	Total District-Wide		\$217,500
Grand Total			\$668,600

6.k. Schedule of Fees for Athletic Events

Administration recommends approval of the 2023-2024 admission prices for SASD athletic events.

FALL SPORTS

Varsity Football	\$5 adults/\$3 students
Varsity Football Reserved Seating	\$7 adults/students
Junior Varsity Football	\$5 adults/\$3 students
Junior High Football	\$5 adults/\$3 students
Soccer (Boys and Girls)	\$5 adults/\$3 students
High School Girls Volleyball	\$5 adults/\$3 students

WINTER SPORTS

High School Basketball (Boys and Girls)	\$5 adults/\$3 students
Middle School Basketball (Boys and Girls)	\$3 adults/\$2 students
Swim and Dive	\$5 adults/\$3 students
Wrestling (Junior High and Varsity)	\$5 adults/\$3 students

Spring

Middle School Volleyball	\$3 adults/\$2 students
Track and Field	\$5 adults/\$3 students

Passes/Punch Cards

Punch Cards are available in the Athletic Office at the High School for \$50.00 (15 punches)

Senior Citizen Athletic Passes are available at the Administration Office located at 317 N. Morris Street, Shippensburg by stopping by the District Administration Office on Wednesdays, 12 pm-3 pm; Fridays, 9 am-12 pm. You must bring your driver's license or another form of ID to verify that you live in Shippensburg.

6.i. Policies for Discussion and Deletion

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

- 103.1 - Nondiscrimination - Qualified Students with Disabilities - w/4 attachments - revised
- 200 - Enrollment of Students - revised
- 205 - Postgraduate Students - revised
- 209.1 - Food Allergy Management - revised
- 210 - Medications - w/1 attachment - revised
- 212 - Reporting Student Progress - revised
- 215 - Promotion and Retention - revised
- 216 - Students Records - revised
- 222 - Tobacco and Vaping Products - revised
- 227 - Controlled Substances/Paraphernalia - revised
- 626 - Federal Fiscal Compliance - w/5 attachments - revised
- 815.1 - District Social Media - revised
- 824 - Maintaining Professional Adult/Student Boundaries - NEW
- 827 - Conflict of Interest - revised

The above policies are attached.

The following policies are recommended for deletion per PSBA and the District Solicitor:

- 327 - Management Team
- 344 - Legal Assistance
- 606.1 - Tax Collection Exoneration and Appeals
- 626.2 - Federal Programs - Allowability of Cost
- 626.3 - Federal Programs - Cash Management
- 626.4 - Federal Programs - Conflict of Interest
- 626.5 - Federal Programs - Procurement

Copies of the policies and attachments were provided to the Board.

6.m. Operations/Maintenance Contracts

Administration recommends approval of the following service agreements:

1. Daikin - 3 year renewal agreement with Daikin to perform preventative maintenance on the chiller at the high school.
2. R.J. McCarville - 3 year new agreement with R.J. McCarville to inspect the bleachers at the high school and middle school. (In the past, the District used CM Eichenlaub, however R.J. McCarville provides discounts on parts for the bleachers when you have a service contract with them and contracting with them will save the District approximately \$300.00 per year.)

6.n. Change Order - East Coast Contracting

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

Change Issue #GC10 - (item 10 from the April 11th Board presentation)

Actual Cost: \$19,885.64

The above change has been reviewed by William August, Cristy Lentz, and Chad Kreitz.

A copy of the change order authorization form was provided to the Board.

6.o. Contract Renewal with Sountrap

Administration recommends approval of the renewal contract with Soundtrap at a cost of \$1,782.00, which will be paid out of the Curriculum Budget. This continued subscription is utilized by the music department at the high school.

A copy of the contract was provided to the Board

6.p. Capital Area Intermediate Unit School-Age Special Education Services Agreement

As outlined in each student's Individualized Educational Program (IEP), the Capital Area Intermediate Unit provides programs and services for students in the Shippensburg Area School District. The attached agreement is for one year beginning July 1, 2023. The estimated cost for programs and services for the 2023-2024 school year is \$165,380.00.

Administration recommends approval of the CAIU services agreement. The funding has been included in the 2023-2024 budget.

A copy of the agreement was provided to the Board.

6.q. Therabilities Agreements

Administration recommends approval of the agreements between Therabilities and the Shippensburg Area School District for the 2023-2024 school year for pediatric therapy services as follows:

- **Occupational Therapy Agreement at SASD:** 396 days at the rate of \$525.00 per day. Non-routine hours will be billed on a periodic basis at the rate of \$102.00 per hour along with any necessary and reasonable travel reimbursement.
- **Physical Therapy Agreement at SASD:** 50 days at the rate of \$630.00 per day. Non-routine hours will be billed on a periodic basis at the rate of \$102.00 per hour along with any necessary and reasonable travel reimbursement.
- **Occupational Therapy Agreement at Approved Private Schools:** 5 days at the rate of \$630.00 per day. Non-routine hours will be billed on a periodic basis at the rate of \$102.00 per hour along with any necessary and reasonable travel reimbursement.
- **Physical Therapy Agreement at Approved Private Schools:** 2 days at the rate of \$630.00 per day. Non-routine hours will be billed on a periodic basis at the rate of \$102.00 per hour along with any necessary and reasonable travel reimbursement.

Copies of the agreements were provided to the Board.

6.r. Licenses for coding Courses at the High School

Administration recommends approval of the renewal quote with Code Combat to purchase 50 licenses to be utilized in the coding courses at the High School. The \$2,500.00 cost will be taken from the 2023-24 Curriculum Budget.

6.s. Purchase of Textbooks for the High School

Administration recommends approval to purchase the following textbooks for Vo-Ag classes at the High

School:

1. **Small Animal Care and Management 4th edition textbooks (ISBN 9781285425528), published by Cengage Learning** - 50 textbooks at a cost of \$7,493.75. This text utilizes modern, peer-reviewed data for application to owning, raising, and having careers in companion animal science.
2. **Agribusiness Management 6th edition textbooks (ISBN 9780367341947), published by Taylor & Francis Group** - 25 textbooks at a cost of \$1,821.84. This text will provide students with the fundamental understanding of the key concepts needed to successfully manage agribusiness in a rapidly changing, high tech, consumer-oriented and uncertain world. This book offers case studies that will apply concepts in real world situations

The cost for both textbooks will be funded by the 2023-24 Curriculum Budget.

Copies of the proposals were provided to the Board.

6.t. Request to Form a Debate Club

Administration recommends approval of the request submitted by Kristoffer Rhinehart, social studies teacher, to form a Debate Club at the high school.

6.u. Comcast Enterprise Services

Administration recommends approval of a contract with Comcast Business to connect the new Administration Office Building to our current wide-area data network being provided by Comcast. This will allow the building to use our current phone system, connect to our data network, and have access to the Internet. This is a short-term contract due to the expiration of our current contract and whenever the wide-area data network is up for rebid, this will be part of that bid process. Once this contract is board approved, Comcast will put us on their installation queue and be able to give us an installation timeline. The cost has been added to the 2023-24 Technology Budget.

A copy of the contract was provided to the Board.

6.v. Mobile Ag Ed Science Lab Agreements 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 on the following days: October 2-6, 2023. The cost for the program is \$3,000.00 and will be paid out of the Shippensburg Area Intermediate School Student Activity Account.

A copy of the agreement was provided to the Board.

6.w. Knowledge Matters - Licenses for New Course at SASHS

Administration recommends approval to purchase a 3-year license from Knowledge Matters for the newly approved Sports and Entertainment Business course at the Senior High School. The cost of \$1,795.00 will be paid out of the 23-24 Curriculum Budget.

A brief discussion occurred between the Board and Administration regarding what this new course is that is being taught at the high school.

6.x. Franklin County Career & Technology Center (FCCTC) Roofing Project

At the April 27, 2023 FCCTC Joint Operating Committee Meeting the JOC discussed and approved

replacement of the annex roof due to an increase in leaks and it being beyond repair. This is the original roof from 1978. The Board of School Directors of the member school districts are being asked to approve funding for this replacement per the attached resolution. SASD's monetary share of this project is \$184,920 in addition to any change orders. Sending district's were provided the following funding options for this roof replacement:

- 1) participate in the financing or
- 2) pay your share of the project in cash by August 1, 2023.

With our District beginning the process to secure just under \$10,000,000 in the calendar year 2023 for more proposed construction projects in the district, we are not eligible to participate in option 1 noted above.

Administration recommends approval of the resolution using option number 2 for funding this project through Assigned Fund Balance for Future Debt Repay/Capital Projects. Administration has updated the New Debt (2023) Maximum Parameters Resolution to include the ability to reimburse the district for the amount taken out of Assigned Fund Balance for Future Debt Repay/Capital Projects should the Board desire to do so.

A copy of the Board Meeting agenda and Resolution were provided to the Board.

6.y. Shippensburg Community Parks and Recreation Authority Lease Agreement

Administration recommends approval of the two (2) year Lease Agreement with Shippensburg Community Parks and Recreation Authority to lease Memorial Park Stadium. The lease will run from June 1, 2023 through May 31, 2025.

A copy of the lease agreement was provided to the Board.

Mr. Cressler stated that it's beneficial for the District to work with the Borough.

Mrs. Wolfinger questioned when they would be receiving a final copy of the K&W Athletic Feasibility Study.

Mrs. Ebery would like to see the total cost of Memorial Park, including custodial and grass cutting.

6.z. Resolution Amending Section 672.1 of School Code for Multi-County School Districts

At the May 1, 2023 Budget and Finance Committee Meeting, Administration presented information to the Board regarding lost revenue for Multi-County School Districts due to language in current legislation used to equalize millage rates between counties in the 88 multi-county school districts in PA. Pennsylvania Association of School Business Officials (PASBO) has and continues to advocate for legislative changes to this law. In order to help PASBO advocate for multi-county school districts, Administration recommends approval of the attached resolution urging an amendment to Section 672.1 of School Code regarding mandatory millage rebalancing requirements.

A copy of the Resolution was provided to the Board.

6.aa. Contract with 3Monkeys Inflatables

Administration recommends approval of the contract between James Burd Elementary School and 3Monkeys Inflatables for their PBIS Celebration Day, *Carnival*" on May 26th. The cost of \$1,333.00 will come out of the building budget.

A copy of the contract was provided to the Board.

7. CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

None

8. BOARD COMMENTS

Mrs. Wolfinger thanked all the amazing teachers in honor of Teacher Appreciation Week.

Mrs. Wolfinger congratulated Mr. Piper and Ms. Enders on the excellent performance of the middle school students at the Hershey Music Festival and shared the multiple awards that were earned by the band, orchestra, and Accidentals. The band placed 3rd with a superior rating, orchestra placed 3rd with an excellent rating and Accidentals took 1st place with an excellent rating. She congratulated Minseo Kim from the middle school who won the individual piano accompanist award for the entire festival.

Mr. Cressler thanked the teachers in honor of Teacher Appreciation Week. He thanked the students and staff for their presentations at the Committee of the Whole Meeting.

Mr. Cressler announced that May 16th is the Athletic Awards and College Signing program at 5 p.m. in the Senior High School Auditorium.

Mrs. Eberly also thanked the teachers in the District by enriching the lives of our students in honor of Teacher Appreciation Week.

9. INFORMATION

9.a. Date Saver

May 9: High School Orchestra, Sharps and Jazz Band Concert, 7 p.m. in the Auditorium

May 15: High School Chorus and Concert Band Concert, 7 p.m. in the Auditorium

May 16: Safety and Security Committee Meeting, 4 p.m. in the conference room at the Administration Building

May 24: SASD Special Education Track & Field Event, 9 a.m. at the Senior High School Track

May 25: Athletics Committee Meeting, 4 p.m. in the conference room at the Administration Building

June 1: Commencement Ceremony for the Class of 2023 at the Luhrs Performing Arts Center at 7 p.m.

June 2: Last Day of School - Early Dismissal

June 5: Budget & Finance Committee Meeting at 6 p.m. in the SASHS Library

June 12: Committee of the Whole Meeting/School Board Meeting

June 26: Committee of the Whole Meeting/School Board Meeting

Mrs. Wolfinger noted May 15 will be Mr. Maags final concert due his upcoming retirement.

10. ADJOURNMENT

On motion of Scott, seconded by Lyman to adjourn at 9:13 p.m.



Cristy Lentz, Board Secretary