



## PLANNING/ACTION MEETING

10/09/2023 [08:00 PM] @ Senior High School Library

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MONDAY, OCTOBER 9, 2023

### 1. OPENING

1.a. Call to Order

1.b. Roll Call

1.c. Pledge of Allegiance



#### 1.d. President's Charge to the Board

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

#### 1.e. Moment of Silence

***Anna Shearer Rhinehart*** ~ July 29, 1928 - September 22, 2023

Graduate

***Betty Jane Eyer*** ~ June 30, 1942 - September 23, 2023

1960 Graduate

***Nancy Louise Cramer*** ~ November 17, 1935 - September 25, 2023

1953 Graduate and retired SASD cafeteria worker

***Aida Hovetter*** ~ December 21, 1917 - September 28, 2023 (105 years old)

Graduate

### **1.f. Agenda Approval**

## **2. CITIZENS' COMMENTS REGARDING AGENDA ITEMS**

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

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

Thank you for your cooperation.

## **3. REPORTS**

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

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

### **3.b. Franklin County Career Center Report**

### **3.c. Board Committee Reports**

#### **3.c.a. Negotiations Committee Meeting**

Monday, October 2, 2023 at 4:30 pm.

### **3.d. Superintendent's Report**

#### **3.d.a. Enrollment Report**

The enrollment report for October is attached.

### **Attachments**

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OCTOBER.xlsx - Google Sheets.pdf

### **3.d.b. Donation Report**

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

**Volvo**, \$1,500.00 monetary donation to support the SASHS Veterans Day Program. Value of the donation is \$1,500.00.

**SASD Education Foundation**, \$1,000.00 monetary donation from the Fogelsonger family to support the Shippensburg Area Senior High School Golf Team.

**SASD Education Foundation**, 2022 Smooth Sailing supplies for use in the Shippensburg Area School District. Value of the donation is \$689.72.

**SASD Education Foundation**, decodable readers for use in the Smooth Sailing Program at the Shippensburg Area School District. Value of the donation is \$110.00.

**SASD Education Foundation**, 2023 Smooth Sailing supplies for use in the Shippensburg Area School District. Value of the donation is \$668.00.

**SASD Education Foundation**, Grade K-3 home reading books funded through EITC for students in the Shippensburg Area School District. Value of the donation is \$455.88.

**Thomas & Ramona Timmons**, \$50.00 monetary donation in memory of Wayne F. Craig III to support the Shippensburg Area Senior High School FFA.

### **3.d.c. Student Recognition**

The Senior High School has two Commended Students in the 2024 National Merit Scholarship Program. Commended students are recognized for their exceptional academic promise. According to the Nation Merit Scholarship Program, Commended Students "represent a valuable national resource; recognizing their accomplishments, as well as the key role their schools play in their academic development, is vital to the advance of educational excellence in our nation."

***Congratulations to Aryan Gaonkar and Delaney Rhinehart!***

## **4. CONSENT AGENDA**

### **4.a. Approval Minutes**

Recommend approval of the minutes as presented and attached from the September 25, 2023 Board meeting.

### **Attachments**

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September 25, 2023 - Google Docs.pdf

### **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

### **Attachments**

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Bills of Payment 10-04-2023.pdf  
Treasurers Report - September.pdf  
Capital Reserve Treasurer's Report - September 2023.pdf  
Sept 23 Cafe Board Rpt\_.pdf  
Report of Taxes Collected - September 2023.pdf  
Budget Summary September 2023.pdf

### **4.c. Request for Early Graduation**

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

### **Attachments**

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### **4.d. Policies for Second Read and Approval**

The following policies are being presented for second read and approval/retirement

Revised Policies:

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

New Policies:

216.1 and 309.1

Retired Policy:

348

Administration recommends approval of the policies above. The policies are attached.

## **Attachments**

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#115.pdf  
#216.1.pdf  
#302.pdf  
#309.1.pdf  
#311.pdf  
#312.pdf  
#314.pdf  
#317.1.pdf  
#318.pdf  
#323.pdf  
#326.pdf  
#334.pdf  
#335.pdf  
#336.pdf  
#337.pdf  
#339.pdf  
#621.pdf  
#626.1.pdf

### **4.e. SASD Education Foundation Donation**

The Shippensburg Area School District Education Foundation is requesting authorization to donate a keyboard/piano lab for use at the Shippensburg Area Senior High School. The total amount of the donation is \$13,873.97.

Pursuant to School Board Policy #702 and the Administrative Procedure for the same, any gift over \$2,500.00 must be accepted by the Board of School Directors.

Administration recommends that the Board of School Directors accept this donation.

### **4.f. Personnel - Professional and Support**

#### **Professional Staff**

**Administration recommends the approval of the following qualifying leave of absence request:**

**1. Sarah R. Hepple** – Second Grade Teacher at Nancy Grayson Elementary School is requesting leave effective tentatively December 19, 2023 and continuing through March 20, 2024, with an expected return to work date of approximately March 21, 2024

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

**2. Kelly M. Ackley** – Guidance Counselor at Nancy Grayson Elementary School is requesting leave effective tentatively October 12, 2023 and continuing through November 25, 2023, with an expected return to work date of approximately November 29, 2023

**The Administration recommends approval of the following salary correction:**

**3. Katelyn O. Woosnam** – Emotional Support Teacher at Shippensburg Intermediate School at a salary of \$55,729.00 (Bachelors Step 2) previously approved on July 17, 2023 at \$57,129.00

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

**4. Brenden J. Lupey** – Learning Support Teacher at Shippensburg Area High School at a salary of \$54,069 (Bachelors Step 1), effective January 2, 2024 (replacing Rhonda A. Foust - transfer)

#### **Support Staff**

**Administration recommends approval of the following retirement:**

**5. Tammy L. Pritchard** – Full-Time Executive Assistant to the Superintendent at the Shippensburg Area School District effective January 5, 2024

**Administration recommends approval of the following terminations:**

**6. Todd A. Harre** – Full-Time Custodian at Shippensburg Area Intermediate School effective retroactive October 4, 2023

**7. Trevor L. Smith** – Part-Time Classroom Assistant at Shippensburg Area Middle School effective retroactive October 4, 2023

**Administration recommends approval of the following resignations:**

**8. Samantha K. Freeman** – Full-Time District Business Office Assistant at Shippensburg Area School District effective retroactive September 26, 2023

**9. Aml M. Habib** – Part-Time Classroom Assistant at James Burd Elementary School effective October 11, 2023

**10. Donald L. McCurdy** – Traffic Monitor at Shippensburg Area School District, effective retroactive September 29, 2023

**11. Cally M. Owens** - Part-Time Cafeteria Helper at James Burd Elementary School effective retroactive October 5, 2023

**12. Lawrence J. Seaman** – Full-Time Custodian at James Burd Elementary School effective retroactive September 21, 2023

**13. Shannon N. Varner** – Part-Time Kitchen Helper at Shippensburg Area Middle School effective retroactive September 22, 2023

**Administration recommends approval of the following leave without pay request:**

**14. Kristen L. Greene** – Part-Time Student Services Secretary, at Shippensburg Area School District is requesting leave without pay effective retroactive October 6, 2023 through approximately December 12, 2023

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

**15. Anissa M. Burkholder** – Part-Time Classroom Assistant at James Burd Elementary School, at an hourly rate of \$13.75, working 5.75 hours/day, 182 days/year, effective October 16, 2023 (replacing Aml M. Habib– resignation)

**16. Debra D. Danglo-Griffis** – Part-Time Classroom Assistant at Shippensburg Area Middle School, at an hourly rate of \$13.75, working 5.75 hours/day, 182 days/year, effective approximately October 16, 2023 (replacing Mary A. Byers– transfer)

**Administration recommends approval of the following substitute:**

**17. Margaret M. Gallagher** – cafeteria

**Supplemental Staff**

**Administration recommends approval of the following resignation:**

**18. Kylie L. Miller** – Middle School Girls Assistant Basketball Coach, effective retroactive October 2, 2023

**Supplemental Staff**

**The following coaches are recommended for approval for the 2023-2024 winter coaching season:**

**Basketball**

- 19. Eric S. Minor** – Shippensburg Area High School Girls Head Basketball Coach
- 20. Blake A. Fritz** - Shippensburg Area High School Girls Assistant Basketball Coach
- 21. Angela M. Hostetter** - Shippensburg Area High School 9<sup>th</sup> Grade Girls Basketball Coach
- 22. Ray D. Robinson** - Shippensburg Area Middle School Girls Head Basketball Coach
- 23. Richard J. Lewis Jr.** – Shippensburg Area High School Boys Head Basketball Coach
- 24. Collin J. Taylor** – Shippensburg Area High School Boys Assistant Basketball Coach
- 25. Randy L. Bibey** – Shippensburg Area High School 9<sup>th</sup> Grade Boys Basketball Coach
- 26. Gregory B. Reed** – Shippensburg Area Middle School Boys Head Basketball Coach

#### **Wrestling**

- 27. Joshua J. Barrick** – Shippensburg Area High School Head Wrestling Coach
- 28. Bryan D. Crist** – Shippensburg Area High School Assistant Wrestling Co-Coach
- 29. Troy D. Ramsey** – Shippensburg Area High School Assistant Wrestling Co-Coach
- 30. Russell T. Davidson** – Shippensburg Area Junior High Head Wrestling Coach
- 31. Drake A. Brenize** – Shippensburg Area Junior High Assistant Wrestling Coach

#### **Swimming**

- 32. Jonathon R. Hoffman** – Shippensburg Area High School Head Swimming and Diving Coach
- 33. Debra A. Hoffman** – Shippensburg Area High School Assistant Swimming and Diving Coach
- 34. Kelly J. Finkey** – Shippensburg Area High School Assistant Swimming and Diving Coach

#### **Unified Bocce**

- 35. John M. Klenzing** – Shippensburg Area High School Head Unified Bocce Coach
- 36. Jennifer A. Flinchbaugh** – Shippensburg Area High School Assistant Unified Bocce Coach



## 5. ACTION AGENDA

### 5.a. Profile of a Graduate

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

A copy is attached.

### Attachments

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ProfileGrad for Board Approval PUBLISHER.docx.pdf

### 5.b. Girls Wrestling

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

#### Costs Associated with Girls Wrestling - Year 1

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

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

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

- **Transportation**

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

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

- **Coaches**

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

#### Costs Associated with Girls Wrestling - Year 2

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

### **5.c. Re-Keying Exterior Doors Throughout the District**

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

The sales quote is attached.

#### **Attachments**

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Re-Keying Sales Quote.pdf

### **5.d. Visual Sound, Inc. Proposal**

Administration recommends approval of the renewal agreement with Visual Sound, Inc. for SMART Learning Suite software at a cost of \$5,041.36, which will be taken from the Technology Budget.

The agreement is attached.

#### **Attachments**

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Visual Sound Proposal.pdf

### **5.e. Waiver of Discipline Hearing**

#### **Case #2023-2024-3**

The parents of the student in Case #2023-2024-3 waived their right to a formal student discipline hearing before the Board of School Directors.

Administration recommends placement in the Shippensburg Therapeutic and Academic Resource (STAR Program) at the High School, which is a full-time emotional support classroom. The student is not permitted to participate in any extra-curricular, co-curricular or school sponsored activities, including athletic events for a total of 45 days.

## **6. DISCUSSION AGENDA**

### **6.a. Authorization for Payment of November and December 2023 Bills**

Since the Board of School Directors only meet one time in November and December, Administration will recommend the authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Cafeteria Fund bills for November and December. The information will be presented for official Board approval at the January 8, 2024 meeting.

### **6.b. Repository Sale Consent**

The Tax Claim Bureau of Cumberland 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 \$500.00.

Back-up for this item is attached.

### **Attachments**

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Cumberland Co. Repository Sale Consent.pdf

#### **6.c. Memorandum of Understanding (MOU) with Junior Achievement**

Administration will recommend approval of an MOU for the Junior Achievement STEM Summit. The STEM Summit is a day long program designed for 9th or 10th grade students held at a local high school. This program includes eight or nine sessions with science experiments, technology, engineering, math competitions, and trades modules. This day is designed to inspire students to pursue careers in STEM fields. Junior Achievement has been operating this program for 12 years and continues to receive great reviews from students and educators and at no cost to the school.

The High School will be offering the program to all 9th grade students.

Administration recommends approving the MOU.

The MOU is attached.

### **Attachments**

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STEM MOU 2023\_.pdf

#### **6.d. Request for Additional Part-Time Position**

Administration is seeking approval to add an additional 5.75 hrs./part-time paraprofessional position at Nancy Grayson Elementary School.

#### **6.e. Approval for New Computer Science Program Funded Through National Science Foundation (NSF) Grant**

Administration is recommending approval for Ms. Mylinda Fowler, STEM teacher at the High School, to participate in a grant, funded through the National Science Foundation (NSF) to implement Project ExCITE II, *Exploring Computation Integrated into Technology and Engineering II*. Project ExCITE II is a four-year NSF -funded professional development and implementation support project led by the International Technology and Engineering Educations Association (ITEEA) to help prepare the certified high school Technology and Engineering teachers (T&E) to teach a College Board Advanced Placement level Computer Science Principles course in a

manner that offers opportunities for students, primarily those from underserved and underrepresented populations.

#### **6.f. Effective School Solutions, LLC. (ESS) Modified Agreement**

Administration will recommend approval of the modifications to the original agreement with Effective School Solutions, LLC., which was Board approved on January 9, 2023 to extend the current contract through June 2024 (previously February 2024) at the High School and Intermediate School. ESS also agrees to provide one (1) additional full-time Pennsylvania mental health professional at the High School for the period of November 2023 through June 2024.

The additional costs are as follows:

- \$62,200 for the extension of the current partnership dated on the 9th of January, 2023. This fee will be paid in four equal and consecutive payments of \$15,550, with the first payment due on March 1st, 2024 and then the first of every month thereafter.
- \$120,000 for the proposed expansion of services described above. This fee will be paid in 8 equal and consecutive payments of \$15,000, with the first payment due on November 1st, 2023 and then the first of every month thereafter.

The modified agreement is attached.

#### **Attachments**

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Shippensburg Area SD - ESS addendum.pdf

#### **6.g. AT&T Mobile Hotspots**

Administration is recommending approval of the agreement with AT&T to purchase hotspots. We currently have 59 active hotspots and the number of hotspots needed for secondary and CAOLA students is increasing. The new proposal will provide the District with 100 hotspots at a cost of \$16.00 each or \$1,600.00 a month. This will save the District approximately \$700.00 a month compared to what we are currently paying. The new proposal locks the District into this contract for two years.

The agreement is attached.

#### **Attachments**

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Shippensburg Hotspot Quote.pdf

#### **6.h. Zoom Video Communications, Inc. Renewal**

Administration is recommending renewing the annual contract with Zoom Video Communications, Inc. at a cost of \$3,527.50 which will come out of the Special Education Budget.

## **Attachments**

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Zoom Quote for Renewal 9-14-2023 3017530951\_preview.pdf

### **6.i. Middle School e-Hall Pass System Renewal**

Administration will recommend approval of the renewal agreement with Securly for the e-Hall Pass System used at the Middle School.

Additional information regarding the agreement is attached.

## **Attachments**

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e-hall pass contract.pdf

### **6.j. Memorandum of Understanding (MOU) Between SASD and Shippensburg Area Education Support Professional Association (SAESPA)**

Administration will recommend approval of the MOU between the District and SAESPA to ensure that all bargaining unit members employed by the District as of July 1, 2022 shall receive two (2) additional years to their "years of service" as outlined in Appendix A-1 of the Collective Bargaining Agreement (CBA).

A copy of the MOU is attached.

## **Attachments**

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MOU SAESP Years of Service.pdf

### **6.k. Shippensburg Area Education Support Professionals Association (SAESPA) 2022-2026 Collective Bargaining Agreement Re-Opener**

Administration will recommend approval of the deletions/additions/revisions to the SAESPA 2022-2026 Collective Bargaining Agreement.

The proposal is attached.

## **Attachments**

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Draft 2 Tentative Agreement Wage Re-opener SAESPA.pdf

## **7. CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS**

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

Questions will be taken under advisement. Responses to questions will be offered after due deliberation and will be provided by the Superintendent at the direction of the Board within a few days of the board meeting. You will be allowed three (3) minutes for your comments. Comments relative to private student matters or personnel issues

should be directed to the appropriate school authority outside of this meeting. The presiding officer reserves the right to interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.

Thank you for your cooperation with this matter.

## **8. BOARD COMMENTS**

## **9. INFORMATION**

### **9.a. Date Saver**

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

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

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

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

**December 4:** Committee of the Whole Meeting/Reorganization Meeting/School Board Meeting

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**November 10:** Veterans Day - no school for students and teachers

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

**November 22:** Two hour early dismissal students, teachers, and staff

**November 23-27:** Thanksgiving Holiday - District Closed

**November 28:** In-Service Day (Conference Swap Day) - no school for students and teachers

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## **10. ADJOURNMENT**