

Minutes of the May 9, 2022 Planning/Action Meeting of the Board of School Directors held in the Shippensburg Area Senior High School Auditorium, 201 Eberly Drive, Shippensburg, PA 17257.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order at 7:00 p.m.

Roll Call

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice President; Mr. Dwayne Burt; Mr. Levi Cressler; Mrs. Steph Eberly; Dr. Nathan Goates (7:03 p.m.); and Mr. Donald Hilbinger. Mr. Jim Bard; Mr. Fred Scott, Sr.; Caden Yonish, Student Representative; and Allison Hunt, Student Representative; were absent.

Others present were: Mr. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Chad Kreitz, Director of Operations and Maintenance; Mrs. Nicole Weber, Human Resources Director; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Moment of Silence

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

John Jones ~ October 21, 1938 - April 11, 2022
1956 Graduate

Dale Gallo ~ November 21, 1960 - April 25, 2022
1979 Graduate

Lee Chamberlin ~ June 10, 1934 - April 30, 2022
1952 Graduate

(Action)

Agenda Approval

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

Mrs. Woodall stated there are no changes or amendments to tonight's agenda.

On motion of Suders, seconded by Eberly to approve tonight's agenda.

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

Mr. Buterbaugh noted Dr. Goates has arrived to tonight's meeting at 7:03 p.m.

(Information)

CITIZENS COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

Mr. Burt reported on the following:

- 1) The JOC approved the 2022-2023 FCCTC Budget. He noted SASD's share is down \$33,925 from the 2021-2022 school year. The budget will now be sent to the sending school district's for approval.
- 2) Mr. Jim Duffey's retirement.
- 3) The hiring of the Mr. Terry Miller as the new Director of the FCCTC effective July 1, 2022.
- 4) The hiring of Dr. Lesli Shuman as the new Assistant Director of FCCTC effective July 1, 2022.
- 5) Approval of the new Act 93 Agreement which goes through June 2025.
- 6) The change of the Superintendent of Record, effective July 1, 2022, from Dr. Rodney Benedict of the Tuscarora School District to Dr. Dion Betts of the Chambersburg Area School District.

Board Committee Reports

None

Superintendent's Report

Enrollment Report

The May 2, 2022 Enrollment Report was presented to the Board. The enrollment numbers are as follows:

Kindergarten	274	Fifth Grade	277	Tenth Grade	277
First Grade	245	Sixth Grade	246	Eleventh Grade	272
Second Grade	248	Seventh Grade	248	Twelfth Grade	231
Third Grade	261	Eighth Grade	294	Out of District	26
Fourth Grade	249	Ninth Grade	271		

Donation Report

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

American Legion Post 223, monetary donation to support the Shippensburg Area Senior High School Maroon & Grey Today Newspaper. Value of the donation is \$500.00.

Minnequa Social Club, monetary donation to support the Shippensburg Area Intermediate School Facility Dog. Value of the donation is \$100.00.

Mooney and Associates, LLC, monetary donation to support the Shippensburg Area Intermediate School Facility Dog. Value of the donation is \$200.00.

S.A.I.S. Facility Dog Update

Mrs. Woodall reported the S.A.I.S. Facility dog "Harry" will be arriving on site on Friday, May 13, 2022. She noted Mrs. Mowery is participating in training today through Thursday regarding this program.

(Action)

CONSENT AGENDA

On motion of Goates, seconded by Eberly to approve the following Consent Agenda items:

Approval of Minutes

- Recommend approval of the minutes as presented from the April 25, 2022 Board meeting.

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

Personnel

Administrative Staff

- Administration recommends approval of the following new appointments:
 1. **Jeremy D. Eastman** – Principal at Nancy Grayson Elementary School, at a prorated salary of \$85,000.00, effective June 1, 2022 (covering the vacancy created by the School Board approved retirement of Susan M. Martin).

2. **Blake A. Schildhauer** – Assistant High School Principal at the Shippensburg Area High School at a salary of \$80,000.00, effective July 1, 2022 (hiring dependent upon successful completion of all required paperwork and clearances) (replacing Gregory C. Miller – transfer).

Ms. Schildhauer received her Bachelor’s Degree in May, 2017 from McDaniel College as well as her Master’s Degree in Educational Leadership in May, 2022 from Penn State University. She completed her student teaching at Carroll County Public Schools, in Maryland and has a certification in Mathematics 7-12 as well as Principal Certification. Ms. Schildhauer is currently teaching at Chambersburg Area School District.

Professional Staff

- Administration recommends approval of the following FMLA qualifying leave of absence requests:

3. **Diann M. Ryan** – Mathematics Teacher at the Shippensburg Area Middle School is requesting leave effective retroactive March 25, 2022 and continuing through May 23, 2022.
4. **Jenna E. Welham** – Fourth Grade Teacher at the Shippensburg Area Intermediate School is requesting leave effective approximately September 11, 2022 and continuing through the end of the 2022-2023 school year, with an expected return to work date of the first in-service day of the 2023-2024 school year.

- Administration recommends approval of the following new appointments:

5. **Bailey L. Milnik** – English Teacher at the Shippensburg Area High School, effective August 15, 2022, Ms. Milnik will be paid a status quo salary of \$52,769.00 (Bachelor’s at Step 1) (hiring dependent upon successful completion of all required paperwork and clearances) (covering the vacancy created by the School Board approved retirement of Brian D. Smith).

Ms. Milnik received her Bachelor’s Degree in May 2021 from Shippensburg University. She completed her student teaching at SASD and has a certification in English 7-12. Ms. Milnik has held long term sub positions at Souderton Area School District and most recently at Pennridge School District.

6. **LeeAnn C. Rager** – Guidance Counselor at James Burd Elementary School, effective August 15, 2022 Ms. Rager will be paid a status quo salary of \$80,458.00 (Master’s 60 at Step 10) (hiring dependent upon successful completion of all required paperwork and clearances) (covering the vacancy created by the School Board approved retirement of Shawn C. Chiappelli).

Mrs. Rager received her Bachelor's Degree in May 1995 from Shippensburg University and her Master's Degree in May 1997 from Shippensburg University, as well as additional 60 Master's Credits from Shippensburg University. She completed her student teaching at SASD and has a Certification in Elementary School Counseling K-6. Mrs. Rager has been employed at Waynesboro Area School District for 14 years as a School Guidance Counselor.

7. **Kelly M. Wilson** – Learning Support Special Education Teacher at the Shippensburg Area Middle School, effective May 10th, 2022. Ms. Wilson will be paid a status quo salary of \$51,769.00 prorated for the remainder of the 2021-2022 school year (Bachelor's at Step 1) (covering the vacancy created by the School Board approved transfer of Anthony P. Weber).

Ms. Wilson received her Bachelor's Degree in December 2021 from Shippensburg University. She completed her student teaching at SASD and has dual certification in Grades PK-4 and Special Education PK-8. Ms. Wilson served as a Long-Term Substitute at Shippensburg Area Middle School.

Support Staff

- Administration recommends the following resignations:
 8. **Charlie D. Mills** – Part-Time Cafeteria Helper at the Shippensburg Area High School, effective May 24, 2022.
 9. **John D. Yurko** – Full-Time Custodian at the Shippensburg Area High School, effective May 9, 2022.
- Administration recommends the following transfer:
 10. **Larry F. Shannon** – Substitute Utility Maintenance Worker at the Shippensburg Area School District TO Short-Term, Part-Time Utility Maintenance Worker at the Shippensburg Area School District at a rate of \$11.54 effective retroactive April 19th, 2022.
- 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:
 11. **Mary A. Byers** – Part-time Classroom Assistant at the Shippensburg Area Intermediate School, effective retroactive to April 13, 2022.

- Administration recommends approval of the following new appointments:
 12. **Aml M. Habib** – Part-Time Classroom Assistant at James Burd Elementary School, at a rate of \$10.50 per hour, working 5.75 hours/day for 182 days/year, effective retroactive April 26, 2022 (replacing Jasmine A. Newland - resignation).
 13. **Swarup Patel** - Part-Time Technology Specialist at the Shippensburg Area High School, at a rate of \$14.14 per hour, working 25 hours per week for 260 days/year, hiring date dependent upon successful completion of all required paperwork and clearances (replacing Alvin B. Dalida- resignation).

Supplemental Staff

- Administration recommends the following resignations:
 14. **Vanessa E. Lee**, Department Chair, Special Education/Speech/ Psychologist (K-5), effective the last day of the 2021-2022 school year.
 15. **Barbara H. Wright**, Intermediate School Student Council Advisor, effective the last day of the 2021-2022 school year.
 16. **Barbara H. Wright**, Intermediate School Yearbook Advisor, effective the last day of the 2021-2022 school year.
 17. **Andrea L. Thompson**, High School Assistant Band Director – Guard Instructor, effective retroactive April 27, 2022.
- Administration recommends approval of the following individuals as Temporary Summer School Academy Coordinators for 2022:

Greta R. Crist – Secondary 6-12

Jenna F. Welham – Elementary K-5
- Administration recommends approval of the following individuals as Temporary Summer School Academy Teachers for 2022:

Pamela J. Fahrney (Secondary Math)

Teresa E. Tibbits (Secondary Science)
- Administration recommends approval of the following individual as Temporary Extended School Year Teacher for 2022:

Dona L. Gilson

Madison E. Keck (hiring dependent upon receiving Teacher Certification)

Cassandra L. Aloisi

Jason M. Engro

Alexis N. Peterson

Stacy S. Coffman

Elizabeth A. Laird

Brianne M. Parham

Lindsay DeBross

- Administration recommends approval of the following individual as Temporary Extended School Year Substitutes for 2022:

Kristen M. Line

Libby J. Staver

- Administration recommends approval of the following individual as Temporary Extended School Year Classroom Assistants for 2022:

Jill M. Thompson

Paula M. Patterson

Aml M. Habib

Hajer A. Khamees

Jessica E. Roberts

Jocelyn T. Brindle

Cindy F. Hardy

Crystal R. Minnick

Mary A. Byers

Melissa A. Jones

Hannah E. Whitsel

Katie M. Rhone - Classroom monitor

Approval of Boyo Transportation Bus/Van Drivers

- Administration recommends approval of the following for Boyo Transportation for the 2021-22 school year.

Brian Etter - substitute bus driver

Kim Kelly - aide/van driver

Requests to Form Two Clubs at the High School

- Administration recommends approval of the following two requests to form new clubs at the High School:

Armed Forces Club - Kristin Line, Advisor

Facility Dog Ambassadors - Caitlin Cressler, Advisor

Information regarding each club was provided to the Board.

Request to Purchase Enclosure for Toro 360 Tractor

- Administration recommends approval to utilize \$10,454.86 from the Maintenance Designated Fund Balance for the purchase of an operator enclosure for an existing Toro 360 tractor which is utilized for grass cutting and snow removal from Turf Equipment.

High School Foreign Exchange Students

- Per School Board Policy #239, foreign exchange students from France and Pakistan have met all of the qualifications to attend the Shippensburg Area High School for the 2022-2023 school year. The Administration recommends approval of the two students.

Policies for Second Reading and Approval

- Administration recommends approval of the following revised policies for a second reading and approval:

806 - Child Abuse - Revised

~~**916 - Volunteers**~~ - Revised (removed from tonight's agenda by Mr. Buterbaugh after questions arose regarding the Senior Volunteer Tax Credit Program section of this policy from Mr. Hilbinger)

Donation - Tom Gleason/Anchor Settlement

- Tom Gleason/Anchor Settlement is requesting authorization to donate 20 wrestling singlets, 20 fight shorts, 20 quarter zip warm up jackets, and 20 jogger warm up pants to the Shippensburg Area Senior High School Varsity Wrestling Team. The approximate value of this donation is \$3,199.00.

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 accepting this donation.

Approval of Documentation to Verify Proof of Age

- In order to apply for a work permit in Pennsylvania, students under the age of 18 must provide proof of age by supplying an official birth certificate, passport or baptismal certificate. If one of those items cannot be provided, an affidavit signed by the applicant's parent or legal guardian, accompanied by a physician's statement of opinion as to the age of the minor can be accepted, by approval of the Board of School Directors.

Administration recommends approval of the documentation provided by the students' legal guardian and physician as meeting the requirements issued by the Pennsylvania Child Labor Law.

Mr. Hilbinger inquired if guidelines and procedures are in place at S.A.S.D. pertaining to the Senior Volunteer Tax Credit Program section of Policy #916 – Volunteers.

Mrs. Eberly asked if this Policy #916 could be tabled until the district can decide if they have the resources in line to follow through with policy.

Mr. Buterbaugh noted he will remove Policy #916 – Volunteers from tonight's agenda.

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

(Action)

ACTION AGENDA

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

Vista School Extended School Year Services

- During the 2021-2022 school year, one (1) student attending The Vista School requires Extended School Year (ESY) services. The services extend from July 6, 2022 to August 11, 2022. The cost of the ESY term is \$8,682.51.

Administration recommends approval of the contract.

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

(Action)

ACTION AGENDA

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

CAOLA Services Renewal Agreement

- The Capital Area Intermediate Unit (CAIU) provides our students access to a full featured web-based online learning system, Capital Area Online Learning Association (CAOLA). The term of this agreement is through June 30, 2024 with automatic renewal yearly.

Administration recommends approval of the agreement.

A brief discussion occurred among the Board and Administration regarding this Consent Agenda item.

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

(Action)

ACTION AGENDA

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

Emergency Connectivity Fund Grant

- Administration recommends approval to submit a grant for wave 3 of the Emergency Connectivity Fund (ECF) to support the purchase of student Chromebooks. The grant will pay up to \$400 per device. The District will purchase extended warranties and software management licenses at an approximate cost of \$130 per Chromebook.

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

(Action)

ACTION AGENDA

On motion of Burt, seconded by Eberly to approve the following Action Agenda item:

Superintendent Search Consultant

- The Board of School Directors seeks to hire Dr. Richard Fry through the National Center for Transformational Leadership Strategies as a consultant to conduct a search for the position of Superintendent. The cost of the search process is \$15,000. Consultant will receive an additional \$1,000 per month for the first year of the new superintendent contract to serve in a coaching/mentoring role for a newly seated superintendent. Upon execution of a future second contract term for the successful candidate, consultant will receive a \$5,000 bonus.

Dr. Goates noted the fee for this Action Agenda item is competitive with other options the Board explored. He also noted that he is very impressed with Dr. Fry and excited to have him on board and helping with the search. He stated he is very optimistic Dr. Fry will help get us the right candidates and help the Board ask the right questions.

Mr. Buterbaugh noted Dr. Fry is a long time Superintendent who recently retired from the Big Spring School District. He noted Dr. Fry's connections are invaluable.

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

(Action)

ACTION AGENDA

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

Appointment of Substitute Superintendent

- Motion to appoint Dr. Alan Moyer as Substitute Superintendent of the Shippensburg Area School District through Educational Staffing Services (ESS) beginning May 23, 2022 and continuing until July 15, 2022, at a daily rate of \$556.00.

Mr. Buterbaugh noted Dr. Suppo's last day is July 15, 2022 so an additional motion will need to be made to appoint Dr. Alan Moyer as Interim Superintendent, effective July 16, 2022, until a permanent replacement can be found.

Mr. Buterbaugh introduced Dr. Alan Moyer to all in attendance at tonight's meeting.

Dr. Moyer noted it is an honor and privilege to return to the S.A.S.D. and provided a brief background of his experience in the district from 2007 – 2009 as the Assistant Superintendent. He spoke regarding what his goal will be while filling in as Substitute/Interim Superintendent.

Mr. Buterbaugh noted Dr. Moyer has served as Superintendent in both the Boiling Springs School District and Hanover School District.

On roll call, all present voted yes except **Burt** who voted **no**.

(Information)

DISCUSSION AGENDA

Policies for Discussion

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

103 - Discrimination-Title IX Sexual Harassment Affecting Students - Revised

140.1 - Extracurricular Participation by Charter/Cyber Charter Students - NEW

605.1 - District-Initiated Tax Assessment Appeals - NEW

Administration will recommend second read and approval at the May 23, 2022 Board Meeting.

Franklin County Career and Technology Center (FCCTC) 2022-2023 General Operating Budget

The Franklin County Career and Technology Center Joint Operating Committee met on April 28, 2022 and approved the 2022-2023 General Operating Budget. Shippensburg Area School District is responsible for \$847,316.00 of general operating expenditures, \$15,000.00 for capital reserve funding and \$114,126.00 for the District's share of renovation debt. The total for SASD is \$976,442.00, a decrease of \$33,925.00 compared to last year.

Administration will recommend approval of the 2022-2023 Franklin County Career and Technology Center general operating budget.

Workers Compensation and Violent Assailant Insurance Renewal for 2022-23

Administration will recommend approval of the following workers compensation and violent assailant insurances for 2022-2023 fiscal year, which includes a price increase of approximately 4.3% for workers compensation insurance and a 0% increase for the violent assailant insurance. The increase in the workers compensation coverage is due to an increase in payroll expenditures and an increase in the District's experience modification factor from 1.080 to 1.129.

Coverage Type	Carrier	2021-2022 Pricing	2022-2023 Pricing
Workers Compensation	UPMC	\$122,025.00	\$127,545.00
Violent Assailant Coverage	Lloyds	\$5,170.00	\$5,170.00
Total		\$127,195.00	\$132,715.00

Agreement with Government Software Services for 2022-2023

Administration will recommend approval 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 2022-2023 fiscal year. Pricing for this service is as follows:

- \$0.1895 for each tax statement (bill) prepared (an increase of \$0.0200 from the 21/22 school year)
- \$0.075 each, per name printed for two copies of the Real Estate and Per Capita Duplicate (an increase of \$0.010 from the 21/22 school year)
- \$11.50 for each bound duplicate (an increase of \$2.00 from the 21/22 school year)

The above price increase is the first price increase the district has received from GSS the entire time we have been utilizing their services.

Authorization for Payment of Bills for June and July 2022

Administration will recommend the authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Food Service Fund bills in June and July, 2022, in an effort to provide for an efficient and effective closeout of the 2021-2022 fiscal year. A complete report will be submitted to the Board of School Directors in August, 2022.

Future Fund Balance Commitment FY 2021-22 Closeout

Administration will recommend approval to allow the Business Administrator to assign additional future commitments of the 2021-22 unassigned fund balance, subject to any 2021-22 audit adjustments. The specific amount(s) to be determined after the completion of the 2021-22 audit.

Athletic Booster Club By-Laws

Administration will recommend approval of the By-Laws submitted by the Athletic Booster Club.

Resolution to File Grant Request

Administration recommends approval for SiteLogiq to apply for a Multimodal Transportation Fund Grant on behalf of Shippensburg Area School District and designate Cristy Lentz, Business Manager to execute all documents and agreements between the Shippensburg School District and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Grant funds would be used for the anticipated redesign of the Middle School parent loop.

Dr. Goates asked Mr. Burt to give the Board some background on the proposed policies listed under the Discussion Agenda. Dr. Goates acknowledged that a lot of the policy updates come from PSBA in regards to current changes in the law, etc.

Mr. Burt noted the Policy Committee does not write policy. However, he noted the Policy Committee met publically and reviewed the policies word for word, sentence by sentence, etc. He noted some policies are even reviewed by our Solicitor. After the Policy Committee reviews them, they make recommendations on moving them forward to the Discussion Agenda for first read (review) by the entire Board. He noted from there, they get moved to an Action Agenda item at the next meeting for second read and final approval. He noted some policies are not moved forward from the Policy Committee to the full Board if additional review/clarification is needed by the Policy Committee.

(Information)

CITIZENS COMMENTS REGARDING NON-AGENDA ITEMS

None

BOARD COMMENTS

Mr. Cressler noted he is looking forward to getting out to the year-end concerts and recognition programs. He noted the following accomplishments from the S.A.S.H.S. track team: Traevon Kater set the new school record in the long jump of 23-1/2 feet; Jillian Sydnor broke her own school record with a 12.18 one hundred meter dash; and Dakota Arana set a new school record of 7 feet in the high jump.

Dr. Goates inquired how "Harry" the Facility Dog got his name.

Mrs. Woodall noted the dogs are named by the UDS Foundation.

Executive Session

Mr. Buterbaugh noted the Board will hold an Executive Session immediately following tonight's Planning/Action Meeting.

BOARD COMMENTS (continued)

Mr. Buterbaugh congratulated Dr. Charles Patterson for being appointed President of Shippensburg University. He noted he is looking forward to partnering with him.

Mr. Buterbaugh noted he is looking forward to working with Dr. Alan Moyer.

Mr. Buterbaugh thanked Mrs. Woodall for filling in for Dr. Suppo at tonight's meeting.

INFORMATION

Date Saver

May 10 - SASHS Jazz Band & Sharps Concert 7:00 p.m.

May 14 - SASHS Prom at Beistle's, Shippensburg

May 16 - Budget & Finance Committee Meeting at 6 p.m. in the Middle School Cafeteria

May 16 - SASHS Band & Chorus Concert 7:00 p.m.

May 18 - Special Education Track & Field, Senior High School Track

May 23 - School Board Meeting

May 25 - Commencement Ceremony for the Class of 2022

May 27 - Last Day of School for Students - Secondary Dismissed at 10:20 a.m., Elementary Dismissed at 11:00 a.m.

June 13 - School Board Meeting

June 27 - School Board Meeting


July 11 - School Board Meeting (there is only one Board Meeting in July)

BOARD COMMENTS (continued)

Mrs. Eberly stated she has been visiting the schools as a way of getting settled in as a Board Member and noted she has been reading to students on a bi-weekly basis at the James Burd Elementary School. She noted the books she read and the projects and discussions that have occurred with the students regarding the books. She would love to see Student Representatives from the all schools come to a Board Meeting to discuss items they are working on etc.

ADJOURNMENT

On motion of Suders, seconded by Cressler to adjourn at 7:35 p.m.



Cristy Lentz
Board Secretary