

Minutes of the February 13, 2019 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

BOARD WORK SESSION - 6:00 P.M.

The Board of School Directors held a Board Work Session prior to tonight's Planning/Action Meeting. The topics of the meeting were as follows:

- a. Inclusion Taskforce Review
- b. Report on Out of District Students
- c. Facilities Update (Flagship Proud – SASHS Auditorium seating, proposed stadium update ,and an update on the SAMS sewer lines)

OPENING

Call to Order

Dr. David Lovett called the meeting to order at 7:03 p.m.

Roll Call

On roll call, the following members were present: Dr. David Lovett, President; Mrs. Susan Spicka, Vice President; Mrs. Erica Burg; Dr. Michael Lyman; Mr. Hunter Merideth; Mrs. Tracy Montoro; Mr. Charles Suders; and Tatum Parks, Student Representative. Dr. Nathan Goates; Dr. Geno Torri; and Samuel Burg, Student Representative; were absent.

Others present were: Dr. Jerry Wilson, Superintendent; Mr. Joseph Wachter, Director of Operations and Maintenance; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Margaret Crider, Supervisor of Special Education; Dr. Troy Stevens, Technology Coordinator; Mr. Andrew Milone, The News Chronicle; 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:

Peggy Ann Parr ~ July 30, 1933 - February 5, 2019
1951 Graduate of Shippensburg Area High School

Wayne E. Hershey, Sr. ~ March 17, 1939 - February 7, 2019
1957 Graduate of Shippensburg High School

Agenda Approval

Dr. Lovett asked if there are any changes or amendments to tonight's agenda.

Dr. Wilson stated there are no changes or amendments to tonight's agenda.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

Student Representatives - Tatum Parks and Sam Burg

Tatum Parks, Student Representative, reported on the following events/issues at the Shippensburg Area Senior High School:

- 1) February is Random Acts of Kindness month and S.A.S.H.S. is participating in a kindness challenge. Students will be asked to complete a task announced in the morning announcement that will make the community a better place.
- 2) The Winter Formal will be held on Saturday, February 16, 2019. The event is sponsored by the Key Club and has a carnival theme.
- 3) A Blood Drive will be held on February 22, 2019 from 8:00 a.m. – 1:30 p.m. in the B gym. The event is sponsored by Student Council and is open to all faculty, staff, and students who are at least 16 years old. The goal for this year's drive is 45 units of blood.
- 4) Orders for graduation caps and gowns are due by February 28, 2019.
- 5) The Guidance Office is busy working with Middle School and High School students to get their 2019-2020 scheduling completed.
- 6) The Drama Club is working hard preparing for the upcoming Spring Musical "Legally Blonde".
- 7) Wrestling will begin their post season later this week.
- 8) Two boys and two girls qualified for diving districts on February 23, 2019.
- 9) Four boy and seven girl swimmers qualified for Mid Penn Championships.

Franklin County Career Center Report - Susan Spicka and/or Charlie Suders

None

Superintendent's Report

1. Activity Account Balances:

The State Auditors recommend reporting Activity Fund balances to the Board of School Directors on a quarterly basis. The following are the balances as of December 31, 2018:

High School	\$ 100,212.27
Middle School	\$ 31,336.83
Intermediate School	\$ 8,142.30
James Burd	\$ 10,818.86
Nancy Grayson	\$ 9,876.03

A detailed listing for the high school and the middle school accounts was provided to the Board.

2. Enrollment Report: The February 1, 2019 Enrollment Report was presented to the Board. Enrollment numbers are as follows:

Kindergarten	271	Fifth Grade	286	Tenth Grade	264
First Grade	246	Sixth Grade	274	Eleventh Grade	259
Second Grade	261	Seventh Grade	281	Twelfth Grade	251
Third Grade	232	Eighth Grade	264	Out of District	25
Fourth Grade	237	Ninth Grade	258		

Updates

Dr. Wilson commented that the February 11-12, 2019 snow days exhausted all of the built-in snow days for the 2018-2019 school year and stated any additional snow days would be rescheduled at the end of the year, after the Memorial Day Holiday.

Dr. Wilson commented on the Flagship Proud dinner held on Saturday, February 9, 2019. He stated it was a great event with over 100 people in attendance.

Social Worker Presentation

Mrs. Crider, Supervisor of Special Education, explained how the Social Worker position fits within the special services we offer in the district and Mrs. Carbaugh, our Social Worker, explained the types of services she offers students and families.

(Action)

OLD BUSINESS

On motion of Merideth, seconded by Lyman to approve the following Old Business items:

Policies

- The Superintendent recommends approval of the following, **revised** policies for a second reading and adoption:

#209 - Health Examinations/Screenings - **revised***

#248 - Unlawful Harassment - **revised**

#907 - School Visitors - **revised**

*In 1997, the Secretary of Health notified Superintendents it was no longer necessary to put the burden of TB tests on schools and if the school no longer wanted this responsibility, the school district should apply to the Department of Health for an approved modification to the regulation. To be eligible, the district policy needs to be revised so that "TB tests" is deleted. Afterwards, the Superintendent can make application by writing a letter of this request to the Department of Health.

On roll call, all present voted yes to this Old Business item.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the January 28, 2019 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

Professional Staff

- The Superintendent recommends acceptance of the following resignation for the purpose of retirement:
 - 1. **Catherine G. Shenk**, Grade 5 Teacher at the Intermediate School, effective May 24, 2019 (or the last day of the 2018-19 school year).

- The Superintendent recommends approval of the following transfer:
 - 1. **Chandler Johnson**, Gifted Support Teacher (.48) at Middle School to Long-term Substitute Grade 6 Social Studies Teacher at Middle School, at a daily rate of \$271.33, retroactive to February 8, 2019.

- The Superintendent recommends approval of the following appointment:
 - 1. **Amanda Veley**, Long-term Substitute Gifted Support Teacher, part-time (.48) at Middle School, retroactive to February 8, 2019.

Education: Thiel College - Bachelor's

Experience: Pinellas County Schools, Florida - 2 years, Source4Teacher's Building Substitute

Certification: Emergency Permit

Salary: \$45/day (.48) for 30 days, then on 31st day Bachelor's Step 1 (.48) \$126.12/day

Support Staff

- The Superintendent recommends approval of the following support staff employees who have completed the 60 day probationary period and reached regular status. This is in accordance with the SAESP Bargaining Agreement, Article III, Section 3.02:
 1. **Dolores Burruss**, Cafeteria Kitchen Helper at the Middle School, retroactive to February 1, 2019.
 2. **Scott Nehf**, Cafeteria Kitchen Helper at the Senior High School, retroactive to February 1, 2019.
- The Superintendent recommends acceptance of the following resignations:
 1. **Luisa Chevere**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to February 6, 2019.
 2. **Melinda Cooper**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd and Nancy Grayson Elementary Schools, retroactive to January 29, 2019.
- The Superintendent recommends approval of the following promotion:
 1. **Kacie Haines**, from Custodian, part-time (approximately 5.75 hours per day) at the Middle School to Custodian, full-time (approximately 8 hours per day) at the Nancy Grayson Elementary School, effective February 11, 2019 with no change in rate.
- The Superintendent recommends employing the individual below:
 1. **Taylor Caudill**, Classroom Assistant, full-time (approximately 7 hours per day) at the Nancy Grayson Elementary School, retroactive to February 4, 2019 at an hourly rate of \$9.45.
- The Superintendent recommends employing the individual below for substituting pending receipt of all required documentation:
 1. **Gwen Bellows** - Cafeteria
- The Superintendent recommends employing the following School Security pending receipt of all required documentation:
 1. **William Wickard**

Supplemental Staff

- The Superintendent recommends approval of the following appointments:
 1. **Matthew R. Chamberlin**, Assistant Baseball Coach at Senior High School, effective February 11, 2019.

Education: Shippensburg University - Bachelor's

Experience: Shippensburg Senior High School, Volunteer Assistant Baseball Coach

Salary: \$2,138.14
 2. **Amanda D. Hammer**, Head Volleyball Coach at the Middle School, effective February 11, 2019.

Education: Penn State Altoona - Bachelor's

Experience: Allegheny Mountain Collegiate Conference Volleyball Team - played 4 years

Salary: \$2,001.51
 3. **Kelsey Harris**, Head Girls' Soccer Coach at Middle School, effective February 11, 2019.

Education: Ohio Dominican University - Bachelor's

Experience: NCAA Division II Soccer - played 4 years

Salary: \$2,131.36
 4. **Lance E. Hoover**, Assistant Softball Coach at Senior High School, effective February 11, 2019.

Education: Shippensburg University - Bachelor's

Experience: Southampton Township Parks & Rec Head Softball Coach (14U - 1 year, Shippensburg Community Parks & Rec Authority - Head Softball Coach (10U - 14U) - 3 years

Salary: \$2,145.56
- The Superintendent recommends approval of the following mentor appointment for 2018-19 school year:
 1. **Lauren Parsley**, Elementary Mentor, effective January 23, 2019 at a supplemental salary of \$483.25.

Appointment of Tax Collector for Newburg Borough

- Due to a vacancy in the Newburg Borough Tax Collector position and the fact the Borough of Newburg has been unable to fill this position, the burden to appoint becomes that of the Shippensburg Area School District for the collection of Real Estate and Per Capita taxes.

Effective immediately, the Superintendent recommends appointing Harry Killian as the Borough of Newburg Tax Collector and accept the resignation of Jessica Wolfe. Mr. Killian is currently the Tax Collector for Hopewell Township and if Board approved, will collect for both municipalities.

James Burd Elementary School Grants

- The Superintendent recommends approval for James Burd Elementary School to apply for and accept funds from the following grants to be used to renovate their playground and purchase new playground equipment:
 - Giant Foods in the amount of \$10,000.00
 - GoFundMe in the amount of \$4,000.00
 - Sheetz in the amount of \$15,000.00

Agreement Between F & M College and SASD

- The Superintendent recommends entering into the third year of an agreement with Franklin & Marshall College to host a Pennsylvania College Advising Corp advisor at Shippensburg Area High School during the 2019-20 school year. Both entities will provide \$25,000 towards the program for the 2019-20 school year. The program targets low income, first generation, and underrepresented students, and will assist all students, as they prepare for college and/or a career.

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

(Action)

CONSENT AGENDA

On motion of Burg, seconded by Merideth to approve the following Consent Agenda item:

Substitute Teacher Per Diem Rate Increase

- The Superintendent recommends increasing the daily teacher substitute per diem pay from \$90/day to \$95/day and the building teacher substitute per diem rate from \$95/day to \$100/day effective March 1, 2019, to be competitive with local market rates and in an effort to favorably increase fill rates.

On motion from the floor by Suders, seconded by Montoro to **amend** the motion for this Consent Agenda item as follows:

Substitute Teacher Per Diem Rate Increase

- The Superintendent recommends increasing the daily teacher substitute per diem pay from \$90/day to **\$100/day** and the building teacher substitute per diem rate from \$95/day to **\$105/day** effective March 1, 2019, to be competitive with local market rates and in an effort to favorably increase fill rates.

On roll call, all present voted yes to the **amended** motion for this Consent Agenda item.

(Action)

CONSENT AGENDA

On motion of Montoro, seconded by Burg to approve the following Consent Agenda item:

Visitor Identification System

- The Superintendent recommends approval of School Check In, the visitor identification system, to be placed in James Burd Elementary, Nancy Grayson Elementary, Intermediate School, Middle School, and the High School.

A brief discussion occurred among the Board and Dr. Wilson regarding why GBLUES was not included in the above recommendation.

On roll call, all present voted yes to this Consent Agenda item except **Suders** who voted **no**.

(Information)

ACTION AGENDA

Policies

The Superintendent recommends approval of the following policy for a first reading:

#251 - Homeless Students - revised

(Action)

ACTION AGENDA

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

Fund Balance Reallocations

- The Superintendent recommends the following Fund Balance Reallocations:

The Board of School Directors reclassifies Assigned Fund Balance set aside for the Flagship Proud Projects to Committed Fund Balance for the Flagship Proud Projects. The amount of this reclassification is \$1,570,000.00.

The Board of School Directors reclassifies Committed Fund Balance set aside for Debt reduction to the Committed Flagship Proud Project in the amount of \$880,000.00.

This will make the total in Committed Flagship Proud Fund balance \$2.45 million and will cover the estimated cost of this project.

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

(Action)

ACTION AGENDA

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

Student Information System

- The Superintendent recommends approval of the attached Skyward Student Information System proposal. This will replace our current student information management system. A committee of district stakeholders have studied different products and support this product adoption.

Mrs. Burg inquired if parents would be receiving training or a guide on how to use this new system.

Dr. Stevens indicated the vendor is willing to provide a tutorial and the District's technology department is always available at open houses to address questions.

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

(Action)

ACTION AGENDA

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

Auditorium Seating

- The Auditorium Committee reviewed and agreed upon the layout and construction details as shown in the documents provided to the Board. The layout provided to the Board is for section 1 thru 8, which is the main area of the auditorium and does not include the balcony. The cost of the seating replacement phase of the proposed auditorium project upgrades will be \$238,075.00.

The Superintendent recommends approving option 2 of the contract as well as the adjustment listed in 1A, which excludes completion of the balcony seating.

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

BOARD COMMENTS

Mrs. Spicka spoke about the upcoming Greyhound Foundation BBQ & Bids Fundraiser that will be held on March 7, 2019 during Artrageous. This event will benefit both the Education and Art Committees and will feature a meal catered by Holy Smokes and a silent auction.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Louanne Burt, teacher in the District, thanked the Board for agreeing to raise the substitute teacher pay.

INFORMATION

Date Saver

February 15 - Act 80 Day for Professional Development, no school for students

February 18 - District closed in observance of the President's Day Holiday

March 7 - Artrageous from 5-7 p.m. at the high school - FREE

*March 7 - "Legally Blonde" high school musical in the high school auditorium at 7:00 p.m.

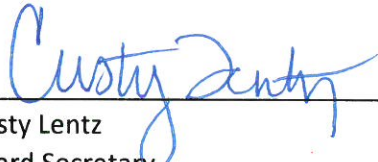
*March 8 - "Legally Blonde" at 7:00 p.m.

*March 9 - "Legally Blonde" at 2:00 and 7:00 p.m.

*To order your tickets and reserve your seats, please visit brownpapertickets.com

ADJOURNMENT

On motion of Merideth, seconded by Burg to adjourn at 7:37 p.m.



Cristy Lentz
Board Secretary