

Minutes of the September 23, 2019 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

**OPENING**

**Call to Order**

Dr. Lovett called the meeting to order at 7:05 p.m.

**EXECUTIVE SESSION**

Dr. Lovett announced there was an Executive Session held prior to tonight's Planning/Action Meeting to discuss Administrative issues relating to the Superintendent's contract.

**Roll Call**

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

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Susan Martin, Nancy Grayson Elementary Principal; Mr. Joseph Wachter, Director of Operations and Maintenance; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mr. Michael Montedoro, Athletic/Transportation Director; Mr. Mark Shrift, Project Manager from JMT; 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:

**Kathryn E. Tosten (Gabler)** ~ February 24, 1939 - September 9, 2019  
1957 Graduate of Shippensburg High School

**Tommy Ray "Tom" Wiser** ~ November 12, 1953 - September 8, 2019  
1971 Graduate of Shippensburg Area Senior High School

**Agenda Approval**

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

Dr. Suppo stated there were no changes or amendments to tonight's agenda.

**(Information)**

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

Mr. Forest Myers, resident of the S.A.S.D., spoke to the Board regarding his concerns with the proposed S.A.S.H.S. Stadium Project.

Ms. Margaret Spicka, student in the S.A.S.D., spoke to the Board regarding the current S.A.S.H.S. library situation.

Ms. Natasha Detwiler, student in the S.A.S.D., spoke to the Board regarding the current S.A.S.H.S. library situation.

Mr. Sean Meehan, student in the S.A.S.D., spoke to the Board regarding the current S.A.S.H.S. library situation.

Ms. Nancy Morton, parent in the S.A.S.D., spoke to the Board regarding her concerns with Policy #137.1, Extracurricular Participation by Home Education Students.

**REPORTS**

**Student Representatives - Sam Burg and Sarah Fink**

Dr. Suppo welcomed Mr. Sam Burg back as the Senior Student Representative and introduced Ms. Sarah Fink as the new Junior Student Representative. He also recognized Ms. Fink for her participation in various school activities.

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

- 1) The Fall Sports teams are well on their way to a great season and have games going on almost every day.
- 2) The Hall of Fame football game was held on Friday, September 20, 2019. The Greyhounds remain undefeated and beat Mifflin County by a score of 45-14.
- 3) Over 800 students and community members have signed the petition to bring Mr. Burkholder back to the S.A.S.H.S. library on a full time basis.
- 4) Representatives from colleges and universities have been visiting with juniors and seniors to help them make decisions about their futures after high school.

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

- 1) The Band announced their trip to Disney and Universal will be held in April 2020.
- 2) Student Council is actively working on planning the Homecoming festivities.
- 3) The National Honor Society sent out invitations to potential inductees.
- 4) The Drama Club has been working around the auditorium renovations and is gearing up to present "A Midsummer Night's Dream" in November 2019.
- 5) Parent-Teacher Conferences were held on Tuesday, September 17, 2019 for high school parents and staff.

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

None

**Superintendent's Report**

1. **Historical Enrollment Report:** A historical enrollment report from September 2010 – 2019 was presented to the Board. The current enrollment numbers are as follows:

Kindergarten	248	Fifth Grade	242	Tenth Grade	259
First Grade	274	Sixth Grade	292	Eleventh Grade	262
Second Grade	247	Seventh Grade	274	Twelfth Grade	270
Third Grade	276	Eighth Grade	279	Out of District	20
Fourth Grade	234	Ninth Grade	271		

**FFA Presentation**

In honor of National FFA Week, Mrs. Kelly Bier and her FFA students presented to the Board of School Directors their Program of Activities for the 2019-20 school year. The following students were part of the presentation: Ms. Maris Swartz, President; Ms. Kara Haines, Vice President; Ms. Maryelis Matos, Secretary; and Mr. Zachary Levy, Treasurer.

**Library Presentation**

Mrs. Sheri Woodall presented information to the Board regarding the library positions in the Shippensburg Area School District.

A discussion occurred among the Board; Mrs. Louanne Burt, President of the SAEA; Sam Burg, Student Representative, Dr. Suppo, and Mrs. Lentz regarding the library position at the S.A.S.H.S.

**(Action)**

**MOTION FROM THE FLOOR**

**Addition of new Librarian**

On motion, from the floor, by Spicka, seconded by Burg to add an agenda item to the October 14, 2019 Planning/Action Meeting agenda to add a new Librarian for the 2019-20 school year and pay for the new position from Fund Balance.

On roll call, all present voted yes to the addition of a new Librarian to the October 14, 2019 agenda except **Torri** and **Suders** who voted **no**.

**(Information)**

**Stadium Project Update**

Mr. Mark Shrift, project manager from JMT, presented an update on the stadium project.

A discussion occurred among the Board, Dr. Suppo, and Mr. Shrift regarding the project, specifically the plan comments made by the Borough and the process needed if additional expansion is needed.

**(Action)**

**CONSENT AGENDA**

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

**Approval of Minutes**

- Recommend approval of the minutes as presented from the September 9, 2019, Board meeting.

**Finance**

- Recommend approval of the following:
  1. **Bills of Payment**
  2. **Financial Reports**
    - Cafeteria Fund (August)

**Personnel**

**Professional Staff**

- The Administration recommends approval of Professional Tenure Contract status for the following professional staff that have each completed three years of satisfactory service:
  1. **Shane Parsley** - Learning Support Teacher at Middle School, effective August 29, 2019.
  2. **Melissa Rajnish** - Kindergarten Teacher at James Burd Elementary School, effective September 12, 2019.
- The Administration recommends approval of the following Salary Advancements retroactive to the first pay of the 2019-20 school year:
  1. **Charity Fry** - Master's+60
  2. **Debra Heefner** - Master's+45
  3. **Vanessa O'Shea** - Master's+45
  4. **Elizabeth Perrin** - Master's
  5. **Miranda Shipp** - Master's+45

- The Administration recommends the following transfer:
  1. **Kristi L. Luke**, from Gifted Teacher, part-time (.48) to Grade 5 Teacher, full-time at Intermediate School, effective September 23, 2019.
  
- **The Administration recommends the addition of 2 Building Substitute positions via ESS/S4T, retroactive August 22, 2019:**

The School Board previously approved the addition of 3 Building Substitute positions via ESS/S4T December 12, 2016. They were assigned to SASHS, SAMS, and SAIS as their home base schools. The additional 2 Building Substitute positions will be assigned to NGES and JBES as their home base schools. If not needed as their home base school, the substitute would be utilized in another building with a vacancy need. The Building Substitute rate is \$105.00 per day and the day to day substitute rate is \$100.00 per day. The additional \$5.00 per day will serve as guaranteed assistance to fill last minute vacancies.
  
- **The Administration recommends the addition of 1 District Floater Building Substitute position via ESS/S4T, effective September 24, 2019:**

The Building Substitute positions have been very successful and this additional District Floater position's home base will be SAMS. It will assist with coverage of unfilled vacancies across the District. The position will also assist in providing coverage for classroom teachers who attend mandatory meetings, trainings, professional development, etc. The District Floater Building Substitute rate is the same as for a "regular" Building Substitute, \$105.00 per day.

**Support Staff**

- The Administration recommends acceptance of the following resignation for the purpose of retirement:
  1. **Cindy Neil**, Cafeteria Kitchen Helper, part-time (approximately 4.5 hours per day) at the Middle School, effective September 27, 2019.
  
- The Administration recommends acceptance of the following resignation:
  1. **Kristina Shoemaker**, Cafeteria Kitchen Helper (breakfast), part-time (approximately 2 hours per day) and Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) at the Senior High School, retroactive to September 17, 2019.

- The Administration recommends approval of the following promotion:
  1. **Mary Reese**, from Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School to Custodian, full-time (approximately 8 hours per day) at the Nancy Grayson Elementary School, retroactive to September 18, 2019 with no change in rate.
- The Administration recommends employing the individuals below:
  1. **Justina Hayes** - Traffic Monitor
  2. **Larry Shannon** - Traffic Monitor
  3. **Lindsay Plank**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to September 17, 2019 at an hourly rate of \$9.80.
  4. **Dillon Sheets**, Custodian, full-time (approximately 8 hours per day) at the Nancy Grayson Elementary School, effective September 30, 2019 at an hourly rate of \$9.80.
- The Administration recommends employing the individual below for substituting:
  1. **Travis Chestnut** - Custodian
- The Administration recommends restructuring the following position:
  1. The current vacant **Cafeteria Kitchen Helper** position at the Senior High School: This position is currently 2.5 hours per day and we are requesting it be increased to 4.5 hours per day. The increase in hours is necessary to accommodate preparing the additional meals served to the Head Start Programs held at Shippensburg University per the agreement approved by the Board at the August 12, 2019 Planning/Action meeting. The profit from serving these additional meals will more than cover the labor and benefit cost of the increase in hours.

#### **Supplemental Staff**

- The Administration recommends approval of the following appointment:
  1. **Kevin Gustafson**, Yearbook Co-Business Manager at Senior High School, effective September 10, 2019 at a supplemental salary of \$362.52 (prorated for contract year 2019-20).
- The Administration recommends the following volunteer coach for the 2019-20 school year:
  1. **Heidi Lebitz** - Middle School Field Hockey Program

**Trails Agreement with Yellow Breeches Educational Center, Inc.**

- Administration recommends approval of the Trails Agreement with Yellow Breeches Educational Center, Inc. and Shippensburg Area School District for the 2019-2020 school year. Yellow Breeches Educational Center provides experiential learning experiences via one-day adventure based outings for students with special needs.

Additional information was in the agreement provided to the Board.

**Overnight Field Trip Request - High School Band**

- Administration recommends approval of the request from Bob Maag, Music/Band Director, for an overnight field trip for the high school band, grades 9-12, to go to Disney World and Universal Studios in Orlando, Florida. The band will depart Thursday, April 16th in the evening and return Monday evening, April 20th. Students will miss two days of school. The band will perform in a "Disney Performing Arts Program" parade. All costs for the trip will be paid by the participating students and chaperones. The cost to the district will be for one substitute for two days at a cost of \$100.00 per day.

**Overnight Field Trip Request - SASHS Future Business Leaders of America**

- Administration recommends approval of the overnight field trip request by high school teachers/advisers, Christine Myers and Krista Akers to attend the Future Business Leaders of America (FBLA) State Leadership Workshop in Pocono Manor, PA. The group will leave on Sunday, November 3 and will return Monday, November 4. Students will miss one day of school. All costs for the trip will be paid by the participating students and chaperones. The cost to the district will be for one substitute for one day at a cost of \$100.00 per day.

**Request to Form the Greyhound Ambassadors Club**

- Administration recommends approval of the request submitted by Raegan Gawronski, Career & College Adviser at the High School, to form the Greyhound Ambassadors Club. The club would be a welcoming presence for new students, freshmen, parents, community members, and visitors to SASHS. Additional information regarding the club was presented to the Board.

**Request to Form a Color Guard Club**

- Administration recommends approval of the request from Jeannie Coons to form a Color Guard Club at the high school. The club would twirl ribbons and develop routines to perform at pep rallies and other school functions to boost student morale.

**Memorandum of Understanding Between Shippensburg University Head Start and SASD**

- In order to meet new requirements of the Elementary and Secondary Education Act (ESEA) amended by Every Student Succeeds Act (ESSA), requiring local education agencies receiving Title I funds, the Administration recommends approving the Memorandum of Understanding between Shippensburg University Head Start and Shippensburg Area School District effective September 2019 through August 2022.

**Sunday Use of Facilities Request - Nancy Grayson PTO**

- The Nancy Grayson PTO has requested use of the Nancy Grayson PTO room, music room, lobby, library, gym, faculty room, cafeteria, art room, and playground area on Sunday, October 20, 2019 to hold their annual Fall Carnival. A Sunday is being requested to avoid conflicts with student sports schedules and other fall carnivals/festivals being held in the area. The principal has approved this date. However, this date is on a Sunday and requires Board approval pursuant to Board Policy #707.

Administration recommends approval of the request.

**Sunday Use of Facilities Request - Shippensburg Field Hockey Booster Club**

- The Shippensburg Field Hockey Booster Club has requested use of Shippensburg Area Senior High School field hockey field on Sunday, September 29, 2019 to hold a Little's Game Fundraiser. The Principal has approved this date. However, any Sunday use of District facilities must be approved by the School Board pursuant to Board Policy #707.

Administration recommends approval of the request.

**Electrolinear Entertainment Inc. Agreement**

- Administration recommends approval of the agreement between Electrolinear Entertainment Inc. and Shippensburg Area Intermediate School, as part of their PBIS celebration to be held on September 27 at the school. The cost will be paid from the Student Activity account.

**Agreement with BTI School Services, LLC**

- BTI School Services LLC offers personalized Applied Behavior Analytic services to meet individual needs and circumstances and will assist with administration, management and oversight of behavior management practices for the students at SASD. The cost for services is \$43,875.00 for the 2019-2020 school year.

Administration recommends the approval of the agreement with BTI School Services LLC.

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



(Action)

**CONSENT AGENDA**

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

**Policy for a Second Reading and Approval**

- Administration recommends approval of the revised policy for a second reading and adoption:

**#904 - Public Attendance at School Events**

Mrs. Spicka commented she feels there is no need for a change to Policy #904.

After discussion among the Board, the motion **failed** due to a lack of a roll call vote.

(Action)

**CONSENT AGENDA**

On motion of Spicka, seconded by Suders to **table** the following Consent Agenda item:

**Policy for a Second Reading and Approval**

- Administration recommends approval of the revised policy for a second reading and adoption:

**#904 - Public Attendance at School Events**

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

(Action)

**CONSENT AGENDA**

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

**Award Bid for Video Surveillance System**

- The Administration is recommending approval of the bid proposal from Siemens Industry Inc. for the purchase and installation of a video surveillance system at a cost of \$155,737.00. Proposal costs for labor and equipment is based on PA State Contract pricing, Costars number 008-241.

A brief discussion occurred among the Board and Dr. Suppo regarding the need for the video surveillance system, training, and the fact the above recommendation changed from all district buildings to just the S.A.S.H.S., S.A.M.S., and S.A.I.S.

(Information)

**ACTION AGENDA**

**Policies**

Administration recommends approval of the following policies for a first reading:

**#137 - Home Education Program** - Revised (Minor changes were made to enhance clarity.)

**#137.1 - Extracurricular Participation by Home Education Students** - New (Recommended for the protection of the district from potential legal challenges and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This policy has been drafted in accordance with the most recent provisions of 24 PS 511 and 1327.1)

A brief discussion occurred among the Board and Dr. Suppo regarding Policy #137.1. The Board is requesting additional changes to this policy before approval.

**BOARD COMMENTS**

Mrs. Burg requested an update from Mrs. Benbow regarding the two new teaching positions at S.A.M.S. and how this has impacted scheduling.

Dr. Torri commented he felt tonight's meeting resulted in some good discussion and input from the Board.

**CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS**

Mr. Dwayne Burt, resident in S.A.S.D., thanked the Board of School Directors for their service and commented on the following:

- 1) Time restrictions for Citizen's Comments. He feels this restriction does not encourage comments from the audience.
- 2) S.A.S.H.S. library situation. He feels the Board is trying to run the District. He would like Dr. Suppo to be allowed to look into situations and make recommendation to the Board.
- 3) Proposed stadium at S.A.S.H.S. He discussed the grant proposed by Senator Alloway and the fact it was a matching grant and District chose not to explore due to building the stadium on District property. He also discussed the misconception in seating proposed with the new stadium on district property verses what is now available at Memorial Park Stadium.

Dr. Lovett responded to Mr. Burt's concerns regarding why Board leadership did not respond to Senator Alloway's proposed grant monies and clarified the history regarding past meetings with the Borough to discuss stadium improvements at Memorial Park.

Mrs. Kristie Jo Eckert, resident in the S.A.S.D., commented she reached out to Senator Alloway regarding the proposed grant monies and was completely ignored by his office. She also commented she is in favor of a stadium on district property for the following reasons: safety – students currently walk in the dark back to S.A.S.H.S.; poor field conditions at Memorial Park; short term rental agreements with the Borough. She would like to see more positivity and less politics of spite moving forward.

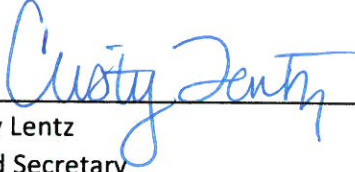
Mrs. Spicka spoke on the time limit proposed by Mr. Mark Buterbaugh when he was President of the Board. She stated it was enacted to prevent personal attacks like the one that occurred against Superintendent Bender a few years ago. The Board supported Mr. Buterbaugh's recommendation.

Mrs. Shawn Stitt, parent in the S.A.S.D., is requesting Mrs. Benbow include clarification in her presentation regarding the two new teachers at S.A.M.S. and how the schedule has impacted student exploratory schedules, in particular library use at S.A.M.S.

Mr. Sean Meehan, student in S.A.S.D., feels there is not a safety issue with the Band walking from Memorial Park to S.A.S.H.S. and agrees with the concerns regarding less seating at the proposed stadium at S.A.S.H.S. He also does not believe completing the stadium in phases is a good idea.

**ADJOURNMENT**

On motion of Suders seconded by Torri at 9:08 p.m.

  
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Cristy Lentz  
Board Secretary