

Minutes of the September 28, 2020 Virtual Planning/Action Meeting of the Board of School Directors.

## **OPENING**

### **Call to Order**

Due to technical difficulties, Mr. Mark Buterbaugh called the meeting to order for a second time at 8:00 p.m. The meeting was continued virtually by both the Board and public. He apologized to the public on behalf of the Board and assured them meetings will continue to be held virtually until Administration assures him the technical issues have been corrected so meetings can be held face-to-face by the Board and virtually by the public.

### **Roll Call - Members State Full Name**

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice President; Mr. Jim Bard; Mrs. Erica Burg; Mr. Dwayne Burt; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Fred Scott, Sr.; Dr. Geno Torri; and Sarah Fink, Student Representative. Caden Yonish, Student Representative was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Andrew Norton, Shippensburg Area Senior High School Assistant Principal; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mr. Buck Brindle, Shippensburg Area Middle School Assistant Principal; Mrs. Susan Martin, Nancy Grayson Elementary School Principal; Mr. Matthew Flohr, James Burd Elementary School Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Bethany Bridges, Assistant Supervisor of Special Education; Mrs. Tina Clever, Human Resources Director; Mr. Michael Montedoro, Athletic/Transportation Director; Mr. Joseph Wachter, Director of Operations and Maintenance; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

### **Welcome and Expectations for Virtual Platform**

The following information was read by Mr. Buterbaugh regarding tonight's virtual Planning/Action Meeting:

- Notice to all participants that this meeting is being recorded and/or live streamed
- Role of Meeting Host: Mrs. Tina Clever will control the virtual platform
- Motions - Board Members will announce full name for Motion and Second
- All voting will require a roll call vote with Board Members stating their full name followed by "yes" or "no"
- Public Comment on Agenda items - 30 minutes prior to the scheduled meeting start time, comments on agenda items must be submitted via email to the Board Secretary at Board.Secretary@ship.k12.pa.us and must include your full name and address
- Comments at end of meeting will be addressed by using the "Raised Hand" feature; individual from the public must state full name and address

**Moment of Silence**

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

**Jeremiah Fox** ~ June 27, 2001 - September 15, 2020  
2019 Graduate of Shippensburg Area Senior High School

**William "Bill" Enfield** ~ October 8, 1940 - September 21, 2020  
Shippensburg Area High School English teacher and basketball coach at the  
Shippensburg Area Junior High School for 34 years before retiring in 1997

**(Action)**

**Agenda Approval**

Mr. Buterbaugh, based on information provided by Administration regarding possibly not being able to meet social distancing guidelines, is informing the Board they will not be voting on revisions to the School Reopening Health and Safety Plan pertaining to S.A.M.S. and S.A.S.H.S.

Dr. Suppo is recommending the below changes to item #6, Action Agenda, item B "SASD School Reopening Health and Safety Plan Revisions":

- 1) Keep all revisions listed on page 15.
- 2) Delete revisions on pages 18 and 26 pertaining to secondary grades 6-12
- 3) Updates made to SASD – Interim School Closure Decision Matrix to align with the recommendations of the PA Department of Health should remain included in the revisions.

Dr. Suppo also noted that the attachment to Discussion item "Agreement with Aliff Counseling Services, LLC for School Based Outpatient Services" is in draft form and a final version will be presented at the October 12, 2020 meeting when this item is on for approval.

Due to the delay in the start of tonight's meeting, Dr. Suppo is amending the agenda as follows:

- 1) Report Item 3 E "Keystone Testing and Accountability: 2020 and Beyond" will be moved to the October 12, 2020 Planning/Action Meeting.
- 2) Report item 3 F "Shippensburg Community Resource Coalition (SCRC) Blues Presentation will be moved to the October 12, 2020 Planning/Action Meeting.
- 3) Discussion Item 4 C "Request to Purchase Box Truck" will be moved to the October 12, 2020 Planning/Action Meeting.

Mr. Burt asked for clarification on the changes to the School Reopening Health and Safety Plan listed on pages 16-17.

Dr. Suppo stated that changes noted on pages 16-26 would be stricken. Only page 15 would be up for approval.

On motion of Burt, seconded by Goates to approve tonight's agenda as per the above amendments.

On roll call, all present voted yes.

(Information)

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

Mrs. Susan Spicka, resident of S.A.S.D., spoke regarding her concerns with the proposed changes to the S.A.S.D. School Reopening Health and Safety Plan and with the process the Board is using in implementing the plan in regards to student, teacher, and staff safety.

Mrs. Lentz read an e-mail from Megan and Matt Lane, residents of S.A.S.D., regarding concerns with the upcoming switch to the hybrid model for the older children.

Ms. Deborah Rhinehart, resident of S.A.S.D., concurred with everything Mrs. Spicka's e-mail. She asked Dr. Suppo if the district would be able to follow all safety protocols at S.A.I.S.

Dr. Suppo stated the district would be able to follow all safety protocols at S.A.I.S.

Ms. Allison Carey, resident of S.A.S.D., spoke about concerns with vague language in the School Reopening Health and Safety Plan. She stated parents need to be afforded clear, specific language so they can make an informed decision.

Mr. Anthony Weber, teacher and resident of S.A.S.D., expressed concerns about the way decisions are being made in regards to revisions to the School Reopening Health and Safety Plan. He commented he was part of the group who prepared the original plan. He asked that all stakeholders be involved in the planning process before a final decision is made.

Ms. Rebecca Wolfinger, resident of S.A.S.D., spoke to the Board regarding her concerns with asynchronous learning and with the hybrid schedule. She inquired about the benchmarks to get students back to the classroom five days a week.

**REPORTS**

**Student Representatives**

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

- 1) Fall sports are in full swing and season openers for each sport took place last week or are taking place this week.
- 2) It is officially Homecoming Week with somewhat modified activities. The Homecoming Court was selected last week and voting will occur soon.
- 3) S.A.S.H.S. Student Council is hosting a virtual spirit week with themed days like crazy sock day and flannel day. Students may upload pictures to the Student Council Facebook page to show their participation. There is also a daily trivia question where each student that answers correctly name will be placed into a drawing for \$50 every day this week.
- 4) On Saturday, September 26, 2020, the unveiling of the new greyhound statue out front of the S.A.S.H.S. took place as part of the Flagship Proud initiative to update the exterior of the school.

- 5) Club meetings were held last week which helped encourage students to get connected and keep up with participation in all of our school sponsored activities.
- 6) Spectators are being allowed into all fall sporting events at a limited capacity except for volleyball.

**Franklin County Career Center Report - Charlie Suders**

None

**Board Committee Reports**

Dr. Suppo stated the Negotiations Committee met prior to tonight's virtual Planning/Action Meeting. He also stated the Policy Committee has been informally reviewing Policy #005 "Local Board Procedures - Organization" in an effort to reflect some of the Board recommendations for a long term solution for distance learning. He also stated the Athletic Committee has been working closely with himself and Mr. Montedoro regarding spectator attendance at athletic events. He stated Mr. Montedoro would be giving a presentation later in tonight's Planning/Action Meeting.

Mr. Buterbaugh indicated there will be a formation of a new committee entitled "Online Education Committee". This committee will be charged with building on-line content and delivery of on-line curriculum delivery mechanisms. He would like to appoint members to this committee at the October 12, 2020 Planning/Action Meeting. He requested any Board Member interested in serving on this committee to let him know.

**Finance Report - Cristy Lentz**

Mrs. Lentz, introduced Ms. Jamie Doyle, Managing Director of Public Financial Management, Inc. (PFM) who presented information to the Board regarding a possible Refinance of Series 2013 Bond.

**Curriculum Report - Sheri Woodall**

The presentation on "Keystone Testing and Accountability: 2020 and Beyond" was moved to the October 12, 2020 Planning/Action Meeting.

**Superintendent's Report**

**District Update**

Ms. Alexandra Jones, Community Youth Mobilizer from the Shippensburg Community Resource Coalition (SCRC) Blues Presentation was moved to the October 12, 2020 Planning/Action Meeting.

**Athletic Update**

Mr. Montedoro provided information to the Board regarding the update to the spectator policy regarding sporting events.

An extensive discussion occurred among the Board and Administration regarding the spectator policy.

(Action)

**ACTION**

On motion, **from the floor**, by Suders, seconded by Scott to approve the following Action Agenda item:

**Spectator Policy amendment**

- Allow for 50% spectator capacity in the gym (approximately 500) and allow 50% spectators capacity (or approximately 1,000) at the Memorial Park Stadium or outdoors.

The motion **failed** with **Burg, Burt, Goates, Lyman, Torri, and Buterbaugh** voting **no**.

An extensive discussion occurred among the Board and Administration regarding the spectator policy.

**ACTION**

On motion, **from the floor**, by Lyman, seconded by Burt to approve the following Action Agenda item:

**Spectator Policy amendment**

- Amend the spectator policy as presented by the Athletic Director earlier this evening to allow each S.A.S.D. athlete to get two vouchers for parents to attend no matter what sporting event.

On roll call, everyone voted yes except **Scott** and **Suders** who voted **no**.

(Information)

**DISCUSSION AGENDA**

**Agreement with Aliff Counseling Services, LLC for School Based Outpatient Services**

Administration will recommend approval of the agreement with Aliff Counseling Services, LLC, to provide school based counseling in all SASD schools.

**Contract with River Rock Academy - Slots for Elementary (Grades 1-5) Students**

River Rock Academy provides educational, behavioral and social services to Shippensburg Area School District elementary students in grades 1-5. The proposed contract is for the 2020-2021 school year and tuition for students increased by 3%.

<b><u>Slots Used out of 8</u></b>	<b><u>Cost per Student (includes transportation)</u></b>	
	<b><u>2020-21</u></b>	<b><u>2019-20</u></b>
•8/8	\$ 191.28	\$ 185.70
•7/8	\$ 218.61	\$ 212.22
•6/8	\$ 255.04	\$ 247.60
•5/8	\$ 306.04	\$ 297.12
•4/8	\$ 382.56	\$ 371.40
•3/8	\$ 510.08	\$ 495.20
•2/8	\$ 765.12	\$ 742.80
•1/8	\$1,530.24	\$1,485.60

Administration will recommend approval of the contract at the October 12, 2020 Board meeting.

**Request to Purchase Box Truck**

The Maintenance Department is requesting approval to purchase a 15 foot, used box truck with a lift gate to serve as a backup to the district box truck in the event the large truck is being used for other purposes or is in need of repair. The cost of the truck is \$8,000.00 and will become part of the maintenance fleet to be shared with other departments in the district if needed. This item was not budgeted.

**This item will be moved to the Discussion Agenda section of the October 12, 2020 Planning/Action Meeting agenda.**

**Request to Purchase Bottle Fillers**

Administration is requesting approval to purchase twelve (12) bottle fillers to replace existing water fountains throughout the district, per CDC recommendations. The approximate cost for the bottle fillers is \$12,000.00 and is not budgeted. Administration is requesting the use of Capital maintenance designated fund balance to purchase.

**Request to Increase Part-Time Positions to Full-Time**

The Maintenance Department is requesting approval to increase three (3) part-time custodial positions to full-time positions due to increased cleaning and sanitation guidelines due to COVID-19.

**Authorization for Refinancing the Series of 2013**

The Board of School Directors of the Shippensburg Area School District (the "District") does hereby authorize the Administration to work with PFM Financial Advisors LLC, as Financial Advisor, Eckert, Seamens, Cherin, & Mellott LLP as Bond Counsel, and the local Solicitor in conjunction with the issuance of General Obligation Bonds, Series of 2021 for the purpose of refunding the District's outstanding General Obligation Bonds, Series of 2013, with a minimum net savings target of \$76,000, via the dual track process between a bank loan and a competitive bond sale.

**(Action)**

**CONSENT AGENDA**

On motion of Burt, seconded by Lyman to approve the following Consent Agenda items:

**Approval of Minutes**

- Recommend approval of the minutes as presented from the September 14, 2020 Board meeting.

**Finance**

- Recommend approval of the following:

**Bills of Payment**

**Personnel**

**Professional Staff**

- Administration recommends acceptance of the following resignation for the purpose of retirement:
  1. **Laura C. Gamble**, Learning Support Teacher at the Middle School, effective November 2, 2020.
  
- Administration recommends approval of the following appointment:
  2. **Clint E. Shipley**, Grade 8 Science Teacher at the Middle School, effective November 20, 2020 or before dependent upon early release from his current employer, at a prorated salary of \$54,418 Master's Step 2.  
  
Mr. Shipley was hired as Grade 8 Science Teacher at the Middle School. He received his Bachelor's degree in Earth Science Education from Penn State University and his Master's degree in Special Education from Wilson College. Clint's experience includes an LTS Grade 8 Science Teacher at Southwestern School District, an Earth & Space Science Teacher at South Hagerstown High School and an LTS Grade 8 Science Teacher at Central York Middle School. He is currently employed at the Lincoln Intermediate Unit 12 as an Emotional Support Teacher.
  
- Administration recommends approval of the following salary advancements retroactive to the first pay of the 2020-2021 school year:
  3. **Kyle Meixell** - Master's 45
  4. **Amanda Riggleman** - Master's 30

**Support Staff**

- Administration recommends acceptance of the following school security resignations:
  5. **Paul Bender**, retroactive to September 8, 2020
  6. **Judy Kail**, retroactive to September 10, 2020
  7. **William Mankamyer**, retroactive to September 23, 2020
  
- Administration recommends employing the individuals below:
  8. **Shannon Keetch**, Health Room Assistant, part-time (approximately 5.75 hours per day) at the Intermediate and Middle Schools, effective September 29, 2020 at an hourly rate of \$10.15. This is replacing a vacant position.

9. **Angela Landi**, LPN, full-time (approximately 7 hours per day) at the Intermediate School, retroactive to September 24, 2020 at an hourly rate of \$13.79. This is replacing a vacant position.

**Food Service Fund Debt**

- The Food Service Fund finished the 2019-2020 school year with an inter-fund debt in the amount of \$267,842.04 due to the General Fund. This was a result of the PA State mandate to continue to pay school district employees their normal wages during the COVID-19 closure and a loss in revenue due to serving substantially less meals. To date, the Food Service Fund has paid back the General Fund \$71,190.09 leaving an inter-fund debt in the amount of \$196,651.05.

Administration recommends through the close out of the 2019-2020 audit, this debt be removed from the books of both the Food Service Fund and General Fund by utilizing general fund unassigned fund balance.

**Contract with Chambersburg Area School District for Autism Support Services**

- As outlined in each student's Individualized Educational Program (IEP), Chambersburg Area School District provides services for 1 student in the Shippensburg Area School District. The proposed agreement is for the 2020-2021 school year. The estimated cost for the program is \$32,000.00, which has not changed from previous years. The hourly rate for any related services is as follows:

- Speech & Language Therapy - \$80.00
- Occupational Therapy - \$80.00
- Physical Therapy - \$70.00
- Extended School Year (ESY) - \$100/day (plus hourly wage for Personal Care Assistant if needed)

Administration recommends approval of the contract with Chambersburg Area School District.

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

- Yellow Breeches Educational Center provides experiential learning experiences via one-day adventure based outings for students with special needs in the SASD. The District agrees to purchase a minimum of eighteen (18) one-day experiences at a per day rate of \$810.00. The District will pay the contractor a minimum sum of \$14,580.00. Optional transportation of Trails students and staff will be provided at a rate of \$100.00 per day per van.

Costs for services in 2019/2020 school year:

Eighteen (18) one day experiences - \$794.00  
Minimum sum paid to contractor - \$14,292.00  
Optional transportation - \$65.00



The Administration recommends approval of the contract with Yellow Breeches Educational Center, Inc.

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

**(Action)**

**ACTION AGENDA**

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

**Student Expulsion**

**Case #2020-2021-1**

- The parents of the student in Case #2020-2021-1 waived their right to a formal student discipline hearing before the Board of School Directors.

The Administration recommends excluding the student and place at River Rock Academy for a period of 45 days. Only after 45 days and successful completion of the program at this outside educational placement will the student be able to return to the District.

During the period of exclusion, the student is not permitted on school property for any reason, including, but not limited to, extra-curricular, co-curricular or school sponsored activities, including athletic events, or he will be charged with trespassing.

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

**(Action)**

**ACTION AGENDA**

On motion of Goates, seconded by Burt to approve the following Action Agenda item as **amended** earlier in tonight's meeting:

**SASD School Reopening Health and Safety Plan Revisions**

- Administration recommends approval of the revisions to the Board approved School District's School Reopening Health and Safety Plan. The revised pages were provided to the Board.

Revisions to **page 15 only** ~~pages 15-18 and 26~~: additions are bold/underlined, deletions are strikethrough marks

Revised under the "Level of Community Spread, based upon State and Local Public Health"

**Low/No Spread** - incident rate/100k of less than 5 per day has been revised to 10 per day

**Moderate** - incident rate/100k between 6 and 100 per day has been revised to between 10 and 100 per day

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

**(Action)**

**ACTION AGENDA**

On motion, **from the floor**, of Burt, seconded by Torri to move the following Discussion Agenda item to an Action Agenda item:

**Authorization for Refinancing the Series of 2013**

- The Board of School Directors of the Shippensburg Area School District (the "District") does Eckert, Seamens, Cherin, & Mellott LLP as Bond Counsel, and the local Solicitor in conjunction with the issuance of General Obligation Bonds, Series of 2021 for the purpose of refunding the District's outstanding General Obligation Bonds, Series of 2013, with a minimum net savings target of \$76,000, via the dual track process between a bank loan and a competitive bond sale.

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

**(Action)**

**ACTION AGENDA**

On motion, **from the floor**, of Burt, seconded by Lyman to approve the following Action Agenda item:

**Authorization for Refinancing the Series of 2013**

- The Board of School Directors of the Shippensburg Area School District (the "District") does Eckert, Seamens, Cherin, & Mellott LLP as Bond Counsel, and the local Solicitor in conjunction with the issuance of General Obligation Bonds, Series of 2021 for the purpose of refunding the District's outstanding General Obligation Bonds, Series of 2013, with a minimum net savings target of \$76,000, via the dual track process between a bank loan and a competitive bond sale.

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

**BOARD COMMENTS**

Mr. Bard stated he is glad more parents are allowed in athletic events.

Mrs. Burg stated she attended the unveiling of the greyhound sculpture. She thanked everyone who worked hard on this project.

Dr. Lyman gave a huge thank you to Administration and teachers during these rough times.

Dr. Goates echoed Dr. Lyman's above comment. He stated he visited the schools and is super impressed with our teachers. He feels the teachers are doing a super job. He also commented on Ms. Wolfinger's concerns and stated that while he can't speak for the entire Board, he feels they cannot consider any changes to the hybrid schedule until the COVID-19 numbers fall below 10 cases per 100,000 or until newer guidance is released by the PA Department of Health.

Mr. Scott commented on tonight's issues with the speakers and asked what is necessary to fix the issue.

Mr. Buterbaugh apologized for tonight's technical difficulties. He stated he won't bring the Board back face-to-face until Administration assures him these items are fixed. He would like live streaming to continue even after the pandemic and encouraged Administration to purchase what is necessary for this to occur. He thanked the members of the public for their emails this week. He noted some posts made on Facebook under the Shippensburg Community page and stated he would not be responding to these posts attacking the Board. He acknowledged all of the hours the Board Members volunteer weekly while serving in their positions.

Mr. Buterbaugh gave a special thank you to our Teachers, Administration and fellow Board Members.

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

None

**INFORMATION**

**Date Saver**

Upcoming Board Meetings - beginning at 7:00 p.m. and held virtually until further notice

October 12, 2020

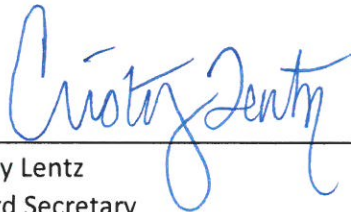
October 26, 2020

November 9, 2020

December 7, 2020

**ADJOURNMENT**

On motion of Goates, seconded by Lyman to adjourn at 9:50 p.m.



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Cristy Lentz  
Board Secretary