

Minutes of the May 26, 2020 Virtual Planning/Action Meeting of the Shippensburg Area Board of School Directors.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order.

Roll Call

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Dr. Geno Torri, Vice-President; Mr. Jim Bard; Mrs. Erica Burg; Mr. Dwayne Burt; Dr. Nathan Goates (7:10 p.m.) Dr. Michael Lyman; Mr. Fred Scott, Sr.; Mr. Charles Suders; and Samuel Burg, Student Representative. Sarah Fink, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Gregory Miller, Shippensburg Area Senior High School Associate Principal; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mr. Buck Brindle, Shippensburg Area Middle School Assistant Principal; Mr. Joseph Wachter, Director of Operations and Maintenance; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Tina Clever, Human Resources Director; Dr. Troy Stevens, Technology Coordinator; Mrs. Margaret Crider, Supervisor of Special Education; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

(Information)

Welcome and Expectations for New 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

Mr. Buterbaugh thanked the 25 participants (12 panelists and 13 attendees) for attending tonight's Planning/Action Meeting.

Moment of Silence

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

Sandra Kay Hockenberry (Hershey) ~ May 30, 1944 - May 5, 2020
Graduate of Shippensburg High School

Leroy W. Rosenberry ~ May 5, 1939 - May 6, 2020
1957 Graduate of Shippensburg High School

David Lee Heckman ~ January 14, 1964 - May 7, 2020
1981 Graduate of Shippensburg Area Senior High School

Ruth L. (Brandt) Naugle ~ September 5, 1925 - May 15, 2020
1942 Graduate of Shippensburg Area Senior High School

Aaron L. Glass ~ January 31, 1995 - May 16, 2020
2013 Graduate of Shippensburg Area Senior High School

Dr. Nathan Goates arrived at the meeting at 7:10 p.m.

(Action)

Agenda Approval

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

Dr. Suppo commented that under Consent Agenda item 5c "Personnel – Professional Staff" item 1 "Resignation of Nicole C. Kmiec", the effective date has been changed to May 29, 2020.

On motion of Scott, seconded by Suders to approve tonight's Planning/Action Meeting agenda as amended above.

On roll call, all present voted yes to the amended agenda.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

Franklin County Career Center Report - Charlie Suders

None

Board Committee Reports - Facilities Committee

Mr. Suders commented that the Facilities Committee met to discuss the traffic patterns at the James Burd Elementary School. The concern is currently being looked into by the Superintendent, Director of Operations and Maintenance, and the Building Principal and then will be brought to the full Board.

Mr. Buterbaugh asked Dr. Suppo to address the sinkhole situation at the Shippensburg Area Intermediate School.

Dr. Suppo stated a sinkhole appeared in the main drive at the Shippensburg Area Intermediate School over this past weekend. He has been in contact with the Director of Operations and Maintenance regarding this issue. Concrete has been installed and the area has been backfilled. The area will be repaved when other areas in the district are paved over the summer.

Mr. Suders commented the Facilities Committee also discussed sanitation of the buildings for when school opens up again. He said this topic is still being discussed.

Student Reports

Samuel Burg, Student Representative, thanked the Board of School Directors for the opportunity to serve as a Student Representative. He also commented that students are excited for the end of this school year and things to return to normal.

Mr. Buterbaugh thanked Samuel Burg for his service and acknowledged the trying times he and other students have endured due to the COVID-19 pandemic.

Superintendent's Report

District Update

Dr. Suppo thanked Samuel Burg for his service and congratulated him and all of his classmates which are part of the Class of 2020.

Dr. Suppo commented on the process the district set up for distribution of student materials.

Dr. Suppo provided a grading system update for the fourth marking period for S.A.S.H.S. students to the Board of School Directors.

A brief discussion occurred among the Board and Dr. Suppo regarding the grading system used during the COVID-19 pandemic.

1. **Donation Report:** The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:

Boyo Transportation, \$2,370.00 monetary donation to purchase digital thermometers for use in checking temperatures due to the COVID-19 pandemic.

2. 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 March 31, 2020:

Senior High School	\$84,245.45
Middle School	\$41,412.40
Intermediate School	\$10,129.43
James Burd Elementary School	\$ 6,109.08
Nancy Grayson Elementary School	\$10,970.18

A detailed listing for Senior High and Middle School Activity accounts was provided to the Board.

3. Sign donation: Dr. Suppo acknowledged a donation from **Boyo Transportation** of a sign to celebrate our Seniors. He stated the sign would be going up in the next few days at the front of the S.A.S.H.S.

Mr. Buterbaugh expressed gratitude to the teachers and administrators for all of their hard work and efforts during the COVID-19 pandemic. He feels they did an excellent job.

(Information)

DISCUSSION AGENDA

Johnson Controls Service Agreement

Administration will recommend approval of a continuing three (3) year service agreement with Johnson Controls to provide factory authorized service, inspections, safety checks, winterization and start-up. This service agreement will protect our substantial investment for the York Chillers installed at Shippensburg Area Middle School.

Current Year 3 cost - July 1, 2019 - June 30, 2020 = \$5,350.00

The 3 year agreement cost is as follows:

Year 1 - July 1, 2020 - June 30, 2021 = \$5,511.00

Year 2 - July 1, 2021 - June 30, 2022 = \$5,677.00

Year 3 - July 1, 2022 - June 30, 2023 = \$5,847.00

Government Software Services Agreement for 2020-2021

Administration will recommend approval of 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 2020-2021 fiscal year. Pricing for this service remains flat from the previous year and the costs are as follows:

- \$0.1695 for each tax statement (bill) prepared
- \$0.065 each, per name printed for two copies of the Real Estate and Per Capita Duplicate
- \$9.50 for each bound duplicate

General Property and Liability Insurances 2020-2021

Administration will recommend approval of the following general property and liability insurances for the 2020-2021 fiscal year, which includes a price increase of approximately 2% or a total dollar increase of \$3,056.00.

<u>Coverage Type Carrier</u>	<u>2019-2020 Pricing</u>	<u>2020-2021 Pricing</u>
Commercial Package Utica National Group	\$ 95,841	\$ 96,395
Commercial Automobile Premium Utica National Group	\$ 8,825	\$ 9,235
Directors & Officers Liability Premium AIG Group	\$ 25,053	\$ 25,053
Commercial Umbrella Premium Utica National Group	\$ 5,875	\$ 6,063
Student Accident Premium Fairfax Financial Group	\$ 12,303	\$ 12,303
Security & Privacy Liability Lloyd's of London	\$ 8,683	\$ 10,587
Total	\$156,580	\$159,636

Authorized Signatures for District Funds

The Superintendent will recommend approval of the list of authorized signatures for district funds as follows:

Authorized Signatures for District Funds

General Fund (3 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Cafeteria Fund (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Payroll Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Construction Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer

Capital Reserve Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Reimbursement Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Savings Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
High School Activity Fund (2 of 3 required)	Principal Assistant Principal(s) Director of Curriculum, Instruction & Assessment
High School Athletic Fund (2 of 3 required)	Principal Assistant Principal(s) Athletic Director
Middle School Activity Fund (2 of 3 required)	Principal Assistant Principal(s) Director of Curriculum, Instruction & Assessment
Middle School Athletic Fund (2 of 3 required)	Principal Assistant Principal(s) Athletic Director
SAIS Activity Fund (2 of 4 required)	SAIS Principal Nancy Grayson Principal James Burd Principal Director of Curriculum, Instruction & Assessment
James Burd Activity Fund (2 of 4 required)	James Burd Principal Nancy Grayson Principal SAIS Principal Director of Curriculum, Instruction & Assessment
Nancy Grayson Activity Fund (2 of 4 required)	Nancy Grayson Principal James Burd Principal SAIS Principal Director of Curriculum, Instruction & Assessment

Re-Appointment of Board Secretary

The Superintendent will recommend approval of the re-appointment of Cristy Lentz, Business Administrator, as Board Secretary for the 2020-21 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 1 of 4 per Policy 005.

Re-Appointment of Board Treasurer

The Superintendent will recommend approval of the re-appointment of Tina Clever, Human Resources Director, as Board Treasurer for the 2020-21 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 1 of 4 per Policy 005.

Re-Appointment of District Solicitor

The Superintendent will recommend the re-appointment of Beard Legal Group as the district solicitor for the 2020-21 school year with no change in fees being assessed. Mr. Ronald Repak currently serves as the POC at Beard Legal Group.

Approval to Participate in Federal Programs for the 2020-21 School Year

The Superintendent will recommend authorizing the district to submit applications for the following Federal Programs for the 2020-21 school year:

- Title I-A Improving Basic Education
- Title II-A Improving Teacher Quality
- Title III English as a Second Language
- Title IV-A Student Support and Academic Enrichment

The Director of Curriculum, Instruction and Assessment serves as the Federal Programs Coordinator.

ESS One Year Contract Extension for 2020-2021

Administration would like to continue its partnership with Education Staffing Services (ESS), formerly Source4Teachers, for the 2020-2021 fiscal year through a one year extension to the current contract. ESS will continue to provide day-to-day substitutes and building substitutes for the District, in addition to the support of the absence management system, ASEOP, pending School Board approval. There will be no cost increases.

The recommended Addendum to Extend Agreement document was provided for review.

Administration will recommend approval of the one year contract extension at the June 8, 2020 School Board meeting.

Resolution Calling for General Assembly to Provide Critical Support to School Districts

Administration will recommend approval of the resolution calling on the State of Pennsylvania General Assembly to provide critical support and mandate relief benefiting public schools and students due to the economic implications of the COVID-19 pandemic.

Agreement with Merakey Carlisle School for Special Education Services

The Merakey Carlisle School provides educational services to students with Autism and/or Emotional Disturbance. The proposed agreement is for one year beginning August 1, 2020 through July 31, 2021. The school year tuition cost is \$217.04 per day. The tuition for Extended School Year (ESY) is \$109.64 per day. Tuition for students is included in the Board approved budget.

Tuition Breakdown

2019/2020 - School Year Tuition \$163.20 per day / ESY \$101.52

2020/2021 - School Year Tuition \$217.04 per day / ESY \$109.64

Administration will recommend approval of the agreement (covering both the Carlisle and Chambersburg Schools) for the 2020/2021 school year at the June 8, 2020 Board meeting.

Agreement with Merakey Chambersburg School for Special Education Services

The Merakey Chambersburg School provides educational services to students with Autism and/or Emotional Disturbance. The proposed agreement is for one year, beginning August 1, 2020 and ending July 31, 2021. The school year tuition cost is \$172.28 per day. The tuition for Extended School Year (ESY) is \$106.44 per day. Tuition for students is included in the Board approved budget.

Tuition Breakdown

2019/2020 - School Year Tuition \$159.52 per day / ESY \$98.56

2020/2021 - School Year Tuition \$172.28 per day / ESY \$106.44

Administration will recommend approval of the attached agreement (covering both the Chambersburg and Carlisle Schools) for the 2020/2021 school year at the June 8, 2020 Board meeting.

Shippensburg Community Parks and Recreation Authority Lease Agreement

Administration is seeking Board approval of the Lease Agreement with Shippensburg Community Parks and Recreation Authority to lease Memorial Park Stadium beginning June 1, 2020 through May 31, 2021. Administration will recommend approval of the Lease Agreement at the June 8, 2020 Board meeting.

A brief discussion occurred among Mrs. Burg and Dr. Suppo regarding the upcoming fall sports schedule and the proposed lease agreement with Shippensburg Community Parks and Recreation Authority.

Mr. Burt commented on the proposed agreements with Merakey and requested some additional information on these services, in particular the need for the services and the effect on the 2020-2021 budget.

Dr. Lyman asked Dr. Suppo to clarify parts of the proposed Resolution Calling for General Assembly to Provide Critical Support to School Districts.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the May 11, 2020 Board meeting.

Finance

- Recommend approval of the bills of payment.

Personnel

Professional Staff

- Administration recommends acceptance of the following resignation:
 1. **Nicole C. Kmiec**, Grade 6 Mathematics Teacher at Middle School, effective May 29, 2020.

Support Staff

- Administration recommends acceptance of the following resignation for the purpose of retirement:
 2. **Linda Keck**, Cafeteria Cashier/Helper, part-time (approximately 5 hours per day) at the Intermediate School, effective May 29, 2020.
- Administration recommends approval of the following kitchen staff for the Summer Meal Program, effective May 29, 2020:
 3. **Debra Goshorn** - Head Cook
 4. **Carol Fraker** - Cashier/Helper
 5. **Julie Deihl** - Cashier/Helper
 6. **Jennifer Armolt** - Cashier/Helper
 7. **Andrea Barber** - Cashier/Helper
 8. **Stephanie McMichael** - Substitute Head Cook and Cashier/Helper
 9. **Darlene Timmons** - Substitute Cashier/Helper

Agreement for Barracuda File Back-up Services

- The Shippensburg Area School District's Technology Department utilizes Capital Area Intermediate Unit's Barracuda File Back-up Service which provides archiving solutions to preserve and back-up all District electronic files.

This is the continuation of an existing agreement. The cost for the back-up service, year one, is going down \$1,816.06 but the hardware maintenance is increasing \$670.01, for a net savings of \$1,146.05.

Administration recommends approval of the three year agreement between the CAIU and the Shippensburg Area School District for Barracuda File Back-up Services.

Request for Federal Funding

- Administration is recommending approval to apply for and accept Federal funding from the CARES Act in the amount of \$773,907.00.

Capital Area Intermediate Unit (CAIU) Special Education Contract

- As outlined in each student's Individualized Educational Program (IEP), the Capital Area Intermediate Unit provides programs and services for students in the Shippensburg Area School District. The proposed agreement is for one year beginning July 1, 2020. The estimated cost for programs and services for the 2020-2021 school year is approximately \$50,621.00, a reduction of \$103.00. The cost for these services have been included in the 2020-2021 budget.

Administration recommends approval of the agreement with the CAIU.

Authorization for Payment of Bills for June and July 2020

- The Administration will recommend the authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Food Service Fund bills in June and July 2020, in an effort to provide for an efficient and effective closeout of the 2019-2020 fiscal year. A complete report will be submitted to the Board of School Directors in August 2020.

Future Fund Balance Commitment

- Administration will recommend approval to allow the Business Administrator to assign additional future commitments of the 2019-20 unassigned fund balance, subject to any 2019-20 audit adjustments. The specific amount(s) to be determined after the completion of the 2019-2020 audit.

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

(Action)

CONSENT AGENDA

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

Request for Early Graduation

- High School Administration is recommending approval of a parent request to allow her student to graduate early because the student has completed all of the Shippensburg Area High School's graduation requirements by May 29, 2020. The student would like to pursue acceptance at Penn State University and Pitt University for the fall semester.

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

(Action)

ACTION AGENDA

On motion of Suders, seconded by Bard to approve the following Action Agenda items:

American Heart Association Grant - SAIS

- Administration recommends approval for Teri Mowery, Principal of Shippensburg Area Intermediate School, to apply for and accept funds from the American Heart Association Grant in the amount of \$2,223.82. If awarded, the funds will be used to purchase water bottle filling stations which will provide students with the opportunity to fill their water bottles, promoting a healthier lifestyle of drinking water and staying healthy.

Summer School Program - Grades 9-12

- Administration recommends approval of the 2019-20 High School Summer School Program for students in grades 9-12 who failed core courses. Subjects offered through the CAOLA online program are English Language Arts, Social Studies, Mathematics, and Science. The cost of the program is \$165.00 per course and paid by parents/guardians. The program will run Monday through Thursday, June 8-July 30.

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

(Action)

ACTION AGENDA

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

MOU Between SASD and the Shippensburg Area Education Association, PSEA/NEA (SAEA)

- Administration recommends approval of the Memorandum of Understanding (MOU) between SASD and SAEA, PSEA/NEA. The MOU is for the modification of terms for unused personal days for bargaining unit members in response to the impact of the COVID-19 pandemic on the 2019-2020 academic year.

On roll call, all present voted yes to this Action Agenda item except **Bard, Scott, Suders, and Torri** who voted **no**.

(Information)

BOARD COMMENTS

Dr. Goates congratulated the Class of 2020 and recognized the staff for all of their hard work during the 2019-20 school year.

Mrs. Burg congratulated the Class of 2020 and thanked the staff and administration for all of their hard work during this extraordinary time.

Dr. Lyman congratulated the Class of 2020 and thanked the staff and administration for all of their hard work during this extraordinary time.

Dr. Torri announced that due to social isolation from COVID-19 and personal health concerns he is resigning as Vice President of the S.A.S.D. Board of School Directors. He commented he wishes to remain on the Board.

Mr. Buterbaugh recognized Dr. Torri's leadership while as serving on the Stadium Committee and as a friend. He understands that taking care of one's health is paramount. Mr. Buterbaugh accepted Dr. Torri's resignation and thanked him for continuing to serve on the Board.

(Action)

ACTION AGENDA

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

- Accept Dr. Torri's resignation and nominate Mr. Charles Suders as the new Vice President.

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

Mr. Buterbaugh welcomed Mr. Suders in his new leadership role as the new Vice President of the Board of School Directors.

Mr. Buterbaugh thanked the Board of School Directors for all of their hard work during the COVID-19 pandemic.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Louanne Burt, resident and teacher in the district, thanked the Board and Administration for all of their support with virtual learning during the COVID-19 pandemic.

Mr. Buterbaugh asked Mrs. Burt to extend the Board's gratitude to the teachers for all of their hard work with virtual learning during the COVID-19 pandemic.

INFORMATION

Mr. Buterbaugh announced a Budget & Finance Committee Meeting will be held at 6:00 p.m. on Monday, June 1, 2020. The meeting will be held virtually.

Date Saver

Next Board Meeting ~ June 8, 2020 at 7:00 p.m.

Commencement Ceremony for the Class of 2020* ~ June 29 at 6:00 p.m. at Shippensburg's Veteran Memorial Stadium. Rain date is June 30. If restrictions are not lifted by June 30, the next date would be July 14, with a rain date of July 15.

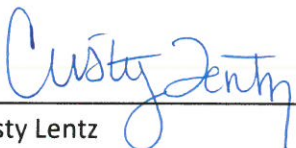
All Night Senior Party* ~ Night of graduation, TBD

Junior/Senior Prom* ~ June 27, 2020 from 6:00 - 10:00 p.m. at the Shippensburg Area Senior High School

*Pending social distancing restrictions have been lifted

ADJOURNMENT

On motion of Scott, seconded by Torri to adjourn at 8:14 p.m.



Cristy Lentz
Board Secretary