

Minutes of the August 24, 2020 Virtual Planning/Action Meeting of the Board of School Directors.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order.

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.; and Dr. Geno Torri. Sara Fink, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mr. Greg Miller, Associate High School Principal; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Mrs. Susan Martin, Nancy Grayson Elementary 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. Margaret Crider, Supervisor of Special Education; Mrs. Bethany Bridges, Assistant Supervisor of Special Education; Dr. Troy Stevens, Technology Coordinator; Mrs. Tina Clever, Human Resources Director; Mr. Michael Montedoro, Athletic/Transportation Director; Mr. Ronald Repak, District Solicitor; 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 board.secretary@shipk12.org 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:

Mary Jane Ile ~ January 5, 1944 - August 8, 2020
1962 Graduate of Shippensburg High School

Rhea E. Yocum ~ May 28, 1930 - August 16, 2020
1948 Graduate of Shippensburg Area High School

(Action)

Agenda Approval

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

Dr. Suppo stated that under #5 Consent Agenda, item "c" "Personnel – Support Staff", item #29 "Jessica Lowery" needs removed from the agenda as she has accepted a position with another school district. He also noted that under #6 Action Agenda, item "c" "SASD COVID-19 Parent/Student Guidebook 2020-2021" has been revised to include a pandemic coordinator and has also had a few minor wording changes. He commented that the revised document has been uploaded for the Board.

On motion of Scott, seconded by Bard to approve tonight's agenda as amended above.

On roll call, all present voted yes.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

Franklin County Career Center Report - Charlie Suders

Mr. Suders reported that Mr. Duffy, Director of the FCCTC, has indicated FCCTC is in session and that all is running smoothly thus far. He indicated they are operating on a hybrid schedule in which one-half the students attend one week and the other half attend the next week.

Board Committee Reports

Mr. Buterbaugh indicated a committee meeting took place earlier today and asked Mr. Bard for an update. Mr. Bard stated the Athletic Committee met earlier today in Executive Session to discuss an individual student matter.

Solicitors Report

Mr. Ron Repak presented information to the Board regarding the following:

- 1) 25 people in a group mandate issued by the Governor
- 2) mask wearing update
- 3) Title IX Resolution and the necessary training requirements

Dr. Suppo thanked Mr. Repak and Beard Legal Group for the Title IX training. He noted the district's Human Resource Director and one other person from that office participated in the training.

Superintendent's Report

Dr. Suppo spoke to the Board regarding the following:

- 1) Allocation of personnel based on FFCRA leave request
- 2) Update on meal service for the 2020-2021 school year
- 3) 2020-2021 Teacher In-Service Days
- 4) Individual building Open House plans
- 5) Start of school communication to families
- 6) Flagship Proud Front Entrance Project at S.A.S.H.S. – Greyhound Sculpture complete. Additional details regarding installation date and dedication date forthcoming.

Classroom Instruction Presentation

Mrs. Sharon Lawrence, Physics Teacher at S.A.S.H.S. and Mrs. Woodall presented information to the Board and community regarding what an instructional day will look like using various software programs/technology including but not limited to Google Classrooms, Zoom, etc.

A brief discussion occurred among the Board and Administration regarding the presentation.

District Update

1. **Donation Report:** The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following individuals and companies who made monetary donations to support the FFA in memory of Wayne F. Craig who was a 1959 graduate of Shippensburg Area Senior High School and passed away on July 16, 2020:

Rafter Cattle Co. – T. R. Esfeld, \$100.00

Gunnoe Sausage Co. Inc., \$250.00

Mr. Gene Vogts, \$100.00

W. Mickey and Phyllis A. Nye, \$100.00

Randy and Carmen O'Donnell, \$50.00

Leland and Roxy Wilson of Colby Livestock Auction, LLC, \$300.00

(Information)

DISCUSSION AGENDA

Cumberland-Perry MH.IDD Letter of Agreement

Cumberland-Perry Mental Health/Intellectual & Developmental Disabilities offers the Child and Adolescent Service System Program (CASSP), an elementary school-based service to assist families in accessing mental health and other supportive services to meet the needs of their elementary school-aged children in Cumberland and Perry Counties at no cost.

Administration recommends approval of the Letter of Agreement between SASD and Cumberland-Perry MH.IDD for the 2020/2021 school year.

Pictures Plus Photography Agreement 2020 to 2023

The School District conducted a Request for Proposal for photography services in 2017 and recommended Pictures Plus Photography as the District's photographer for the 2018-19 and 2019-20 school years with renewals dependent on satisfactory performance. The School District continues to be extremely satisfied with their services and therefore, the Administration is recommending approval of the service agreement with Pictures Plus Photography for the 2020-2021 school year with two additional one year agreements based on satisfactory performance. All terms and conditions remain the same as the previous agreement except for additional language to comply with CDC guidelines regarding COVID-19.

Amendment to Agreement with Tyler Technologies, Inc.

Administration will recommend approval of the amendment to the agreement with Tyler Technologies, Inc. at the September 14, 2020 Board Meeting. The amendment is to purchase software for an app to communicate transportation routing information. Parents will be able to download the app and get information regarding their child's transportation schedule.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Due to the Business Office preparing for the upcoming yearly local audit, minutes from the August 10, 2020 Board meeting will be on the September 14, 2020 agenda for approval.

Finance

- Recommend approval of the following:

Bills of Payment

Personnel

Professional Staff

- Administration recommends approval of the following appointments:

1. **Marissa N. Armolt**, Special Education Teacher at the Intermediate School, effective August 25, 2020 at a salary of \$50,769 Bachelor's Step 1 (This is replacing a vacant position.)

Marissa is hired as Special Education Teacher at the Intermediate School. She received her Bachelor's degree from Alvernia University in Early Childhood Education PreK-4 with a minor in Special Education K-8. She completed her field placement of seven weeks in a second grade classroom at Brecknock Elementary School, then in the spring she completed her practicum of seven weeks in a third grade classroom also at Brecknock Elementary in Shillington, PA.

2. **Andrea Crawford**, Long-term Substitute Kindergarten Teacher at the James Burd Elementary School, effective August 25, 2020 at a salary of \$100/day for 30 days, then \$272.95/day on the 31st day, Bachelor's Step 1 (This is a Long-term Substitute for Janelle Lloyd's position.)

Andrea is hired as the Kindergarten Long-term Substitute Teacher at the James Burd Elementary School. She received her Bachelor's degree from Shippensburg University in Early Childhood Education Prek-4. She made the Dean's list five semesters throughout her student tenure. Andrea's field placement of approximately 12 weeks, was Kindergarten Teacher at Lurgan Elementary School, Chambersburg Area School District.

3. **Christy E. Knorr**, Grade 2 Teacher at the James Burd Elementary School, effective August 25, 2020 at a salary of \$52,429 Bachelor's Step 2 (This is replacing a vacant position.)

Christy is hired as Grade 2 Teacher at the James Burd Elementary School. She received her Bachelor's degree from Bob Jones University in Elementary Education. Her experience includes a Grade 2 long-term substitute position at James Burd Elementary and a Kindergarten and

Librarian long-term substitute positions at Nancy Grayson Elementary School. Before moving to Pennsylvania, Christy was an Elementary Teacher at Osceola County School District in Kissimmee, Florida for six years.

- Administration recommends approval of the following salary advancements effective the first pay of the 2020-2021 school year:
 4. **Amy Brandt** - Master's 75
 5. **Krystal Johnson** - Master's 75
 6. **Carrie Krebs** - Master's 45
 7. **Mary Melisauskas** - Master's 45
 8. **Stacey Rotz** - Master's 75

- Administration recommends approval of the following leaves of absence:
 9. **Ashley Coy**, Wellness/Fitness Teacher at the Middle School from approximately November 13, 2020 to February 1, 2021.
 10. **Elizabeth Perrin**, ELA Grades 7 & 8 Teacher at the Middle School from approximately October 14, 2020 to December 22, 2020.

- Administration recommends approval of the following Temporary Professional Employees who have successfully completed three years of service and attained the status of Professional Employee under the PA School Code:
 11. **Stacy Coffman** - Learning Support Teacher at the Middle School
 12. **Desirae Cupp** - Grade 1 Teacher at the Nancy Grayson Elementary School
 13. **Nicole Effland** - Grade 3 Teacher at the James Burd Elementary School
 14. **My linda Fowler** - Technology Teacher at the Senior High School
 15. **Samuel Hudson** - Grade 2 Teacher at the James Burd Elementary School
 16. **Chandler Johnson** - Gifted Support Teacher at the Middle and Elementary Schools
 17. **Krystal Johnson** - Career Readiness Teacher at the Middle School
 18. **Sarah Masucci** - Grade 2 Teacher at the Nancy Grayson Elementary School
 19. **Jenna Welham** - Grade 4 Teacher at the Intermediate School

Support Staff

- Administration recommends acceptance of the following resignations:
 20. **Karen Byers**, Custodian, part-time (approximately 4 hours per day) at the Intermediate School, effective August 26, 2020.
 21. **Darrein Deihl**, Cafeteria Kitchen Helper, part-time (approximately 4.5 hours per day) at the Middle School, retroactive to August 12, 2020.
 22. **Jody Dunmire**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to August 18, 2020.
 23. **Jennifer Shumway**, LPN, full-time (approximately 7 hours per day) at the Intermediate School, retroactive to August 17, 2020.

- Administration recommends approval of the following promotion:
 24. **Jennifer Karper**, from Classroom Assistant, part-time (approximately 5.75 hours per day) to Classroom Assistant, full-time (approximately 6.5 hours per day) at the James Burd Elementary School, retroactive to August 18, 2020.

- Administration recommends approval of the following transfer:
 25. **Karen Brubaker**, from Classroom Assistant, full-time (approximately 7 hours per day) at the Senior High School to Classroom Assistant, full-time (approximately 7 hours per day) at the Middle School, retroactive to August 18, 2020 with no change in rate.

- Administration recommends employing the individuals below:
 26. **Dallas Brown**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, with an anticipated start date of August 25, 2020 at an hourly rate of \$10.15. (This is replacing a vacant position.)
 27. **Allison Garner**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, with an anticipated start date of August 25, 2020 at an hourly rate of \$10.15. (This is replacing a vacant position.)
 28. **Jennifer Lehman**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, with an anticipated start date of August 25, 2020 at an hourly rate of \$10.15. (This is replacing a vacant position.)

- Administration recommends approval of the following leave of absence:
 29. **Morgan Mann**, Classroom Assistant at the James Burd Elementary School is requesting uncompensated leave from approximately September 23, 2020 through October 27, 2020.

Supplemental Staff

- Administration recommends acceptance of the following resignation:
 30. **George Blessing**, Middle School Head Wrestling Coach, retroactive to August 13, 2020.
- Administration recommends approval of the following new appointments:
 31. **Kelly Bier**, FFA Advisor, effective beginning with the 2020-2021 contract year at a supplemental salary of \$1,200 (This is a new position.)
 - *32. **Breanna Grove**, High School Assistant Cross Country Coach, effective September 8, 2020 at a supplemental salary of \$2,000 (This is replacing a vacant position.)
 33. **Nathanael Gulnac**, National Honor Society Co-Advisor, effective beginning with the 2020-2021 contract year at a supplemental salary of \$400 (This is a new position.)
 34. **Sharon Lawrence**, National Honor Society Co-Advisor, effective beginning with the 2020-2021 contract year at a supplemental salary of \$400 (This is a new position.)
 - *35. **Jonathan Marshall**, High School Head Cross Country Coach, effective September 8, 2020 at a supplemental salary of \$3,500 (This is replacing a vacant position.)
 36. **Christine Myers**, Future Business Leaders of America Advisor, effective beginning with the 2020-2021 contract year at a supplemental salary of \$600 (This is a new position.)
 - *37. **Abigail Rosenberry**, Middle School Assistant Field Hockey Coach, effective September 8, 2020 at a supplemental salary of \$2,150 (This is replacing a vacant position.)
 - *38. **Caitlyn Wink**, Middle School Head Field Hockey Coach, effective September 8, 2020 at a supplemental salary of \$2,600 (This is replacing a vacant position.)

- *Administration recommends approval of the following returning coaches for the 2020-21 coaching season:

Senior High School

39. **Brad Horgos** - High School Head Golf Coach
40. **Angela Hostetter** - High School Head Field Hockey Coach
41. **Megan Gustafson** - High School Assistant Field Hockey Coach
42. **Warren Jones** - High School Boys' Head Soccer Coach
43. **Kyle Meixell** - High School Boys' Assistant Soccer Coach
44. **Aaron Powell** - High School Girls' Head Soccer Coach
45. **Donald Nori** - High School Girls' Assistant Soccer Coach
46. **John Klenzing** - High School Head Volleyball Coach
47. **Grace Hockenberry** - High School Assistant Volleyball Coach
48. **Eric Foust** - High School Head Football Coach
49. **Chase Rhodes** - High School Assistant Football Coach
50. **Rick Foust** - High School Assistant Football Coach
51. **Michael Heefner** - High School Assistant Football Coach
52. **Kevin Gustafson** - High School Assistant Football Coach
53. **Cara Varholy** - High School Head Cheer Advisor
54. **Jocelyn Topper** - High School Assistant Cheer Advisor
55. **Jennifer Flinchbaugh** - High School Equipment Co-Manager
56. **Janice Nye** - High School Equipment Co-Manager

Middle School

57. **Tracey Buchheister** - Middle School Head Cross Country Coach
58. **Christopher Yonish** - 9th Grade Head Football Coach
59. **Eric Minor** - 9th Grade Assistant Football Coach
60. **Ethan Davidson** - 9th Grade Assistant Football Coach
61. **Kandi Rosenberry** - Middle School Head Cheer Advisor
62. **Ashley Weaver-Morales** - Middle School Assistant Cheer Advisor

*Due to the COVID-19 pandemic, coaching supplemental salaries will be based on a daily pro-rated amount should the sports season need to be cancelled by the Shippensburg Area School District Board of School Directors, Pennsylvania Department of Education, County or State Department of Health, or the Pennsylvania State Governor. The daily rate will be established by dividing the total supplemental by the number of days in a typical season. The season length will be established by the PIAA season start date and the last regular season game date.

Board Policies

- Administration recommends the following new policies for a second read and approval:

#006.2 - Recording and Broadcasting of Board Meetings

#816 - Use of Livestream Video on School District Property

Approval of Boyo Transportation Bus/Van Drivers for 2020-21

- Administration recommends approval of the list of Boyo Transportation Bus/Van Drivers for the 2020-21 school year.

Approval of Cumberland Valley Christian School Bus Driver for 2020-21

- Administration recommends Ms. Tonia Killian as a bus driver for Cumberland Valley Christian School for the 2020-21 school year.

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

(Action)

ACTION AGENDA

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

Chiller breaker for Middle School Paid from Fund Balance

- Administration is requesting retroactive approval (August 11, 2020) for the purchase of a new chiller breaker from Capital Electric for the Middle School and that the cost of this expense, \$6,900.00, be taken from the Fund Balance. The chiller replacement was an emergency need and was not an anticipated expense and therefore not part of the Capital Maintenance Budget.

Head Start Meal Contract for 20/21

- The School District annually provides lunches for Pre-K children in the Shippensburg University Head Start Program located in James Burd and Nancy Grayson Elementary Schools. Additionally, the District provides lunches for two classrooms located on the Shippensburg University campus (Cora Grove). The PA Department of Food and Nutrition requires a signed Service Purchase Contract for this service. The University pays \$3.45 per lunch; a \$.10 per lunch increase. A copy of the annual Service Purchase Contract was provided to the Board.

Administration recommends approval of the contract.

SASD COVID-19 Parent/Student Guidebook 2020-2021

- Administration is requesting approval of the SASD COVID-19 Parent/Student Guidebook 2020-2021 that may supersede some handbook information that was Board approved on August 10, 2020.

The guidebook will continue to be updated to reflect changes and procedures that are necessary during the pandemic.

Flexible Instruction Days

- Administration requests approval to apply to the PA Department of Education for up to five (5) Flexible Instruction Days to be utilized for emergency closings (weather related, building emergencies, law enforcement emergencies, etc.) during the 2020-2021 school year in accordance with Act 64 of 2019.

Memorandum of Understanding Between the SASD and the SAEA

- The Superintendent recommends approval of a Memorandum of Understanding regarding the use of livestream video for instruction during the pandemic.

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

(Information)

BOARD COMMENTS

Mr. Buterbaugh asked Dr. Suppo if the Pennsylvania Department of Education or the Pennsylvania Department of Health has provided any additional guidance on differentiating common illness symptoms from COVID-19 symptoms.

Dr. Suppo stated the district is looking at conditions and the process will be tricky but will be communicated to families, staff, etc.

Mr. Buterbaugh asked for clarification on when Administration will be providing data to the Board regarding re-evaluation of the current school opening plan. He asked if it would be discussed at the September 28, 2020 or the October 12, 2020 Planning/Action Meeting.

Dr. Suppo stated they would begin discussing at the September 28, 2020 Planning/Action Meeting.

Mr. Buterbaugh asked for an update from Dr. Suppo clarifying his comments on fragility of the system and limited resources to include additional grades returning to in-person instruction. He stated the Board needs to know what the limited resources are in an effort to resolve the matter.

Dr. Goates thanked Dr. Suppo for the District Update Report. He stated it is a ton of communication to parents but has heard some chatter that some parents still aren't sure what is going on. He requested SASD keep at it and continue to communicate reminders through all channels.

Dr. Goates commented on COVID-19 statistics sighting an upswing on August 13, 2020 and a drop in cases on August 20, 2020. He is encouraging everyone to think positive and be optimistic.

Dr. Goates stated that if teachers need resources for providing hybrid education/support to let the Board know what they need and commented on the district reserve.

Dr. Lyman concurred with Mr. Buterbaugh and Dr. Goates comments. He asked for clarification on what the benchmarks will be for adding additional grades to in-person instruction.

Mr. Burt concurred with Mr. Buterbaugh and Dr. Goates comments as it relates to system fragility in the K-3 grades. He has concerns with unbudgeted costs to the district for virtual education such as CAOLA, outside cyber charter schools, etc. He feels we need a Budget & Finance Committee Meeting to discuss and earmark funds to cover these costs. He also commented on hiring additional building substitutes to address the staffing fragility issues to ensure success at the K-3 level. He noted we need to begin to plan for fading in additional grades to in-person learning. He requested Administration prepare a liability protection primer that relates to infectious disease as it relates to the school district, sports, and related contractors.

Mrs. Burg wished the students, teachers, and staff a great first day of school. She acknowledged how hard teachers will be working this year.

Mr. Suders commented on adequate bandwidth for students based on difficulties experienced during Mrs. Woodall's presentation.

Dr. Lyman commented to today's Zoom outage and believe Mr. Suders has a valid concern.

Dr. Suppo commented on the Zoom outage and feels it was not related to any of the service providers.

Dr. Suppo commented on last week's technology issues with the district's service provider. He commented on addressing the issue with Dr. Steven's and stated the district currently has 1 gig of internet service which should be sufficient. Dr. Suppo will continue to work closely with Dr. Stevens regarding this matter.

Mr. Buterbaugh echoed the comments of Mrs. Burg and wished students, staff, and teacher good luck with the 2020-2021 school year. He thanked everyone, including Administration, for their hard work.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Lisha Ingram, parent in the S.A.S.D., has concerns with how kindergarten students will understand the information being provided to them virtually as presented by Mrs. Woodall and Mrs. Lawrence earlier this evening. She has additional concerns with the number of masks breaks the students will be given and how students will interact over the use of playground equipment.

Ms. Amy Winters, resident of S.A.S.D., thanked teachers and administration for pulling everything together. She asked questions regarding the to-do list feature in Google Classroom and if it automatically updates.

INFORMATION

Date Saver

First Day of School - Tuesday, September 8, 2020

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

September 14, 2020

September 28, 2020

October 12, 2020

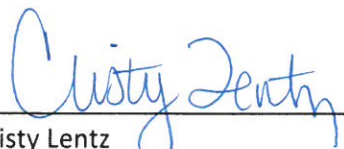
October 26, 2020

November 9, 2020

December 7, 2020

ADJOURNMENT

On motion of Scott, seconded by Lyman to adjourn at 8:33 p.m.



Cristy Lentz
Board Secretary