

Minutes of the February 10, 2020 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

**EXECUTIVE SESSION - 6:30 PM**

An Executive Session was held prior to tonight's Planning/Action Meeting to discuss a student discipline matter, the Memorial Park Stadium contract, and Act 93 discussions.

**OPENING**

**Call to Order**

Mr. Mark Buterbaugh called the meeting to order at 7:11 p.m.

**Roll Call**

On roll call, the following members were present: Mr. Mark Buterbaugh, President; Dr. Geno Tori, Vice President; Mr. Jim Bard; Mrs. Erica Burg; Mr. Dwayne Burt; Dr. Nathan Goates; 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. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; 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:

**Kathleen M. Helm** ~ March 26, 1943 - February 6, 2020  
1961 Graduate of Shippensburg Area High School

**(Action)**

**Agenda Approval**

On motion of Suders, seconded by Goates to approve tonight's Planning/Action Meeting agenda.

On roll call, all present voted to approve tonight's Planning/Action Meeting agenda.

**(Information)**

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

None

## **REPORTS**

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

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

- 1) The annual Blood Drive was recently held.
- 2) It is currently "Be Kind" month at S.A.S.H.S.
- 3) The FFA is holding a supply drive to donate to Puerto Rico.
- 4) Both the girls' and boys' basketball teams have advanced to the playoffs.

### **Franklin County Career Center Report - Charlie Suders and Jim Bard (Alternate)**

None

### **Solicitor's Report**

None

### **Board Committee Appointments**

Mr. Buterbaugh announced the following Committees and their respective members:

**Stadium Ad Hoc Committee** – Dr. Geno Torri, Dr. Michael Lyman, Mr. Fred Scott Sr., and Mr. Charles Suders

**Negotiations/Personnel Committee** – Dr. Michael Lyman, Dr. Nathan Goates, and Mr. Charles Suders

**Transportation Committee** – Dr. Dwayne Burt, Mr. Fred Scott Sr., and Mr. Charles Suders

**Athletic Committee** – Mr. Jim Bard, Mr. Fred Scott Sr., and Dr. Geno Torri

**Community Outreach Committee** – Mrs. Erica Burg, Mr. Dwayne Burt, and Dr. Michael Lyman

**Facilities Committee** – Mr. Charles Suders, Mr. Jim Bard, and Dr. Nathan Goates

**Policy Committee** – Dr. Nathan Goates, Mrs. Erica Burg, and Mr. Dwayne Burt

**Safety & Security Committee** – Mr. Fred Scott Sr., Mr. Jim Bard, and Mrs. Erica Burg

Dr. Suppo spoke to the Board regarding a CAIU Board Representative. He stated that if S.A.S.D. does not appoint one, the Big Spring School District filled the position in the past and are willing to continue. He stated the meetings are usually the 4<sup>th</sup> Thursday of the month at 8:00 a.m. at the C.A.I.U.

### **Board Committee Reports**

#### **Transportation Committee – Dr. Dwayne Burt, Mr. Fred Scott Sr., and Mr. Charles Suder**

Mr. Burt provided a report on the Transportation Committee Meeting held on Friday, February 7, 2020. He said the meeting began by discussing a request from a parent to change a bus stop on Pugh Drive. He said several options were discussed and the committee unanimously recommended adding a bus stop at the intersection of McCreary & Pugh Drive. He stated this is not exactly what the parent

requested but the parent was pleased with the resolution. This change will become effective February 17, 2020. He stated the Committee also heard comments from the bus drivers who are currently serving the Southwood Crossing bus stop. They have concerns over students walking around the bus prior to the bus coming to a complete stop and how the parents are parking at the front entrance of the development. The committee recommended Administration do an auto call to the parents to not park past the bus stop area at the front of the development and to ask their students to not rush the bus. Mr. Burt also reached out to the parent who brought the bus stop concern to the Board and asked for her help in communicating this information to her neighbors. Mr. Burt said it was a much better situation at the bus stop this morning.

Mr. Buterbaugh noted the Transportation Committee Meeting minutes were provided to Administration to post on the district's website.

Dr. Suppo commented the committee meeting minutes would usually be posted after the subsequent meeting and committee approval but since no subsequent meeting has been scheduled in the near future, he will post them in draft format.

**Stadium Ad Hoc Committee – Dr. Geno Torri, Dr. Michael Lyman, Mr. Fred Scott Sr., and Mr. Charles Suders**

None

**Superintendent's Report**

1. **Enrollment Report:** The February 3, 2020 Enrollment Report was presented to the Board as follows:

Kindergarten	250	Fifth Grade	244	Tenth Grade	258
First Grade	277	Sixth Grade	292	Eleventh Grade	262
Second Grade	252	Seventh Grade	274	Twelfth Grade	252
Third Grade	277	Eighth Grade	280	Out of District	28
Fourth Grade	233	Ninth Grade	270		

**Grace B. Luhrs Presentation**

Ms. Holly Garner, Director of Grace B. Luhrs University Elementary School presented information to the Board regarding the following events at GBLUES: Little Free Libraries Project; One School-One Book; Shippensburg University Logo Contest; Science Explorers Assembly and Clubs; and upcoming events such as Mix and Match Day, Science Explorers, Theater Production, and Camp GBLUES. Ms. Garner also extended an invitation for the Board to visit GBLUES any time/any day.

(Information)

**DISCUSSION AGENDA**

**Field Trip Request to France and Spain**

Mrs. Jennifer Mowers, French teacher at the High School, is requesting permission to take a group of French students on a 12-day trip to France and Spain in early June of 2021. There is no cost to the district for substitutes because the trip will take place when school is out of session. Additionally, each

student is paying for their own trip, including airfare. Mrs. Mowers and the students will be traveling with Education First Educational Tours, which is a very accomplished, well-known student tour company.

Administration will recommend approval of the request at the February 24, 2020 Board of School Directors meeting.

Additional information regarding the trip was provided to the Board.

### **Summer Food Service Program (SFSP) & Staffing for 2020**

The Food Service Department would like to continue offering the Summer Feeding Program for the fourth year. The program would begin at the end of the school year and run for approximately 11 weeks providing free meals to children 18 and under. Federal funds are received for this program and cover all direct costs. Last year, the District served lunch meals to six open sites and eight closed sites, in addition to serving meals during kindergarten registration. For the first time last year, we also served breakfast. We served four open sites breakfast in addition to lunch. A total of 13,283 meals were served.

The following staffing projections are needed to run the SFSP program: one Kitchen Supervisor (not to exceed 40 hours per week), one Head Cook (not to reach 30 or more hours per week), four cashier/helpers (not to reach 30 or more hours per week), two Kitchen Supervisor substitutes, one Head Cook substitute, and three cashier/helper substitutes.

Administration will recommend approval of the program, and the hiring for the Kitchen Supervisor at the February 24, 2020 Board meeting. Recommendations for the hiring of the remaining positions will be at a later date.

**(Action)**

### **CONSENT AGENDA**

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

#### **Approval of Minutes**

- Recommend approval of the minutes as presented from the January 27, 2020 Board meeting.

#### **Finance**

- Recommend approval of the following:
  1. **Bills of Payment**
  2. **Financial Reports**
    - a) Treasurers
    - b) Capital Reserve Fund
    - c) Cafeteria Fund
  3. **Tax Report**
  4. **Budget Reports**
    - a) Budget Summary
    - b) Budget Transfers

**Personnel**

**Professional Staff**

- Administration recommends acceptance of the following resignation for the purpose of retirement:
  1. **Cheryl A. Behrenshausen**, Grade 1 Teacher at James Burd Elementary School, effective May 29, 2020 (or the last day of the 2019-20 school year).

**Support Staff**

- Administration recommends acceptance of the following resignation:
  2. **Barbara Cramer**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to February 4, 2020.
- Administration recommends approval of the following support staff employee who has completed the 60-day probationary period and reached regular status. This is in accordance with the SAESP Bargaining Agreement, Article III, Section 3.02:
  3. **Clayton Morrow**, Custodian at the Nancy Grayson Elementary School, retroactive to February 3, 2020.
- Administration recommends approval of the following promotion:
  4. **Amber Richard**, from Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School to Classroom Assistant, full-time (approximately 6.5 hours per day) at the James Burd Elementary School, effective February 11, 2020 with no change in rate. This is replacing a vacant position.
- Administration recommends employing the individuals below:
  5. **Ariel Paffos**, Custodian, part-time (approximately 5.75 hours per day) at the Senior High School, effective February 11, 2020 at an hourly rate of \$9.80. This is replacing a vacant position.

6. **Stacy Shank**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, effective February 11, 2020 at an hourly rate of \$9.80. This is replacing a vacant position.
- Administration recommends employing the individual below for substituting:
    7. **Barbara Weaver** - LPN
  - Administration recommends approval of the following leave request:
    8. **Laura Cover**, Health Room Assistant at the Middle School and Intermediate School is requesting uncompensated leave for 5.5 days, February 10 (.5), 11, 12, 13, 18 and 19, 2020.

#### **Supplemental Staff**

- Administration recommends the following appointments:
  9. **Jeannie Hackl**, Elementary Mentor at the Nancy Grayson Elementary School, retroactive to January 13, 2020 at a supplemental salary of \$537.54.
  10. **Michelle Varner**, Yearbook Business Manager at the Middle School, effective February 11, 2020 at a supplemental salary of \$313.76 (this is replacing a vacant position).
- Administration recommends the following volunteer coach for the 2019-2020 school year:
  11. **Ashley Heisey McLaughlin** - Senior High School Track Program

#### **Department/Grade Level Chairperson Job Descriptions**

- Administration recommends approval of the following job descriptions:
  - \*Department/Grade Level Chairperson
  - \*Special Education Department Chairperson
  - \*Nurse Department Chairperson

**Therabilities Agreement**

- Administration recommends the approval of the agreement for pediatric therapy services between Therabilities and the Shippensburg Area School District for the 2020-2021 school year.

**Resolution for Electronic Signature**

- Approval of the Resolution authorizing Dr. Chris Suppo, Superintendent, to electronically sign any and all contracts, agreements, grants, and/or licenses with the Pennsylvania Department of Education.

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

**(Action)**

**CONSENT AGENDA**

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

**Memorandum of Agreement between SASD and the SAESP, PSEA/NEA**

- At the January 27, 2020 Board Meeting, the Memorandum of Agreement (MOA) between SASD and the SAESPA, PSEA/NEA, for position of Athletic/After School Study Hall Monitor passed by a vote of 4-3. After further review of PA School Code, it was determined that contracts must pass by at least five (5) yes votes. Therefore, this Memorandum of Agreement is being presented again for a re-vote.

A brief discussion occurred among the Board and Dr. Suppo regarding the above coming back to the Board for another vote, the circumstances which lead to this, and the necessity and dynamics for the position.

The motion failed with **Bard, Scott, Suders, Torri, and Buterbaugh** voting no.

**(Action)**

**CONSENT AGENDA**

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

**Expulsion Waiver**

**2019-2020-10**

- The parent of the student in Case #2019-2020-10 waived their right to a formal student discipline hearing before the Board of School Directors.

The Administration recommends excluding the student for a period of 45 days. Only after successful completion of the program may the student return to the Shippensburg Area School 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 Consent Agenda item.

**(Action)**

**ACTION AGENDA**

On motion of Goates, seconded by Bard to approve the following Action Agenda item:

**Interim Real Estate Tax Assessment**

- Administration recommends the Board of School Directors request Cumberland County to perform an Interim Real Estate Tax Assessment on the warehouse property located off Cramer Road for the 2019-2020 fiscal year and as allowed as per Section 677.1 of the Public School Code. Since the property is under roof, the Board may request the County perform this interim assessment in order to generate real estate revenue on an estimated one-half assessed value on the complete property instead of having to wait until the project is fully completed. Although this doesn't give the district the full amount of real estate revenue on this parcel, it allows for the district to obtain additional partial real estate tax revenue during our current fiscal year instead of waiting until the proposed completion date of the fall of 2020 to gain any additional real estate revenue.

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

**(Information)**

**BOARD COMMENTS**

Mr. Buterbaugh commented on his meeting with Dr. Carter, President of Shippensburg University. He felt it was a very productive meeting in which they discussed various ways Shippensburg University and Shippensburg Area School District could continue to work together and areas to expand their relationship. Some of the items discussed were student teaching, enrollment, Special Education, etc. He stated they will continue to meet to further discuss these items.

Mr. Burt commented on district enrollment report and how uneven the numbers are at our two elementary schools. He understands one of the big factors is how the buildings are currently set up to include grades K-3. He pointed out that if all of a grade level were in one building, you could more evenly distribute the students. For example, if you have all kindergarten students in one building and divide by your total number of kindergarten teachers you could reduce class sizes, possibly even reduce a teaching position and use the money somewhere else.

Dr. Suppo provided the Board an update on the Special Education Study. He stated the company has completed all of their on-site work and he is estimating having a final report by the end of the month. He would like to hold a separate meeting to present the information to the Board. He stated the public would be invited to attend. He said he will provide additional details as they become available.



Dr. Suppo provided the Board an update on the request to move the Board Meetings to the S.A.S.H.S. auditorium. He hopes the February 24, 2020 meeting will be the last meeting in the S.A.M.S. cafeteria.

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

Mrs. Louanne Burt, teacher and resident of S.A.S.D., spoke to the Board regarding the MOA for a Athletic/After School Study Hall Monitor at the Senior High School. She urged the Board to support the request of Dr. Suppo and the Administrators at S.A.S.H.S. and to support this position and come up with a plan for this time for our student athletes.

**INFORMATION**

**Date Saver**

**February 14, 2020** ~ Act 80 Day - no school for students. Professional development for staff.

**February 17, 2020** ~ District Closed to observe President's Day

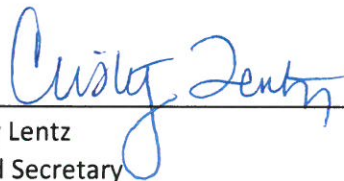
**February 24, 2020** ~ School Board Meeting, 7:00 p.m. in the Middle School Cafeteria

**March 12, 2020** ~ At the Senior High School: Artrageous (District Art Show) from 4:00 p.m. to 7:00 p.m. and opening night of High School Musical, *Into the Woods*, beginning at 7:00 p.m. in the high school auditorium.

**March 13 & 14, 2020** ~ High School Musical, *Into the Woods*, at 7:00 p.m. in the high school auditorium

**ADJOURNMENT**

On motion of Suders, seconded by Scott to adjourn at 7:52 p.m.

  
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Cristy Lentz  
Board Secretary