

Minutes of the June 10, 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. David Lovett called the meeting to order.

Roll Call

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

Others present were Dr. Jerry Wilson, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Dr. Scott Shapiro, James Burd Elementary School Principal; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Mr. Joseph Wachter; Director of Operations and Maintenance; Mr. Andrew Milone, The News Chronicle; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

BOARD WORK SESSION - 6:30 P.M.

Dr. Lovett announced the Board of School Directors held a Work Session prior to tonight's Planning/Action Meeting. The topic was a proposed Eagle Scout project at S.A.I.S.

Executive Session

Dr. Lovett announced the Board of School Directors held Executive Sessions on May 29 and 30, 2019 to interview candidates for the Superintendent position. He also stated an additional Executive Session is scheduled after tonight's Planning/Action meeting to further discuss the Superintendent search.

Moment of Silence

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

Lynne M. Boyd ~ April 27, 1958 - June 4, 2019
1976 Graduate of Shippensburg Area Senior High School

Lance William Heberlig ~ June 20, 1961 - May 30, 2019
1979 Graduate of Shippensburg Area Senior High School

Jo Ann Bolton ~ November 11, 1935 - May 29, 2019
1953 Graduate of Shippensburg High School

Agenda Approval

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

Dr. Wilson stated there were some additions to the Consent Agenda sections of tonight's agenda. Specifically, under item C "Personnel" and item S "Grant Approval".

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

None

Superintendent's Report

1. June Enrollment Report: The June 3, 2019 Enrollment Report was presented to the Board. The numbers are as follows:

| | | | | | |
|--------------|-----|---------------|-----|-----------------|-----|
| Kindergarten | 277 | Fifth Grade | 285 | Tenth Grade | 262 |
| First Grade | 245 | Sixth Grade | 271 | Eleventh Grade | 259 |
| Second Grade | 268 | Seventh Grade | 283 | Twelfth Grade | 252 |
| Third Grade | 231 | Eighth Grade | 262 | Out of District | 25 |
| Fourth Grade | 232 | Ninth Grade | 261 | | |

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

- **Ahold – Giant Foods** - \$1,197.07 monetary donation of A+ Rewards for use by the High School Library.
- **Volvo** – \$100.00 monetary donation to support the Shippensburg Area School District Special Education Track and Field Meet.
- **Anonymous – Two** \$700.00 monetary donations to pay outstanding lunch debt at Nancy Grayson Elementary School.
- **S.A.S.D. Education Foundation** - \$1,000.00 monetary donation to reimburse the district for costs associated with small and large scale models for the Flagship Proud Greyhound sculpture.

- **S.A.S.D. Education Foundation** - \$247.78 monetary donation to reimburse the district for supplies for the Environmental Center.
- **The Lollipop Shop** - \$2,000,00 monetary donation from the proceeds of a Car Show Fundraiser held to support Special Education students in the Shippensburg Area School District.

Updates

Dr. Wilson commented on the question received at the May 28, 2019 Planning/Action Meeting regarding the fund balance expenditures during the 2018-2019 school year. He presented a historical review of fund balance usage and projections for the 2018-19 school year as well as the proposed usage projections included in the 2019-20 budget. This information had been presented to the Board of School Directors at a previous Budget & Finance Committee meeting.

Mrs. Spicka commented on inaccuracies contained in a letter circulating in the community which stated \$3,000,000.00 in fund balance would be spent in the 2018-19 school year.

Presentation of the James Burd Elementary School's ATSI Plan

Dr. Scott Shapiro, Principal of James Burd Elementary School, presented the Additional Targeted School and Improvement Schools (ATSI) Plan to the Board of School Directors.

A brief discussion occurred among the Board and Dr. Shapiro regarding the presentation. Dr. Lovett and Mrs. Spicka thanked all of those involved in developing the ATSI Plan.

(Action)

OLD BUSINESS

On motion of Merideth, seconded by Burg to approve the following Old Business item:

2019-2020 Final General Fund Budget

- The Superintendent recommends approval of the 2019-2020 Final General Fund Budget in the amount of \$52,092,794.00.

Enactment of the following 2019-2020 tax rates are required to support the Final General Fund Budget:

| <u>Tax Source</u> | <u>Amount</u> | <u>Increase/Decrease Amount</u> | <u>Increase/Decrease Percentage</u> |
|--------------------------------------|---------------|-------------------------------------|---|
| Cumberland County Real Estate Tax | 11.7884 mills | -0.1233 mill decrease | -1.0351% |
| Franklin County Real Estate Tax | 99.0041 mills | +1.1768 mill increase | +1.2029% |

| | | | |
|----------------------|--------|-------|-------|
| Per capita Tax (679) | \$5.00 | -\$0- | -\$0- |
| Per capita Tax (511) | \$5.00 | -\$0- | -\$0- |

The use of the following fund balance is necessary to support the Final General Fund Budget:

Retirement Contributions (PSERS) - \$425,000

Capital Technology Expenses - \$178,000

Capital Maintenance Expenses - \$525,000

Unassigned Fund Balance - \$60,992

On roll call, all present voted yes to this Old Business item except **Torri** and **Suders** who voted **no**.

(Action)

OLD BUSINESS

On motion of Merideth, seconded by Montoro to approve the following Old Business item:

Homestead/Farmstead Exclusion Resolution

- The Superintendent recommends approval of the 2019-2020 Homestead/Farmstead Resolution in conjunction with the 2019-2020 Final General Fund Budget.

On roll call, all present voted yes to this Old Business item.

EXECUTIVE SESSION

Dr. Lovett announced there would be an Executive Session to discuss School Safety and Personnel matters at 7:34 p.m. The meeting reconvened at 8:31 p.m.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the May 28, 2019 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

- The Superintendent recommends approval of the following appointments:
 1. **Christopher R. Napolitan**, Grade 5 Teacher at the Intermediate School, effective August 19, 2019.

Education: California University of PA - Bachelor's

Experience: 6 years out of state

Certification: Elementary K-6

Salary: \$49,920 - Bachelor, Step 1
 2. **Camille G. Rombold**, School Psychologist, effective August 19, 2019

Education: Indiana University of PA - Master's, Mercyhurst University - Bachelor's

Experience: Charles City Public Schools - School Psychologist Intern 8/2018 to 6/2019

Certification: School Psychologist

Salary: \$55,191 - Master's +30, Step 1

- The Superintendent recommends approval of the following transfers:
 1. **Krista Akers**, from Business Education Teacher to Cooperative Education Teacher at the Senior High School, effective August 19, 2019.
 2. **Nancy Schroyer**, from Learning Support Teacher, part-time (48%) to Learning Support Teacher, full-time (100%) at the Nancy Grayson Elementary School, effective August 19, 2019.
- The Superintendent recommends approval of the following leave of absence:
 1. **Jill Beattie**, Grade 6 Social Studies Teacher at the Middle School from April 17, 2019 (one-half day) to May 29, 2019.

Support Staff

- The Superintendent recommends approval of the following termination in accordance with the SAESP Collective Bargaining Agreement, Article III, Section 3.02, Probation Period:
 1. **Joshua Lattin**, Custodian (floater), part-time (approximately 5.75 hours per day), District-wide, retroactive to May 24, 2019.
- The Superintendent recommends acceptance of the following resignation:
 1. **Roger Byers, Jr.**, Custodian, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to May 30, 2019.
- The Superintendent recommends approval of the following promotion:
 1. **Michael Wingert**, from Custodian, part-time (approximately 5.75 hours per day) to Custodian, full-time (approximately 8 hours per day) at the Middle School, retroactive to June 3, 2019 with no change in rate.
- The Superintendent recommends approval of the following transfer:
 1. **Martha Alexander**, from Building Secretary, full-time (approximately 7.5 hours per day) at the Senior High School to PIMS Specialist/Child Accounting, full-time (approximately 7 hours per day) at the Administration Building, effective July 1, 2019 with no change in rate.
- The Superintendent recommends employing the individual below:
 1. **Barry McCullough**, Custodian, full-time (approximately 8 hours per day) at the Nancy Grayson Elementary School, effective June 10, 2019 at an hourly rate of \$9.75.

- The Superintendent recommends employing the individual below for substituting:
 1. **Donald McCurdy** - Custodian
- The Superintendent recommends approval of the following leave request:
 1. **Dolores Burruss**, Cafeteria Kitchen Helper at the Middle School is requesting uncompensated leave from May 16, 2019 through May 28, 2019.

Supplemental Staff

- The Superintendent recommends acceptance of the following resignations:
 1. **Nathaniel Gulnac**, Senior Class Co-Advisor, retroactive to June 4, 2019.
 2. **Zachary Miller**, Senior Class Co-Advisor, retroactive to May 31, 2019.

Contract with The Vista School for Special Education Services

- As outlined in each student's Individualized Educational Program (IEP), The Vista School provides services for one student in the Shippensburg Area School District. The proposed agreement is for the 2019-2020 school year and the estimated cost for programs and services is \$54,524.00.

The Superintendent recommends approval of the contract with The Vista School.

Agreement with Melmark

- As outlined in each student's Individualized Educational Program (IEP), Melmark, Inc. provides an intensive school program for one student in the Shippensburg Area School District. The proposed agreement is for the 2019 extended school year and the 2019-2020 school year. The Superintendent recommends approval of the agreement with Melmark, Inc.

Operations & Maintenance Service Contracts

- The Superintendent recommends that the Board of School Directors approve the following Operations & Maintenance Service Contracts:
 - 1.) **MSDS Online** - (07/01/2019-07/01/2020)
 - 2.) **Daikin** - (07/01/2019-07/01/2020)
 - 3.) **Johnson Controls** - (07/01/2019-07/01/2020)
 - 4.) **FMX (Facilities Management eXpress)** - 3 year agreement (07/01/2019-06/30/2022)
 - 5.) **Rosenberry's Superior Septic Services** - (December 2019 and June 2020)

- 6.) **Chamberlin's Pest Control, LLC** - 3 year agreement (07/01/2019-06/30/2022)
- 7.) **SAH Incorporated** - (07/01/2019-07/01/2020)

Contract with Hurley Auctions (Surplus Auction)

- The Superintendent recommends approval to contract with Hurley Auctions of Greencastle, PA to auction district surplus items online. All items are posted for sale, an email has been sent to all district employees and posted on the district website and Facebook page to attract as many bidders as possible. The commission for Hurley Auctions is 25% of gross sales. The District has contracted with Hurley Auctions in the past and was very pleased with their services and the result of the sale. Additionally, the Superintendent recommends disposal of any surplus items that remain after the auction.

Agreement with Carl Bert & Associates

- The Superintendent recommends retroactive approval of the agreement with Carl Bert & Associates to survey the property line between the Shippensburg Area Senior High School and the Baker-Russell development.

Cost Sharing Agreement with Franklin County

- The Superintendent recommends approval of the cost sharing agreement with Franklin County for litigation services to defend a tax assessment appeal for property owned by Sassan E. Shaool and Adam E. Shaool.

Agreement with C.M. Eichenlaub Co.

- The Superintendent recommends approval of the contract with C.M. Eichenlaub Co. for upgrades to the Flagship Proud Auditorium Project to include: drywall, painting, carpeting, and sound system/acoustics in the amount of \$144,732.00.

Authorized Signatures for District Funds

- The Superintendent recommends approval of the list of authorized signatures for district funds as presented below:

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 Acct
(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 recommends approval of the re-appointment of Cristy Lentz, Business Administrator, as Board Secretary for the 2019-20 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 4 of 4 per Policy 005.

Re-Appointment of Board Treasurer

- The Superintendent recommends approval of the re-appointment of Tina Clever, Human Resources Director, as Board Treasurer for the 2019-20 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 4 of 4 per Policy 005.

Re-Appointment of District Solicitor

- The Superintendent recommends the re-appointment of Beard Legal Group as the district solicitor for the 2019-20 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 2019-20 School Year

- The Superintendent recommends authorizing the district to submit applications for the following Federal Programs for the 2019-20 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 will serve as the Federal Programs Coordinator.

Naming Rights Agreement

- The Greyhound Education Foundation Athletic Committee identified stadium projects for groups or individuals to purchase naming rights, which the Board approved. The Superintendent recommends the approval of the agreement for ticket booth naming rights for Shippensburg Maroon and Grey Football Boosters Club.

Approval of Documentation to Verify Proof of Age

- In order to apply for a work permit in Pennsylvania, students under the age of 18 must provide proof of age by supplying an official birth certificate, passport or baptismal certificate. If one of those items cannot be provided, an affidavit signed by the applicant's parent or legal guardian, accompanied by a physician's statement of opinion as to the age of the minor can be accepted, by approval of the Board of School Directors.

The Superintendent is recommending approval of the documentation of two sisters as provided by the students' legal guardian and physician as meeting the requirements issued by the Pennsylvania Child Labor Law.

Smart Futures Licenses

- Smart Futures is a career readiness program that can provide activities to supplement career readiness instruction as well as a database to store student portfolios. The Superintendent recommends approval of a one year subscription of Smart Futures for grades 6-12.

Grant Approval

- The Superintendent recommends approval of year two of the district's participation in the community-university partnership with Shippensburg Community Resource Coalition - Communities that Care.

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

BOARD COMMENTS

Mrs. Spicka stated she is proud of the 2019-2020 budget. She feels it is a win for taxpayers and students since there was no tax increase and new positions added to support students. She feels the Board is responsibly using fund balance when there are critical needs. She commented on the great job Dr. Wilson and our extraordinary Administrators are doing.

Dr. Torri commented the 2019-2020 budget does contain a small tax increase for the residents in Franklin County.

Mrs. Spicka stated the small tax increase is due to equalization of the tax rates and not a proposed increase in taxes.

CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

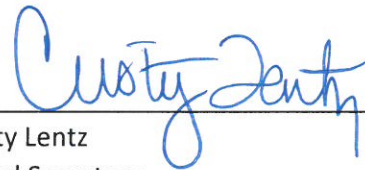
Mr. Aaron Dobbs, resident in the S.A.S.D., commented on the LERTA's previously approved by the Board. He would like to see the tax abatement amounts pertaining to these LERTAs available to the residents in the District. He also encouraged both current and future Board Members to not approve additional tax breaks for businesses.

Executive Session

Dr. Lovett announced there would be an Executive Session immediately following tonight's Planning/Action Meeting to discuss the Superintendent search.

ADJOURNMENT

On motion of Merideth, seconded by Montoro to adjourn at 8:42 p.m.



Cristy Lentz
Board Secretary