

Minutes of the April 27, 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; Dr. Dwayne Burt; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Fred Scott, Sr.; Mr. Charles Suders; Samuel Burg, Student Representative; and Sarah Fink, Student Representative.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Tina Clever, Human Resources Director; parents; teachers; and concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

### **(Information)**

Mr. Buterbaugh welcomed everyone and stated there are currently 23 participants logged into tonight's virtual meeting.

Mr. Buterbaugh also thanked everyone for their patience during this challenging time.

### **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 to reflect on our thoughts, plans, and actions on behalf of the students in the Shippensburg Area School District and a moment of silence to reflect on those negatively impacted either financially or with a family member effected by COVID-19.

**(Action)**

**Agenda Approval**

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

Dr. Suppo commented regarding a change to Discussion agenda item #4g, "Franklin County Career and Technology Center 2020-2021 General Operating Budget". He asked Mrs. Lentz to read the corrected version (as currently noted in the agenda) to the Board of School Directors. Dr. Suppo also commented on Action agenda item #6b, "Sponsored Service Agreement with Comcast". He stated the contract attached to tonight's agenda is a draft copy, for reference only, as final details are still being worked out for the final contract.

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

On roll call, all present voted yes.

**(Information)**

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

Mrs. Lentz read the following Citizen's Comments, as submitted to the Board Secretary, to the Board of School Directors:

Mrs. Susan Spicka, parent in the S.A.S.D., provided correspondence to the Board regarding 4<sup>th</sup> marking period grading for high school students. She is requesting the Board reconsider issuing letter grades and provided data on what other area school districts are doing for their 4<sup>th</sup> marking periods as alternatives our district should consider. She also commented on some of the hardships students are currently facing during remote learning such as limited internet access, limited family support, scheduling issues, having to share a device, having to provide childcare for younger siblings, etc.

The following students provided correspondence to the Board of School Directors regarding their concerns with the proposed 2019-2020 commencement plan relating to public safety, realistic dates, and virtual versus real graduation: Jonah Langella, Sam Burg, Harun Pacavar, Sean Meehan, Elijah Shively, Colby Miller, Landon Getic, and Jacob McCole.

Mr. Curt Miller, parent in the S.A.S.D., provided correspondence to the Board of School Directors regarding concerns with the proposed 2019-2020 commencement plan.

Ms. Kendra Miller, past graduate of S.A.S.D., provided correspondence to the Board of School Directors regarding concerns with the proposed 2019-2020 commencement plan.

Ms. Madelin Madamba, student in the S.A.S.D., provided correspondence to the Board of School Directors regarding concerns with the proposed 2019-2020 commencement plan.

**REPORTS**

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

Mr. Suders noted Mrs. Lentz had already noted that the FCCTC budget for 2020-2021 is on tonight's agenda for discussion.

**Board Committee Reports**

None

**Stadium Ad Hoc Committee**

Dr. Suppo stated the Stadium Ad Hoc Committee has not met but he wanted to provide an update to the Board and public regarding the Stadium Ad Hoc Committee engaging to work with JMT on an expanded plan which included enhancements to the design work that had already been completed for the field design adjacent to the High School and also looking at the Memorial Park Stadium and looking at what it would entail to include the same elements for comparison by the committee and the Board. The estimated cost from JMT was \$55,000.00. He stated Mr. Wachter and himself met with Reynolds as an alternative to working with JMT on this project. He stated Reynolds is currently working with the district on the Feasibility Study and has worked with the district in the past and is interested in continuing to support the district and would be willing to prepare this comparison data. He wants everyone to know the district is continuing to move forward.

Mr. Buterbaugh asked for clarification from Dr. Suppo regarding the cost for Reynolds to provide this comparison data.

Dr. Suppo said additional clarification is needed when meeting with Reynolds to discuss what they would be presenting and it is his belief that Reynolds is interested in providing the comparison data needed for this project at no cost.

**Superintendent's Report**

**District Update**

Dr. Suppo commended the teachers, staff, students, and community on their support during this COVID-19 crisis. He acknowledged everyone's flexibility. He updated the Board on the change to the lunch program with pick-up now being available on Tuesdays and Fridays. He said approximately 20,000 breakfasts and lunches have been provided so far.

Dr. Suppo commented that the S.A.S.H.S. held their virtual awards assembly. Everyone felt it was important to hold this academic and athletic awards assembly now in order to get the information to the students and their families as soon as possible.

Dr. Suppo commented that the school nurses and Mrs. Martin are working on finalizing plans to work with families to obtain their student's medication.

Dr. Suppo commented that our technology department continues to provide on-line support services as well as pick-up and drop-off services for device repairs so students can continue on-line learning.

Dr. Suppo provided an update on student engagement as it pertains to limited parent support, resources, technology, etc. The data is for last week and is as follows:

NGES – There are 28 students who did not complete at least 25% of the tasks. This is 6% of their student population. Twenty two of these students reported the same activity the week before. Teachers, counselors, and administrators are reaching out to parents to make sure we are showing support. Mrs. Martin also conducted a virtual learning survey for her parents to complete as a way to make enhancements to support her students.

GBLUES – There are 99% of students who have moderately or highly engaged with their teachers. There are only a small number of students who have not engaged and they are working with these students and families.

JBES – There are more students engaged this week than the first week. There are 23 students who were disengaged. This is down slightly from the first week. The majority of these were repeat students from the first week. They continue to reach out to the students and their families to provide support enhancements. Learning packets have been sent home to 18 families who do not have internet access.

SAIS – There are 15 students or about 3% of their student population who have not fully engaged. They are reaching out to students and their families and doing home visits to provide support enhancements. They are estimating 60-85% of students are engaged daily. Most of the students that were disengaged were the same as the first week.

SAMS – There are 194 students who were not engaged in the first week. Of these 194 students, 88 more students were engaged in week two. Teachers, administrators, and counselors are actively reaching out to students and their families with support enhancements. Approximately 21 or 22 students do not have internet access. Take home packets are currently being provided to these students.

SASHS – Since students work with multiple teachers, they are still compiling their data for week two. Week one showed fifty-four 9<sup>th</sup> grade students were disengaged, sixty-two 10<sup>th</sup> grade students were disengaged, fifty-one 11<sup>th</sup> grade students were disengaged, and approximately twenty-nine 12<sup>th</sup> grade students were disengaged. Teachers, administrators, and counselors continue to reach out to these students and their families with enhancement support.

Dr. Lyman commended the staff on their work with the food distribution.

Dr. Goates thanked Dr. Suppo on the update on engagement. He would like the data to continue to be collected so the Board can make an informed decision on 4<sup>th</sup> marking period grading.

Mr. Buterbaugh thanked the teachers and administrators for all of their hard work with creating virtual learning during this crisis. He also thanked all of the meal volunteers and said it is this kind of dedication that makes Shippensburg special, warms our hearts and allows us to get through difficult situations.

Dr. Suppo stated he will continue to collect the engagement data and modify the processes as necessary.

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

**Rusty and Francienia Taylor**, Bath and Body Works antibacterial pocket hand sanitizer for use by students on Team Redwood or as seen fit by the staff at the Shippensburg Area Middle School. Value of the donation is \$218.00.

The following are monetary donations to support the SASD Special Education Track and Field Meet at the Senior High School:

**Schreiber Foods, Inc.** ~ \$500.00

**Anchor Settlement Company** ~ \$200.00

**Kiwanis Club of Shippensburg** ~ \$200.00

**Thomas P. Gleason, Esquire** ~ \$200.00

**Runshaw's Tax Service** ~ \$150.00

**American Legion Home Association 223** ~ \$100.00

**The Beistle Company** ~ \$100.00

**Drake Orthodontics** ~ \$100.00

**Dr. Dean Burkholder** ~ \$50.00

Mr. Buterbaugh acknowledged all of Dr. Suppo's hard work during the COVID-19 crisis.

**(Information)**

### **DISCUSSION AGENDA**

#### **High School Foreign Exchange Student**

Per School Board Policy #239, a foreign exchange student from Germany has met all of the qualifications to attend the Shippensburg Area High School for the 2020-2021 school year. The Administration recommends approval of the student.

#### **Yellow Breeches Educational Center, Inc. Agreement**

During the 2020-2021 school year, the District anticipates students will be placed at Yellow Breeches Educational Center due to their exceptionality. The District agrees to purchase four academic positions and transportation for identified students to and from the educational facility. The total cost for tuition is \$29,387.00 per student and the total cost of transportation per student is \$6,589.00.

Administration recommends approval of the agreement with Yellow Breeches Educational Center.

**American Heart Association Grant - James Burd Elementary School**

Administration recommends approval for Matthew Flohr, James Burd Elementary School Principal, to apply for and accept funds from the American Heart Association Grant in the amount of \$2,224.20. 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 Instruction**

Administration recommends approval of the 2019-20 Middle School Summer School Program for students in grades 6-8 who failed two or more classes. Subjects offered through the CAOLA online program are English Language Arts, Social Studies, Mathematics, and Science and the cost of the program is \$165.00 per course. The program will run Monday through Thursday, June 8-July 30. Costs for the program are paid by parents/guardians.

**Outdated Elementary ELA Resources**

Administration recommends approval to sell or dispose of outdated ELA resources from James Burd Elementary and Nancy Grayson Elementary. The recommendation is in preparation for the implementation of the new ARC Core ELA series during the 2020-2021 school year.

**Capital Maintenance Projects 2020-21 Early Start Approval**

At the April 14, 2020 Budget and Finance Meeting, the Administration reviewed with the Board of School Directors a list of Capital Maintenance Projects for the 2020-21 fiscal year. Due to the closure of schools for COVID-19, the Administration would like to take advantage of scheduling the following projects to begin as early as May 12, 2020.

- Replace kitchen dishwasher vinyl tile (VCT) floor with an epoxy type product at both Nancy Grayson and James Burd Elementary Schools at a cost of \$21,621.81 each, for a total of \$43,243.62, by Service 1st Restoration and Remodeling, LLC.
- Lower parking lot repair, repaving, striping at James Burd Elementary School at a cost of \$19,516.00 by Snoke's Excavating and Paving, Inc.
- Gym floors - screen sand, install maintenance coats, repair damaged areas, both Main and Auxiliary gyms at both Shippensburg Area Senior High School and Shippensburg Area Middle School at a cost of \$13,300.00 by S&S Flooring.

These projects are slated to be paid for from Assigned Fund Balance set aside for Capital Maintenance Projects. All projects fall under the bidding threshold or the vendor is an approved PA Co-Stars organization. Administration will recommend approval of the above at the May 11, 2020 Planning/Action Meeting.

**Franklin County Career and Technology Center 2020-2021 General Operating Budget**

The Franklin County Career and Technology Center Joint Operating Committee met on April 23, 2020 and approved the 2020-2021 General Operating Budget. The approved budget by the JOC was provided to the Board. Shippensburg Area School District is responsible for \$912,266 of general operating

expenditures, \$15,120 for capital reserve funding, and \$138,467 for the District's share of renovation debt. The total for Shippensburg Area School District is \$1,065,852, a decrease of \$72,078 compared to last year.

The Administration will recommend the SASD Board of School Directors approve the 2020-2021 Franklin County Career and Technology Center general operating budget at the May 11, 2020 Planning/Action Meeting.

Mr. Scott asked Dr. Suppo if the S.A.S.H.S. track is in need of repair.

Dr. Suppo stated this repair is slated to be part of the multi-use athletic facility project. He also said it is a surface only repair, not a complete replacement.

Mr. Scott asked about the funding for the track repair.

Dr. Suppo confirmed with Mrs. Lentz that these funds are designated funds for the multi-purpose stadium project.

**(Action)**

### **CONSENT AGENDA**

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

#### **Approval of Minutes**

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

#### **Finance**

- Recommend approval of the bills of payment.

#### **Personnel**

#### **Support Staff**

- Administration recommends acceptance of the following resignation for the purpose of retirement:
  1. **Ernie Courtney**, Utility Maintenance, full-time (approximately 8 hours per day) District-wide, effective July 3, 2020.

#### **Contract with The Vista School for Extended School Year Services**

- During the 2019-2020 school year, one (1) student attending The Vista School requires Extended School Year (ESY) services. The services extend from July 6, 2020 to August 13, 2020. The cost of the services is included in the Special Education budget.

Administration recommends approving the contract.

**American Heart Association Grant - Nancy Grayson Elementary School**

- Administration recommends approval for Jesse Haller, Physical Education Teacher at Nancy Grayson, 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.

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

**(Action)**

**ACTION AGENDA**

Mr. Burt thanked everyone for their graduation comments at the beginning of tonight's meeting and stated he agrees with the comments. He would like to **amend the motion to remove the virtual graduation date and to add up to 6 months of additional dates and possible venues to the proposed graduation schedule in order to hold a traditional graduation ceremony for the Class of 2020.**

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

**Commencement Date and Location for the Class of 2020**

- Administration is recommending approval of the following dates, pending social distancing restrictions have been lifted, for the Class of 2020 Commencement Ceremony to be held at Shippensburg's Veteran Memorial Stadium beginning at 6:00 p.m.:
  - May 28, rain date May 29
  - June 29, rain date June 30
  - July 14, rain date July 15

~~If the restrictions are not lifted by July 15, a virtual graduation will be delivered on July 15, 2020.~~

**The Board is recommending adding up to six months of additional dates and possible venues to the proposed graduation schedule in order to hold a traditional graduation ceremony for the Class of 2020.**

Mrs. Burg feels the May 28<sup>th</sup> date is way too optimistic and she would like to see the May 28<sup>th</sup> date removed from the recommendation. She also would like to know if plans are being made to film the graduation.

Dr. Suppo explained the original recommendation to the Board. He stated things continue to change daily. However, Administration felt it was important to plan to provide an experience for student to take part in these milestones. He said the above plans were to allow parents and extended family to plan for commencement.

Mrs. Burg asked for clarification on when the decisions would be made to not hold commencement on the above dates.



Dr. Suppo is estimating changes to the above commencement schedule would be announced a week to two weeks before the proposed dates.

Mrs. Burg is asking if the district is planning on some way for families to watch in case attendance is limited to parents.

Mr. Burt stated that past graduation ceremonies have been streamed.

Dr. Suppo stated that streaming the event would depend on the technology that is available at the venue where the event is held. He said the event would definitely be recorded and uploaded to YouTube for viewing.

Dr. Lyman commented on the proposed graduation schedule.

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

**(Action)**

### **ACTION AGENDA**

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

#### **Sponsored Service Agreement with Comcast**

- Administration requests Board approval to provide the Superintendent with authorization to enter into a Sponsored Service Agreement with Comcast for up to 12 months. Under this agreement, the District will utilize grant funding to provide Internet services under the Comcast Internet Essentials Program to District student families in need.

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

### **SOLICITOR REPORT**

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

1. Senate Bill 841
2. Graduation options from other districts

### **BOARD COMMENTS**

Dr. Goates thanked administration, faculty, staff, and parents for all of their work during this COVID-19 crisis.

Mrs. Burg asked that since we ran out of time during the Budget & Finance Committee meeting, she would like to know for the budget that if we must continue remote learning in the fall, what kinds of needs does the district have to support on-line learning and what does this mean for the budget.

Dr. Lyman is grateful to see some of our principals logged into tonight's meeting and concurred with Dr. Goates comments above. He also acknowledged the work of our cafeteria workers and volunteers with food distribution.

**EXECUTIVE SESSION**

Mr. Buterbaugh announced there would be an Executive Session following tonight's Planning/Action Meeting to discuss Personnel and Litigation matters.

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

None

**INFORMATION**

**Date Saver**

**GBLUES Lottery Drawing** ~ May 7, 2020 at 2:00 p.m. if social distancing restrictions have not been lifted, drawing will be held virtually

**Next Board Meeting** ~ May 11, 2020 at 7:00 p.m. if social distancing restrictions have not been lifted, meeting will be held virtually

**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

**All Night Senior Party** ~ Night of graduation, TBD

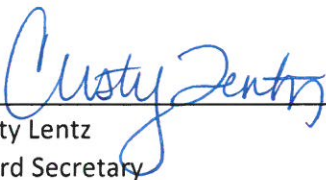
**Student Reports**

Sam Burg and Sarah Fink, Student Representatives, reported on the following events/issues at the Shippensburg Area Senior High School:

- 1) The on-line learning program is going ok for students and they are doing their best during this challenging time.

**ADJOURNMENT**

On motion of Burt, seconded by Scott to adjourn at 8:27 p.m.

  
\_\_\_\_\_  
Cristy Lentz  
Board Secretary