

Minutes of the August 27, 2018 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. Lovett called the meeting to order and opened the meeting by reading a quote.

**Roll Call**

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

Others present were: Dr. Jerry Wilson, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Andrew Norton, Shippensburg Area Senior High School Assistant Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mr. Michael Montedoro, Athletic/Transportation Director; Mr. Ronald Repak, Shippensburg Area School District Solicitor; Mr. Tyler Fairchild, Director of the Shippensburg Community Park and Recreation Authority; Mr. Andrew Milone, The News Chronicle; 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:

**Thomas L. Ginnick** ~ January 30, 1948 - August 19, 2018  
1965 Graduate of Shippensburg Area High School

**Michael Lee Stine** ~ November 22, 1979 - August 11, 2018  
Brother of Matthew Stine, teacher at Nancy Grayson Elementary School

**(Action)**

**Agenda Approval**

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

Dr. Wilson stated there are no amendments to tonight's agenda.

(Information)

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

The following community members spoke to the Board of School Directors regarding their concerns and/or support with the proposed upgrades to the High School and the financial impacts of these projects:

Mrs. Linda Basler	Ms. Jennifer Deibler
Mr. John Alosi	Ms. Tatum Parks
Mrs. Wendy Tomczak	Mr. Harun Pacavar
Mr. Austin Taylor	Ms. Amanda Brozana Rios
Professor Steven Dolbin	Ms. Melinda Bender
Mr. Cory Forrester	Mr. Steve Brenize
Mrs. Alison Van Scyoc	Mr. Angelo Tsambiras
Ms. Angela Hostetter	Mrs. Heather Kyner
Mrs. Kathy Coy	Mr. Tyler Fairchild
Mr. Eric Foust	Michael (302 Franklin Way)
Ms. Lauren Brundzo	Ms. Rebecca Montoro
Mr. Todd West	Mrs. Gerilee Davis
Mr. Luke Reed	Mrs. Jill Hubbard
Mr. Michael Peters	Ms. Renee Kelly
Mr. Robert Maag	Mr. Christopher Yonish

Dr. Lovett thanked everyone who came and spoke tonight.

Dr. Lovett welcomed Sam Burg as the new Student Representative.

**REPORTS**

**Student Representatives**

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

- 1) The visit by Sargent Slaton from the PA State Police who spoke regarding safety and planning for the future based on making good decisions and staying out of trouble.
- 2) Fall Sports Community Night which took place on August 17, 2018. All fall sports athletes were introduced and seniors spoke about the upcoming season.

- 3) PBIS class meeting was held the week of August 20-24, 2018 to talk about school policy, upcoming events, and how to be a CHAMP.
- 4) A magician performed for the students on August 24, 2018 as part of the PBIS program.
- 5) All clubs have their first meeting this week.
- 6) Both the boys' and girls' soccer teams has had scrimmages.
- 7) A paint war was held prior to last Friday's football game against Dover. The greyhounds won the game 35-28.
- 8) The new chromebooks are being used by the entire student body and Schoology is up and running.
- 9) Student Council met today to discuss upcoming events and welcome the new officers.
- 10) Starting this week, the Journalism class is taking over school announcements. They will be done though a news casting on a YouTube channel.
- 11) Students are excited that the High School is being discussed for possible improvements.

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

None

**Superintendent's Report**

Dr. Wilson thanked the staff for a great start to the 2018-2019 school year. He recognized the custodial and maintenance staff, office staff, food service staff, bus drivers, teachers, and principals for their part in helping with the start of the school year.

1. Donation Report: The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:
  - **H & H Chevrolet Cadillac**, monetary donation of \$500.00 to purchase booster seats and car seats to be given away to parents at the James Burd Elementary School safety event.
  - **South Mountain Chapel BIC Church**, monetary donation of \$300.00 to purchase student headphones for use at the Nancy Grayson Elementary School.
  - **GLUES PTO**, monetary donation of \$2,392.00 to purchase 8 Ipads for use at the Grace B. Luhrs University Elementary School.
  - **GLUES PTO**, monetary donation of \$1,074.00 to purchase 6 Chromebooks for use at the Grace B. Luhrs University Elementary School.

**Flagship Proud Presentation**

Dr. Wilson, Mrs. Luffy, and Mr. Montedoro presented information to the Board of School Directors regarding “Flagship Proud” which entails improvements to the senior high school auditorium, building entrance, and the building of a multi-purpose stadium and track resurfacing.

**(Action)**

**OLD BUSINESS**

On motion of Lyman, seconded by Suders to approve the following Old Business item:

**Upgrades to the High School**

- The Superintendent recommends approval of the following high school improvements: entry, auditorium, and multi-purpose stadium and track resurfacing, as described in the information presented to the Board. The funds for the improvements to be taken from fund balance in the amount of \$60,000 for entry, \$300,000 for auditorium and \$2.2 million for the multi-purpose stadium and track resurfacing and with fund balance transfers to accomplish this to be approved by the Board at a subsequent meeting.

Mrs. Burg made the following motions and comments:

Upon consideration of the motion on the table, I believe that this motion reflects three separate projects and that it would be most appropriate for us to consider this action as three separate motions rather than a single motion.

Therefore, I would like to move to divide the motion into three separate motions and I would request that we consider the motions in the following order:

Motion #1 – The funds for the improvements to be taken from fund balance in the amount of \$60,000 for school entryway with fund balance transfer to accomplish this to be approved by the Board at a subsequent meeting.

Motion #2 – The funds for the improvements to be taken from fund balance in the amount of \$300,000 for the auditorium with fund balance transfer to accomplish this to be approved by the Board at a subsequent meeting.

Motion #3 – The funds for the improvements to be taken from fund balance in the amount of \$2.2 million for the multi-purpose stadium and track resurfacing with fund balance transfer to accomplish this to be approved by the Board at a subsequent meeting.

I would note that per Robert’s Rules of Order, upon receiving a second, this motion must go directly to an up-down vote without debate or conversation, and that the motion will carry with a majority vote.

1. Takes precedence over the main motion, and over the subsidiary motion of postpone indefinitely.
2. Can be applied to main motions and their amendments if they are susceptible to division.
3. Is out of order when another has the floor.
4. Must be seconded

5. Is not debatable
6. Is amendable
7. Requires a majority vote
8. Cannot be reconsidered

On the above motion by Burg, seconded by Goates to split the above Old Business Item into 3 motions.

The motion **failed** with **Montoro, Lyman, Suders, Spicka, and Lovett** voting **no**.

Since the above motion failed, this reverts back to the original motion to approve the above Old Business item as originally presented.

The original Old Business item was approved with **Burg, Goates, and Torri** voting **no**.

**(Action)**

### **CONSENT AGENDA**

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

#### **Approval of Minutes**

- Recommend approval of the minutes as presented from the August 13, 2018 Board meeting.

#### **Finance**

- Recommend approval of the bills of payment as presented.

#### **Donation - SASD Education Foundation**

- The Superintendent recommends approval of a donation from the Shippensburg Area School District Education Foundation of a Yamaha keyboard lab for use at the Shippensburg Area Middle School. The total amount of the donation is \$24,778.17.

Pursuant to School Board Policy #702 and the Administrative Procedure for the same, any gift over \$2,500.00 must be accepted by the Board of School Directors.

#### **Renewal Partnership Agreement Between Shippensburg Head Start/Pre-K and SASD**

- The Superintendent recommends approval of the renewal partnership agreement between Shippensburg Head Start/Pre-K and the Shippensburg Area School District to hold pre-kindergarten classes at Nancy Grayson and James Burd Elementary Schools for the 2018-2019 school year as presented to the Board.

**AE Bounce House Rental Agreement**

- The Superintendent recommends approval of the rental contract between AE Bounce House Rentals, LLC. and Nancy Grayson Elementary School for an inflatable slide and obstacle course. Nancy Grayson Elementary School will be holding a PBIS Fun Day on September 28, 2018. The rental cost is \$850.00 and funds will be paid out of the Nancy Grayson Student Activity Fund.

**Eastern Elevator Proposal**

- The Superintendent recommends retroactive approval of the Eastern Elevator Proposal as presented to the Board. Additional immediate repairs to the Shippensburg Area Intermediate School elevator (telephone) were needed to ensure the elevator was properly operating for the start of the 2018-2019 school year and to meet Department of Labor and Industry inspection notification. Cost for these repairs total \$849.00 plus labor and travel charges, and will be paid from the 2018-2019 Maintenance Department budget.

**Reschini Employer Reporting Engagement Proposal**

- The Administration recommends the Board of School Directors approve the proposal from The Reschini Group to complete the Affordable Care Act mandated reporting requirements to meet section 6055 and 6056 of the IRS code on behalf the District as presented to the Board. The cost for these services for the 2018 reporting year will be \$6.25 per 1095 form, or approximately \$2,500.00. In the past, the District contracted with its previous healthcare broker Conrad Siegel to perform these services and two years ago recommended the switch to The Reschini Group due to cost savings.

**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 provided by the student's parent and physician as meeting the requirements issued by the Pennsylvania Child Labor Law.

**MOU Between SASD and SAEA**

- The Superintendent recommends approval of the Memorandum of Understanding to appoint an individual to serve in the extra duty position of Chief of School Safety for the Shippensburg Area School District.

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

**(Action)**

**CONSENT AGENDA**

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

**Personnel**

**Professional**

- The Superintendent recommends approval of the following appointment:
  1. **Molly A. Cooper**, Kindergarten Teacher at James Burd Elementary School, effective August 29, 2018.  
  
Education: Clarion University - Bachelor's  
  
Certification: Grades PK - 4  
  
Experience: Cumberland Valley School District - Long-term Substitute 1 year, Fairfax County Public Schools Virginia - Grade 3 Teacher 2 years  
  
Salary: \$48,869
- The Superintendent recommends approval of the following salary advancements retroactive to the first pay of 2018-19 school year:
  1. **Tiffany Barrett** - Master's +15
  2. **Tamalia Corman** - Master's +30
  3. **Caitlin Cressler** - Master's +45
  4. **Melissa Forrester** - Master's +30
  5. **Mylinda Fowler** - Master's
  6. **Charity Fry** - Master's +45
  7. **Gregory Herb** - Master's +60
  8. **Melissa Jackson** - Master's +15
  9. **Krystal Johnson** - Master's +15

10. **Shelly Kwiatkowski** - Master's +45
11. **Elizabeth Laird** - Master's +60
12. **Krystle McCoy** - Master's +15
13. **Katherine Merideth** - Master's
14. **Susan Nealy** - Master's
15. **Matthew Renninger** - Master's +45
16. **Marsha Schmus** - Master's +45
17. **Nancy Schroyer** - Master's +15
18. **Miranda Shipp** - Master's +15
19. **Kristy Shrader** - Master's +15
20. **Kevin Webber** - Master's +30
21. **Cathy Wolfe** - Master's +30

- The Superintendent recommends approval of the following substitute:

1. **Rebecca Bolton** - School Nurse

#### **Support Staff**

- The Superintendent recommends acceptance of the following resignations:

1. **Andrea Barber**, Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) at the Senior High School, revised date, effective August 27, 2018.
2. **Bonnie Montague**, Cafeteria Kitchen Helper, part-time (approximately 2 hours per day) at the Middle School, retroactive to August 22, 2018.
3. **Sean Riggleman**, Technology Specialist, full-time (approximately 8 hours per day) at the Middle School, effective September 14, 2018.

- The Superintendent recommends approval of the following promotion:

1. **Cathy Ambrosio**, from Classroom Assistant, part-time (approximately 5.75 hours per day) to Classroom Assistant, full-time (approximately 7 hours per day) at the Senior High School, effective August 28, 2018 with no change in rate.



- The Superintendent recommends employing the individuals below pending receipt of all required documentation:
  1. **Mari Aumick**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to August 20, 2018 at an hourly rate of \$9.10.
  2. **Samuel Cavins, Jr.**, Custodian (floater), part-time (approximately 5.75 hours per day) District-wide, effective August 27, 2018 at an hourly rate of \$9.10.
  3. **Amy Ellingson**, Secretary to the Director of Operations and Maintenance, part-time (approximately 4 hours per day) at the Administration Building, effective August 27, 2018 at an hourly rate of \$10.66.
  4. **Nicole Robinson**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to August 21, 2018 at an hourly rate of \$9.10.
  5. **Jennifer Shumway**, LPN, full-time (approximately 7 hours per day) at the Intermediate School, effective August 28, 2018 at an hourly rate of \$12.74. She will work an adjusted schedule through September 7, 2018 with her regular work schedule beginning September 10, 2018.
  
- The Superintendent recommends employing the individuals below for substituting pending receipt of all required documentation:
  1. **Dee Goodhart** - Secretary and Classroom Assistant
  2. **Jamie Johnson** - Custodian
  
- The Superintendent recommends approval of the following leave requests:
  1. **Sina Parson**, Classroom Assistant at the Nancy Grayson Elementary School, from August 16, 2018 to approximately October 24, 2018.
  2. **Amanda Rudisill**, Classroom Assistant at the Middle School, from approximately October 24, 2018 to January 16, 2019.

**Supplemental Staff**

- The Superintendent recommends acceptance of the following resignation:
  1. **Jeffrey C. Kaminski**, Head Swimming and Diving Coach at Senior High School, retroactive to August 21, 2018.

- The Superintendent recommends approval of the following appointments:
  1. **Tracey J. Buchheister**, Cross Country Coach at the Middle School, retroactive to August 20, 2018.  
Education: King's College - Bachelor's, Pace University - Master's  
Experience: North Schuykill Junior High Track Coach - 1 year  
Salary: \$1,797.46
  2. **Heather Kauffman**, Junior Class Co-Advisor, retroactive to August 16, 2018  
Education: Shippensburg University - Master's Equivalency  
Experience: 7 years @ Shippensburg Senior High School  
Salary: \$318.95
  3. **Madison M. Kline**, Head Field Hockey Coach at Middle School, retroactive to August 20, 2018  
Education: Shippensburg Area School District - 2017 Graduate  
Experience: Played field hockey through school  
Salary: \$2,127.01
  4. **Jennifer Mowers**, Junior Class Co-Advisor, retroactive to August 16, 2018  
Education: Penn State University - Bachelor's, Middlebury College, VT - Master's  
Experience: 6 years @ Shippensburg Senior High School  
Salary: \$318.95

#### **Support Staff**

- **The Superintendent recommends approval to rescind the August 13, 2018 Board approved recommendation for a one year, full-time classroom assistant position at James Burd Elementary School for the 2018-19 school year.**

Dr. Lyman commended the Administration for recommending the hiring of an additional Kindergarten teacher.

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

#### **Executive Session**

Dr. Lovett announced there would be an Executive Session to discuss with MOU between SASD and SAESPA at 8:58 p.m. The meeting reconvened at 9:18 p.m.

(Action)

**ACTION AGENDA**

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

**Agreements with SAESPA & Confidential Staff Employees**

- The Superintendent recommends approval of the tentative agreement with the Shippensburg Area Education Support Personnel Association (SAESPA) and the corresponding changes as approved for the confidential staff employees.

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

(Action)

**ACTION AGENDA**

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

**SASD Safety Coordinator**

- The Superintendent is recommending approval to be named Safety Coordinator of the Shippensburg Area School District.

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

**BOARD COMMENTS**

Dr. Goates commented that he voted no to the Old Business Item 4a "Upgrades to the High School" and expressed he has no bad feelings and is excited about the new project.

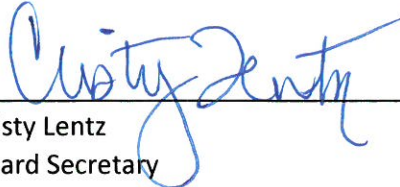
**CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS**

Mr. Tyler Fairchild, Director of the Shippensburg Community Park and Recreation Authority, thanked the Board of School Directors for allowing him to present his information regarding updates to Shippensburg Memorial Park facilities.

Dr. Lovett thanked Mr. Fairchild and stated he thought he did a very good job presenting the information to the Board.

**ADJOURNMENT**

On motion of Suders, seconded by Montoro to adjourn at 9:21 p.m.

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