

Minutes of the January 14, 2019 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

BOARD WORK SESSION - 6:00 P.M.

Dr. Lovett announced the Board of School Directors held a Budget & Finance Committee Meeting prior to tonight's Planning/Action Meeting. The next Budget & Finance Committee Meeting will be held on February 25, 2019 at 6:00 p.m. in the S.A.M.S. Cafeteria.

Executive Session

Dr. Lovett announced the Board of School Directors held an Executive Session for Administrative Matters prior to tonight's Planning/Action Meeting.

OPENING

Call to Order

Dr. David Lovett called the meeting to order at 7:00 p.m.

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; and Samuel Burg, Student Representative. Tatum Parks, Student Representative, was absent.

Others present were: Dr. Jerry Wilson, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mrs. Tina Gipe, Boyer & Ritter LLC; 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:

Angel Nichole Burkepile ~ May 18, 1995 - November 28, 2018
2014 Graduate of Shippensburg Area High School

Brandon Edward Decker Skiles ~ February 13, 1985 - December 1, 2018
2003 Graduate of Shippensburg Area High School

Judith E. Rosser ~ March 8, 1940 - December 5, 2018
Graduate of Shippensburg Area High School

Irene Mae Hockenberry (Culbertson) ~ September 6, 1930 - December 14, 2018
1948 Graduate of Shippensburg Area Senior High School

Lawrence "Larry" W. Beckfield ~ September 26, 1946 - December 17, 2018
Father of Angie McKee, Middle School Guidance Counselor

William M. "Rocky" Rees ~ June 9, 1949 - December 21, 2018
Former head football coach at Shippensburg University

Catherine L. Washinger ~ January 8, 1946 - December 22, 2018
1963 Graduate of Shippensburg High School

Berneta May McMullen (Diehl) ~ May 10, 1954 - December 22, 2018
1972 Graduate of Shippensburg Area Senior High School

Robert D. Mitchell ~ August 20, 1927 - December 23, 2018
1945 Graduate of Shippensburg High School

Brenda Kaye Mixell ~ March 27, 1949 - December 23, 2018
1967 Graduate of Shippensburg High School

Mary A. Stouffer ~ August 11, 1944 - December 26, 2018
Graduate of Shippensburg High School

Phyllis B. Geyer ~ December 28, 2018
1948 Graduate of Shippensburg High School

Agenda Approval

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

Dr. Wilson stated the agenda is as stands.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

- 1) The boys' and girls' basketball teams are having a successful season.
- 2) The 2nd semester has officially began.
- 3) There will be a "Red Out" at the next boys' basketball game. Donations will be collected for the American Heart Association and the A.H.A. will sponsor prizes for a free throw competition.

- 4) The Winter Formal will be held on February 16, 2019 and will be sponsored by the Key Club.
- 5) A Blood Drive has been scheduled for late February.
- 6) With the start of the 2nd semester, there are new students taking over the broadcast of Channel 74 news.
- 7) Cap and gown sales have begun for seniors.

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

None

Finance Report - Cristy Lentz

2017-2018 Local Audit Presentation

Mrs. Tina Gipe, Auditor from Boyer and Ritter LLC, presented the 2017-2018 Local Auditor's Report to the Board of School Directors. She commented the district received an unmodified opinion which is the best opinion that could be awarded.

Collaboration Presentation

Mr. Steven Smith, GBLUES Director, introduced GBLUES teachers Mrs. Tamara Smith-Moore, Mrs. Konnie Serr, and Ms. Terri Vetock who presented information to the Board on collaboration. Collaboration is integral at GBLUES and takes many forms. Prevalent collaborative experiences involve:

- GBLUES children
- GBLUES with Shippensburg University students and faculty
- GBLUES and the Shippensburg Area School District
- The GBLUES faculty

Curriculum Report - Sheri Woodall

Mrs. Woodall presented information to the Board on navigating through the Future Ready Index website.

Superintendent's Report

1. Donation Report: The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:
 - **SASHS Faculty Fund**, monetary donation OF \$360.00 from a Dress Down Fundraiser to support the PBIS Program.
 - **Anonymous** donation of a console piano and bench for use at the high school. Approximate value of the donation is \$500.00.

- **SASHS Key Club**, monetary donation of \$22.00 from the teacher costume contest to support the high school nurse's benevolent fund.
 - **Anonymous** monetary donation of \$2,400.00 for student lunch debt for reduced priced students in the district.
 - **The Greyhound Foundation**, monetary donation of \$590.92 to purchase supplies for the Environmental Center.
 - **The Greyhound Foundation**, monetary donation of \$2,343.60 for transportation for the summer of 2018 Smooth Sailing Program.
 - **Scottish Rite Club**, monetary donation of \$250.00 to support the Sharps.
 - **Shippensburg Church of the Brethren**, monetary donation of \$150.00 to support the Sharps.
 - **Shippensburg Lions Club**, monetary donation of \$200.00 to support the Sharps.
 - **Anonymous** monetary donation of \$20.00 to support the Sharps.
2. Enrollment Report: The January 3, 2019 Enrollment Report was presented to the Board. Enrollment numbers are as follows:

Kindergarten	272	Fifth Grade	283	Tenth Grade	265
First Grade	246	Sixth Grade	274	Eleventh Grade	262
Second Grade	260	Seventh Grade	280	Twelfth Grade	251
Third Grade	229	Eighth Grade	263	Out of District	25
Fourth Grade	234	Ninth Grade	257		

Updates

Dr. Wilson recognized School Board Appreciation Month by acknowledging the duties of the Board of School Directors and the hours they spend serving the District.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented and attached from the Reorganization Meeting on December 3, 2018 and the Regular Board meeting on December 3, 2018.

Finance

- Recommend approval of the following from the months of November and December:
 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 salary advancements effective the first pay of the second semester:
 1. **Christopher Debias** - Master's +30
 2. **Elizabeth Denning** - Master's +60
 3. **Rhonda Foust** - Master's +45
 4. **Alexis King** - Master's
 5. **Brittany Michael** - Master's
 6. **Megan Parker** - Master's +45
 7. **Lauren Yost** - Master's

- The Superintendent recommends approval of the following appointments:
 1. **Laura C. Gamble**, Learning Support Grade 6 Teacher at the Middle School, effective January 22, 2019.

Education: Shippensburg University - Master's, Millersville University - Bachelor's

Experience: New Day Charter School - Special Education Teacher 7-12 - 2 years, LIU #12 - Emotional/Learning support/Autistic Support Teacher - 28 years, Waynesboro Area School District - Learning Support Teacher - 1 year

Certification: Mentally and/or Physically Handicapped K-12

Salary - Master's Step 8 - \$67,299

2. **Christy E. Knorr**, Long-Term Substitute Kindergarten Teacher at Nancy Grayson Elementary School, from approximately February 15, 2019 to May 24, 2019 or the last day of the 2018-19 school year.

Education: Bob Jones University of S. Carolina - Bachelor's

Experience: School of Osceola County - Grade 4 teacher 3 years, Mt. Carmel Christian School - Grades 4 & 5 Teacher 9 years, Shippensburg Area James Burd School - LTS Grade 2

Certification: Grades PK - 4

Salary: \$90/day for 30 days, then on 31st day Bachelor's Step 1 - \$48,869

- The Superintendent recommends approval of the following transfer:
 1. **Stacy S. Coffman**, from Learning Support Grade 6 Teacher to Learning Support Grade 7 Teacher at Middle School, effective January 11, 2019.
- The Superintendent recommends approval of the following leave requests:
 1. **Nan Hogan**, Grade 1 Teacher at Nancy Grayson from approximately February 8, 2019 to April 5, 2019.
 2. **Gail Holtry**, Grade 3 Teacher at Nancy Grayson from January 18, 2019 to May 24, 2019 or the last day of the 2018-19 school year.

Support Staff

- The Superintendent recommends approval of the following support staff employees who have completed the 60 day probationary period and reached regular status. This is in accordance with the SAESP Bargaining Agreement, Article III, Section 3.02:
 1. **Melinda Cooper**, Classroom Assistant at Nancy Grayson and James Burd Elementary Schools, retroactive to January 8, 2019.
 2. **Alvin Dalida**, Technology Specialist, District-wide, retroactive to January 7, 2019.
 3. **Jennifer Shumway**, LPN at the Intermediate School, retroactive to December 3, 2018.

- The Superintendent recommends acceptance of the following revised resignation date for the purpose of retirement:
 1. **Debra Knutelsky**, Accounting Assistant, full-time (approximately 7 hours per day) at the Administration Building, retroactive to January 7, 2019.
- The Superintendent recommends acceptance of the following resignations:
 1. **Jennifer Diehl**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, retroactive to January 11, 2019.
 2. **Donna Helm**, Cafeteria Kitchen Helper, part-time (approximately 4.5 hours per day) at the Middle School, retroactive to January 8, 2019, for the purpose of retirement.
 3. **Debra McMullen**, Cafeteria Cashier/Helper, part-time (approximately 5 hours per day) at the Senior High School, retroactive to December 21, 2018, for the purpose of retirement.
 4. **Darlene Scheib**, Cafeteria Kitchen Helper, part-time (approximately 2.75 hours per day) at the Nancy Grayson Elementary School, retroactive to December 13, 2018.
- The Superintendent recommends approval of the following promotion:
 1. **Angela Pinckney**, from Classroom Assistant, part-time (approximately 5.75 hours per day) to Building Secretary, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to January 3, 2019 at an hourly rate of \$11.54.
- The Superintendent recommends employing the individuals below pending receipt of all required documentation:
 1. **Luisa Chevere**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to January 7, 2019 at an hourly rate of \$9.45.
 2. **Amber Glines**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to January 3, 2019 at an hourly rate of \$9.45.
 3. **Kristen Greene**, Student Services Secretary, part-time (approximately 5.75 hours per day) at the Administration Building, effective January 14, 2019 at an hourly rate of \$11.01.

4. **Kacie Haines**, Custodian, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to December 10, 2018 at an hourly rate of \$9.45.
 5. **Jennifer Karper**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to January 3, 2019 at an hourly rate of \$9.45.
- The Superintendent recommends employing the individuals below for substituting pending receipt of all required documentation:
 1. **Darrein Deihl** - Cafeteria
 2. **Regina Diehl** - Cafeteria
 - The Superintendent recommends approval of the following leave request:
 1. **Victoria Baker**, Health Room Assistant at the Middle School and Intermediate School is requesting uncompensated leave for January 15 and 16, 2019.

Supplemental Staff

- The Superintendent recommends acceptance of the following appointments:
 1. **Jocelyn Coy**, Assistant Softball Coach at Senior High School, effective January 14, 2019.

Experience: Played Softball throughout High School, coached Suburban Minor League, Shippensburg School District Grade 5 Teacher

Education: Shippensburg University

Salary: \$2,145.56
 2. **Greta Crist**, Academic Competition Advisor at Senior High School, retroactive to August 13, 2018.

Experience: English Teacher 5 years - Shippensburg School District English Teacher

Education: Shippensburg University

Salary: \$289.95

3. **John B. Elbin**, Co-Assistant Baseball Coach at Senior High School, effective January 14, 2019

Experience: Played for University of Alabama 3 years, College summer league, drafted by Seattle Mariners and Texas Rangers

Education: University of Alabama - Bachelor's

Salary: \$1,069.07
4. **Brian K. Etter**, Head Baseball Coach at Senior High School, effective January 14, 2019.

Experience: Chambersburg Suburban Travel Baseball Team - 2 years, Chambersburg Assistant Head Coach- 5 years

Education: Shippensburg University - 2 years, Rend Lake Jr. College - 2 years Associates Degree

Salary: \$3,235.28
5. **Andrew Shreiner**, Co-Assistant Baseball Coach at Senior High School, effective January 14, 2019.

Experience: Played for North Carolina college, USA Junior Olympic team, drafted by St. Louis Cardinals, coached young players

Education: Louisburg Junior College - Associates

Salary: \$1,069.07

Request to Form a Coffee House Club

- The Superintendent recommends approval of the request submitted by Christopher Martin, to form a Coffee House Club at the high school. Additional information regarding the club was provided to the Board.

Federal Programs Excellence & Equity Plan

- The Superintendent recommends adopting the Federal Programs Excellence and Equity Plan as presented to the Board.

MOU between Smile Pennsylvania and SASD

- The Superintendent recommends approval of the Memorandum of Understanding between Big Smiles Pennsylvania P.C. (dba "Smile Pennsylvania") and Shippensburg Area School District. There is no cost to the district for these services. Additional information was provided to the Board.

Real Estate Tax Exoneration

- The Franklin County Tax Claim Bureau has notified the District of a property that should be exonerated and stricken from the real estate tax records because the property has been demolished. The Tax Claim Bureau is requesting that the Board adopt a resolution exonerating the Tax Claim Bureau from collecting the taxes for the years 2010 to 2018. The Superintendent recommends that the Board of School Directors approve the resolution as presented to the Board.

Student Datebooks Contract

- The Superintendent recommends retroactive approval of the contract for the purchase of student agendas/datebooks to be used by the Middle School for the 2019-2020 school year. The cost of the agendas/datebooks will be paid out the SAMS building budget and the District will receive a 3% discount for committing early.

2017-2018 Local Audit Reports

- The Superintendent recommends approval of the 2017-2018 local auditor's report.

Affiliation Agreement Between SU and SASD - Exercise Science Internships

- The Superintendent recommends approval of an Affiliation Agreement between the Exercise Science Department at Shippensburg University and Shippensburg Area School District. This is a five year agreement and at no cost to the district. Additional information was provided to the Board.

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

(Action)

CONSENT AGENDA

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

Olweus Bullying Prevention Program Training

- The Superintendent recommends approval of the training proposal for the Olweus Bullying Prevention Program for a team of high school and middle school stakeholders. After completion of the training, the program will be implemented in the Commission of Crime and Delinquency (PCCD) and Title IV grants.

A discussion occurred among the Board and Dr. Wilson regarding the program, cost of the program, and meeting the District's goals on bullying prevention.

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

(Action)

CONSENT AGENDA

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

Bailey Coach Agreement

- The Superintendent recommends the Board of School Directors retroactively approves the Bailey Coach agreement to provide transportation services for the Intermediate School 5th grade classes field trip to Washington, D.C. on May 6, 2019. The cost of this transportation will be paid for by the Intermediate School PTO and SAIS Student Activity Fund. A copy of the agreement was provided to the Board.

A brief discussion occurred among the Board, Mr. Smith, and Dr. Wilson regarding possibly collaborating transportation for this trip with S.A.I.S.

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

(Action)

CONSENT AGENDA

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

2019-2020 High School Program of Studies

- The Superintendent recommends approval of the 2019-2020 High School Program of Studies. A listing of the proposed changes was provided to the Board.

A discussion occurred among the Board regarding but not limited to the following: limited review time by the Board prior to requesting approval of the 2019-2020 High School Program of Studies; on-line and blended courses; etc.

On motion of Burg, seconded by Merideth to **delay** approval of this Consent Agenda item until the January 28, 2019 Planning/Action Meeting:

On roll call, all present voted yes to **delay** approval of this Consent Agenda item until the January 28, 2019 Planning/Action Meeting.

BOARD COMMENTS

Dr. Torri commented on the 2019-2020 High School Program of Studies. He is concerned with the amount of changes and lack of background information to support these changes.

Mrs. Spicka commented on the 2017-2018 Audited Financial Statements, in particular the \$900,000 in tax abatements noted on page 68.

Mrs. Burg asked if the Federal Government shutdown would impact school district federal funding.

Mrs. Woodall stated S.A.S.D. has their current monies but it may affect the 2019-2020 federal funding.

Dr. Lovett requested future High School Programs of Studies be given to the Board for review earlier so there is ample time to review before approving.

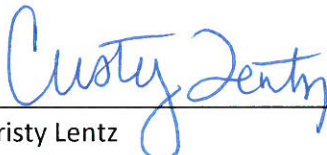
CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Shawn Stitt, parent in the S.A.S.D., asked for an update from the District regarding the recent closure of the B-gym at S.A.M.S.

Dr. Wilson commented the closure was due to a possible concern regarding air quality. He stated the b-gym would remain closed while the district is waiting on the results of these air quality tests.

ADJOURNMENT

Dr. Torri adjourned the meeting at 9:03 p.m.



Cristy Lentz
Board Secretary