

Minutes of the October 8, 2018 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

The Board of School Directors held a Work Session prior to tonight's meeting. The topics of the Work Session were as follows:

- Bus Discipline Policy Revision
- Dress Code Amendment
- Food Service Equipment Replacement
- Update on Flagship Proud

OPENING

Call to Order

Mrs. Spicka called the meeting to order.

Roll Call

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

Others present were: Dr. Jerry Wilson, Superintendent; Mrs. Susan Martin, Nancy Grayson Elementary Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mr. Jared Ford, Chartwell's Food Service Director for the Shippensburg Area School District; 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:

Martha Wright ~ July 22, 1931 - September 24, 2018
1950 Graduate of Shippensburg High School

Jerry Allen Bigler ~ September 20, 1933 - September 27, 2018
Graduate of Shippensburg High School and father of Tina Hamilton, Secretary at Nancy Grayson

Ronald L. Sailhamer ~ February 6, 1949 - September 28, 2018
1968 Graduate of Shippensburg High School

Alice Hensel ~ August 11, 1931 - September 29, 2018
1949 Graduate of Shippensburg High School

Misty Dawn Black ~ September 25, 1973 - October 2, 2018
1992 Graduate of Shippensburg Area Senior High School

(Action)

Agenda Approval

Mrs. Spicka asked if there are any changes or amendments to tonight's agenda.

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

On motion of Burg, seconded by Merideth to approve tonight's agenda.

On roll call, all present voted yes.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

- 1) The football team won the Homecoming game against Greencastle.
- 2) There was a great turnout for the Homecoming Dance.
- 3) PSAT's for Juniors will be held on October 10, 2018.
- 4) SAT's were held on Saturday, October 6, 2018.
- 5) Volvo is holding a Manufacturing Day on October 16, 2018. This is a great opportunity to discuss future career options.
- 6) The Ski/Snowboard Club has begun planning their three trips to Whitetail Ski Resort.
- 7) The Guidance Department has begun using their Smart Futures Program which supports career curriculum.

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

Mrs. Spicka reported that beginning in the second semester of the 2018-2019 school year, the FCCTC will start a new program by partnering with the Franklin County Public Safety Training Center. This is a non-credit, seniors only program that is free to students and will provide training to become EMT and firefighter certified. The goal of the program is to provide students who have completed all of their graduation credits some additional training/certifications and to help with the shortage of EMTs and firefighters.

Finance Report - Cristy Lentz, Susan Martin, Jared Ford

Mrs. Cristy Lentz, Business Administrator; Mrs. Susan Martin, Nancy Grayson Elementary School Principal; and Mr. Jared Ford, Chartwell's Food Service Director for the Shippensburg Area School District, presented information to the Board regarding the 2018 Summer Food Service Program.

Curriculum Report - Sheri Woodall

Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment, presented information to the Board regarding the District's Comprehensive Plan for the period of July 1, 2019 – June 30, 2022.

A brief discussion occurred among the Board and Mrs. Woodall to clarify/expand parts of Mrs. Woodall's presentation.

Superintendent's Report

1. Enrollment Report: The October 1, 2018 Enrollment Report was presented to the Board. Enrollment numbers are as follows:

Kindergarten	272	Fifth Grade	282	Tenth Grade	262
First Grade	244	Sixth Grade	276	Eleventh Grade	258
Second Grade	263	Seventh Grade	275	Twelfth Grade	254
Third Grade	229	Eighth Grade	263	Out of District	25
Fourth Grade	235	Ninth Grade	259		

Updates

Dr. Wilson presented information to the Board on the following:

- Today's Staff Development Day.
- Safety/Security drills to be held in each school within the next month to comply with Act 44.
- The launching of Peachjar.

LERTA Presentation Rescheduled

The LERTA presentation originally scheduled for tonight's Planning/Action Meeting has been rescheduled for the October 22, 2018 Planning/Action Meeting.

(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 September 24, 2018 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

Personnel

Administration

- The Superintendent recommends acceptance of the following resignation:
 1. **Matthew Drawbaugh**, Director of Operations & Maintenance, retroactive to September 28, 2018.

Professional Staff

- The Superintendent approves the acceptance of the following retirement:
 1. **Chance W. Powell**, Social Studies Teacher at Senior High School, effective November 28, 2018.
- The Superintendent approves the following revised leave of absence:
 1. **Melissa Flood**, Elementary Virtual Math Teacher at the Intermediate School from approximately December 9, 2018 to March 28, 2019.

Support Staff

- The Superintendent 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:
 1. **Roger Byers, Jr.**, Custodian at the Senior High School, retroactive to October 1, 2018.

- The Superintendent recommends employing the individuals below:
 1. **Nathan Barnhart**, Technology Specialist, full-time (approximately 8 hours per day) at the Middle School, effective October 23, 2018 at an hourly rate of \$13.09.
 2. **Alvin Dalida**, Technology Specialist, part-time (approximately 5.5 hours per day) District-wide, effective October 10, 2018 at an hourly rate of \$13.09.
 3. **Jamie Johnson**, Custodian (floater), part-time (approximately 5.75 hours per day) District-wide, retroactive to October 1, 2018 at an hourly rate of \$9.45.

- The Superintendent recommends employing the individuals below for substituting:
 1. **Taylor Caudill** - Secretary
 2. **Justina Hayes** - Custodian

Supplemental Staff

- The Superintendent recommends acceptance of the following resignations:
 1. **Nathan Coldsmith**, Assistant Wrestling Coach at Middle School, retroactive to September 17, 2018.
 2. **Nathan Rosenberry**, Head Baseball Coach at Senior High School, retroactive to September 21, 2018.

- The Superintendent recommends the following appointment:
 1. **Chandler Johnson**, Head Swimming & Diving Coach at Senior High School, effective October 8, 2018.

Experience: Borough of Chambersburg pool lifeguard and pool manager - 2011 - 2016, Borough of Chambersburg Assistant Aquatic Center Manager - 2017 - present

Education: Shippensburg University - Bachelor's

Salary: \$2,282.83

Authorization for Payment of Bills

- The Superintendent recommends authorization to pay General Fund, Capital Reserve Fund and Cafeteria Fund bills for November and December since the Board of School Directors meets only one time in these months. The information will be presented for official Board approval at the January 2019 meeting.

Field Trip Request to Philadelphia

- The Superintendent recommends approval of the field trip request from high school art teacher, Christopher Martin, to take three AP Art History students to Philadelphia on October 11, 2018. The group will visit the University of Pennsylvania's Penn Museum and the Philadelphia Art Museum. The only cost to the district will be \$90.00, the cost of one substitute for Mr. Martin. Additional information was provided to the Board.

Field Trip Request to New York City

- The Superintendent recommends approval of the request by Virginia Lopez to take her Government and Law & Society classes to the 9/11 Museum in New York City on November 29 or December 6, 2018 (depending on availability of tickets). The only cost to the district is for one substitute at a cost of \$90.00.

Sunday Use of Facilities - Nancy Grayson PTO

- The Superintendent recommends approval of the request of the Nancy Grayson PTO to use the PTO room and playground areas at Nancy Grayson Elementary School on Sunday, October 28, 2018 to hold their annual fall carnival. A Sunday is being requested to avoid conflicts with student sports schedules and other fall carnivals/festivals being held in the area. The building principal has approved this date, however, pursuant to Board Policy 707, all Sunday requests require Board approval.

Request to Form Meme Club

- The Superintendent recommends approval of the request submitted by Dylan Herb to form a Meme Club at the high school. Additional information regarding the club was presented to the Board.

Blackboard Connect Renewal

- The Superintendent recommends approval of the attached one (1) year contract with Blackboard Connect at a cost of \$5,129.60.

Blackboard Connect is the automated calling system used by the district for communication with students, parents, staff, and the community.

Pennsylvania School Safety and Security Grant Program

- The Superintendent requests permission to submit a School Safety and Security Grant. The grant request includes:
 - Visitor ID System
 - Security Camera Systems
 - Anti-Violence Bullying Training Program
 - Safety and Security Assessment

Memorandum of Agreement 2018-2019

- SASD students and families are recipients of Hound Packs, coordinated by the VISTA. The 2018-19 Memorandum of Agreement (MOA) outlines the district involvement in this program. The Superintendent recommends approval of the MOA with SU, SCRC, and FCOG.

Sale of Property at Repository Bid Price

- The Cumberland County Tax Claim Bureau's Solicitor has notified the District of a property recommended for Sale of Property at Repository bid price as per the information presented to the Board. The Superintendent recommends approval of the request.

Disposal of 1993 Ford Dump Truck

- The Superintendent recommends disposing of the District's 1993 Ford Dump Truck (SN#1FDKF38G9PNB10712) for scrap. The truck is irreparable and unsafe.

Food Service Equipment Grant

- The Superintendent recommends approval for the District to apply and accept a Food Service Equipment Grant. If awarded, the funds would be used to replace the walk-in refrigerator/cooler at the James Burd Elementary School.

Request for Proposal for Food Service Management

- The 2018-2019 school year is the last year of our current contract with Chartwells. In order to continue contracting with an outside vendor, the District is required to prepare a Request for Proposal for these services every five years.

The Superintendent recommends the Board authorize Administration to proceed with the guidelines as outlined by the Pennsylvania Department of Education for contracting for outside Food Service Management.

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 item:

Affiliation Agreement

- The Superintendent recommends approval of the Affiliation Agreement between Shippensburg Area School District and Millersville University/Shippensburg University. The Agreement would establish a relationship with the universities whereby students enrolled in their Master of Social Work Program would receive field practicum experience from the District's professional staff.

On roll call, all present voted yes except Lyman who abstained.

BOARD COMMENTS

Mr. Suders asked for information regarding the substitute fill rate and if the district is having difficulties securing substitutes.

Dr. Wilson stated he would get the information requested and confirmed the district is having difficulties securing substitutes. He stated the district is working with Source4Teachers on ideas on how to increase our available substitutes.

Mr. Suders commented on the District's bullying policy. He stated he is receiving more complaints, specifically the bully is not getting punished as much. He said if this is occurring, it needs to be addressed.

Dr. Wilson commented that he would like more specific examples. He stated Mr. Suders and he could further discuss this concern.

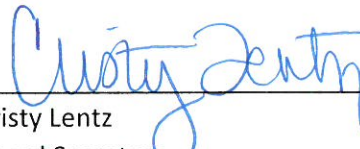
Mrs. Burg commented that as a parent, she is looking forward to using Peachjar.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

None

ADJOURNMENT

Mrs. Spicka adjourned the meeting at 8:17 p.m.



Cristy Lentz
Board Secretary