

Minutes of the August 12, 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. 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 (via telephone conference call); Dr. Nathan Goates; Dr. Michael Lyman; Mr. Hunter Merideth; and Mr. Charles Suders. Mrs. Tracy Montoro, Mrs. Erica Burg, and Dr. Geno Torri were absent.

Others present were: Dr. C. Gregory Hoover, Interim Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Susan Martin, Nancy Grayson Elementary School Principal; Mr. Joseph Wachter, Director of Operations and Maintenance; Dr. Troy Stevens, Technology Coordinator; 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:

Alfred R. Ocker ~ November 22, 1938 - July 2, 2019
Retired custodian, Nancy Grayson Elementary School (1985 to 2000)

Dora E. Eckenrode ~ February 4, 1928 - July 4, 2019
1946 Graduate of Shippensburg Area Senior High School

William Lee "Bill" Curtis ~ January 17, 1945 - July 20, 2019
1964 Graduate of Shippensburg Area High School

Jean R. Clugh (Arnold) ~ February 2, 1932 - July 29, 2019
SASD Cafeteria Aide

Martha Virginia Gayman ~ September 14, 1927 - August 6, 2019
1946 Graduate of Shippensburg Area High School

Agenda Approval

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

Dr. Hoover stated that Consent Agenda Item 5t "Memorandum of Agreement between SASD and PSEA/NEA" was removed until the August 26, 2019 Planning/Action Meeting.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

None

Curriculum Report - Sheri Woodall

Mrs. Woodall reported on the following:

- 1) New Teacher Induction
- 2) Open Day activities planned for August 19, 2019

Interim Superintendent's Report

August Enrollment Report: Due to the transitioning of the student information system from Sungard to Skyward, the August Enrollment Report is unavailable at this time.

Technology Coordinator Report – Troy Stevens

Dr. Stevens provided the Board of School Directors an update on the transition to the new student information system “Skyward” and discussed some of the issues the Technology Department is currently working through.

S.A.S.H.S. Report – Deborah Luffy

Mr. Luffy reported on the staffing changes occurring at the S.A.S.H.S. Library in the 2019-20 school year. She addressed concerns over Mr. Burkholder covering both the Nancy Grayson Elementary School and the S.A.S.H.S. libraries. She said Mr. Burkholder would be at the S.A.S.H.S. library during Block 1. She commented the S.A.S.H.S. library would not be closed when Mr. Burkholder is at the Nancy Grayson Elementary School and stated there would not be a librarian there to assist the students but other staff would be present to supervisor students.

Mrs. Woodall commented on the need for additional elementary library assistance due to Mr. McCauslin’s prior teaching schedule consisting of over 60 classes a week and over 600 students.

Activity Fund Balances: The State Auditors recommend reporting Activity Fund balances to the Board of School Directors on a quarterly basis. The following are the balances as of June 30, 2019:

High School	\$ 99,025.82
Middle School	\$ 38,539.82
Intermediate School	\$ 8,832.28
James Burd	\$ 9,412.85
Nancy Grayson	\$ 2,245.41

A detailed listing for the high school and the middle school accounts was provided to the Board.

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

- **JLG Industries**, 45 book bags with school supplies for use at the James Burd Elementary School. Approximate value of the donation is \$600.00.
- **OneMain Financial**, office furniture (desks and chairs) for use in the offices in the Shippensburg Area School District. Approximate value of the donation is \$700.00.
- **Life Community Church**, monetary donation of \$420.00 to support unpaid lunch balances at the Nancy Grayson Elementary School.
- **Shippensburg Area School District Education Foundation**, supplies for the Summer of 2019 Art Camp. Value of the donation is \$361.13.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the July 8, 2019, Regular Board meeting and the August 5, 2019 Special Board meeting.

Finance

- Recommend approval of the following:
 1. **Bills of Payment** - June/July
 2. **Financial Reports** - June/July
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund
 3. **Tax Report** - June/July
 4. **Budget Reports**
 - a.) Budget Summary
 - b.) Budget Transfers

Personnel

Professional Staff

- The Administration recommends approval of the following appointments:
 1. **Sarah Gerber**, Virtual Mathematics Teacher at Intermediate, James Burd Elementary and Middle Schools, effective August 19, 2019.

Education: Eastern Mennonite University of Virginia - Bachelor's

Experience: Rockingham City. Public Schools VA- 2 years, Prairie Heights School Corp. IN - 1 year, Harrisonburg City Public Schools VA - 4 years

Certification: Grades 4-8 (All subjects 4-6, Mathematics 7-8), Special Education PK-8

Salary: \$49,920 - Bachelor's Step 1
 2. **Kevin C. Gustafson**, Business Education Teacher at Senior High School, effective August 19, 2019.

Education: Shippensburg University - Master's

Experience: Chambersburg Area School District - 4 years, Tuscarora Area School District - 20 years

Certification: Accounting 7-12, Data Processing 7-12, Office Technologies 7-12, Mid-Level Mathematics 6-9

Salary: - \$71,288 - Master's Step 9
 3. **Nicole C. Kmiec**, Mathematics Teacher at Middle School, effective August 19, 2019.

Education: Shippensburg University - Bachelor's

Experience: Trinity Day Care Center Aide - 7 months, Close to Home Child Care Aide - 3 months, Freckles & Frills Aide - 6 months

Certification: Grades 4-8 (All subjects 4-6, Mathematics 7-8)

Salary: \$49,920 - Bachelor's Step 1

4. **Alexis N. Petersen**, Learning Support Teacher at Intermediate School, effective August 19, 2019.

Education: University of Pittsburgh, Johnstown

Experience: The Children's Garden Group - Supervisor 2013 to 2019

Certification: Special Education PK-8, Grades PK-4

Salary: \$49,920 - Bachelor's Step 1

- The Administration recommends approval of the following salary advancements effective the first pay of 2019-20 school year:

1. **Trisha Asper** - Master's +15
2. **Brianne Bream** - Master's
3. **Jennifer Deibler** - Master's +15
4. **Tonya Funk** - Master's +60
5. **Kathryn McCauslin** - Master's +30
6. **Miranda Shipp** - Master's +30
7. **Mary Jo Shoemaker** - Master's +60
8. **Damon Smith** - Master's +60
9. **Jocelyn Topper** - Master's
10. **Jodi Wilson** - Master's +15
11. **Demetrios Zahos** - Master's Equivalency+30

Support Staff

- The Administration recommends acceptance of the following resignations:
 1. **Victoria Baker**, Health Room Assistant, part-time (approximately 5.75 hours per day) at the Middle School and Intermediate School, retroactive to August 7, 2019.
 2. **Luisa Chevere**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to July 29, 2019.
 3. **Lori Gsell**, Classroom Assistant, full-time (approximately 6.5 hours per day) at the Intermediate School, retroactive to July 10, 2019.
 4. **Michelle Mehlberger**, Cafeteria Cashier/Helper, part-time (approximately 2.5 hours per day) at the Middle School, retroactive to July 2, 2019.

- The Administration recommends approval of the following promotion:
 1. **Angela Davis**, from Building Receptionist, part-time (approximately 5.75 hours per day) to Building Secretary, full-time (approximately 7.5 hours per day) at the Senior High School, retroactive to July 29, 2019 with no change in rate.
- The Administration recommends employing the individuals below:
 1. **Julie Deihl**, Cafeteria Cashier/Helper, part-time (approximately 2.5 hours per day) at the Middle School, retroactive to August 8, 2019 at an hourly rate of \$9.80.
 2. **Jonathan Hudson**, Custodian, full-time (approximately 8 hours per day) at the Senior High School, effective August 19, 2019 at an hourly rate of \$9.80.
 3. **Darlene Timmons**, Cafeteria Cashier/Helper, part-time (approximately 2 hours per day) at the James Burd Elementary School, retroactive to August 8, 2019 at an hourly rate of \$9.80.
- The Administration recommends employing the individual below for substituting:
 1. **Judith Smith** - Classroom Assistant
- The Administration recommends employing the individual below for school security:
 1. **CoLyn Statler**

Supplemental Staff

- The Administration recommends acceptance of the following resignations:
 1. **Scott Burkholder**, Senior High School Gifted, retroactive to July 29, 2019.
 2. **Scott Burkholder**, Stage Manager at Senior High School, retroactive to July 29, 2019.
- The Administration recommends approval of the following appointments:
 1. **Lindsay Keen**, Secondary Mentor at Middle School, effective August 12, 2019 at a supplemental salary of \$986.00.
 2. **Vanessa Lee**, Secondary Mentor at Middle School, effective August 12, 2019 at a supplemental salary of \$986.00.

3. **Marsha Schmus**, Elementary Mentor Intermediate School, effective August 12, 2019 at a supplemental salary of \$986.00.
 4. **Andrea L. Thompson**, Assistant Band Director - Guard Instructor at Senior High School, retroactive to July 29, 2019 at a supplemental salary of \$1,577.60.
- Administration recommends approval of the following transportation contractors' employees for the 2019-20 school year:

1. **Boyo Transportation**

Virginia Auman – Big Bus

Lynn Ayers – SN Van

Elaine Beaston – Big Bus

Ashley Bender – Big Bus/SN Van

Billie Besore – Big Bus

Beckie Brooks – Big Bus

Jessica Burkholder – Big Bus/SN Van

Elma Byer – SN Van

John Byers – Big Bus Sub

Mary Byers – Aide

Tabitha Carbaugh – SN Van

Tim Carey – Big Bus Sub

Cheryl Drake – Big Bus

Sherry Dunlap – SN Van

Claxton Fittry – Small Bus

Sharon Fleck – Big Bus/SN Van

Theodore Fleck – Big Bus Sub

Steve Forrester – Big Bus Sub

Diane Glass – SN Van

Sara Gontz – Office

Chelsea Heck – Small Bus

Katelyn Heck – Big Bus

Emily Heckman – Big Bus

James Heckman – SN Van

Jimmy Holtry – Aide

Judy Holtry – Aide

Raymond Howlin – Big Bus

Teena Humwood – SN Van

Penny Kirby – Big Bus

William Kirby – SN Van Sub

Matthew Laughman – Big Bus/SN Van

Garnet Lautsbaugh – SN Van

Donald Linn – Big Bus

Jerry Lynch – Aide

Paula Maravich – Big Bus

Bonnie Marpoe – Big Bus

Mina Matzner – Big Bus

Colleen McQueeney – Big Bus

Lisa Moody – Small Bus

Gretchen Mooney – Big Bus

Edwardine Parshall – Big Bus

Diana Parsons – Big Bus

Jennifer Piatt – Big Bus

Jeffrey Piper – SN Van

Timothy Piper – SN Van

Kelsey Pittman – SN Van

Michael Poklar – SN Van

Michelle Printz – Aide

Glenn Pugh – Big Bus

Gloria Pulley – Big Bus

Elaine Ramsey – Big Bus

Roxine Ramsey – SN Van

Arleen Reid – Supervisor

Jane Rife – SN Van

Mark Rife – SN Van

Christine Rotz – Big Bus

Veronica Sawyer – SN Van

Tammy Shields – Big Bus

Joyce Shirley – Big Bus/SN

David Simpson – SN Big Bus

Melissa Smith – Big Bus

Kami Souder – SN Van

Stephen Souder – Big Bus Sub

William Spencer – Big Bus Sub

Gerald Stambaugh – SN Van

Anabelle Stevens – Office

Germaine Stevens – Trainer/Sub

Heather Stevenson – SN Van

Kimberly Traini – SN Van

Jesse Walls – Big Bus

Erin Whisler – SN Van

Linda Zimmerman – SN Van

Tommy Zuni – Big Bus Sub

2. Cumberland Valley Christian School

Ms. Tonia Killian

Agreement Between Franklin County Children and Youth Service and SASD for Transportation Services

- As mandated by the Educational Stability Act and to comply with the Every Student Succeeds Act (ESSA), the District shall provide transportation services to facilitate children in foster care so they are able to remain in their home school.

Administration recommends approval of the agreement and Memorandum of Understanding between Franklin County for the Franklin County Children and Youth Service and the District.

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 2019-2020 school year. The Administration recommends approval of the student.

Agreement Between Prismatic Magic and James Burd Elementary School

- Administration recommends approval of the agreement between Prismatic Magic and James Burd Elementary School. The Laser Team Anti-Bullying Program will be held on September 6, 2019 as part of their back-to-school PBIS program. The cost will be paid out of the student activity fund.

Letter of Agreement - Geisinger Holy Spirit Teenline

- Administration recommends approval of the Letter of Agreement between Geisinger Holy Spirit, on behalf of its Teenline Program and Shippensburg Area School District SAP Teams.

Agreement with Capital Area Intermediate Unit #15 for English Language Development (ELD) and English as a Second Language (ESL) Services

- Administration recommends approval of the agreement with the CAIU for ELD and ESL services for the 2019/2020 school year.

Cumberland-Perry MH.IDD Letter of Agreement

- Cumberland-Perry Mental Health/Intellectual & Developmental Disabilities offers the Child and Adolescent Service System Program (CASSP), an elementary school-based service to assist families in accessing mental health and other supportive services to meet the needs of their elementary school-aged children in Cumberland and Perry Counties at no cost.

Administration recommends approval of the Letter of Agreement between SASD and Cumberland-Perry MH.IDD for the 2019/2020 school year.

Affiliation Agreement with Shippensburg University for Practicum and Student Teaching Placements

- Administration recommends Board approval of the Affiliation Agreement with Shippensburg University, Department of Teacher Education, for the placement of practicum and student teachers within the District. This is a five year agreement with the University.

Contract with DJ Donovan Entertainment and James Burd Elementary School

- Administration recommends retroactive Board approval of the contract with DJ Donovan Entertainment and James Burd Elementary School on August 8, 2019. Music will be played throughout the building as part of the school's Playground Community Build Day. The cost of the entertainment will be paid from the student activity fund.

MOU with CAIU #15 Title III Consortium

- Administration recommends approval of the Memorandum of Understanding with the Capital Area Intermediate Unit #15 as part of the Title III Limited English Proficient Student Program Consortium for the 2019-20 school year.

Permission for the Sale/Disposal of Books

- Administration recommends the sale or disposal of the following books from Shippensburg Area Middle School. These books were in a closet and have had multiple request for re-distribution.

Websters High School Dictionaries (Copyright 1980) 32 Books

The 1990 World Book Yearbook - Encyclopedia Set (Copyright 1990) - 1 Set

Write Source 2000, A Guide to Writing, Thinking and Learning (Copyright 1999)
70 Books

Time-Life Book Set (Copyright 1989) 12 Books

Scholastic - First Ladies: Women Who Called the White House Home (Copyright 1997) - 28 Paperback Books

Scholastic - Growing Money: A Complete Investing Guide for Kids (Copyright 1999) - 32 Paperback Books

Scholastic - Not Your Parent's Money Book (Copyright 2010) - 32 Paperback Books

Scholastic - The Kids Guide to Money (Copyright 1996) - 32 Paperback Books

Repository Sale Consent

- The Cumberland County Tax Claim Bureau notified the District of a property that is no longer in a tax generating status and has been placed in the County Repository. The property is a mobile home and has a proposed repository bid price of \$400.00

The Tax Claim Office is requesting the Shippensburg Board of School Directors allow this property to be sold in order to bring them back into a tax generating status. The Administration recommends the Board of School Directors authorize the sale of this parcel as per the correspondence from the Tax Claim Bureau.

School Aged Child Care Program - Additional Location

- At the June 24, 2019 Planning/Action Meeting, the Board of School Directors approved renewing its partnership with the Boys and Girls Club of Chambersburg and Shippensburg to provide school-age child care at the Nancy Grayson Elementary and Shippensburg Area Intermediate School for the 2019-2020 school year.

A request has been made to extend their program to include the use of the Shippensburg Area Middle School as an additional site. The Administration recommends approval of this request.

Geotechnical Engineering Evaluation - Duffield Associates

- At the May 13, 2019 Planning/Action meeting, the Board of School Directors were presented information regarding the proposed parking lot paving estimate and an area of concern due to a possible sink hole at the James Burd Elementary School. The Administration proposed using savings from the Walk-in cooler/Freezer replacement at the James Burd Elementary School to cover the extra cost of the paving and to perform a geotechnical engineering evaluation of the lower parking lot at James Burd. The Administration has sought out quotes for a geotechnical engineering evaluation.

The Administration has received three quotes and recommends approving Duffield Associates to perform the geotechnical engineering evaluation at a cost of \$17,360.00. This vendor was the lowest quote that met the district's specifications for the evaluation.

Head Start Meal Contract

- The School District provides lunches for Pre-K children in the Shippensburg University Head Start Program located in James Burd and Nancy Grayson Elementary Schools. Additionally, the District would provide lunches for two classrooms located on the Shippensburg University campus (Cora Grove). The University requires a signed Service Purchase Contract for this service. The University pays \$3.35 per lunch; a \$.10 per lunch increase. A copy of the Service Purchase Contract was provided to the Board. The Administration recommends approval of the contract.

Lease Purchase Agreement-Turf Equipment

- The 2019-20 Capital Maintenance Budget included monies to repair a bagging system on the John Deere diesel tractor. It has been brought to our attention that repair parts are no longer available primarily due to the age of the equipment. The equipment is approximately 12 years old and has around 8,000 hours of operation. In an effort to now replace the John Deere diesel tractor with a new model equipped with an appropriate bagging system, Administration is recommending approval to enter into a three-year lease/purchase agreement in the amount of \$18,759.36 per year to purchase a Toro Groundsmaster 360. The district does not have any other lawn equipment equipped with a bagging system to maintain district lawns and athletic fields.

Dr. Goates asked for additional details and some clarification on the Geotechnical Engineering Evaluation.

Mr. Wachter addressed Dr. Goates questions regarding the Geotechnical Engineering Evaluation.

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

(Action)

CONSENT AGENDA

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

Approval of the 2019-20 Bus Routes

- Administration recommends approval of the bus routes for the 2019-20 school year as presented to the Board.

On roll call, all present voted yes to this Consent Agenda item except **Suders** who **abstained**.

(Information)

ACTION AGENDA

Policies – First Read

Administration recommends approval of the following policy for a first reading:

#918 - Federal Programs Family Engagement (previously entitled, "Title I Parental Involvement")

BOARD COMMENTS

None

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Ms. Kathy Ruth, parent in the district, expressed concerns to the Board regarding bus routes and students having to cross the Baltimore Road. She stated a representative from Southampton Township Cumberland County as well as the Pennsylvania State Police have watched and monitored traffic concerns at this stop. She is requesting the bus stop be moved so students do not have to cross Baltimore Road.

Dr. Lovett asked Dr. Hoover to further research the above concern.

Mr. Tom Dick, grandparent in the district, expressed concerns regarding not hearing a response from the District regarding this transportation appeal.

Dr. Lovett stated discussions have occurred among the Board regarding this appeal and stated Mr. Dick would be hearing from the Superintendent with the Board's decision on this matter.

INFORMATION

Date Saver

New School Year Activities

August 12 & 13 - New Teacher Induction

August 19 - Opening Day for Staff

August 19 - Open House for Kindergarten at Nancy Grayson from 5:00-6:30 p.m.

August 19 - Open House for 1st grade at Nancy Grayson from 6:00-7:30 p.m.

August 19 - Open House for Kindergarten at James Burd from 5:00-7:00 p.m.

August 19 - New Student Orientation for 6th grade at Middle School from 5:30-7:00 p.m.

August 20 - Open House for 2nd grade at Nancy Grayson from 5:30-7:00 p.m.

August 20 - Open House for 3rd grade at Nancy Grayson from 6:00-7:30 p.m.

August 20 - Open House at Shippensburg Area Intermediate School from 4:30-6:30 p.m.

August 20 - New Student Orientation for 9th grade at High School beginning at 6:00 p.m. Open House for grades 10-12 from 6:30-8:00 p.m.

August 20 & 21 - In Service for Staff

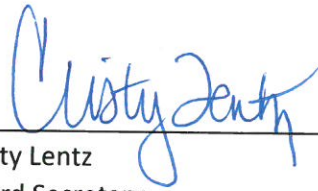
August 21 - James Burd Elementary School Open House from 4:30-6:30 p.m. for 1st, 2nd & 3rd grades

August 22 - First day of School for Students

September 5 - Middle School Open House from 5:30-7:00 p.m. for 7th & 8th grades

ADJOURNMENT

On motion of Suders, seconded by Merideth to adjourn at 7:32 p.m.



Cristy Lentz
Board Secretary