

Minutes of the August 10, 2020 Virtual Planning/Action Meeting of the Board of School Directors.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order.

Roll Call - Members State Full Name

On roll, the following members were present: Mr. Mark Buterbaugh, President; Mr. Charles Suders, Vice-President; Mr. Jim Bard; Mrs. Erica Burg; Mr. Dwayne Burt; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Fred Scott, Sr.; and Dr. Geno Torri. Sara Fink, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Gregory Miller, Shippensburg Area Senior High School Associate Principal; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Mrs. Margaret Crider, Supervisor of Special Education; Mrs. Bethan Bridges, Assistant Supervisor of Special Education; Mrs. Tina Clever, Human Resources Director; Mr. Joseph Wachter, Director of Operations and Maintenance; Dr. Troy Stevens, Technology Coordinator; Mr. Michael Montedoro, Athletic/Transportation Director; Mr. Jared Ford, Chartwell's Food Service Director for the Shippensburg Area School District; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

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 board.secretary@shipk12.org 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 in memory of the following:

Charles Nelson Clough ~ March 9, 1950 - July 13, 2020
1968 Graduate of Shippensburg Area Senior High School

Mildred Daihl ~ January 13, 1934 - July 28, 2020
Graduate of Shippensburg Area Senior High School

(Action)

Agenda Approval

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

Dr. Suppo stated that under #5 Action Agenda, item "e" "Personnel – Professional Staff", items #1 and #2, the effective date has been changed from August 17, 2020 to August 18, 2020. Also, under #5 Action Agenda item "f" "SASD 20-2021 Handbooks", the Middle School and High School handbooks have been updated to change the title of the automated notification system software.

On motion of Scott, seconded by Suders to approve tonight's agendas as amended above.

On roll call, all present voted yes.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

Franklin County Career Center Report - Charlie Suders

None

Board Committee Reports

None

Superintendent's Report

District Update

Dr. Suppo presented information to the Board regarding the Health & Safety Plan. The following individuals also provided a brief overview of this plan as it relates to their departments: Mr. Joseph Wachter; Mrs. Sheri Woodall; Mrs. Margaret Crider; Mr. Jared Ford; and Mr. Michael Montedoro.

A discussion occurred among the Board and Administration regarding the Health & Safety Plan.

1. Enrollment Report: The August 3, 2020 Enrollment Report was presented to the Board. The enrollment numbers are as follows:

Kindergarten	219	Fifth Grade	240	Tenth Grade	270
First Grade	248	Sixth Grade	243	Eleventh Grade	258
Second Grade	279	Seventh Grade	290	Twelfth Grade	264
Third Grade	259	Eighth Grade	274	Out of District	26
Fourth Grade	285	Ninth Grade	273		

2. 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, 2020:

High School	\$ 76,410.55
Middle School	\$ 37,738.17
Intermediate School	\$ 9,254.14
James Burd	\$ 6,120.53
Nancy Grayson	\$ 3,820.60

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

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

College Board/Total Registration, LLC., AP Testing proceeds in excess of expenses to be used by the Shippensburg Area Senior High School Guidance Department for testing supplies. Value of the donation is \$1,761.11.

Channel Education Foundation, monetary donation of \$85.87 to support the James Burd Elementary School playground project.

Ahold, A+ Rewards monetary donation of \$1,245.91 to support various needs at the Shippensburg Area Senior High School as determined by Mrs. Luffy.

The following individuals and companies made monetary donations to support the FFA in memory of Wayne F. Craig who was a 1959 graduate of Shippensburg Area Senior High School and passed away on July 16, 2020:

Stephen G. Manieri Meats, \$150.00

Craig, Alison, Lennox and Landry VanScyoc, \$200.00.

Good's Livestock, Inc., \$100.00.

Four States Livestock Sales, \$200.00.

Rosalyn M. Kann, \$50.00.

Gary and Cindy Hershey; Linda Wolfe; and Brenda and Steve Kelley, \$75.00.

Shenandoah Valley Livestock Sales Inc., \$100.00.

Cathy and Randy VanScyoc, \$500.00.

Cathy Goodhart, \$100.00.

Farmers Livestock Exchange, Inc., \$100.00.

(Information)

DISCUSSION AGENDA

Fall Sports

Mr. Buterbaugh noted Fall Sports are on the agenda as a discussion item to clarify to the community the status of fall sports for the district. He referenced Mr. Montedoro's presentation earlier in tonight's meeting.

A brief discussion occurred among the Board regarding athletics and extra-curricular activities.

Board Policies

Administration recommends discussion of the following new policies for a first read:

#006.2 - Recording and Broadcasting of Board Meetings

#816 - Use of Livestream Video on School District Property

These policies will be on the August 24, 2020 Board agenda for second read and approval.

Mr. Buterbaugh asked if the Policy Committee had reviewed the above policies and asked that they have an opportunity to meet and discuss the proposed changes.

Approval of Boyo Transportation Bus/Van Drivers for 2020-21

Administration will recommend approval of the list of Boyo Transportation Bus/Van Drivers for the 2020-21 school year.

Approval of Cumberland Valley Christian School Bus Driver for 2020-21

Administration will recommend Ms. Tonia Killian as a bus driver for Cumberland Valley Christian School for the 2020-21 school year.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the July 13, 2020 Board meeting and the July 27, 2020 Special 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
 - b.) Budget Transfers

Personnel

Professional Staff

- Administration recommends acceptance of the following resignation for the purpose of retirement:
 1. **Virginia K. Lopez**, Social Studies Teacher at Senior High School, retroactive to August 6, 2020.
- Administration recommends approval of the following salary advancements effective the first pay of the 2020-2021 school year:
 2. **Suzanne Dehoff** - Master's 75
 3. **Grace Hockenberry** - Master's 60
 4. **Nicole Hostetler** - Master's 30
 5. **Jonathan Marshall** - Master's 30
 6. **Kristy Shrader** - Master's 60
- Administration recommends approval of the following professional staff transfer effective the first day of the 2020-2021 contract year:
 7. **Sarah Masucci**, Grade 1 Teacher at Nancy Grayson Elementary School to Grade 2 Teacher at Nancy Grayson Elementary School.

- Administration recommends approval of the following leaves of absence:
 8. **Sarah Gerber**, Virtual Mathematics Teacher from approximately August 19, 2020 to November 2, 2020.
 9. **Victoria Dennis**, Biology Teacher at Senior High School from approximately September 8, 2020 to October 23, 2020.
 10. **Janelle Lloyd**, Kindergarten Teacher at James Burd Elementary School from approximately September 1, 2020 to February 2, 2021.
- Administration recommends approval of the following supplemental appointment:
 11. **Michele Dubbs**, Department Chair, Guidance, Social Worker (District), effective August 18, 2020 at a supplemental salary of \$1,800.

Support Staff

- Administration recommends approval of the following support staff employee who has completed the sixty-day probationary period and reached regular status. This is in accordance with the SAESP Bargaining Agreement, Article III, 3.02:
 12. **Scott Wright**, Custodian at the Nancy Grayson Elementary School, retroactive to July 24, 2020.
- Administration recommends acceptance of the following resignations for the purpose of retirement:
 13. **Nancy Cramer**, Cafeteria Kitchen Helper, part-time (approximately 4.5 hours per day) at the Senior High School, retroactive to August 5, 2020.
 14. **Sharon Shuman**, HR Assistant, full-time (approximately 7 hours per day) at the Administration Building, effective October 2, 2020.
- Administration recommends acceptance of the following resignations:
 15. **Dolores Burruss**, Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) at the Middle School, retroactive to July 15, 2020.
 16. **Ashley Carney**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to July 28, 2020.
 17. **Heather Goiran**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, retroactive to July 29, 2020.
 18. **Aml Habib**, Cafeteria Cashier/Helper, part-time (approximately 4.5 hours per day) at the Senior High School, retroactive to July 16, 2020.
 19. **Erin Hockersmith**, Cafeteria Kitchen Helper, part-time (approximately 2 hours per day) at the Intermediate School, retroactive to July 24, 2020.

20. **Lorraine Lingle**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to July 15, 2020.
 21. **Ashley Moore**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, retroactive to July 15, 2020.
- Administration recommends employing the individual below:
 22. **Nancy (Althea) Martin**, Cafeteria Cashier/Helper, part-time (approximately 4.75 hours per day) at the Middle School, effective September 14, 2020 at an hourly rate of \$10.15. This is replacing a vacant position.

Motion to Remove Personnel Appointments from the Table

- At the July 27, 2020 Board meeting, the Board of School Directors tabled the appointment of two special education teachers at the middle school. A motion must be made to remove it from the table.

SASD 2020-2021 Handbooks

- Administration recommends approval of the following District handbooks for the 2020-21 school year:
 - Elementary School Student Handbook (includes James Burd, Nancy Grayson, GBLUES and Intermediate School)
 - GBLUES Addendum Handbook to SASD Handbook
 - Shippensburg Area Middle School Student Handbook
 - Shippensburg Area Senior High School Student Handbook
 - Student Athlete Handbook
 - S.A.V.E. (Shippensburg Area Virtual Education)
 - Field Trip Handbook
 - Volunteer Handbook

The handbooks and a listing of the changes are attached.

Handbooks are subject to change based on the implementation of the District's Health and Safety Plan for 2020-2021.

Agreement with Folium, Inc.

- Folium Inc. provides supplemental learning services known as the Affinity Educational Solutions Alternative High School for students in the Shippensburg Area School District. Students are carefully selected to strict guidelines from the PA Department of Education.

Program Cost - 2020-2021 school year: \$69,966.00 (13 slots @ \$5,382.00 per slot)

Program Cost - 2019-2020 school year: \$67,925.00 (13 slots @ \$5,225.00 per slot)

Administration recommends approval of the agreement.

Agreement with Cumberland Therapy Services, LLC

- Administration recommends approval of the agreement with Cumberland Therapy Services, LLC for a part-time school psychologist for the 2020-2021 school year. Even though the District currently employs two full-time psychologists, this recommendation is being made due to the COVID closure and the related impact on our ability to conduct psycho-educational evaluations within the federal timelines.

The cost for services is \$77.00 per hour and the psychologist will work no more than 15 hours per week in the District.

The cost for the same services in the 2019-2021 school year was \$75.00 per hour.

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 between Franklin County for the Franklin County Children and Youth Service and the District.

Contract with Diakon Youth Services

- Diakon Youth Services provides a range of programs for at-risk youths, primarily serving individuals referred by county juvenile probation departments and child and youth services. Diakon has entered into a partnership with CAIU to provide services upon request directly to school districts. The proposed contract establishes the rate for District initiated referrals at \$155.00 per day. (This is the same cost as last year's contract.)

The Administration recommends approval of the contract.

Partnership for Career Development Service Agreement

- Administration recommends approval for the third year, the service agreement between Shippensburg Area School District and the Partnership for Career Development (PCD) for the period of July 1, 2020 to June 30, 2021. The annual cost for the agreement is \$3,850.00, which did not increase from 2019-2020 school year.

Healthcare Staffing Agreement with Aveanna Healthcare

- Administration recommends approval of the agreement with AndVenture, Inc. d/b/a Aveanna Healthcare to provide substitute nurses for each of our schools and for field trips on an "as-needed" basis. The staffing rates for services did not increase from the 2019-2020 school year.

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 English Language Development (ELD) and English as a Second Language (ESL) services for the 2020/2021 school year.

Cost of services is \$100.00/hour - a \$5.00 per hour increase from 2019-2020

Memorandum of Understanding with CAIU #15 Title III Consortium

- Administration recommends approval of the Memorandum of Understanding (MOU) with the Capital Area Intermediate Unit #15 as part of the Title III Limited English Proficient Student Program Consortium.

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

(Action)

CONSENT AGENDA

On motion of Burt, seconded by Lyman to remove the following Consent Agenda items from the table:

Personnel

Professional Staff

- Administration recommends the following appointments:
 1. **Erin E. Otis**, Learning Support Teacher at Middle School, effective August 17, 2020 at a salary of \$52,752, Master's Step 1 (This is replacing a vacant Grade 6 position).

Mrs. Otis is hired as Learning Support Teacher at the Middle School. She received her Bachelor's degree in Special Education and Elementary Education from Millersville University. Erin went on to get her Master's degree in Special Education from Shippensburg University. She has obtained Highly Qualified status for Kindergarten through Grade 8. Her

experience includes one year as a Special Education Teacher at Abraxas Youth Center and four years as a Special Education teacher at Fannett-Metal School District.

2. **Amy E. Wallo**, Autistic Support Teacher at Middle School, effective August 17, 2020 at a salary of \$50,769, Bachelor's Step 1 (This is replacing a vacant Grade 6 position.)
Ms. Wallo is hired as Autistic Teacher at the Middle School. She received her Bachelor's degree from Towson University of Maryland in Special Education and Elementary Education. Amy is working on completing her Master's degree in Pennsylvania Special Education from Wilson College and is expected to graduate in August of 2022. Her experience includes three years at Shippensburg University Head Start and Pre-K Counts Program as Lead Teacher. She also worked for two years at Great Expectations Childcare and Early Learning Center in Blairsville, Pennsylvania as a teacher.

On roll call, all present voted yes to remove the above Consent Agenda items from the table.

(Action)

CONSENT AGENDA

On motion of Burt, seconded by Suders to **amend the below items to include a caveat that the District complete the proper paperwork to pay for the below positions with existing ACCESS funding when approving the following Consent Agenda items:**

Personnel

Professional Staff

- Administration recommends the following appointments:
 1. **Erin E. Otis**, Learning Support Teacher at Middle School, effective August 17, 2020 at a salary of \$52,752, Master's Step 1 (This is replacing a vacant Grade 6 position).
Mrs. Otis is hired as Learning Support Teacher at the Middle School. She received her Bachelor's degree in Special Education and Elementary Education from Millersville University. Erin went on to get her Master's degree in Special Education from Shippensburg University. She has obtained Highly Qualified status for Kindergarten through Grade 8. Her experience includes one year as a Special Education Teacher at Abraxas Youth Center and four years as a Special Education teacher at Fannett-Metal School District.

2. **Amy E. Wallo**, Autistic Support Teacher at Middle School, effective August 17, 2020 at a salary of \$50,769, Bachelor's Step 1 (This is replacing a vacant Grade 6 position.)

Ms. Wallo is hired as Autistic Teacher at the Middle School. She received her Bachelor's degree from Towson University of Maryland in Special Education and Elementary Education. Amy is working on completing her Master's degree in Pennsylvania Special Education from Wilson College and is expected to graduate in August of 2022. Her experience includes three years at Shippensburg University Head Start and Pre-K Counts Program as Lead Teacher. She also worked for two years at Great Expectations Childcare and Early Learning Center in Blairsville, Pennsylvania as a teacher.

An extension discussion occurred among the Board and Superintendent regarding the amended motion as it relates to ACCESS funding.

On roll call, all present voted yes except **Burg** who voted **present**.

(Action)

ACTION AGENDA

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

Resolution Under 24 P.S. §5-520.1

- Approval of the Resolution declaring the COVID-19 Pandemic an emergency within the meaning of Section 520.1 of the Pennsylvania School Code.

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

(Action)

ACTION AGENDA

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

Resolution - Title IX

- Approval of the Resolution regarding Title IX Regulations and Board Policy.

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

(Action)

ACTION AGENDA

On motion of Burt, seconded by Buterbaugh to approve the following Action Agenda item to **amend to include adding grade 4-5 to the K-3 hybrid learning model approved by the Board at the July 27-29 Special Meeting::**

Shippensburg Area School District School Reopening Health & Safety Plan

- Administration recommends approval of the School Reopening Health & Safety Plan for the 2020-2021 school year.

A discussion occurred among the Board regarding Mr. Burt's amended motion to include grades 4-5 as having a choice of face-to face or virtual instruction:

The amended motion **failed** with **Bard, Burg, Goates, Lyman, Scott, Torri, and Suders** voting **no**.

(Action)

ACTION AGENDA

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

Shippensburg Area School District School Reopening Health & Safety Plan

- Administration recommends approval of the School Reopening Health & Safety Plan for the 2020-2021 school year.

On roll call, all present voted yes except **Burt** who voted **no**.

(Action)

ACTION AGENDA

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

Revised 2020-2021 COVID-19 School Calendar

- Administration recommends approval of the revised 2020-2021 school calendar.

On roll call, all present voted yes.

(Information)

BOARD COMMENTS

Dr. Goates expressed hopefulness that COVID-19 incident rates in both Cumberland and Franklin Counties continue to decrease. He feels the district has approved a solid cautious reopening plan.

Mr. Bard appreciates and concurs with Dr. Goates' comments.

Mrs. Burg thanked Dr. Suppo, Administration and staff for developing the health and safety plan and preparing for the reopening of school.

Mr. Burt commented that he has heard from a lot of parents that since face-to-face instruction is not available to all grades, parents are looking for the best cyber/charter option. He requested a regular update on the number of students leaving the district and an update regarding district finances as it relates to areas of savings due to underutilization of services and areas of increased costs due to COVID-19. He also expressed concerns with previous remarks from Administration regarding staffing concerns and reopening of school.

Mr. Scott commented on the recent budget process specifically not hiring additional staff. He is noting Administration's recommendation that additional staff may be needed to reopen schools and noted the impact this may pose on the budget and questioned the support for this by the Board.

Dr. Torri commented on the PIAA's new plan and asked Dr. Suppo to forward it to the Board by Wednesday, August 12, 2020. He also asked if the Board could receive a copy of the COVID-19 guidebook by August 20, 2020 so they have time to review it. He commented on a parent request for a list of supplies needed for the 2020-2021 school year. He asked Administration to please communicate these needs to parents.

Mrs. Burg encouraged families to stay in the district instead of enrolling in an outside cyber/charter schools. She stated this will allow students to remain with their SASD teachers so it is easier for them to come back for face-to-face instruction.

Mr. Suders commented that it will be tough year and he looks forward to working with everyone. He said we will get through it.

Mr. Buterbaugh asked Administration to keep the Board updated on the number of students existing the district and enrolling in charter schools. He also expressed concerns he has heard this evening regarding sufficient staff to operating a full k-12 hybrid model. He also thanked all of the teachers, staff, and Administration who put in the hard work through the COVID-19 pandemic. He requested a Budget & Finance Committee be held to review the affects the COVID-19 pandemic has had on the district budget.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Desirae Cupp, parent in SASD, sought clarification from the Board on the education plans for students with IEP's and 504 accommodations in grades 4-12.

Mr. Dung Pham, parent in the SASD, spoke to the Board regarding what plan they have to bring kindergarten through grade 3 students back to face-to-face instruction every day should enrollment numbers decline due to parents choosing other education options such as charter schools, homeschooling, etc.

Mr. Scott Rhinehart, parent in the SASD, spoke to the Board regarding his concerns with the district's reopening plan specifically SASD's staffing concerns limiting the ability to offer specific learning options.

Dr. Suppo commented that although some parents may not like the reopening plan, the district has worked tirelessly on a plan to effectively teach kids in the classroom as well as virtually.

Ms. Amy Winters, resident in SASD, stated she appreciates what Dr. Suppo, Administration and teachers have done. She expressed concerns with the district not having final enrollment counts prior to approving the method of reopening school.

Mr. Ray Robinson, parent in SASD, stated he feels Mr. Buterbaugh's comment of "all or nothing" pertaining to the reopening method is a valid concern and he expressed concerns with offering hybrid with a virtual option.

INFORMATION

Date Saver

Board Meetings - beginning at 7:00 p.m. and held virtually until further notice

August 24, 2020

September 14, 2020

September 28, 2020

ADJOURNMENT

On motion of Scott, seconded by Lyman to adjourn at 10:12 p.m.



Cristy Lentz
Board Secretary