

Minutes of the August 13, 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 topic of the meeting was the SCPRA plans for renovation of Veteran's Stadium presented by Mr. Tyler Fairchild, Director of the SCPRA.

OPENING

Call to Order

Mrs. Susan 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. Michael Lyman (7:22 p.m.); Mr. Hunter Merideth; Mrs. Tracy Montoro; and Mr. Charles Suders. Dr. David Lovett, President; Dr. Nathan Goates; and Dr. Geno Torri were absent.

Others present were: Dr. Jerry Wilson, Superintendent; Mr. Scott Shapiro, James Burd Elementary Principal; Mr. Darrell Barnhart, Acting Director of Operations and Maintenance; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mr. Michael Montedoro, Athletic/Transportation Director; 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:

Timothy D. Marpoe, Jr. ~ November 12, 1991 - August 8, 2018
2010 Graduate of Shippensburg Area High School

Vonnie J. Eckenrode ~ February 11, 1944 - August 6, 2018
1961 Graduate of Shippensburg Area High School

Ronald Lee Appleby ~ December 6, 1939 - August 2, 2018
Retired custodian in the District, stepfather to Paula Morris, Head Custodian at the high school and 1958 Graduate of Shippensburg Area Senior High School

Lori Ann Leitzel ~ October 1, 1965 - July 11, 2018
1983 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 requested "Item M - Transportation Routes for the 2018-2019 School Year" and "Item O - Approval of Cumberland Valley Christian School Bus Driver" under the Consent Section of tonight's agenda be removed.

On a motion **from the floor** by Suders, seconded by Merideth to approve removing Item M & O under the Consent Section of tonight's agenda from the agenda.

On roll call, all present voted yes to this motion from the floor.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

None

Finance Report

Mrs. Cristy Lentz, Business Administrator, presented information to the Board of School Directors regarding Fund Balance.

(Action)

Agenda Approval (continued)

Dr. Lyman arrived at tonight's meeting.

Dr. Wilson requested "Item M - Transportation Routes for the 2018-2019 School Year" and "Item O - Approval of Cumberland Valley Christian School Bus Driver" under the Consent Section of tonight's original agenda be added back into tonight's agenda.

On a motion **from the floor** by Merideth, seconded by Montoro to approve adding Item M & O under the Consent Section of tonight's original agenda back into tonight's agenda.

On roll call, all present voted yes to this motion from the floor except **Suders** who **abstained**.

(Information)

Superintendent's Report

1. Enrollment Report: The August 8, 2018 Enrollment Report was presented to the Board. Enrollment numbers are as follows:

Kindergarten	261	Fifth Grade	277	Tenth Grade	258
First Grade	245	Sixth Grade	275	Eleventh Grade	258
Second Grade	265	Seventh Grade	277	Twelfth Grade	253
Third Grade	235	Eighth Grade	261	Out of District	25
Fourth Grade	236	Ninth Grade	259		

2. Activity Account 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, 2018:

Senior High	\$87,837.88
Middle School	\$28,012.23
Intermediate School	\$ 8,763.95
James Burd	\$ 5,340.85
Nancy Grayson	\$ 1,278.44

A detailed listing for the Senior High and Middle School Activity accounts was provided to the Board.

Updates

Dr. Wilson provided updates to the Board on the following:

- The start of the 2018-2019 school year.
- A status report on the S.A.S.D. roof projects at S.A.M.S., S.A.S.H.S., and the Administration Building.
- The new multi-age combination classroom at the Nancy Grayson Elementary School.

A brief discussion occurred among the Board and Dr. Wilson regarding the multi-age combination classroom at Nancy Grayson Elementary School and kindergarten class sizes at both Nancy Grayson Elementary School and the James Burd Elementary School.

(Action)

OLD BUSINESS

On motion of Burg, seconded by Lyman to approve the following Old Business Item:

Policy for a Second Reading and Approval

- The Superintendent recommends approval of the following revised policy for a second reading and adoption:

#222 - Tobacco Use

On roll call, all present voted yes to this Old Business item.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the July 9, 2018 Board meeting.

Finance

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

Personnel

Administration

- The Superintendent recommends approval of the following contract:
 1. **Tina Clever**, Human Resources Director, effective September 1, 2018 at an annual salary of \$68,000.

- The Superintendent recommends approval of the following leave request:
 1. **Bethany Bridges**, Assistant Supervisor of Special Education, from approximately September 12, 2018 to November 21, 2018.

Professional Staff

- The Superintendent recommends acceptance of the following resignations:
 1. **Leah E. Shaw**, Grade 6 ELA Teacher at Middle School, retroactive to August 6, 2018.
 2. **Morgan Whiteman**, Long-term Substitute Grade 2 Teacher at James Burd Elementary School, retroactive to July 31, 2018.

- The Superintendent recommends the following appointments:
 1. **Jennifer L. Cordell**, Long-term Substitute Autistic Teacher at Nancy Grayson Elementary School from August 13, 2018 to approximately November 27, 2018.

Education: Wilson College - Master's & Bachelor's

Experience: Source4 Teachers - Substitute Teacher 2 years,
Chambersburg Area School District - Teacher Assistant 2 years

Certification: Emergency Permit for Special Education, Grades PK-4

Salary: \$90/day for 30 days, then on 31st day Bachelor's Step 1 \$48,869
 2. **Lindsay E. Keen**, Grade 6 ELA Teacher at Middle School, effective August 14, 2018.

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

Experience: Chambersburg Area School District - 14 years

Certification: Elementary K-6

Salary: \$62,325 Master's Step 6

3. **Christy E. Knorr**, Long-term Substitute Grade 2 Teacher at James Burd Elementary School, effective from August 13, 2018 to approximately January 2, 2019.

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

Experience: School of Osceola Cty. - Grade 4 Teacher 3 years, Mt. Carmel Christian School - Grades 4 & 5 Teacher 9 years

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. **Nancy Schroyer**, from Part-time (.48) Learning Support Teacher at Intermediate School to Part-time (.48) Learning Support Teacher at Nancy Grayson Elementary School, effective August 13, 2018.

Support Staff

- The Superintendent recommends acceptance of the following resignations:
 1. **Paula Allen**, Custodian, full-time (approximately 8 hours per day) at the James Burd Elementary School, retroactive to July 26, 2018 for the purpose of retirement.
 2. **Andrea Barber**, Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) at the Senior High School, effective August 29, 2018.
 3. **Cheryl Pantalone**, Cafeteria Head Cook, full-time (approximately 6 hours per day) at the Senior High School, retroactive to August 3, 2018.
 4. **Nancy Garvin**, Secretary to the Director of Operations and Maintenance, part-time (approximately 4 hours per day) at the Administration Building, retroactive to August 10, 2018.
 5. **Stacey Lawson**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to July 10, 2018.
 6. **Christine Lentz**, LPN, full-time (approximately 7 hours per day) at the Intermediate School, retroactive to June 23, 2018.
 7. **Crystal Santoro**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to July 9, 2018.
 8. **Andrea Thompson**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to August 8, 2018.

- The Superintendent recommends approval of the following promotions:
 1. **Rebecca Canale**, from Cafeteria Kitchen Helper, part-time (approximately 2 hours per day) to Cafeteria Cashier/Helper, part-time (approximately 2.5 hours per day) at the Senior High School, retroactive to August 1, 2018 at an hourly rate of \$9.96.
 2. **Rachel Coldsmith**, from Custodian (floater), part-time (approximately 5.75 hours per day) District-Wide to Custodian, full-time (approximately 8 hours per day) at the Intermediate School, effective August 13, 2018 with no change in rate.
 3. **Stephanie McMichael**, from Cafeteria Kitchen Helper, part-time (approximately 2 hours per day) to Cafeteria Head Cook, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to August 1, 2018 at an hourly rate of \$11.02.

- The Superintendent recommends employing the individuals below pending receipt of all required documentation:
 1. **Kimberly Etter**, Cafeteria Cashier/Helper, part-time (approximately 2 hours per day) at the James Burd Elementary School, retroactive to August 9, 2018 at an hourly rate of \$9.10.
 2. **Heather Goiran**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, effective August 13, 2018 at an hourly rate of \$9.10.
 3. **Tina Hayes**, Cafeteria Kitchen Helper, part-time (approximately 2.75 hours per day) at the Nancy Grayson Elementary School, retroactive to August 9, 2018 at an hourly rate of \$8.84.
 4. **Angela Hostetter**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, effective August 13, 2018 at an hourly rate of \$9.10.
 5. **Devin Rotz**, Custodian, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to July 16, 2018 at an hourly rate of \$9.10.
 6. **Kristina Shoemaker**, Cafeteria Kitchen Helper, part-time (approximately 2 hours per day) at the Senior High School, retroactive to August 9, 2018 at an hourly rate of \$8.84.
 7. **Melissa Yinger**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, effective August 13, 2018 at an hourly rate of \$9.10.

- The Superintendent recommends employing the individuals below for substituting pending receipt of all required documentation:

1. **Catherine Eiswert** - Classroom Assistant & Secretary
2. **Stephanie Masker** - Classroom Assistant
3. **Cheryl Pantalone** - Custodian
4. **Sherry Reed** - Classroom Assistant & Secretary

Supplemental Staff

- The Superintendent recommends acceptance of the following resignations:
 1. **Taylor Dorman**, Assistant Softball Coach at Senior High School, retroactive to July 6, 2018.
 2. **Rachel Hess**, Head Girls' Soccer Coach at Middle School, retroactive to June 29, 2018.
 3. **Coral McMath**, Assistant Softball Coach at Senior High School, retroactive to July 23, 2018.
 4. **Nicole Sunderland**, Assistant Cross Country Coach at Senior High School, retroactive to July 17, 2018.

- The Superintendent recommends approval of the following appointments:
 1. **Zachary Miller**, Senior Class Co-Advisor, effective August 13, 2018 at a supplemental salary of \$439.73.

Experience: Current Social Studies Teacher at Senior High School

Education: Shippensburg University

Salary: \$439.73
 2. **Eric Minor**, Assistant Football Coach at Middle School, effective August 13, 2018.

Experience: Shippensburg Midget Football League

Education: Shippensburg High School graduate

Salary: \$1,804.24

3. **James Reilly**, Assistant Football Coach at Middle School, effective August 13, 2018.

Experience: CFA Pony Head Coach, Shippensburg Freshman Assistant Coach

Education: Shippensburg University - Bachelor's & Master's

Salary: \$1,804.24

4. **Ashley Weaver-Morales**, Assistant Cheer Advisor at Middle School, effective August 13, 2018.

Experience: Chicago coached 4th to 7th grade girls team & won state championship, Shippensburg coach V.F.W. Eagles cheer team

Education: Elizabethtown College - Bachelor's, Shippensburg University - Master's

Salary: \$1,871.02

- The Superintendent recommends approval of the following mentor appointments for the 2018-19 school year:

1. **Kelly Ackley**, Elementary Mentor at a supplemental salary of \$966.50

2. **Shannon Eyer** - Secondary Mentor at a supplemental salary of \$966.50

3. **Christie Johnson** - Secondary Mentor at a supplemental salary of \$1,053.47

4. **Carrie Krebs** - Secondary Mentor at a supplemental salary of \$1,053.47

5. **Nicholas Mancino** - Secondary Mentor at a supplemental salary of \$526.74

6. **Kristoffer Rhinehart** - Secondary Mentor at a supplemental salary of \$966.50

7. **Michael Sassin** - Secondary Mentor at a supplemental salary of \$966.50

8. **Nicole Sunderland** - Secondary Mentor at a supplemental salary of \$966.50

- The Superintendent recommends approval of the following volunteer coach for the 2018-2019 school year:

Christie Johnson - Senior High School Field Hockey Program

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.

The Superintendent recommends approval of the Letter of Agreement between SASD and Cumberland-Perry MH.IDD for the 2018-19 school year.

Agreement with Behavior Therapy International, Inc.

- Behavior Therapy International (BTI), Inc. offers personalized Applied Behavior Analytic services to meet individual needs and circumstances. BTI will assist with administration, management and oversight of behavior management practices for the students at SASD. Services may include: observations, functional behavior assessments, progress reporting, treatment plan development, data collection, presence at meetings, and staff guidance/consultation. The cost for services is \$38,250.00 for the 2018-2019 school year.

The Superintendent recommends the approval of the agreement.

Agreement with Presence Learning, Inc.

- Qualified school psychologists employed by Presence Learning, Inc., will be administering psycho-educational assessments remotely to students at the middle school and high school. These psychologists streamline the identification process for special education and continued eligibility. The proposed agreement is for the 2018-2019 school year and the cost for services is \$75,000.00 and will cover 140 psycho-educational assessments.

The Superintendent recommends approval of the agreement.

Agreement for English Language Development/English as a Second Language

- The Superintendent recommends approval of the 2018-19 services agreement with the Capital Area Intermediate Unit (CAIU) to provide assessment, instruction, curriculum, and resources to students in the District with Limited English Proficiency.

DIBELS Data System Agreement

- DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is a set of measures that assesses the acquisition of early literacy skills from kindergarten through fifth grade at James Burd, Nancy Grayson, and the Intermediate School.

The Superintendent recommends approval of the agreement.

MOU with CAIU #15 Title III Consortium

- The Superintendent 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.

A copy of the MOU was provided to the Board.

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. The University requires a signed Service Purchase Contract for this service. The University pays \$3.25 per lunch; a \$.10 per lunch increase. A copy of the Service Purchase Contract was provided to the Board.

The Superintendent recommends approval of the contract.

Performance Agreement for The NED Show

- The NED Show is a free school-wide character education performance that focuses on improving behavior, being kind, and enhancing school climate. NED is a lovable cartoon character whose name is an acronym for Never give up, Encourage others, and Do your best.

The Superintendent recommends approval of the agreement of The NED Show to perform on October 17, 2018 at the Intermediate School.

Responding to Violent Intruder (RVI) Instructor Training Contract

- The Superintendent recommends approval of the contract between Shippensburg Area School District and Lancaster-Lebanon Intermediate Unit 13 to provide Responding to Violent Intruder (RVI) Instructor Training, using the trainer of trainer model, on September 13, 2018.

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.

The Superintendent recommends approval of the agreement between Franklin County for the Franklin County Children and Youth Service and the District.

Vendor Awarded for Gasoline and Diesel Fuel

- The Superintendent recommends retroactive approval of awarding the bid to Cumberland Valley Fueling as the gasoline and diesel fuel provider for the period of July 1, 2018 through June 30, 2021. The Administration advertised for 87 octane gasoline and diesel fuel for the 2018-2019 through the 2020-2021 school years and only received one bid.

Real Estate Tax Exoneration

- The Franklin County Tax Claim Bureau has notified the District of properties that should be exonerated and stricken from the real estate tax records. The Tax Claim Bureau is requesting that the Board adopt a resolution exonerating the Tax Claim Bureau from collecting the taxes for all years noted in the document presented to the Board.

The Superintendent recommends that the Board of School Directors approve the resolution.

Sale of Property at Repository Bid Prices

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

Award Art Supply Bids

- The Business Administrator has received a bid report on the art supplies for the 2018/19 school year totaling \$7,354.22. The Superintendent recommends approval of the art supply bids as described below.

Art Suppliers Awarded:

Blick Art Materials	\$ 1,131.09
Kurtz Brothers	\$ 1,246.96
National Art & School Sup.	\$ 107.60
Pyramid School Products	\$ 1,990.78
S & S Worldwide	\$ 33.07
School Specialty	\$ 2,273.30
W.B. Mason Co.	<u>\$ 571.42</u>
Total	\$ 7,354.22

Award General Supply Bids

- The Business Administrator has received a bid report on the general supplies for the 2018-19 school year in the amount of \$25,744.63. The Superintendent recommends approval of the general supply bids, retroactive to 7/10/18, as described below.

Kurtz Brothers	\$ 7,004.47
National Art & School Supply	\$ 3,628.02
Pyramid School Products	\$ 5,236.17
S & S Worldwide	\$ 130.09
School Specialty	\$ 5,485.60
W. B. Mason Co.	<u>\$ 4,260.28</u>
Total	\$25,744.63

Permission to Dispose of Workbooks

- The Superintendent recommends approval to dispose of non-purchased K-5 Everyday Math student workbooks.

G. R. Sponagle Contract - SAMS Generator Repairs

- The Superintendent recommends retroactive approval of the G. R. Sponagle contract. Immediate repairs to the Shippensburg Area Middle School generator were needed due to temperatures well exceeding recommended levels. Cost for these repairs total \$1,720.00 and will be paid from the 2018-2019 Maintenance Department budget.

Eastern Elevator Repair - SAIS Elevator

- The Superintendent recommends retroactive approval of the Eastern Elevator Proposal. Immediate repairs to the Shippensburg Area Intermediate School elevator were needed to ensure 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 \$1,995.00 and will be paid from the 2018-2019 Maintenance Department budget.

Daniel Martin Magic, Inc. Performance Agreement

- The Superintendent recommends approval of the agreement between Daniel Martin Magic, Inc., and Shippensburg Area High School for two performances on August 24, 2018 to kickoff PBIS for the middle school and the high school. Both schools will share the \$2500.00 cost for the performances.

Letter of Agreement - Geisinger Holy Spirit Teenline and SASD

- The Superintendent recommends approval of the Letter of Agreement between Geisinger Holy Spirit on behalf of its Teenline Program and Shippensburg Area School District SAP Teams as outlined in the agreement presented to the Board.

Peachjar User Agreement

- Peachjar, an eflyer distribution service provider, delivers digital flyers with school related and community events and activities to parents. Peachjar will help ensure consistent delivery of school and community fliers to our Shippensburg Area families.

The Superintendent recommends approval of the agreement.

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 items:

Transportation Routes for the 2018-2019 School Year

- The Superintendent recommends approval of the 2018-2019 transportation routes.

Approval of Cumberland Valley Christian School Bus Driver

- The Superintendent recommends the approval of Tonia Killian, bus driver for Cumberland Valley Christian School for the 2018-19 school year.

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

(Action)

ACTION AGENDA

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

Personnel

- The Superintendent recommends approval of a one year, full-time classroom assistant position at James Burd Elementary School due to large kindergarten classes for the 2018-19 school year.

A discussion occurred among the Board and Dr. Wilson regarding support positions for kindergarten classrooms.

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

(Action)

ACTION AGENDA

On motion of Suders, seconded by Burg to approve the following Action Agenda item:

City Wide of Central PA Safety Patrol Proposal

- The Superintendent recommends approval of the proposal from City Wide of Central PA to provide Safety/Traffic Patrol for the SASD during the 2018-2019 school year at a cost of \$19.40 per hour per Safety Patrol Officer. Contracting these services will allow Maintenance Staff to concentrate on maintenance activities in lieu of traffic patrol. Funds have been included in the 2018-2019 budget to help cover contracting out this service.

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

BOARD COMMENTS

Mr. Merideth inquired about the procedure for approving upgrades to the high school that were presented at the July 9, 2018 meeting. Should the Board vote to approve these projects, he asked for clarification on what the next steps would be.

Dr. Wilson indicated an RFP would be prepared for each project and based on the results, brought back to the Board for review/approval.

CITIZENS' COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Mary Beth Fiscal, resident of S.A.S.D., expressed concerns with being able to hear the Board Meetings and asked for everyone to speak more loudly and into the microphones to remedy this issue.

The following community members spoke regarding their concerns and/or support with the proposed stadium project and/or other concerns regarding financial impacts of the stadium, program alignment, etc.:

Mr. Jason Mackanick

Ms. Jane Foust

Ms. Renee Kelly

Mrs. Kerri Burrows

Mrs. Marlyn Reed

Mr. Steven Brenize

Mrs. Maryln Reed, parent in the S.A.S.D., expressed concerns with using on-line contracted resources for the District's psychology services instead of hiring in-house staff.

INFORMATION

Date Saver for 2018-19 School Year

- **August 6 & 7:** New Teacher Orientation
- **August 13:** District Opening Day In-Service and Open House/Orientation at all schools
- **August 14:** Act 80 Day - Staff Development and Open House at all schools
- **August 15:** District In-Service
- **August 16:** First Day of School for Students

ADJOURNMENT

Mrs. Spicka adjourned the meeting at 8:07 p.m.



Cristy Lentz
Board Secretary