

Minutes of the September 14, 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 call, 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.; Dr. Geno Torri; and Caden Yonish, Student Representative. Sarah Fink, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mr. Greg Miller, Associate High School Principal; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Mr. Matthew Flohr, James Burd Elementary Principal; Mrs. Susan Martin, Nancy Grayson Elementary Principal; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mr. Buck Brindle, Shippensburg Area Middle School Assistant Principal; Mrs. Holly Garner, Director of the Grace B. Luhrs University Elementary School; Mr. Joseph Wachter, Director of Operations and Maintenance; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Margaret Crider, Supervisor of Special Education; Mrs. Bethany Bridges, Assistant Supervisor of Special Education; Dr. Troy Stevens, Technology Coordinator; Mrs. Tina Clever, Human Resources Director; 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](mailto: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

**Executive Session**

Mr. Buterbaugh announced an Executive Session was held on September 10, 2020 to discuss personnel and safety matters.

Mr. Buterbaugh announced an Executive Session will be held on September 15, 2020 to discuss personnel matters.

**Moment of Silence**

The Board of School Directors held a moment of silence in memory of the following:

**Ruth G. Bowermaster** ~ January 12, 1928 - August 31, 2020  
1945 Graduate of Shippensburg High School

**(Action)**

**Agenda Approval**

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

Dr. Suppo stated there is one change to tonight's agenda. The proposal with Contingency Resource Group, LLC has been moved from the #4 Discussion Agenda section to the #6 Action Agenda section to expedite applying for FEMA funds.

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

On roll call, all present voted yes.

Mr. Buterbaugh welcomed Caden Yonish as the new Student Representative.

**(Information)**

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

Ms. Carole DiDaniele, Shippensburg University Student, commented she is attending tonight's Virtual Planning/Action Meeting as a class requirement and inquired if the recording would be available to the public.

Dr. Suppo stated the recording of tonight's meeting would be available on YouTube.

Mrs. Lentz read an e-mail provided by Mrs. Sarah Lochiatto, parent in the S.A.S.D., expressing concerns with the hybrid education schedule currently in place in the district.

## **REPORTS**

### **Student Representatives**

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

- 1) The first week of school
- 2) Internet issues
- 3) Fall sports season
- 4) The Drama Club has decided to move their postponed production of "Into the Woods" to the summer of 2021 allowing graduated students to still partake with all of the hard work they put in.

### **Franklin County Career Center Report - Charlie Suders**

None

### **Board Committee Reports**

None

### **Superintendent's Report**

#### **District Update**

Dr. Suppo presented an update to the Board on the following:

- 1) FCCTC – The start of school year went well. They are currently working under an A/B hybrid schedule in which one-half the students attend one week and the other half attend the next week.
  - 2) SASD – The start of the 20/21 school year. He stated he visited each building and was excited to see students in grades K-3 as well as the online learning. He stated he has received positive comments from parents regarding the online learning.
1. Donation Report: The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:
- Pollock Farm LLC.**, \$200.00 monetary donation in memory of Wayne Craig, Jr. to support the S.A.S.H.S. FFA.
  - Wenger's Floor Covering Inc.**, \$30.00 monetary donation in memory of Wayne Craig, Jr. to support the S.A.S.H.S. FFA.
  - Volvo**, \$1,000.00 monetary donation in support of the annual Veteran's Day Program to be held at the Shippensburg Area Senior High School.

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

Kindergarten	219	Fifth Grade	236	Tenth Grade	274
First Grade	243	Sixth Grade	245	Eleventh Grade	253
Second Grade	268	Seventh Grade	279	Twelfth Grade	264
Third Grade	251	Eighth Grade	267	Out of district	27
Fourth Grade	268	Ninth Grade	276		

Mrs. Luffy, Mrs. Benbow, Mrs. Mowery, Mrs. Martin, Mr. Flohr, and Mrs. Garner presented information to the Board regarding the first week of school.

Dr. Suppo thanked all of the district staff. He commented that everyone is integral in making the start of school successful. He said teachers are genuinely excited to be back and Administration continues to look at what is next. He reiterated how the district started with a K-3 model on an A/B schedule and how Administration is looking into how to phase in the next grade levels. Some items that must be considered are transportation, sanitation, staffing for educators, etc. He said he is happy to report and recommend to the Board to bring back grades 4-5 on an A/B hybrid schedule beginning on October 5, 2020. He said he wants to try to align families to the same cohort for students in K-3 as students in grades 4-5. He commended the Principals for the amount of unseen planning time to make the start of school a success.

Mr. Buterbaugh asked Dr. Suppo if he was looking for a Board motion on bringing back students in grades 4-5.

Dr. Suppo commented that he would like the Board to approve the revised Health and Safety Plan before approving phasing in the next grade levels. He also reminded the Board that things could change that would require the district to deviate from the plan.

**(Action)**

**ACTION**

On motion, **from the floor**, of Burt, seconded by Suders to approve the following Action Agenda item:

**Change in reopening plan for grades 4-5**

- To bring grades 4-5 back to school on a hybrid schedule on October 5, 2020 followed by middle school students two weeks later on October 29, 2020 followed by high school students two weeks later on November 2, 2020 and make the corresponding changes to the Health and Safety plan.

An extensive discussion occurred among the Board and Administration regarding the above motion from the floor.

**Dr. Goates asked Mr. Burt if would entertain revising his motion to set a date for the middle school and high school students to come back on a hybrid schedule at the end of the 1<sup>st</sup> marking period.**

Dr. Suppo stated the end of the first quarter is November 9, 2020.

**Mr. Burt agreed to the amended proposal by Dr. Goates.**

Mr. Buterbaugh reiterated the amended motion as follows:

**Change in reopening plan for grades 4-12**

- Moving grades 4-5 at SAIS and Luhrs to a hybrid schedule beginning October 5, 2020 and moving grades 6-12 to a hybrid schedule beginning November 9, 2020 and make the corresponding updates to the district's Health and Safety plan.

**Mr. Suders also agreed to the amended motion reiterated by Mr. Buterbaugh.**

A discussion occurred among the Board and Administration regarding the amended motion from the floor.

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

**(Information)**

**DISCUSSION AGENDA**

**Food Service Fund Debt**

The Food Service Fund finished the 2019-2020 school year with an inter-fund debt in the amount of \$267,842.04 due to the General Fund. This was a result of the PA State mandate to continue to pay school district employees their normal wages during the COVID-19 closure and a loss in revenue due to serving substantially less meals. To date, the Food Service Fund has paid back the General Fund \$71,190.09 leaving an inter-fund debt in the amount of \$196,651.05.

Administration will recommend through the close out of the 2019-2020 audit, this debt be removed from the books of both the Food Service Fund and General Fund by utilizing general fund unassigned fund balance.

**Contract with Chambersburg Area School District for Autism Support Services**

As outlined in each student's Individualized Educational Program (IEP), Chambersburg Area School District provides services for 1 student in the Shippensburg Area School District. The proposed agreement is for the 2020-2021 school year. The estimated cost for the program is \$32,000.00, which has not changed from previous years. The hourly rate for any related services is as follows:

- Speech & Language Therapy - \$80.00
- Occupational Therapy - \$80.00
- Physical Therapy - \$70.00
- Extended School Year (ESY) - \$100/day (plus hourly wage for Personal Care Assistant if needed)

Administration will recommend approval at the September 28, 2020 Board Meeting.

**Trails Agreement with Yellow Breeches Educational Center, Inc.**

Yellow Breeches Educational Center provides experiential learning experiences via one-day adventure based outings for students with special needs in the SASD. The District agrees to purchase a minimum of eighteen (18) one-day experiences at a per day rate of \$810.00. The District will pay the contractor a minimum sum of \$14,580.00. Optional transportation of Trails students and staff will be provided at a rate of \$100.00 per day per van.

Costs for services in 2019/2020 school year:

Eighteen (18) one day experiences - \$794.00

Minimum sum paid to contractor - \$14,292.00

Optional transportation - \$65.00

The Administration will recommend approval of the contract at the September 28, 2020 Board Meeting.

**(Action)**

**CONSENT AGENDA**

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

**Approval of Minutes**

- Recommend approval of the minutes as presented from the August 10 and August 24, 2020 Board meetings.

**Finance**

- Recommend approval of the following:
  1. **Bills of Payment**
  2. **Financial Reports**
    - a.) Treasurers
    - b.) Capital Reserve Fund
    - c.) Cafeteria Fund - August report and a revised report for July
  3. **Tax Report**
  4. **Budget Reports**
    - a.) Budget Summary
    - b.) Budget Transfers - there are no budget transfers

**Personnel**

**Professional Staff**

- Administration recommends acceptance of the following resignations for the purpose of retirement:

1. **Timothy R. Diehl**, Grade 8 Science Teacher at the Middle School, effective September 18, 2020.
2. **Paul A. Tornow**, Virtual Secondary Mathematics Teacher at the Senior High School, effective January 27, 2021.

- Administration recommends approval of the following appointments:

3. **Stephen M. Kocis III**, Social Studies Teacher at Senior High School, retroactive to September 8, 2020 at a salary of \$56,999 Master's Step 3 (This is replacing a vacant position.)

Stephen was hired as Social Studies Teacher at the Senior High School. He received his Bachelor's degree from DeSales University in Reading and his Master's degree from Edinboro University in Politics for Social Studies certification. Mr. Kocis worked as a Social Studies Teacher at Easton Area School District, Harrisburg School District, and Saucon Valley School District in PA. He also taught at several school districts in Georgia.

4. **Morgan L. Margerison**, Long-term Substitute Biology Teacher at the Senior High School, retroactive to September 2, 2020 at a salary of \$100/day for 30 days, then \$272.95/day on the 31st day, Bachelor's Step 1 (This is a Long-term Substitute for Victoria Dennis' position.)

Morgan is hired as the Biology Long-term Substitute Teacher at Senior High School. She received her Bachelor's degree from Liberty University in Psychology. Morgan made the Dean's list every semester at Liberty College and graduated Summa Cum Laude. She is currently taking classes at Shippensburg University in General Biological Science.

- Administration recommends approval of the following salary advancements retroactive to the first pay of the 2020-2021 school year:

5. **Ashley Coy** - Master's 45
6. **Christie Johnson** - Master's 60
7. **Brenda Mason**- Master's 75

8. **Anthony Massara** - Master's 90
  9. **Emily Rickman** - Master's 60
  10. **Miranda Shipp** - Master's 90
  11. **Denise Simmers** - Master's 90
  12. **Emilie Stuart** - Master's 30
  13. **Kathryn Watts** - Master's 30
- Administration recommends approval of the following supplemental appointments:
    14. **Trisha Asper**, Elementary Mentor, effective August 25, 2020 at a supplemental salary of \$500.
    15. **Krystal Boyles**, Elementary Mentor, effective August 25, 2020 at a supplemental salary of \$500.
    16. **Travis DeShong**, Secondary Mentor, effective August 18, 2020 at a supplemental salary of \$500.
    17. **Debra Heefner**, Elementary Mentor, effective August 25, 2020 at a supplemental salary of \$1,000.
    18. **Elizabeth Laird**, Secondary Mentor, effective August 18, 2020 at a supplemental salary of \$1,000.
    19. **Erin Lee**, Middle School Assistant Athletic Director/Equipment Manager, effective September 15, 2020 at a supplemental salary of \$4,250 (This is replacing a vacant position.)

#### **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:
  20. **Ariel Paffos**, Custodian at the Senior High School, retroactive to August 21, 2020.
- Administration recommends acceptance of the following resignations:
  21. **Laura Cover**, Health Room Assistant, part-time (approximately 5.75 hours per day) at the Intermediate and Middle Schools, retroactive to September 8, 2020.



22. **Allison Garner**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, retroactive to August 28, 2020.

**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 2020/2021 school year.

**Pictures Plus Photography Agreement 2020 to 2023**

- The School District conducted a Request for Proposal for photography services in 2017 and recommended Pictures Plus Photography as the District's photographer for the 2018-19 and 2019-20 school years with renewals dependent on satisfactory performance. The School District continues to be extremely satisfied with their services and therefore, the Administration is recommending approval of the service agreement with Pictures Plus Photography for the 2020-2021 school year with two additional one year agreements based on satisfactory performance. All terms and conditions remain the same as the previous agreement except for additional language to comply with CDC guidelines regarding COVID-19.

**Amendment to Agreement with Tyler Technologies, Inc.**

- Administration recommends approval of the amendment to the agreement with Tyler Technologies, Inc. to purchase software for an app to communicate transportation routing information. Parents will be able to download the app and get information regarding their child's transportation schedule.

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

**(Action)**

**ACTION AGENDA**

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

**Reschini Employer Reporting Engagement Proposal**

- Administration recommends the Board of School Directors approve the proposal from The Reschini Group to complete the Affordable Care Act mandated reporting requirements to meet section 6055 and 6056 of the IRS code on behalf the District. The cost for these services for the 2020 reporting year will be \$6.25 per 1095 form, or approximately \$2,500.00. For the past four years, the cost per form has remained flat.

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:

**Athletics Health and Safety Plan**

- Administration recommends approval of the Athletics Health and Safety Plan that will be included in the School District's Health and Safety Plan that was Board approved on August 10, 2020.

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

**(Action)**

**ACTION AGENDA**

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

**SASD School Reopening Health and Safety Plan Matrix Revision**

- Administration recommends revisions to the Opening Matrix that is part of the Board approved School District's Reopening Health and Safety Plan Appendix. All of the revisions are bold/underlined.

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

**(Action)**

**ACTION AGENDA**

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

**Lincoln Intermediate Unit #12 (LIU) Additional Services Agreement**

- Administration recommends approval of the agreement with the LIU for additional services for a personal care aide (PCA) for a high school student with an Individual Education Plan (IEP) and who attends the Franklin County Career Technology Center. The daily rate is \$200.85 for the PCA, for Semester 1, every other week attendance cycle.

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

(Action)

**ACTION AGENDA**

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

**Memorandum of Understanding between SASD and SAEA - Live Streaming**

- The Superintendent recommends approval of a Memorandum of Understanding (MOU) between SASD and the Shippensburg Area Education Association regarding the use of live stream video for instruction during the COVID-19 crisis. This MOU was approved at the August 24, 2020 Board Meeting however the MOU has been revised. The updated version was provided to the Board.

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

(Action)

**ACTION AGENDA**

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

**Memorandum of Understanding between SASD and SAEA - Reopening Plans**

- The Superintendent recommends approval of the Memorandum of Understanding between SASD and the Shippensburg Area Education Association regarding reopening plans/changes due to the COVID-19 crisis.

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

(Action)

**ACTION AGENDA**

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

**Memorandum of Understanding Between Shippensburg University Head Start and SASD**

- In order to meet new requirements of the Elementary and Secondary Education Act (ESEA) amended by Every Student Succeeds Act (ESSA), requiring local education agencies receiving Title I funds, the Administration recommends retroactive approval of the Memorandum of Understanding between Shippensburg University Head Start and Shippensburg Area School District effective August 2020 through July 2021.

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

(Action)

**ACTION AGENDA**

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

**Rental Agreement with Pure Water Technology of Central PA, Inc.**

- Administration recommends approval of the rental agreement with Pure Water Technology of Central PA, Inc. for bottle fillers at James Burd Elementary, Nancy Grayson Elementary, Intermediate School, and the Middle School. Per CDC guidelines, the District had to turn off all water fountains and this will allow students to have drinking water available.

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

(Action)

**ACTION AGENDA**

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

**Proposal with Contingency Resource Group, LLC**

- Administration will recommend approval of the proposal with Contingency Resource Group, LLC (CRG) to assist the District with setting up the necessary FEMA and State public assistance grant application accounts for the reimbursement of expenses the District has incurred with the COVID-19 Pandemic.

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

(Information)

**Business Administrator Report**

Mrs. Lentz provided information to the Board regarding the following:

- 1) Local Audit update
- 2) Financial/Personnel software options

**BOARD COMMENTS**

Mr. Scott inquired if the high school band was practicing.

Dr. Suppo stated he is unsure to what extent the high school band is practicing.

Mr. Scott asked about the high school band's participation at games.

Dr. Suppo stated the pep band may be present at home games since they consists of a smaller group of students.

Dr. Lyman stated he has received positive comments from his children regarding the district's online learning program and the plan to return to school.

Dr. Goates thanked teachers and staff and stated he is receiving positive comments from the community regarding the quality of online education the district is providing. He thanked the community for their support and stated they are being good sports.

Mrs. Burg thanked the building principals for their presentations. She stated there are families who don't feel comfortable with their kids being in school buildings and she would like the district to develop a robust halls to home program for middle school and high school students.

Mr. Burt recognized teachers for their dedication and hard work. He also applauded the Principals on their presentation and the interaction between the Board and public regarding these presentations. He also commented on the students in remote areas and their difficulty with internet access. He requested a report of student internet access.

Mr. Suders commented on previous traffic pattern discussions around the James Burd Elementary School. He stated two committees met to discuss these concerns and he would like to know the outcome from these discussions. He inquired if an additional meeting is necessary to finalize.

Dr. Suppo stated he will gather the information and get back to the Board.

Mr. Buterbaugh spoke regarding the Federal district court ruling regarding Governor Wolf's COVID-19 mandates being non-constitutional. He inquired if there had been any conversations with fellow Superintendents and/or Pennsylvania Department of Education regarding the impact of this decision on school districts. He also thanked the teachers and staff for all of their hard work and acknowledged the hard work that will be needed to complete this school year.

Dr. Suppo commented on Governor Wolf's request for a Stay Order.

#### **CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS**

Ms. Stephan Eberly, parent in the district, spoke to the Board regarding concerns with on-line learning including but not limited to safety, quality, privacy, etc.

#### **INFORMATION**

##### **Date Saver**

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

September 28, 2020

October 12, 2020

October 26, 2020

November 9, 2020

December 7, 2020

**Approval Confirmation of Temporary Provisions**

A letter from the Pennsylvania Department of Education was provided to the Board and confirms the approval of the District's temporary provisions for implementation during the period of the pandemic response.

**ADJOURNMENT**

On motion of Suders, seconded by Scott to adjourn at 8:58 p.m.

  
\_\_\_\_\_  
Cristy Lentz  
Board Secretary