

Minutes of the July 13, 2020 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Shippensburg Area Senior High School Auditorium, 201 Eberly Drive, Shippensburg, PA 17257.

OPENING

Call to Order

Mr. Mark Buterbaugh called the meeting to order.

(Information)

Moment of Silence

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

Galen Leroy Hockenberry ~ September 21, 1947 - June 19, 2020
1966 Graduate of Shippensburg High School

Edwin Lee "Ed" Sprecher ~ September 28, 1944 - June 28, 2020
1962 Graduate of Shippensburg Area Senior High School

Meeting Announcement

Mr. Buterbaugh commented that tonight's meeting is being live streamed (audio only) and asked the Board to please keep their voice up.

Roll Call

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

Others present were: Dr. Chris Suppo, Superintendent; Mr. Joseph Wachter, Director of Operations and Maintenance; Dr. Troy Stevens, Technology Coordinator; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

(Action)

Agenda Approval

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

Dr. Suppo stated under #5 Consent Agenda, Item C "Personnel, Supplemental Staff", items 39-63 were moved from the Consent Agenda section to the Discussion Agenda section as Item K "Personnel, Supplemental Staff", items 1-25.

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

On roll call, all present voted yes to the amended agenda.

(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 commented that the FCCTC is working on their fall reopening plan.

Dr. Suppo commented the S.A.S.D.'s committee is working hard discussing our district's fall reopening plan. First and foremost is student health and safety. Another area is flexibility to accommodate family needs such as face-to-face learning, online learning, and a hybrid option that includes both face-to-face and online learning.

Dr. Suppo commented on a positive COVID-19 case of an S.A.S.D. student athlete and discussed what safety measures are taking place to ensure the safety of student athletes in the district.

1. **Enrollment Report:** The July 2020 Enrollment Report was presented to the Board. The enrollment numbers are as follows:

Kindergarten	215	Fifth Grade	237	Tenth Grade	268
First Grade	250	Sixth Grade	245	Eleventh Grade	255
Second Grade	285	Seventh Grade	295	Twelfth Grade	258
Third Grade	253	Eighth Grade	277	Out of District	22
Fourth Grade	284	Ninth Grade	282		

(Information)

DISCUSSION AGENDA

SASD 2020-2021 Handbooks

Administration will recommend approval at the August 10, 2020 Board Meeting for 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 were provided to the Board.

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 will recommend approval of the agreement at the August 10, 2020 Board Meeting.

Agreement with Cumberland Therapy Services, LLC

Administration will recommend approval at the August 10, 2020 Board Meeting 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 will recommend approval of the agreement at the August 10, 2020 Board Meeting 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 will recommend approval of the contract at the August 10, 2020 Board meeting.

Agreement with TEQlease, Inc. - Grade 6-9

Administration will recommend approval at the August 10, 2020 Board meeting to enter into a four (4) year lease agreement with TEQlease, Inc. for 1200 Chromebooks for students in grades 6-9. At the end of the lease, the District can purchase the Chromebooks for \$1.00 and they will be given to students in grades K-5, allowing each student in the District to have a Chromebook.

Four yearly payments of \$112,521.03

Cost total = \$450,084.12 (\$422,400.00 in lease payments plus \$27,684.12 interest paid over the term of the four (4) years)

Agreement with TEQlease, Inc. for Grade 10

Administration will recommend approval at the August 10, 2020 Board meeting to enter into a three (3) year lease agreement with TEQlease, Inc. for 269 Chromebooks for students in grade 10. At the end of the lease, the District can purchase the Chromebooks for \$1.00 and they will be given to students in grades K-5, allowing each student in the District to have a Chromebook.

Three yearly payments of \$33,360.85

Cost total = \$100,082.55 (\$94,688.00 in lease payments plus \$5,394.55 interest paid over the term of the three (3) years)

Agreement with TEQlease, Inc. - Grade 11

Administration will recommend approval at the August 10, 2020 Board meeting to enter into a two (2) year lease agreement with TEQlease, Inc. for 257 Chromebooks for students in grade 11. At the end of the lease, the District can purchase the Chromebooks for \$1.00 and they will be given to students in grades K-5, allowing each student in the District to have a Chromebook.

Two yearly payments of \$46,795.34

Cost total = \$93,590.68 (\$90,464.00 in lease payments plus \$3,126.68 interest paid over the term of the two (2) years)

Partnership for Career Development Service Agreement

Administration will recommend 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. The agreement will be on the August 10, 2020 Board agenda for approval.

Healthcare Staffing Agreement with Aveanna Healthcare

Administration will recommend approval at the August 10 Board meeting 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.

Personnel

Supplemental Staff

Administration recommends approval of the following new appointment:

1. **Jonathan Marshall**, High School Head Cross Country Coach, effective August 17, 2020 at a supplemental salary of \$3,560.

Administration recommends approval of the following returning coaches for the 2020-21 coaching season:

Senior High School

2. **Brad Horgos** - High School Head Golf Coach
3. **Angela Hostetter** - High School Head Field Hockey Coach
4. **Megan Gustafson** - High School Assistant Field Hockey Coach
5. **Warren Jones** - High School Boys' Head Soccer Coach
6. **Kyle Meixell** - High School Boys' Assistant Soccer Coach
7. **Aaron Powell** - High School Girls' Head Soccer Coach
8. **Donald Nori** - High School Girls' Assistant Soccer Coach
9. **John Klenzing** - High School Head Volleyball Coach
10. **Grace Hockenberry** - High School Assistant Volleyball Coach
11. **Eric Foust** - High School Head Football Coach
12. **Chase Rhodes** - High School Assistant Football Coach
13. **Rick Foust** - High School Assistant Football Coach
14. **Michael Heefner** - High School Assistant Football Coach

15. **Kevin Gustafson** - High School Assistant Football Coach
16. **Cara Varholy** - High School Head Cheer Advisor
17. **Jocelyn Topper** - High School Assistant Cheer Advisor
18. **Jennifer Flinchbaugh** - High School Equipment Co-Manager
19. **Janice Nye** - High School Equipment Co-Manager

Middle School

20. **Tracey Buchheister** - Middle School Head Cross Country Coach
21. **Christopher Yonish** - 9th Grade Head Football Coach
22. **Eric Minor** - 9th Grade Assistant Football Coach
23. **Ethan Davidson** - 9th Grade Assistant Football Coach
24. **Kandi Rosenberry** - Middle School Head Cheer Advisor
25. **Ashley Weaver-Morales** - Middle School Assistant Cheer Advisor

A brief discussion occurred among the Board and Dr. Suppo regarding the following Discussion Agenda items: TEQlease, Inc. Chromebook leases and the supplemental athletic appointments/reappointments.

Mr. Buterbaugh asked Dr. Suppo to call a meeting of the Personnel Committee for review of the prorated language for the supplemental positions.

(Action)

Athletic Supplemental Coaching Positions

On motion, from the floor, by Suders, seconded by Burt to refer the athletic supplemental positions to the Athletic Committee for further review prior to Board approval.

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

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the June 22 and June 24, 2020 Board meetings.

Finance

- Recommend approval of the following:
 1. **Financial Reports**
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund
 2. **Tax Report**
 3. **Tax Exoneration Reports:** Per Capita Tax Exonerations for the 2019/2020 fiscal year (SASD & G.H. Harris).

Edpuzzle Licensing Quote

- Administration recommends approval of the quote from Edpuzzle for a district-wide license at a cost of \$4,740.00. The license will provide unlimited storage space for all the users in the district, unlocking a number of functions, including the ability to build a unique video-lesson database for each school. Additional features include Open Class and Live Mode.

Non-Public Transportation Contract

- Administration recommends approval of the agreement with Cumberland Valley Christian School for the 2020-21 school year to transport Shippensburg resident students who attend CVCS.

Nearpod Agreement

- Administration recommends approval of the 15-month Nearpod agreement for district-wide access (previously only at the high school). This license will provide our teachers with a variety of engaging digital lessons they can customize to meet their students' learning needs.

PA School-Based Access Agreement 2020-2021

- Administration recommends approval of the Agreement to Participate in the PA School-Based Access Program for the 2020-2021 school year. This agreement allows the District to submit claims and receive federal Medicaid reimbursement for medically necessary services provided to qualified special education students when the services meet the requirements of the State's Medicaid Program and are provided in accordance with the student's IEP.

Donation - Boyo Transportation

- Boyo Transportation is requesting authorization to make a donation of a 2008 Dodge SW (van) to the District for use by our Maintenance Department. The estimated amount of the donation is \$5,000.00.

Pursuant to School Board Policy #702 and the Administrative Procedure for the same, any gift over \$2,500.00 must be accepted by the Board of School Directors. The Administration recommends approval to accept this donation.

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

(Action)

CONSENT AGENDA

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

Personnel

Professional Staff

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

1. **Krystal Boyles** - Master's 75
2. **Emalie Diehl** - Master's 45
3. **Kathryn McCauslin** - Master's 75
4. **Cathy Wolfe** - Master's 75

- Administration recommends approval of the following professional staff transfers effective the first day of the 2020-2021 contract year:

5. **Priscilla Bateman** - Middle School 6th Grade Mathematics Teacher TO Middle School 7th and 8th Grade Mathematics Teacher
6. **Susan Nealy** - Middle School 7th Grade English Language Arts Teacher TO Middle School 7th and 8th Grade Science Teacher
7. **Elizabeth Perrin** - Middle School 8th Grade English Language Arts Teacher TO Middle School 7th and 8th Grade English Language Arts Teacher
8. **Abby Blakeney** - Middle School 8th Grade English Language Arts Teacher TO Middle School 7th and 8th Grade Social Studies Teacher
9. **Karen Strine** - Middle School 6th Grade Science Teacher TO Middle School 6th Grade Mathematics Teacher

10. **Jill Beattie** - Middle School 6th Grade Social Studies Teacher TO Middle School 6th Grade English Language Arts Teacher
 11. **Kassandra Chaapel** - Middle School Librarian TO Middle School Librarian and Middle School Reading Specialist
 12. **Scott Burkholder** - High School Librarian TO High School, James Burd, Nancy Grayson Librarian and High School Art Teacher
 13. **Justin McCauslin** - James Burd Librarian TO James Burd and Nancy Grayson Librarian
 14. **Beth Jones** - Intermediate School Librarian TO Intermediate School and James Burd Librarian
- Administration recommends approval of the following supplemental appointments at a supplemental salary of \$1,800:
 15. **Kristi Papcun** - Grade Level Chair, Kindergarten
 16. **Louanne Burt** - Grade Level Chair, 1st
 17. **Wendy Perry** - Grade Level, Chair 2nd
 18. **Miranda Shipp** - Grade Level Chair, 3rd
 19. **Marsha Schmus** - Grade Level Chair, 4th
 20. **Jocelyn Coy** - Grade Level Chair, 5th
 21. **Gregory Herb** - Department Chair, Reading Specialist (District)
 22. **Sharon Lawrence** - Department Chair, Science (6-12)
 23. **James Richardson** - Department Chair, Social Studies (6-12)
 24. **Francis DeWald** - Department Chair, English and Foreign Language (6-12)
 25. **Gregory Lauffer** - Department Chair, Math (6-12)
 26. **Kelly Bier** - Department Chair, Business, Tech, STEM, Library, Career Readiness, Family Consumer Science, Agriculture (District)
 27. **Christie Johnson** - Department Chair, Wellness (District)
 28. **Christopher Martin** - Department Chair, Art (District)
 29. **Jennifer Deibler** - Department Chair, Music (District)
 30. **Elizabeth Denning** - Department Chair, Nursing (District)
 31. **Vanessa Lee** - Department Chair, Special Education/Speech/Psychologist (K-5)

32. **Mary Shoemaker** - Department Chair, Special Education/Speech/Psychologist (6-12)

- Administration recommends approval of the following leave of absence:

33. **Sarah Gerber** - Virtual Elementary Mathematics Teacher from approximately August 19, 2020 to November 2, 2020.

Support Staff

- Administration recommends acceptance of the following resignations:

34. **Lindsay Plank**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Senior High School, retroactive to July 8, 2020.

35. **Taylor Rivest**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to July 10, 2020.

- Administration recommends employing the individual below:

36. **Steven Vanpelt**, Utility Maintenance, full-time (approximately 8 hours per day) District-wide, effective July 14, 2020 at an hourly rate of \$11.19. This is replacing a vacant position.

- Administration recommends employing the individuals below for substituting:

37. **Abigail Banks** - Custodian

38. **Hannah Varner** - Custodian & Cafeteria

Dr. Torri asked if any of the above transfers require an emergency certification.

Dr. Suppo stated that none of the above transfers require an emergency certification.

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

(Action)

ACTION AGENDA

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

Appraiser Request

- Motion to authorize the superintendent and solicitor to solicit and hire an appraiser in furtherance of the tax appeal of Shippensburg Development Corporation.

On roll call, all present voted yes to this Action Agenda item except **Suders** who voted **no**.

(Action)

ACTION AGENDA

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

Agreement with SCHOOLinSITES, LLC

- Administration recommends approval of the agreement with SCHOOLinSITES, LLC., to set-up and host a new district website. Total cost of is \$2,800.00 and \$900.00 a year after the first year.

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

(Action)

ACTION AGENDA

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

Award Art Supply Bids

- The Business Office has received a bid report on the Art Supplies for the 2020-2021 school year. It is the recommendation of the Administration for the Board of School Directors to retroactively award the Art Supply Bids totaling \$7,201.77 to the lowest qualified vendors meeting the specification as reported on the bid tabulation summary below:

Art Suppliers Awarded:

Blick Art Materials -	\$1,274.62
Cascade School Supplies -	\$1,463.05
Kurtz Brothers -	\$1,744.67
National Art & School Supplies -	\$ 842.96
School Specialty -	<u>\$1,876.47</u>
Total -	\$7,201.77

The Administration recommends approving the Art Supply Bid award retroactively to July 1, 2020. The cost of the supplies are covered within the building or department budgets as approved in the General Fund Budget by the Board of School Directors on 06/22/2020.

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

(Action)

ACTION AGENDA

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

General Supply Bids

- The Business Office has received a bid report on the General Supplies for the 2020-2021 school year. It is the recommendation of the Administration for the Board of School Directors to retroactively award the General Supply Bids totaling \$31,568.83 to the lowest qualified vendors meeting the specification as reported on the bid tabulation summary below:

General Suppliers Awarded:

Cascade School Supplies -	\$ 1,703.08
Kurtz Brothers -	\$14,250.37
National Art & School Supplies -	\$ 9,208.53
School Specialty -	\$ 2,208.62
Standard Stationery Supply -	<u>\$ 4,198.23</u>
Total -	\$31,568.83

The Administration recommends approving the General Supply Bid award retroactively to July 1, 2020. The cost of the supplies are covered within the building or department budgets as approved in the General Fund Budget by the Board of School Directors on 06/22/2020.

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

(Action)

ACTION AGENDA

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

New Special Education Positions

- Administration is seeking approval by the School Board of Directors to advertise, interview, and make recommendations for the hiring of a new Autistic Support Teacher and a new Learning Support Teacher. Both positions will be assigned to the Middle School.

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

BOARD COMMENTS

Dr. Torri asked if the new Special Education positions are eligible for Access funding.

Dr. Suppo stated these positions will not be paid by Access funding but stated they would be eligible. He stated these positions are due to a transfer and a resignation so there would be no additional cost to the district's budget for these positions.

Dr. Goates thanked Dr. Suppo for explaining how the district is coming up with the reopening plan. Dr. Goates also clarified that it is his understanding that the Board would be having an additional Board Meeting this month to review the reopening plan with the Board and with the Public.

Dr. Suppo commented that the additional Board Meeting would be held at the end of July to approve the framework for the reopening plan. He stated much more detail will need to be included to the framework plan.

Dr. Goates commented that it is his understanding that the reopening plan will not commit to a specific plan but will accommodate face-to-face learning, an all online option, and a hybrid option.

Dr. Suppo stated we will have students back in our schools this fall for face-to-face learning but there will also be a plan to accommodate full-time online learning, and a hybrid model as well.

Dr. Goates stated his appreciation for the hard work done on the reopening plan and would like the public to know it is a very complicated decision making process and he asked families to have patience with the Board/Administration.

Dr. Suppo stated he has been listening to various concerns. He said there is no perfect plan but they are looking for what is the best plan for S.A.S.D. He stated this has been one of his most difficult decisions.

Dr. Lyman agreed with Dr. Goates comments. He stated he has talked with the District's Social Worker and he feels schools need to be open in the fall so students receive the extra supports they need. He understands the need for flexibility and stated Dr. Suppo has his support.

Mr. Burt applauded the Superintendent and Administration for streaming tonight's meeting. He says he understands there is a large attendance due to this feature. He applauds all efforts the Superintendent and Administration has made to restart school. He understands the need to have the plan worked out before it is shared but also acknowledges the need for families to know the plan and to be involved with the discussions. He said he understands the sooner the better in sharing this reopening plan.

Mr. Buterbaugh apologized for the technical difficulties at the beginning of the meeting. He asked Dr. Suppo to summarize his comments made during his Superintendent Report on the reopening plan and the COVID-19 case in the district.

Dr. Suppo reviewed what he reported on during his Superintendent Report regarding the reopening plan and the COVID-19 case in the district. He also said he would like to hold a Special Board Meeting on July 27, 2020 to discuss the reopening plan.

Mr. Suders commented on the moving/transfer of professional staff. He also stated the Safety Committee met after the last Board Meeting. He inquired if the bi-weekly report set up by the Safety Committee had been done.

Dr. Suppo stated it is now just the end of the first two-week period but confirmed the process has been implemented.

Mr. Buterbaugh commented on the reopening plan and the need to keep the Transportation Committee and the Board apprised of the developing reopening plan and the financial impact this and other matters may have on the district.

Mr. Buterbaugh also asked Dr. Suppo to provide the Board with a summary for the community feedback survey.

He also thanked Dr. Suppo for including the Board Safety Committee in the reopening plan discussions.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

None

INFORMATION

Date Saver

School Board Meeting ~ August 10 at 7:00 p.m. in the Senior High School Auditorium

Aaron Glass Memorial Bike Drive ~ Sunday, July 19, 2020

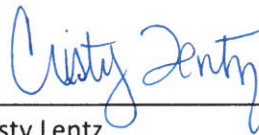
Motorcyclists would gather in the rear parking lot of Shippensburg Area Senior High School around 9:00 a.m. and would leave the parking lot at approximately 11:00 a.m.

Aaron was a 2013 graduate of SASHS who passed away May 16, 2020.

Tentative Special School Board Meeting ~ July 27, 2020 for final approval of the Reentry Plan framework. The time and location is to be determined.

ADJOURNMENT

On motion of Suders, seconded by Bard to adjourn at 8:12 p.m.



Cristy Lentz
Board Secretary