

Minutes of the October 14, 2019 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

OPENING

Call to Order

Mrs. Spicka called the meeting to order at 7:00 p.m.

Roll Call

On roll call, the following members were present: Mrs. Susan Spicka, Vice President; Mrs. Erica Burg; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Hunter Merideth (via telephone conference); Mrs. Tracy Montoro; and Mr. Charles Suders. Dr. David Lovett, President; Dr. Geno Torri; Samuel Burg, Student Representative; and Sarah Fink, Student Representative; were absent.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Susan Martin, Nancy Grayson Elementary School Principal; Mrs. Teri Mowery, Shippensburg Area Intermediate School Principal; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Tina Clever, Human Resources Director; Dr. Troy Stevens, Technology Coordinator; Mr. Andrew Milone, The News Chronicle; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Moment of Silence

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

Dorothy "Dot" L. Peterson ~ June 28, 1928 - September 28, 2019
SASD Custodian - retired after 29 years of service

Belvin L. Banks ~ November 21, 1947 - October 6, 2019
1966 Graduate of Shippensburg High School and former girls basketball coach at Shippensburg Junior High School

Agenda Approval

Mrs. Spicka asked if there were any changes or amendments to tonight's agenda.

Dr. Suppo noted the following amendments/additions to tonight's agenda:

- 1) Consent Agenda item 5C under Personnel, Administration, Appointment of Principal of James Burd Elementary School is noted on the Amendment sheet provided to the Board and Dr. Suppo recommends the Board of School Directors vote on this item separately.
- 2) Consent Agenda under C Personnel, Professional Staff, Promotion of Chandler Johnson has been changed to K-8 instead of K-12.
- 3) Consent Agenda under C Personnel, Supplemental Staff, Appointment of Mylinda Fowler has been added as of today.

- 4) Consent Agenda under C Personnel, Creation of Position for an additional librarian position the recommendation is for the Board of School Directors to vote on this item separately.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

Ms. Margaret Spicka, student in the S.A.S.D., spoke regarding her concerns with the High School library situation.

Ms. Madelin Madamba, student in the S.A.S.D., spoke regarding her concerns with the High School library situation.

REPORTS

Student Representatives - Sam Burg and Sarah Fink

No Report

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

Mrs. Spicka commented S.A.S.H.S. teachers had an opportunity to tour the FCCTC in an effort to be better able to talk with students regarding the school and its opportunities.

Finance Report - Cristy Lentz

Mrs. Lentz spoke to the Board regarding the Act 1 Index as it pertains to the 2020-21 budget process.

(Action)

MOTION FROM THE FLOOR

Act 1 Index for the 2020-21 Budget

On motion, from the floor, by Suders, seconded by Goates to approve a resolution to not exceed the Act 1 Index for the 2020-21 General Fund budget.

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

(Information)

Superintendent's Report

1. Enrollment Report: The October 1, 2019 Enrollment Report was presented to the Board. The current enrollment numbers are as follows:

Kindergarten	249	Fifth Grade	242	Tenth Grade	259
First Grade	274	Sixth Grade	291	Eleventh Grade	266
Second Grade	246	Seventh Grade	272	Twelfth Grade	266
Third Grade	276	Eighth Grade	280	Out of District	21
Fourth Grade	232	Ninth Grade	268		

2. Donation Report: The Shippensburg Area School District Board of School Directors acknowledges receipt of a donation from the following:

- **Shippensburg Civic Club**, \$150.00 monetary donation to support the Sharps at the High School.
- **Anonymous**, \$600.00 monetary donation to support the Eagle Scout Project at the Environmental Center.
- **American Legion Post 223**, \$1,000.00 monetary donation to support the High School History Club field trip to the 911 Memorial in New York City.
- **Carl L. Cramer Insurance LLC.**, \$250.00 monetary donation to support the Veteran's Day Program held at the High School.

3. 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 September 30, 2019:

Senior High Activity	\$90,404.64
Middle School Activity	\$38,323.51
Intermediate School Activity	\$ 8,712.35
James Burd Activity	\$ 4,575.93
Nancy Grayson Activity	\$28,683.59

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

Athletic Director of the Year

Dr. Suppo recognized Mr. Michael Montedoro, as the 2019 Mid-Penn Conference Athletic Director of the Year. He stated this is an annual award given to an area Athletic Director as voted on by the Mid-Penn Athletic Directors.

Intermediate School Outdoor Classroom Project

Dr. Suppo recognized Jeremy Telesky for achieving the rank of Eagle Scout and provided background on the difficulty of achieving this rank. He stated the District is fortunate to benefit from the Eagle Scout project completed by Mr. Telesky.

Mrs. Mowery, S.A.I.S. Principal, provided background to the Board regarding her desire to have an outside seating/classroom area and the process she went through to work with a local Eagle Scout to complete this project. She thanked Jeremy Telesky and all of those who donated material and time to complete the outdoor seating project.

Mr. Jeremy Teleky spoke to the Board regarding the project. He stated he was thankful for the opportunity and liked seeing all the volunteers who helped improve their community

The Superintendent presented Mr. Jeremy Telesky with a Resolution recognizing him for his Eagle Scout Project to add an outdoor classroom at the Intermediate School.

Middle School Presentation by Mrs. Bernadette Benbow, Principal

Mrs. Benbow provided information to the Board regarding what is new at S.A.M.S. for the 2019-20 school year. Areas she discussed were the two new 6th grade teaching positions, restructuring of the 6th grade teams, a change to the exploratory cycle, and a re-branding of the PBIS program. She also provided information regarding some needs to consider such as staff and shortage of substitute teacher concerns.

A brief discussion occurred among the Board and Dr. Suppo regarding the S.A.M.S. presentation, specifically proposed staffing needs and the shortage of substitute teachers.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented and from the September 23, 2019 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

Personnel

Professional Staff

- The Administration recommends approval of the following appointment:
 1. **Ashley G. Coy**, Wellness/Fitness Teacher at Middle School, effective October 15, 2019.

Education: Wilson College - Bachelor's, IUP - Master's

Experience: Long-term Substitute Health Teacher - Carlisle School District, Building Substitute - Source4Teachers

Certification: Health & Physical Education PK - 12

Salary: Master's Step 1 - \$40,715.02 (prorated amount for year one, based on current CBA 2019-20 salary schedule)

- The Administration recommends approval of the following appointment date change:
 1. **Kristi L. Luke**, effective date changed from September 23, 2019 to September 25, 2019 (approved at September 23, 2019 Board Meeting).

- The Administration recommends approval of the following Salary Advancement retroactive to the first pay of the 2019-20 school year:
 1. **Shane Parsley** - Master's +30

- The Administration recommends approval of the following promotion:
 1. **Chandler E. Johnson**, from Part-time (.48) Gifted Support Teacher at the Middle School to Full-time Gifted Support Teacher K-8, effective October 15, 2019 at a prorated salary of \$42,459.72 (prorated amount for Bachelor's, Step 3, based on current CBA 2019-20 salary schedule) This promotion is the result of combining Kristi Luke's recently vacated Elementary Part-time Gifted Support position.

Support Staff

- The Administration recommends acceptance of the following resignation for the purpose of retirement:
 1. **Sherry Carbaugh**, Classroom Assistant, full-time (approximately 7 hours per day) at the Middle School, effective December 20, 2019.

- The Administration recommends acceptance of the following resignations:
 1. **Jonathan Hudson**, Custodian, full-time (approximately 8 hours per day) at the Senior High School, retroactive to October 11, 2019.
 2. **Mackenzie Weitzel**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Middle School, retroactive to October 8, 2019.
- The Administration recommends approval of the following promotion:
 1. **Debra Goshorn**, from Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) to Cafeteria Baker/Assistant Cook, part-time (approximately 5.75 hours per day) at the Middle School, effective October 21, 2019 at an hourly rate of \$11.28.
- The Administration recommends employing the individuals below:
 1. **Tonya Burns**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Nancy Grayson Elementary School, retroactive to October 3, 2019 at an hourly rate of \$9.80.
 2. **Samantha Burris**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Intermediate School, retroactive to October 8, 2019 at an hourly rate of \$9.80.
 3. **Barbara Cramer**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the James Burd Elementary School, retroactive to October 7, 2019 at an hourly rate of \$9.80.
 4. **Laura Cover**, Health Room Assistant, part-time (approximately 5.75 hours per day) at the Middle School and Intermediate School, retroactive to September 25, 2019 at an hourly rate of \$9.80.
 5. **Darrein Deihl**, Cafeteria Kitchen Helper, part-time (approximately 4.5 hours per day) at the Middle School, retroactive to October 1, 2019 at an hourly rate of \$9.54.
 6. **Eric Miller**, District Traffic Monitor (contracted position, approximately 4 hours per day) retroactive to September 23, 2019 at an hourly rate of \$11.50.
- The Administration recommends employing the individual below for substituting:
 1. **Rhoda Swanger** - Cafeteria

Supplemental Staff

- The Administration recommends acceptance of the following resignations:
 1. **Amanda D. Hammer**, Head Volleyball Coach at Middle School, retroactive to September 17, 2019.

2. **Ashley E. Heisey**, Assistant Track Coach at Senior High School, retroactive to August 24, 2019.
- The Administration recommends the following appointment:
 1. **Mylinda Fowler**, Academic Competition Advisor at Senior High School, effective beginning with the 2019-2020 school year at a supplemental salary of \$295.80.

Supplemental Positions

- The Administration recommends approval of the Memorandum of Understandings and job descriptions to appoint individuals to serve in the extra duty positions at the following two schools at a supplemental salary of \$500.00:
 1. **James Burd Elementary School Yearbook Business Manager**
 2. **Nancy Grayson Elementary School Yearbook Business Manager**

Authorization for Payment of Bills

- Administration recommends authorization to pay General Fund, Capital Reserve Fund, and Cafeteria Fund bills for November and December since the Board of School Directors meets only one time in these months. The information will be presented for official Board approval at the January 2020 meeting.

Board of School Directors Meeting Schedule for 2020

- Administration recommends approval of the schedule of Board of School Directors meetings for 2020 as presented to the Board.

Reschini Employer Reporting Engagement Proposal

- Administration recommends the Board of School Directors retroactively 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 2019 reporting year will be \$6.25 per 1095 form, or approximately \$2,500.00. In the past, the District contracted with its previous healthcare broker Conrad Siegel to perform these services and three years ago recommended the switch to The Reschini Group due to cost savings. For the past three years, the cost per form has remained flat.

Advanced Disposal Contract

- Administration recommends approval of the five year contract with Advanced Disposal for trash disposal services at the Shippensburg Area Intermediate School.

Government Software Solutions Agreement

- Administration recommends approval of the software agreement with Government Software Services, Inc. (GSS) for fiscal year 2019-2020. The District has been utilizing the Tax Administration software for a number of years, but due to the District's request to add the Per Capita module, GSS has prepared an official agreement covering both software services. The fee for both modules is \$500 per month and is included in the 2019-20 budget. Addition of the Per Capita module will greatly assist the District with the tracking of the Per Capita taxes.

Policy for a Second Reading and Approval

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

#137 - Home Education Program

Grant Approval

- Administration recommends approval to apply for and accept funds from the PA Commission on Crime and Delinquency (PCCD:Act 44) Grant in the amount of \$25,000.00. This grant will be used to partially support the purchasing of security cameras for the Shippensburg Area Senior High School, Shippensburg Area Middle School, and Shippensburg Area Intermediate School.

Modification to the 2019-20 Shippensburg Area Virtual Education Manual

- Administration recommends approval of modifications to the 2019-2020 Shippensburg Area Virtual Education (S.A.V.E.) Manual regarding Academic Eligibility. These changes will add clarity to expectations for student athletes participating in our cyber academy.

ATHLETIC AND CLUB ELIGIBILITY

Cyber student wishing to participate in an athletic program will need to contact their advisor. The advisor in turn will give the student the appropriate details of the club or program including academic restrictions. SASD has the authority to enforce academic probation on any student that is participating in a club or activity. Advisors will work with students, parents, and coaches/directors to assist students that are in danger of academic probation.

- Athletic participants are required to be enrolled in four (4) courses at the time of extracurricular activity
- Must maintain the required pacing in each course
- Each participant is not permitted to be more than 5 3 assignments behind at any given time **per course**
- Any student failing more than one course, at any given time, are deemed ineligible for participation (failing grade is 64%). **Students must be passing course by Friday at noon for weekly athletic eligibility report**

- Students will be ineligible for practice and play if they do not log into each course, every day, **if they are behind in one or more assignments for that course**
- Student athletes **must** report all courses upon entry into each course and maintain weekly contact with the Athletic Department

Sunday Use of Facilities - Shippensburg Wrestling Booster Club - Elementary Wrestling Program

- The Shippensburg Wrestling Booster Club's Elementary Wrestling Program, has requested use of Shippensburg Area Senior High School auxiliary gym, main gym, cafeteria lobby, cafeteria, kitchen (water, sink, and refrigeration only) and boys' and girls' locker rooms, on Sunday, February 2, 2020 for a 9 and under dual meet. The Principal has approved this date. However, any Sunday use of District facilities must be approved by the School Board pursuant to Board Policy #707.

Administration recommends approval of the request.

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

(Action)

CONSENT AGENDA

On motion of Montoro, seconded by Burg to approve the following Consent Agenda item:

Personnel

Administration

- Motion to appoint **Mathew Flohr** as Principal of James Burd Elementary School at a salary of \$82,500.00. Starting date to be determined.

Mrs. Montoro asked Dr. Suppo for some additional information regarding Mr. Flohr.

Dr. Suppo provided additional details on Mr. Flohr and commented he was the consensus among the interview committee.

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

(Action)

CONSENT AGENDA

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

Personnel

Administration

- ~~The Board~~ **The Administration** recommends approval of an additional payment of \$100.00 per day, retroactive to September 27, 2019 to Mrs. Peggy Crider for serving as interim principal at James Burd Elementary School, until the position is filled.

- ~~The Board~~ **The Administration** recommends approval of an additional payment of \$50.00 per day, retroactive to September 27, 2019 to Mrs. Bethany Bridges for additional duties and responsibilities in the absence of a full-time Special Education Supervisor.
- The Administration recommends approval of an anticipated paid leave of absence (via benefit days earned) for Cristy Lentz, Business Administrator/Board Secretary, from approximately November 20, 2019 to January 29, 2020.
- The Administration recommends approving Jo Ann Negley to perform duties as the Acting Business Administrator/Board Secretary/Right-To-Know Officer to cover the anticipated absence of the Business Administrator at a rate of \$65.00 per day. This amount will be paid in addition to her regular hourly wages and overtime rates.

Mr. Suders commented on the wording above starting with the words "The Board approves". He feels this wording is confusing and may be taken as the Board already voted and he does not recall voting on them. He stated he would feel more comfortable if these two agenda items begin with "The Administration recommends". The Board and Superintendent agreed to this change prior to the vote with a **first** coming from **Lyman** and a **second** coming from **Montoro**.

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

(Action)

CONSENT AGENDA

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

Creation of Position

- The Board of School Directors approve the creation of the following:
 1. An additional librarian position within the school district and for the administration to advertise and interview qualified individuals to serve that role.

Mr. Suders commented he would like to hear from Administration about what the needs are across other schools before approving this position.

The motion **failed** due to **no vote**.

(Action)

MOTION FROM THE FLOOR

Creation of new Librarian position

On motion, from the floor, by Burg, seconded by Suders to postpone approving the Creation of the new librarian position until the October 28, 2019 and request a presentation by Mrs. Luffy regarding this issue.

A discussion occurred among the Board of School Directors and the Superintendent regarding this need and other staffing needs across the District.

On roll call, all present voted yes to postpone the creation of the new librarian position and request a presentation by Mrs. Luffy.

(Information)

ACTION AGENDA

Policies

Administration recommends approval of the following policies for a first read:

#137.1 - Extracurricular Participation by Home Education Students - New

#204 - Attendance – Revised

Mrs. Spicka inquired if the change to Policy #204 was due to State law changes.

Dr. Support responded yes.

Dr. Lyman inquired if Policy #137.1 if a designee was necessary or if Dr. Suppo was comfortable being the sole designee.

Dr. Suppo stated a designee is not necessary.

BOARD COMMENTS

(Action)

MOTION FROM THE FLOOR

Allow an exception for Dr. Scott Shapiro, a past employee and non-resident of S.A.S.D. to speak

On motion, from the floor, by Merideth, seconded by Montoro for the Board to act under item number #11, under Policy #903 and allow an exception for Dr. Scott Shapiro, a past employee and non-resident of S.A.S.D., to speak under Citizen's Comments regarding non-agenda items.

On roll call, all present voted yes except **Burg** and **Suders** who voted **no**.

(Information)

BOARD COMMENTS

Mrs. Montoro commented that Dr. Suppo handled the October 7, 2019 incident pertaining to the change in K-5 bussing well. She personally stopped by GBLUES and wanted to recognize the staff for doing a good job.

Mrs. Montoro thanked the students who spoke earlier tonight regarding the current S.A.S.H.S. library situation.

Mrs. Montoro again commented on the need for the District to communicate with the public regarding Board decisions in order to clear up misconceptions.

Mrs. Spicka spoke regarding the public's confusion between a tax assessment appeal and a LERTA. Mrs. Spicka asked Mrs. Lentz to explain the two recent tax assessment appeals approved by the Board.

Mrs. Lentz spoke regarding the recent tax assessment appeals and how the reassessment process works.

Mr. Suders stated business reassessments can be based on profits, occupancy, etc. and inquired about the process of having a commercial property that may have received a tax assessment reduction reassessed if occupancy or another factor has changed.

Mrs. Spicka has concerns regarding the various staffing needs proposed at tonight's meeting and acknowledged the Board has not heard from all Administrators regarding their needs. She spoke of the District's growing Fund Balance and the best uses of Fund Balance. She also spoke about current economic growth in the district and feels this will generate new revenue.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Dr. Scott Shapiro, past employee and non-resident of S.A.S.D., spoke to the Board regarding student and staffing needs at the James Burd Elementary School.

Mrs. Spicka requested a copy of Dr. Shapiro's comments for Board reference.

Dr. Shapiro indicated he would be more than happy to share his notes with the Board.

Mrs. Angela Jackson, parent in the S.A.S.D. and James Burd PTO President, spoke to the Board regarding safety concerns and needs for students and staff at the James Burd Elementary School.

Mrs. Sarah Lochiatto, parent and substitute in the S.A.S.D., spoke to the Board regarding safety concerns and needs for students and staff at the James Burd Elementary School.

Mrs. Amanda Lindsey, parent in the S.A.S.D., spoke regarding how the October 7, 2019 dismissals occurred at the District's elementary buildings and the library situation at S.A.S.H.S. She suggested the library situation could be resolved by using parent volunteers if this doesn't conflict with current collective bargaining agreements.

Mrs. Shawn Stitt, parent in the S.A.S.D., spoke regarding how the October 7, 2019 dismissals occurred at S.A.I.S. She felt the district handled the situation very well.

Mrs. Louanne Burt, first grade teacher and President of the S.A.E.A., spoke regarding the October 7, 2019 dismissals at the James Burd Elementary School. She felt Mrs. Bethany Bridges did an amazing job and most students were picked up before 5:00 p.m. She also commented on the district's staffing needs and equality among buildings.

Mrs. Alana Moriarty, grandmother in the District, spoke to the Board regarding safety concerns and needs for students and staff at the James Burd Elementary School.

Mrs. Jessica Diehl, student in the S.A.S.D., spoke of her concerns regarding the S.A.S.H.S. library situation, in particular communication between Administration, Teachers, staff, and students.

Mr. Neal Beckett, parent in the S.A.S.D., spoke regarding the S.A.S.H. S. library situation and concerns with public comments, in particular who is and is not allowed to speak. He feels the district needs to have adequate funding and resources from the ground up.

Mrs. Krystal Boyles, teacher in the S.A.S.D., spoke to the Board regarding safety concerns and needs for students and staff at the James Burd Elementary School and district wide.

Mrs. Teresa Reed, employee in the S.A.S.D., commented on the need for extra support for students at the Nancy Grayson Elementary School. She also said staff needs additional training. She would like to see everyone work together to meet student needs.

Ms. Natasha Detweiler, student in the S.A.S.D., commented on the mental health and safety concerns of all students in the district.

Mr. Dwayne Burt, resident in the S.A.S.D., thanked the Board for their service and spoke of a variety of concerns including but not limited to staffing needs, relationships between Board and community, retaliation to staff for speaking out, allowing the Superintendent to do his job, fund balance, and lost revenues.

Mrs. Spicka spoke on how the State of Pennsylvania is ranked in the bottom of nationwide State spending on education. She encouraged people to advocate to their State Lawmakers for additional funding and to take the burden off of local tax payers. She also talked about cyber charter school funding reform and the impact it has on the district.

Executive Session

Mrs. Spicka announced there would be an Executive Session immediately following tonight's Planning/Action Meeting for Personnel matters.

INFORMATION

Date Saver

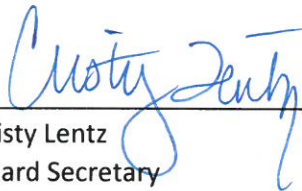
October 25, 2019 -

- Ribbon Cutting Ceremony for the Renovated High School Auditorium, 5:00 PM
- LBJ High School Football Game - Shippensburg Greyhounds vs Big Spring Bulldogs, 7:00 PM

October 28, 2019 - Board of School Directors Meeting

ADJOURNMENT

Mrs. Spicka announced the meeting adjourned at 9:15 p.m.



Cristy Lentz
Board Secretary