

Minutes of the May 13, 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

Dr. David Lovett called the meeting to order.

Roll Call

On roll call, the following members were present: Dr. David Lovett, President; Mrs. Susan Spicka, Vice President; Mrs. Erica Burg; Dr. Nathan Goates; Dr. Michael Lyman; Mr. Hunter Merideth; Mrs. Tracy Montoro; Mr. Charles Suders; Dr. Geno Torri; Tatum Parks, Student Representative; and Samuel Burg, Student Representative.

Others present were Dr. Jerry Wilson, Superintendent; Mr. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Dr. Troy Stevens, Technology Coordinator; Mr. Joseph Wachter, Director of Operations and Maintenance; Dr. Cheryl Slattery, President of the S.A.S.D. Education Foundation; Mr. Andrew Milone, The News Chronicle; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

Executive Session

Dr. Lovett announced there was an Executive Session held on May 6, 2019 so the Board could meet with the District Solicitor to review and select candidates to interview as part of the Superintendent search. He also stated more information about the process will be brought forward as the Board moves further into the search process.

Moment of Silence

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

John Allen Burik ~ October 13, 1956 - April 22, 2019
Previous custodian at Shippensburg Area School District

Stanley R. Mooney ~ September 11, 1957 - April 22, 2019
1977 Graduate of Shippensburg Area Senior High School

Mary Jane Fay ~ May 22, 1931 - April 29, 2019
Former 2nd grade teacher in the district

William W. Wolfe, Sr. ~ October 3, 1946 - April 30, 2019
Graduate of Shippensburg High School

Agenda Approval

Dr. Lovett asked if there were any changes or amendments to tonight's agenda.

Dr. Wilson stated there are no changes or amendments to tonight's agenda.

(Information)

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

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

- 1) The track team continued their season by attending the Mid Penn Track Meet where several team members received awards.
- 2) The baseball team beat York Suburban.
- 3) The Class of 2019 is excited for their graduation on May 23, 2019. The students will have graduation rehearsals on May 18 and 22, 2019. Baccalaureate will be held on May 22, 2019.
- 4) The high school is heavy into standardized testing with both Advanced Placement testing and Keystone testing taking place.

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

- 1) Student Council, Maroon Platoon, and other clubs have their elections underway. Students are excited to hear the results.
- 2) The SASHS Marching Band will be participating in the Memorial Day parade.
- 3) Spring sports have held or will be holding their Senior Nights as most of the seasons are coming to an end.

Ms. Parks also noted that this will be the final Student Report for the 2018-2019 school year and wished everyone a great summer.

Recognition of Student

Dr. Lovett recognized senior Tatum Parks for her years of service as Student Board Representative.

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

None

Finance Report - Cristy Lentz

Mr. Joseph Wachter and Mrs. Cristy Lentz provided the Board of School Directors with the paving bid results and discussed the recommendation on tonight's agenda. They also spoke regarding the need for a geothermal engineering opinion regarding a ground issue at the James Burd Elementary.

Superintendent's Report

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

- **Halima Therese** - a \$50.00 monetary donation to support the James Burd Elementary School playground equipment project.

2. Enrollment Report: The May 1, 2019 Enrollment Report was presented to the Board. The numbers are as follows:

Kindergarten	277	Fifth Grade	284	Tenth Grade	262
First Grade	246	Sixth Grade	271	Eleventh Grade	261
Second Grade	266	Seventh Grade	283	Twelfth Grade	240
Third Grade	232	Eighth Grade	264	Out of District	25
Fourth Grade	236	Ninth Grade	261		

Updates

Dr. Wilson commented on the GBLUES lottery held on May 13, 2019 for students entering kindergarten for the 2019-2020 school year. He stated there were 28 interested and 12 available slots and information will be sent out to the families regarding the results.

Dr. Wilson commented the Employee Recognition Reception will be held on May 22, 2019 from 4:00 p.m. to 5:00 p.m. at the Shippensburg Area Intermediate School. He invited Board Members to attend.

SASD Education Foundation update - Dr. Cheryl Slattery

Dr. Cheryl Slattery reported to the Board of School Directors on the newly created scholarship program entitled "Ship Start Program".

(Action)

OLD BUSINESS

On motion of Goates, seconded by Merideth to approve the following Old Business items:

Parking Lot Paving Bid Award

- The School District received two (2) bids for repair, resealing, and restriping of all parking lots (SASHS, SAMS, Intermediate School, James Burd, Nancy Grayson, and the Administration Building). The Superintendent recommends awarding the bid to the low bidder, New Enterprise Stone & Lime Co., Inc. in the amount of \$303,810.00 for the add/alternate #1 option. The 2019/20 Capital Maintenance Plan included \$302,000.00 for repair of the parking lots and will be paid for out of fund balance.

Replacement of Walk-in Cooler/Freezer at JBES

- The Superintendent recommends approval of the quote to replace the walk-in cooler/freezer at James Burd Elementary School. As noted during one of the 2019 Budget & Finance Meetings, the walk-in cooler/freezer is in need of replacement as no further repairs can be made to keep the unit operational. The replacement cost was originally estimated at \$75,000 but the actual quote came in significantly less at \$42,630.00 and will be paid out of fund balance.

Agreement with C.M. Eichenlaub Co.

- The Superintendent recommends approval of the change order with C.M. Eichenlaub Co. to include emergency egress lighting in the auditorium seats in order to meet building codes through the upgrade of the S.A.S.H.S auditorium. The cost of the emergency egress lighting will be \$38,400.00 and be paid for out of fund balance.

Agreement with G.R. Spongaugle

- The Superintendent recommends approval of the electrical proposal with G.R. Spongaugle to perform the electrical work necessary to install/connect the auditorium seating emergency egress lighting. The cost of the electrical proposal will be \$11,307.00 and be paid for out of fund balance.

On roll call, all present voted yes to these Old Business items.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the April 23, 2019 Board meeting.

Personnel

Support Staff

- The Superintendent recommends approval of the following support staff employees who have completed the 60 day probationary period and reached regular status. This is in accordance with the SAESP Bargaining Agreement, Article III, Section 3.02:

1. **Andrea Barber**, Cafeteria Kitchen Helper at the James Burd Elementary School, retroactive to May 1, 2019.

2. **Taylor Caudill**, Classroom Assistant at the Nancy Grayson Elementary School, retroactive to May 9, 2019.
 3. **Kristen Greene**, Student Services Secretary at the Administration Building, retroactive to April 25, 2019.
- The Superintendent recommends acceptance of the following resignation:
 1. **Jamie Thrush**, Building Secretary, part-time (approximately 5.75 hours per day) at the Nancy Grayson Elementary School, effective May 29, 2019.
 - The Superintendent recommends approval of the following transfer:
 1. **Kimberly Etter**, from Cafeteria Cashier/Helper, part-time (approximately 2 hours per day) at the James Burd Elementary School to Cafeteria Kitchen Helper, part-time (approximately 2.75 hours per day) at the Nancy Grayson Elementary School, retroactive to April 29, 2019 at an hourly rate of \$9.19.
 - The Superintendent recommends employing the individual below:
 1. **Jamie Riley**, Cafeteria Kitchen Helper, part-time (approximately 4.25 hours per day) at the Senior High School, retroactive to April 29, 2019 at an hourly rate of \$9.19.
 - The Superintendent recommends employing the individual below for substituting pending receipt of all required documentation:
 1. **Adele Davidson** - Cafeteria
 - The Superintendent recommends approval of the following leave request:
 1. **Amy Zimmerman**, Cafeteria Cashier/Helper at the Middle School is requesting uncompensated leave from April 29, 2019 through the end of the 2018-2019 school year.

SHS Cooperative Education Teacher

- The Superintendent recommends approval of the job description for SHS Cooperative Education Teacher.

PIMS Specialist/Child Accounting Job Description - Support Staff

- The Superintendent recommends approval of the job description for PIMS Specialist/Child Accounting.

Contract with The Vista School for Extended School Year Services

- The Superintendent recommends approval of the contract with The Vista School for extended school year services for one student from July 8 to August 14, 2019. The cost of the services is included in the District budget.

Agreement with Yellow Breeches Educational Center, Inc.

- The Superintendent recommends approval of the 2019-2020 agreement with Yellow Breeches Educational Center, Inc., to purchase two academic positions and transportation for identified students. The total cost for tuition is \$28,531.00 per student and the total cost of transportation is \$5,730.00 per student.

FCCTC 2019-2020 Budget

- The 2019-2020 Operating Budget for the Franklin County Career and Technology Center was reviewed and approved at the FCCTC Joint Operating Committee meeting on April 25, 2019. The 2019-2020 budget is recommended to each participating Board for approval.

The budget summary, in the amount of \$6,999,195, was provided to the Board. Shippensburg Area School District is responsible for \$961,550 for general operating, \$43,630 for the District's share of existing debt, and \$138,833 for the District's share of renovation. The total for Shippensburg Area School District is \$1,144,013, an increase of \$19,103 compared to last year.

The Superintendent recommends the Board of School Directors approve the 2019-2020 Franklin County Career and Technology Center budget.

Future Fund Balance Commitment

- The Superintendent recommends approval to allow the Business Administrator to assign additional future commitments of the 2018-19 unassigned fund balance, subject to any 2018-19 audit adjustments. The specific amount(s) to be determined after the completion of the 2018-2019 audit.

Donation - Compass Group

- The Compass Group, the District's Food Service provider, is requesting authorization to donate \$5,000.00 to the Shippensburg Area School District to be used as scholarship monies for the 2019-2020 school year. The provisions for this donation are part of the current Food Service Agreement with the Compass Group. The Compass Group has authorized the Business Office to work with the S.A.S.H.S. Guidance Department to establish distribution guidelines regarding this donation. The donation will be awarded to a student or students who wish to pursue a career in the Food Service or Hospitality Industry.

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 Superintendent recommends that the Board of School Directors accept this donation.

Summer Food Service Program (SFSP)

- The Superintendent recommends approval to continue offering the Summer Food Service Program for 2019. This program provides nutritious, free meals to children 18 and under in high need communities.

Agreement with Government Software Services, Inc (GSS)

- The Superintendent recommends we continue our agreement with Government Software Services, Inc (GSS), as attached. GSS provides the District with the necessary software to track and record payments of Real Estate Property Taxes and Per Capita Taxes as well as to print our tax bills. Beginning with the 2019 tax year, GSS will also be mailing the tax bills. The cost of their services is estimated to decrease by \$1,000 due to savings in bulk mailing.

Connections Camp at GBLUES

- Connections Camp at Grace B. Luhrs University Elementary School is a three week opportunity for students entering grades K-2 in the 2019-20 school year to engage in academic and social learning and participate in experiments, art, reading, writing, and games.

The Superintendent recommends approval of the Connections Camp at GBLUES.

Coding in 1st Grade PAsmart Grant

- The Superintendent recommends approval for Mrs. Louanne Burt, first grade teacher at James Burd Elementary School, to participate in the Coding in 1st Grade PAsmart Grant through the Capital Area Intermediate Unit #15. As one of 10 Grade 1 teachers in the IU 15 region to participate in this mini-grant, her participation will provide James Burd Elementary four 9.7 inch 32GB iPads with Apple Care and STM Dux Plus cases with a built-in holder for Apple Pencils and four Logitech Crayons. The School will also receive a stipend to cover substitute costs for the four days of professional learning provided.

2018-2019 General Fund Budget Addition

- The District received notification of a grant award of \$5,000.00 from the Partnership for Better Health Foundation for use at the James Burd Elementary School to upgrade playground equipment. In order to properly account for the funds, a 2018-2019 General Fund Budget Addition in the amount of \$5,000.00 is required.

Revenue:

10-6999-066-035-10-21-00-035 \$5,000.00

Expenditure:

10-4200-762-035-10-21-00-035 \$5,000.00

The Superintendent recommends approval of the 2018-2019 General Fund Budget addition in the amount of \$5,000.00 for the grant.

2019-2020 Workers Compensation Insurance Renewal

- The Superintendent recommends approval to renew the District's Workers Compensation Insurance Policy with UPMC Health Benefits for the 2019-20 school year at a premium cost of \$128,359. This is a 0% increase from 2018-2019.

SAMS PTO Donation

- The Shippensburg Area Middle School PTO is requesting authorization to make a monetary donation to the District to support the Civil War Days to be held at the Shippensburg Area Middle School. The total amount of the donation is \$3,000.00.

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 Superintendent recommends that the Board of School Directors accept this donation.

Agreement with CAIU for VoIP Network Services

- The Superintendent recommends approval of the agreement with the Capital Area Intermediate Unit (CAIU) for Voice over Internet Protocol (VoIP) services for the period of July 1, 2019 to June 30, 2022 in the amount of \$14,152.00 annually. The cost of the service is budgeted in the technology budget.

Request for Proposals (RFP) for School Based Behavioral Health Services

- The Superintendent recommends approval of the Request for Proposal (RFP) and to advertise the RFP for an outside vendor(s) to provide school based behavioral health services to the students of the Shippensburg Area School District.

Schoology

- The Superintendent requests renewal of Schoology Learning Management System for grades 6-12 for the 2019-2020 school year.

Lexia PowerUp Literacy and Lexia RAPID Assessment

- The Superintendent requests renewal of Lexia PowerUp Literacy and Lexia RAPID Assessment tool for the Shippensburg Area Middle School for the 2019-2020 school year.

Agreement with AE Bounce House Rentals

- The Superintendent recommends approval of the rental contract between AE Bounce House Rentals, LLC. and Shippensburg Area Intermediate School. The inflatable slide from AE Bounce House Rentals will be used during the PBIS Celebration Day on Monday, May 22, 2019. The rental cost is \$400.00 and will be paid for by the SAIS Student Activity Fund.

Agreement with CAIU for Wireless Network Services

- The Superintendent recommends approval of the agreement with the Capital Area Intermediate Unit for Wireless Network Services for the period of July 1, 2019 to June 30, 2022 in the amount of \$6,200.00 annually. The cost of the service is budgeted in the technology budget.

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

(Action)

CONSENT AGENDA

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

Finance

- Recommend approval of the following:
 1. **Bills of Payment**
 2. **Financial Reports**
 - a.) Treasurers
 - b.) Capital Reserve Fund
 - c.) Cafeteria Fund

3. **Tax Report**
4. **Budget Reports**
 - a.) Budget Summary
 - b.) Budget Transfers

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

(Action)

CONSENT AGENDA

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

Authorization for Payment of Bills for June and July

- The Superintendent recommends authorization to pay General Fund, Capital Reserve Fund, Construction Fund, and Food Service Fund bills in June and July, 2019, in an effort to provide for an efficient and effective closeout of the 2018-2019 fiscal year. A complete report will be submitted to the Board of School Directors in August, 2019.

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

(Information)

BOARD COMMENTS

Dr. Lovett and Dr. Torri congratulated Mr. Merideth on his recent graduation from Shippensburg University.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Mary Beth Fischel, past employee and resident of the S.A.S.D., commented on an article she read regarding the recent shooting at the STEM school in Colorado. She stated the school has direct ties to our community as their Director of Curriculum and Accountability was a 1984 graduate of the Shippensburg Area Senior High School named Karen Mowen.

INFORMATION

Date Saver

May 14 - Scholastic/Athletic Awards, Reception at 4:15 p.m., followed by the ceremony at 5:30 p.m.

May 17 - Senior class trip to New York City

May 22 - Employee Recognition Reception, 4:00 to 5:00 p.m. in the cafeteria at the Intermediate School

May 23 - Class of 2019 Commencement Ceremony, 7:00 p.m. at the Luhrs Performing Arts Center

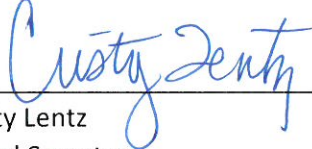
May 27 - Memorial Day Holiday - District closed

May 28 - Last day of school - early dismissal; 10:20 a.m. for secondary and 11:00 a.m. for elementary (11:15 for NG)

May 29 - Professional Development Day

ADJOURNMENT

On motion of Suders, seconded by Merideth to adjourn at 7:37 p.m.



Cristy Lentz
Board Secretary