

Minutes of the June 22, 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.

Roll Call

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.; and Dr. Geno Torri.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mr. Matthew Flohr, James Burd Elementary School Principal; Dr. Troy Stevens, Technology Coordinator; Mr. Michael Montedoro, Athletic/Transportation Director; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

(Information)

Moment of Silence

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

Charles (Chuck) H. Meck, Sr. ~ December 5, 1957 - June 3, 2020
1976 Graduate of Shippensburg Area Senior High School

Shirley M. Smith ~ July 23, 1956 - June 5, 2020
1974 Graduate of Shippensburg Area Senior High School

Mary E. Neil ~ November 6, 1949 - June 7, 2020
Graduate of Shippensburg Area Senior High School

Ioannis G. "John" Zahos ~ 1946 - June 13, 2020
Father/Father-in-law of Demetrios "Jim" and Stacia Zahos, Teachers at the Senior High School

Board Meeting Announcement

Mr. Buterbaugh announced that Board Meetings would be held "in-person" and in the Shippensburg Area Senior High School auditorium unless a second wave of COVID-19 occurs.

(Action)

Agenda Approval

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

Dr. Suppo commented that under Action Agenda item "A" "2020 Final General Fund Budget" the Final General Fund Budget has been amended and will be recommended at a total of \$53,636,782.00 and not the total originally released of \$53,805,863.00.

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

On roll call, all present voted yes.

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

(Information)

REPORTS

Franklin County Career Center Report - Charlie Suders

None

Board Committee Reports

None

Superintendent's Report

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

S.A.S.D. Greyhound Foundation, monetary donation from Giant Foods to support the district's ongoing meal program. Value of the donation is \$1,344.00.

S.A.I.S. PTO, donation received from a Walmart grant to purchase books for the book vending machine at the Shippensburg Area Intermediate School. Value of the donation is \$1,000.00.

District Update

Dr. Suppo presented information to the Board regarding 3 different models for the reopening of schools in the fall of 2020 and the planning that has taken place to date. He stated the district is working on a plan to be submitted to the State and a survey has been sent to parents/staff.

A discussion occurred among the Board, Mrs. Woodall, and Dr. Suppo regarding the reopening of schools, athletics, testing for the 2020-21 school year, CAOLA, etc.

(Information)

DISCUSSION AGENDA

Edpuzzle Licensing Quote

Administration will recommend approval at the July 13, 2020 Board meeting, 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 will recommend 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

The Administration will recommend approval at the July 13, 2020 meeting of a 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

The Administration will recommend the Board approve 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.

Athletic Department Resocialization of Sports Plan

The Administration is recommending Board approval of the district's Athletic Department Resocialization of Sports Plan highlighting conditions and protocols for the re-introduction of athletic practices and events.

Mr. Montedoro presented the details of the Resocialization Sports Plan to the Board.

An extensive discussion occurred among the Board and Administration regarding this matter.

A recommendation was made by the Board for this plan to be presented to the Safety Committee for further review.

Mr. Buterbaugh commented he recommends tonight's Planning/Action Meeting not be adjourned so tonight's meeting could be continued on Wednesday, June 24, 2020 to review and act on any proposed changes to this plan.

(Action)

On motion, from the floor, of Suders, seconded by Torri to refer the below agenda item to the Safety Committee for further review.

- **Athletic Department Resocialization of Sports Plan**

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

(Action)

ACTION AGENDA

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

- **2020-2021 Final General Fund Budget**

The Administration recommends approval of the 2020-2021 Final General Fund Budget in the amount of \$53,636,782.

Enactment of the following 2020-2021 tax rates are required to support the 2020-2021 Final General Fund Budget:

<u>Tax Source</u>	<u>Amount</u>	<u>Increase/Decrease Amount</u>	<u>Increase/Decrease Percentage</u>
Cumberland County Real Estate Tax	11.9006 mills	+0.1122 mill increase	+0.9518%
Franklin County Real Estate Tax	92.8314 mills	-6.1727 mill decrease	-6.2348%
Per capita Tax (679)	\$5.00	-\$0-	-0%-
Per capita Tax (511)	\$5.00	-\$0-	-0%-

The use of the following fund balance is necessary to support and balance the 2020-2021 Final General Fund Budget:

Retirement Contributions/PSERS (Committed): \$48,432

Capital Technology Expenses (Assigned): \$279,439

Capital Maintenance Expenses (Assigned): \$142,600

Curriculum Expenses (Assigned): \$98,000

Future Debt Repayment (Committed): \$620,000

Future Debt Repayment (Assigned): \$400,000

Unassigned: \$490,757

Mrs. Burg noted that when voting on option D of the Proposed Final General Fund Budget, the Board recognized the needs identified by community members, Special Education analyst, etc.

Mr. Buterbaugh thanked Dr. Suppo and Mrs. Lentz for their work on the 2020-2021 budget. He feels that pre COVID-19, the Board would have been able to support additional expenditures presented at previous Budget and Finance Committee meetings.

Dr. Lyman encouraged Dr. Suppo, that if things do get better, he bring forth additional items to the Board for further consideration.

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

(Action)

ACTION AGENDA

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

- **2020-2021 Homestead/Farmstead Exclusion Resolution**

The Administration recommends approval of the 2020-2021 Homestead/Farmstead Resolution in conjunction with the 2020-2021 Final General Fund Budget.

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

(Action)

CONSENT AGENDA

On motion of Burg, seconded by Torri to approve the following Consent Agenda items:

Approval of Minutes

- Recommend approval of the minutes as presented from the June 8, 2020 Board meeting.

Personnel

Supplemental Staff

- Administration recommends acceptance of the following resignations:
 1. **Michael Braet**, Head Cross Country Coach at Senior High School, retroactive to June 17, 2020.
 2. **Jennifer Flinchbaugh**, Assistant Middle School Athletic Director/Equipment Manager, retroactive to June 16, 2020.

Support Staff

- Administration recommends acceptance of the following resignation:
 - 3. **Scott Nehf**, Cafeteria Kitchen Helper, part-time (approximately 2.5 hours per day) at the Senior High School, retroactive to June 8, 2020.

- **Agreement with The Vista School for Special Education Services**

As outlined in each student's Individualized Educational Program (IEP), The Vista School provides services for one (1) student in the Shippensburg Area School District. The proposed agreement is for the 2020-2021 school year and the estimated cost for programs and services is \$56,159.72.

Tuition breakdown:

2020/2021 School Year Annual Tuition Rate = \$56,159.72

2019/2020 School Year Annual Tuition Rate = \$54,524.00

Administration recommends approval for the agreement with The Vista School.

- **Agreement with Melmark**

As outlined in each student's Individualized Educational Program (IEP), Melmark provides an intensive school program for one (1) student in the Shippensburg Area School District. The proposed agreement is for the 2020/2021 school year and includes Extended School Year (ESY) services for 2020. The estimated cost for programs and services is \$133,300.00.

Tuition Breakdown

2020/2021 School Year:

Day School - Intensive - ESY = \$ 18,600.00

Day School - Intensive - SY: = \$114,700.00

Total \$133,300.00

2019/2020 School Year:

Day School - Intensive - ESY = \$ 18,060.00

Day School - Intensive - SY: = \$111,370.00

Total \$129,430.00

Administration recommends approval of the agreement with Melmark.

Workers Compensation and Violent Assailant Insurance Renewal 2020-21

- Administration recommends approval the following workers compensation and violent assailant insurances for the 2020-2021 fiscal year, which includes a price decrease of approximately 1.5% or a total dollar decrease of \$1,969.00.

<u>Coverage Type</u>	<u>Carrier</u>	<u>2019-2020 Pricing</u>	<u>2020-2021 Pricing</u>	<u>Reduction</u>
Workers Compensation	UPMC	\$ 128,359	\$ 126,390	\$ (1,969)
Violent Assailant Coverage	Lloyds	\$ 5,170	\$ 5,170	\$ -
Total		\$ 133,529	\$ 131,560	\$ (1,969)

Schoology Learning Management System

- Administration recommends Board approval of the three year agreement with Schoology Learning Management System. This learning management system has been utilized by the middle school and high school for the past two years.

Previous Year's Cost: \$9,690.00

3 Year Cost Breakdown

7-1-20 to 6-30-21 = \$10,184.00

7-1-21 to 6-30-22 = \$10,279.00

7-1-22 to 6-30-23 = \$10,583.00

IXL Learning Licenses

- IXL is a math and language arts diagnostic and independent practice online resource. This would allow our grade 6-12 math and ELA teachers to provide diagnostic assessments to students and assign standards-based practice sets to students to meet their individual needs. IXL also provides science and social studies standards-based practice sets for grades 6-8.

The District would purchase a three year license with year one paid out of the CARES Act Funding. Year two and three would be paid out of the curriculum budget.

Breakdown of Costs:

Year 1 = \$32,931.00

Year 2 = \$23,776.00

Year 3 = \$23,775.00

Administration recommends Board approval to utilize IXL for math and ELA for grades 6-12 and science and social studies for grades 6-8.

- **Discovery Education Agreement**

Discovery Education provides K-12 teachers with standards-based digital curriculum resources, empowering educators to create digital lessons to engage student learning both in and outside the classroom. The cost for year one is \$10,200.00 and will be paid out of the CARES Act Funding. Subsequent years will be paid out of the curriculum budget.

Administration recommends Board approval of the agreement.

- **Operations & Maintenance Service Contracts**

Administration recommends Board approval of the following Operations & Maintenance Service Contracts:

- 1.) **Daikin** - 3 year maintenance renewal agreement for HVAC services

3 Year Cost breakdown:

Year 1 - July 1, 2020 - June 30, 2021 = \$3,458.00

Year 2 - July 1, 2021 - June 30, 2022 = \$3,562.00

Year 3 - July 1, 2022 - June 30, 2023 = \$3,669.00

Current Cost: 1 year agreement

July 1, 2019 - June 30, 2020 = \$2,755.00

- 2.) **Pittsburgh Stage, Inc.** - 3 year agreement to cover theatrical equipment inspections with preventative maintenance

3 Year Cost breakdown:

Year 1 - July 1, 2020 - June 30, 2021 = \$3,979.00

Year 2 - July 1, 2021 - June 30, 2022 = \$4,085.00

Year 3 - July 1, 2022 - June 30, 2023 = \$4,248.00

- 3.) **Water Treatment by Design, LLC.** - One year renewal agreement to conduct water treatment chemicals and services for the High School, Middle School and Intermediate School.

One year agreement - July 1, 2020 - June 30, 2021 = \$6,750.00

Current one year agreement - July 1, 2019 to June 30, 2020 = \$6,499.00

- 4.) **Velocity EHS (MSDSonline)** - 3 year renewal contract. This subscription provides the District with the mandatory tracking, updating, public accessibility of our material safety data sheets for all chemicals used in the District.

Costs for all three years will remain the same = \$3,399.00

(July 1, 2020 - June 30, 2023)

Current Cost: 3 year agreement

July 1, 2017 - June 30, 2020 = \$2,750.00

- 5.) **Berkshire Systems Group, Inc. (BSGI)** - 3 year renewal agreement for inspections, testing and maintenance on the fire alarm systems at James Burd Elementary and Nancy Grayson Elementary Schools.

Cost for three years will remain the same = \$1,776.00/yr.

(July 1, 2020 through June 30, 2023)

Current cost = \$1,776.00

- 6.) **C.M. Eichenlaub Company** - 3 year contract to perform annual mandated full safety inspection of the bleacher systems at the Middle School and High School and perform Level 1 ground inspection of all backstops within the district.

Cost for three years will remain the same = \$1,948.00/yr.

(July 1, 2020 through June 30, 2023)

Current cost (with another company - R.J. McCarville) = \$3,442.50/yr.

- 7.) **Modernfold** - 3 year service contract for preventive maintenance on operable walls at the Middle School and High School

3 Year Cost breakdown:

Year 1 - July 1, 2020 - June 30, 2021 = \$4,400.00

Year 2 - July 1, 2021 - June 30, 2022 = \$4,500.00

Year 3 - July 1, 2022 - June 30, 2023 = \$4,600.00

Current Cost: 1 year agreement (includes middle school & high school)

July 1, 2019 - June 30, 2020 = \$5,850.00*

* This included the folding orange doors in the auditorium. These doors have since been removed with the remodel.

Request to Form a Students For Life Club

- John Kasarda is requesting to form the Students for Life Club at the high school. Administration recommends approval of the club. Information regarding the club was provided to the Board.

A-TSI School Improvement Plan for James Burd Elementary School

- Administration recommends Board approval of the A-TSI School Improvement Plan for James Burd Elementary School.

The plan was provided to the Board.

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

(Action).

ACTION AGENDA

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

Agreement for Special Education Services

- Motion to approve the agreement for Special Education services with student #2019-2020-015 and authorize the superintendent to execute any documents necessary to effectuate the same.

Donation - S.A.I.S. Book Vending Machine and Books

- The S.A.I.S. PTO, through funding from the S.A.S.D. Education Foundation, wishes to donate a book vending machine and books for use at the Shippensburg Area Intermediate School. The total 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 that the Board of School Directors accept this donation.

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

(Information)

BOARD COMMENTS

Mr. Scott commented on the Resocialization of Sports Plan, specifically asking when the Safety Committee would be reviewing it, etc. He stated that as a new Board Member he has learned a lot about district practices but feels the community should have a better understanding of our practices.

Mr. Burt agreed with Mr. Scott's comments above. He also inquired when the Board would reconvene to approve the Resocialization of Sports Plan. He also commented that he is excited to be holding Board Meetings in the S.A.S.H.S. auditorium.

Mr. Suders thanked everyone for their patience and believes the superintendent can work within the conservative budget approved at tonight's meeting.

CITIZEN'S COMMENTS REGARDING NON-AGENDA ITEMS

Mrs. Louanne Burt, teacher and resident of S.A.S.D., commented on the improved sound quality of Board Meetings by moving the meetings from the S.A.M.S. cafeteria to the S.A.S.H.S. auditorium. She inquired if the Board would be pursuing streaming future meetings. She also commented she hopes the Safety Committee works towards getting the Resocialization of Sports Plan approved.

Mr. Buterbaugh stated he has spoken with Dr. Suppo regarding streaming Board meetings and feels it is important to the community, parents, and staff.

Mr. Sean Meehan, S.A.S.H.S. Class of 2020 Secretary, commented on frustrations with the Class of 2020 Graduation Ceremonies. He feels frustrations were taken out on the class officers and stated the officers had not been consulted since April. He also stated he had attended a previous board meeting and expressed some concerns and ideas for commencement. He stated some students were upset about the lack of communication and Prom.

Mr. Buterbaugh apologized that there was not better communication provided to the students.

Dr. Suppo stated that the graduation ceremony decisions were definitely not the class officer's choices and that the decisions were situational due to COVID-19. He stated he is as disappointed as the students on how the event had to be planned. He stated he is deeply sorry.

INFORMATION

Date Saver

School Board Meeting ~ July 13, 2020 at 7:00 p.m. (there is only one meeting held in July)

Class of 2020 Commencement Ceremony Practice ~ June 29 at 9:00 a.m.

Class of 2020 Commencement Ceremony ~ June 29 at 7:00 p.m.

Dr. Suppo commented that the Class of 2020 Commencement Ceremony has changed since the Agenda was printed. It is now 4 ceremonies as follows: June 29, 2020 at 4:30 p.m. and 7:00 p.m. and June 30, 2020 at 4:30 p.m. and 7:00 p.m. The events will be held at Veteran's Stadium.

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.

(Action)

On motion, from the floor, by Torri, seconded by Scott to **postpone** tonight's Planning/Action Meeting and continue it via a Zoom Meeting on Wednesday, June 24, 2020 at 7:00 p.m.

On roll call, all present voted yes.

OPENING (June 24, 2020 Zoom Meeting – 7:00 p.m.)

Dr. Suppo commented that Mrs. Tina Clever will serve as both the Meeting Host and Board Secretary for tonight's meeting.

Call to Order

Mr. Mark Buterbaugh called the meeting to order.

Roll Call

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.; and Dr. Geno Torri.

Others present were: Dr. Chris Suppo, Superintendent; Mrs. Tina Clever, Human Resources Director; Mr. Michael Montedoro, Athletic/Transportation Director; parents; teachers; and concerned citizens.

(Action)

ACTION AGENDA

On motion of Suders, seconded by Scott to approve the following Action Agenda item with **amendments** discussed during tonight's meeting:

Athletic Department Resocialization of Sports Plan

- The Administration is recommending Board approval of the district's Athletic Department Resocialization of Sports Plan highlighting conditions and protocols for the re-introduction of athletic practices and events.

A discussion occurred among the Board, Mr. Montedoro, and Dr. Suppo regarding temperature check procedures, athletes face masks, hand washing, employee face masks, timeline for the current document, complaints about procedures not being followed and how complaints will be handled, quarantine procedures, cleaning procedures/supplies, etc.

On roll call, all present voted yes to the plan along with the **amendments** discussed during tonight's meeting except **Burg** who voted **no**.

EXECUTIVE SESSION

Mr. Buterbaugh announced there would be an Executive Session for Legal Matters immediately following tonight's Planning/Action Meeting.

ADJOURNMENT

On motion of Torri, seconded by Scott to adjourn at 7:37 p.m.



Cristy Lentz
Board Secretary