

Minutes of the September 10, 2018 Planning/Action Meeting of the Shippensburg Area Board of School Directors held in the Middle School Cafeteria, 101 Park Place, Shippensburg, PA 17257.

### **BOARD WORK SESSION**

The Board of School Directors held a work session prior to tonight's meeting. The topic of the meeting was Flagship Proud: Next Steps.

### **OPENING**

#### **Call to Order**

Dr. Lovett called the meeting to order and announced the Board held a work session prior to tonight's Planning/Action Meeting. He presented an overview of the Flagship Proud information presented at the work session.

#### **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; and Tatum Parks, Student Representative. Dr. Geno Torri and Samuel Burg, Student Representative, were absent.

Others present were: Dr. Jerry Wilson, Superintendent; Mrs. Deborah Luffy, Shippensburg Area Senior High School Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; 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:

**LeRoy McCrae** ~ September 1, 1925 - September 1, 2018  
Graduate of Shippensburg Area High School

**Frances Jones** ~ November 23, 1926 - August 28, 2018  
Retired head cook from the former Shippensburg Junior High School

**(Action)**

#### **Agenda Approval**

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

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

(Information)

**CITIZEN'S COMMENTS REGARDING AGENDA ITEMS**

None

**REPORTS**

**Student Representatives**

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

- 1) The Key Club is kicking off spirit days by having a Spirit Week on September 10-14, 2018. Special days include: Tourist Day, Twin Day, Flashback Day, and Maroon and Grey Day. The Key Club is also sponsoring a Pie in the Face Competition for students to select what teacher will receive the sweet treat during the Homecoming Pep Rally.
- 2) Student Council is preparing for this year's Homecoming week. The theme will be Rock n Roll. The Homecoming Dance is scheduled for September 29, 2018.
- 3) The Counselors are working with students to increase awareness for National Suicide Prevention Week. Students will be handing out yellow ribbons for students to wear. The phrase associated with this year's event is Tomorrow Needs You!
- 4) Students are excited about another win for the greyhound football team. Also, students and staff enjoyed seeing three new inductees into the Athletic Hall of Fame.
- 5) The Drama Club is busy rehearsing for the fall play, Cinderella.
- 6) The News Channel for your YouTube announcements can be found under Maroon & Grey. You can see past announcements and interviews that have already aired. Announcements are posted every other day. Tomorrow's focus will be on the 9/11 Anniversary.
- 7) Band Night at the football game is scheduled for Friday, September 14, 2018.

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

None

**Superintendent's Report**

1. Donation Report: The Shippensburg Area School District Board of School Directors acknowledges receipt of donations from the following:
  - **R. L. Kuhn, Inc. DBA: Pictures Plus & O'Roke Photography**, donation to the Jump Ship Program from spring 2018 Jump Ship picture commission. Value of the donation is \$104.00.

- **Anonymous** donation of new backpacks to be distributed to any student in need at the Nancy Grayson or James Burd Elementary School. Approximate value of the donation is \$100.00.
- **Anonymous** monetary donation of \$250.00 to help with student lunch money which will be split between James Burd and Nancy Grayson Elementary Schools.

2. Enrollment Report: The September 4, 2018 Enrollment Report was presented to the Board. Enrollment numbers are as follows:

Kindergarten	269	Fifth Grade	283	Tenth Grade	261
First Grade	246	Sixth Grade	274	Eleventh Grade	256
Second Grade	263	Seventh Grade	275	Twelfth Grade	256
Third Grade	229	Eighth Grade	262	Out of District	20
Fourth Grade	234	Ninth Grade	259		

3. Report on High School Courtyard Project: The Superintendent recommends approval of the Resolution recognizing Elijah Shively and his project to improve the high school courtyard. Dr. Wilson commented that the District is very fortunate to be beneficiaries of numerous Eagle Scout Projects. He stated this current project was above any project therefore, he is recognizing it via a resolution.

Mrs. Luffy, S.A.S.H.S. Principal, gave a brief overview of the Eagle Scout Courtyard Project and shared various before and after photos with the Board.

#### Executive Session

Mr. Suders requested an Executive Session to discuss Personnel matters at 7:16 p.m. The meeting reconvened at 7:53 p.m.

#### (Action)

#### CONSENT AGENDA

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

##### Approval of Minutes

- Recommend approval of the minutes as presented and from the August 27, 2018 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

**Approval of Documentation to Verify Proof of Age**

- In order to apply for a work permit in Pennsylvania, students under the age of 18 must provide proof of age by supplying an official birth certificate, passport or baptismal certificate. If one of those items cannot be provided, an affidavit signed by the applicant's parent or legal guardian, accompanied by a physician's statement of opinion as to the age of the minor can be accepted, by approval of the Board of School Directors.

The Superintendent is recommending approval of the documentation provided by the student's parent and physician as meeting the requirements issued by the Pennsylvania Child Labor Law.

**Field Trip to Quebec City, Quebec, Canada**

- The Superintendent recommends approval of the request made by Jennifer Mowers, French teacher at the high school, to take a group of French students on a field trip to Quebec City/Winter Carnival, Quebec, Canada from February 14-18, 2019. Students will not miss any instruction time due to an Act 80 day and the District being closed in observance of President's Day. There is no cost to the District as no substitutes will be needed. Additional information regarding the trip was provided to the Board.

**Disposal of Obsolete Textbooks**

- The Superintendent recommends approval for the disposal of the following obsolete textbooks previously used by the Intermediate School:
  - Houghton Mifflin: Imagine
  - Houghton Mifflin: Explore Our Land
  - The New Book of Knowledge: 1984 edition
  - The New Book of Knowledge: 1987 edition
  - World Book: 1990 edition

**Feasibility Study**

- At the June 11, 2018 Planning/Action Meeting, the Board of School Directors approved preparing a Request for Proposal for a long-range Feasibility Study. The District received 13 proposals. The Superintendent recommends approval of E.I. Associates, as the lowest bidder, to conduct a long-range Feasibility Study of the District at a cost not to exceed \$4,500 plus reimbursable expenses as presented in their proposal.

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

**(Action)**

**CONSENT AGENDA**

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

**Personnel**

**Administration**

- The Superintendent recommends employing the individual below pending receipt of all required documentation:
  1. **Matthew Drawbaugh**, Director of Operations and Maintenance, effective September 17, 2018 at a prorated salary of \$68,000.00.

**Professional Staff**

- The Superintendent recommends acceptance of the following resignation for the purpose of retirement:
  1. **Stan S. Line**, Learning Support Teacher at Middle School, effective January 10, 2019.

- The Superintendent recommends approval of the following salary advancements retroactive to the first pay of the 2018-19 school year:

1. **Melanie Baughman** - Master's +15
2. **Krystal Boyles** - Master's +30
3. **Kristin Line** - Master's +45
4. **Brenda Mason** - Master's +15
5. **Debbie Shatzley** - Master's
6. **Michael Swartz** - Master's +30
7. **Mary Valderrama** - Master's +15

#### Support Staff

- The Superintendent recommends acceptance of the following resignation:
  1. **Samuel Cavins, Jr.**, Custodian (floater), part-time (approximately 5.75 hours per day) District-wide, retroactive to August 29, 2018.
- The Superintendent recommends employing the individual below pending receipt of all required documentation:
  1. **Melinda Cooper**, Classroom Assistant, part-time (approximately 5.75 hours per day) at the Nancy Grayson Elementary School and James Burd Elementary School, effective September 17, 2018 at an hourly rate of \$9.45.
- The Superintendent recommends employing the individuals below for substituting pending receipt of all required documentation:
  1. **Kandy Fetrow** - Cafeteria
  2. **Kacie Haines** - Cafeteria
  3. **Sandra Hershey** - Cafeteria
  4. **Scott Nehf** - Cafeteria

#### Supplemental Staff

- The Superintendent recommends approval of the following appointments:
  1. **Trisha Asper**, Elementary Mentor, retroactive to August 29, 2018 at a supplemental salary of \$909.30.
  2. **David Lindenmuth**, Chief of School Safety, effective September 10, 2018 at a supplemental salary of \$3,500.

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

**(Information)**

**Policies**

The Superintendent is presenting the following new policy for a first read:

#351.1 - Drug and Alcohol Abuse Assistance

Dr. Lovett requested the Board read through this policy prior to the second read and approval at the September 24, 2018 Planning/Action meeting.

**BOARD COMMENTS**

Mr. Merideth asked about the procedures for posting of a donation and raising of private funds.

Mrs. Burg commented on how much she liked the parent newsletter from Mrs. Luffy.

Dr. Lyman asked about the context with Policy #351.1 – Drug and Alcohol Abuse Assistance.

Dr. Wilson stated the new policy is necessary as part of what was negotiated with the Support Staff.

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

None

**ADJOURNMENT**

On motion of Lyman, seconded by Merideth to adjourn at 7:58 p.m.

  
Cristy Lentz  
Board Secretary