

Minutes of the June 8, 2020 Virtual Planning/Action Meeting of the Shippensburg Area Board of School Directors.

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.; Dr. Geno Torri. Sara Fink, Student Representative; was absent.

Others present were: Dr. Chris Suppo, Superintendent; Mr. Matthew Flohr, James Burd Elementary School Principal; Mrs. Sheri Woodall, Director of Curriculum, Instruction, and Assessment; Mrs. Bernadette Benbow, Shippensburg Area Middle School Principal; Mr. Buck Brindle, Shippensburg Area Middle School Assistant Principal; Mrs. Bethan Bridges, Assistant Supervisor of Special Education; Mr. Joseph Wachter, Director of Operations and Maintenance; Mrs. Margaret Crider, Supervisor of Special Education; Dr. Troy Stevens, Technology Coordinator; parents; teachers; concerned citizens; and Mrs. Cristy Lentz, Business Administrator/Board Secretary.

(Information)

Welcome and Expectations for New Platform

The following information was read by Mr. Buterbaugh regarding tonight's virtual Planning/Action Meeting:

- Notice to all participants that this meeting is being recorded and/or live streamed
- Role of Meeting Host: Mrs. Tina Clever will control the virtual platform
- Motions - Board Members will announce full name for Motion and Second
- All voting will require a roll call vote with Board Members stating their full name followed by "yes" or "no"
- Public Comment on Agenda items - 30 minutes prior to the scheduled meeting start time, comments on agenda items must be submitted via email to the Board Secretary at Board.Secretary@ship.k12.pa.us and must include your full name and address
- Comments at end of meeting will be addressed by using the "Raised Hand" feature; individual from the public must state full name and address

Moment of Silence

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

Brandon S. Seeders ~ February 4, 1986 - May 17, 2020
2005 Graduate of Shippensburg Area Senior High School

C. Esther Dunlap ~ September 15, 1935 - May 20, 2020
1953 Graduate of Shippensburg High School

Bradley L. Runshaw ~ December 19, 1961 - May 23, 2020
Graduate of Shippensburg Area Senior High School

Charles R. Strohm ~ December 7, 1932 - May 23, 2020
1950 Graduate of Shippensburg Area High School

(Action)

Agenda Approval

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

Dr. Suppo commented there are no changes or amendments to tonight's agenda.

On motion of Scott, seconded by Bard to approve tonight's Planning/Action Meeting agenda as presented.

On roll call, all present voted yes.

CITIZEN'S COMMENTS REGARDING AGENDA ITEMS

None

REPORTS

Franklin County Career Center Report - Charlie Suders

None

Board Committee Reports

None

Superintendent's Report

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

Kindergarten	252	Fifth Grade	244	Tenth Grade	254
First Grade	283	Sixth Grade	293	Eleventh Grade	253
Second Grade	252	Seventh Grade	277	Twelfth Grade	8
Third Grade	283	Eighth Grade	280	Out of District	23
Fourth Grade	237	Ninth Grade	268		

Dr. Suppo commented that the above information is a little deceiving as current seniors have been moved out and the data does not reflect final kindergarten enrollments.

Updates

Dr. Suppo commented he is anticipating the June 22, 2020 Planning/Action meeting to be held in-person at the Shippensburg Area Senior High School Auditorium.

A-TSI School Improvement Plan Presentation

Mr. Matthew Flohr, Principal of James Burd Elementary School, presented information to the Board regarding the A-TSI School Improvement Plan for the school. Additional information was presented by Mrs. Woodall.

A brief discussion occurred among Mr. Flohr, Mrs. Woodall, and members of the Board regarding the A-TSI School Improvement Plan for the James Burd Elementary School.

Mr. Buterbaugh welcomed the 19 attendees to tonight's meeting and thanked them for their interest in the Shippensburg Area School District.

(Information)

DISCUSSION AGENDA

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 provided to the Board 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 will recommend approval for the agreement with The Vista School at the June 22, 2020 Board meeting.

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 provided to the Board 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 will recommend approval at the June 22, 2020 Board meeting.

Workers Compensation and Violent Assailant Insurance Renewal 2020-21

Administration will recommend for 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.

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

Schoology Learning Management System

Administration will recommend Board approval of the three year agreement with Schoology Learning Management System at the June 22, 2020 Board meeting. 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 will recommend Board approval at the June 22, 2020 Board meeting 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 will recommend Board approval of the agreement at the June 22, 2020 Board meeting.

Operations & Maintenance Service Contracts

Administration will recommend Board approval at the June 22, 2020 Board meeting for 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

- 3.) **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 will recommend Board approval of the club at the June 22, 2020 Board meeting.

A-TSI School Improvement Plan

Administration will recommend Board approval of the 2020-2021 A-TSI School Improvement Plan for James Burd Elementary School at the June 22, 2020 Board meeting.

(Action)

CONSENT AGENDA

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

Approval of Minutes

- Recommend approval of the minutes as presented from the May 26, 2020 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
 - b.) Budget Transfers

Personnel

Professional Staff

- Administration recommends approval of the following Extended School Year Teachers:
 1. **Stacy Coffman**
 2. **Elizabeth Laird**
 3. **Megan Mancino**

4. **Alexis Peterson**
5. **Libby Staver**

Support Staff

- Administration recommends approval of the following Extended School Year Classroom Assistants:
 6. **Paula Patterson**
 7. **Teresa Reed**
 8. **Stacy Shank**
- Administration recommends approval of the following leave request:
 9. **Ariel Paffos**, Custodian at the Senior High School is requesting uncompensated leave from May 18, 2020 to approximately June 5, 2020.

Johnson Controls Service Agreement

- Administration recommends the approval of a continuing three (3) year service agreement with Johnson Controls to provide factory authorized service, inspections, safety checks, winterization and start-up. This service agreement will protect our substantial investment for the York Chillers installed at Shippensburg Area Middle School.

Current Year 3 cost - July 1, 2019 - June 30, 2020 = \$5,350.00

The 3 year agreement cost is as follows:

Year 1 - July 1, 2020 - June 30, 2021 = \$5,511.00

Year 2 - July 1, 2021 - June 30, 2022 = \$5,677.00

Year 3 - July 1, 2022 - June 30, 2023 = \$5,847.00

Government Software Services Agreement for 2020-2021

- Administration recommends approval of the agreement with Government Software Services, Inc. (GSS) to print and mail the District's Real Estate Property and Per Capita tax bills and preparation of the duplicates for the 2020-2021 fiscal year. Pricing for this service remains flat from the previous year and the costs are as follows:
 - \$0.1695 for each tax statement (bill) prepared
 - \$0.065 each, per name printed for two copies of the Real Estate and Per Capita Duplicate
 - \$9.50 for each bound duplicate

General Property and Liability Insurances 2020-2021

- Administration recommends approval of the following general property and liability insurances for the 2020-2021 fiscal year, which includes a price increase of approximately 2% or a total dollar increase of \$3,056.00.

<u>Coverage Type</u>	<u>Carrier</u>	<u>2019-2020 Pricing</u>	<u>2020-2021 Pricing</u>
Commercial Package	Utica National Group	\$ 95,841	\$ 96,395
Commercial Automobile Premium	Utica National Group	\$ 8,825	\$ 9,235
Directors & Officers Liability Premium	AIG Group	\$ 25,053	\$ 25,053
Commercial Umbrella Premium	Utica National Group	\$ 5,875	\$ 6,063
Student Accident Premium	Fairfax Financial Group	\$ 12,303	\$ 12,303
Security & Privacy Liability	Lloyd's of London	\$ 8,683	\$ 10,587
Total		\$156,580	\$159,636

Authorized Signatures for District Funds

- The Superintendent recommends approval of the following list of authorized signatures for district funds:

Authorized Signatures for District Funds

General Fund (3 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Cafeteria Fund (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Payroll Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Construction Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Capital Reserve Fund (2 of 4 required)	President Vice President Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Reimbursement Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
Health Savings Account (2 of 2 required)	Business Administrator/Board Secretary Human Resources Director/Board Treasurer
High School Activity Fund (2 of 3 required)	Principal Assistant Principal(s) Director of Curriculum, Instruction & Assessment
High School Athletic Fund (2 of 3 required)	Principal Assistant Principal(s) Athletic Director

Middle School Activity Fund
(2 of 3 required)

Principal
Assistant Principal(s)
Director of Curriculum, Instruction &
Assessment

Middle School Athletic Fund
(2 of 3 required)

Principal
Assistant Principal(s)
Athletic Director

SAIS Activity Fund
(2 of 4 required)

SAIS Principal
Nancy Grayson Principal
James Burd Principal
Director of Curriculum, Instruction &
Assessment

James Burd Activity Fund
(2 of 4 required)

James Burd Principal
Nancy Grayson Principal
SAIS Principal
Director of Curriculum, Instruction &
Assessment

Nancy Grayson Activity Fund
(2 of 4 required)

Nancy Grayson Principal
James Burd Principal
SAIS Principal
Director of Curriculum, Instruction &
Assessment

Re-Appointment of Board Secretary

- The Superintendent recommends approval of the re-appointment of Cristy Lentz, Business Administrator, as Board Secretary for the 2020-21 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 1 of 4 per Policy 005.

Re-Appointment of Board Treasurer

- The Superintendent recommends approval of the re-appointment of Tina Clever, Human Resources Director, as Board Treasurer for the 2020-21 fiscal school year at no additional cost to the District and to secure appropriate bonding. This is year 1 of 4 per Policy 005.

Re-Appointment of District Solicitor

- The Superintendent recommends the re-appointment of Beard Legal Group as the district solicitor for the 2020-21 school year with no change in fees being assessed. Mr. Ronald Repak currently serves as the POC at Beard Legal Group.

Approval to Participate in Federal Programs for the 2020-21 School Year

- The Superintendent recommends authorizing the district to submit applications for the following Federal Programs for the 2020-21 school year:
 - Title I-A Improving Basic Education
 - Title II-A Improving Teacher Quality
 - Title III English as a Second Language
 - Title IV-A Student Support and Academic Enrichment

The Director of Curriculum, Instruction and Assessment serves as the Federal Programs Coordinator.

ESS One Year Contract Extension for 2020-2021

- Administration recommend approval for the continuation of the District's partnership with Education Staffing Services (ESS), formerly Source4Teachers, for the 2020-2021 fiscal year through a one year extension to the current contract. ESS will continue to provide day-to-day substitutes and building substitutes for the District, in addition to the support of the absence management system, ASEOP. There will be no cost increases.

Resolution Calling for General Assembly to Provide Critical Support to School Districts

- Administration recommends approval of the resolution calling on the State of Pennsylvania General Assembly to provide critical support and mandate relief benefiting public schools and students due to the economic implications of the COVID-19 pandemic.

Agreement with Merakey Carlisle School for Special Education Services

- The Merakey Carlisle School provides educational services to students with Autism and/or Emotional Disturbance. The proposed agreement is for one year beginning August 1, 2020 through July 31, 2021. The school year tuition cost is \$217.04 per day. The tuition for Extended School Year (ESY) is \$109.64 per day. Tuition for students is included in the Board approved budget.

Tuition Breakdown:

2019/2020 - School Year Tuition \$163.20 per day / ESY \$101.52
2020/2021 - School Year Tuition \$217.04 per day / ESY \$109.64

Administration recommends approval of the agreement (covering both the Carlisle and Chambersburg Schools) for the 2020/2021 school year.

Agreement with Merakey Chambersburg School for Special Education Services

- The Merakey Chambersburg School provides educational services to students with Autism and/or Emotional Disturbance. The proposed agreement is for one year, beginning August 1, 2020 and ending July 31, 2021. The school year tuition cost is \$172.28 per day. The tuition for Extended School Year (ESY) is \$106.44 per day. Tuition for students is included in the Board approved budget.

Tuition Breakdown:

2019/2020 - School Year Tuition \$159.52 per day / ESY \$98.56

2020/2021 - School Year Tuition \$172.28 per day / ESY \$106.44

Administration recommends approval of the attached agreement (covering both the Chambersburg and Carlisle Schools) for the 2020/2021 school year.

Shippensburg Community Parks and Recreation Authority Lease Agreement

- Administration recommends approval of the Lease Agreement with Shippensburg Community Parks and Recreation Authority to lease Memorial Park Stadium beginning June 1, 2020 through May 31, 2021.

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

(Information)

BOARD COMMENTS

Mr. Scott commented he wants the public to know the Board has not given up on the proposed stadium project and the money is still sitting in the budget for this project.

Dr. Suppo stated the district continues to work with Reynolds on the proposed stadium project. He stated Reynolds has been unable to visit on-site due to COVID-19 and he hopes that when things loosen up, Reynolds can visit on-site and the district would continue to move forward on this project.

Mrs. Burg asked Dr. Suppo for clarification on PDE's guidance on re-opening of schools. She asked for clarification on attendance requirements.

Dr. Suppo stated he would double check this area but noted the guidance provided by PDE is meant to be broad so districts can make decision at the local level. He stated as of right now the guidance is dealing primarily with health and safety. He stated additional guidance is expected around June 15, 2020.

Dr. Torri thanked Dr. Suppo for his clarification on the PDE guidance on re-opening of schools. He asked what dates PDE wants our re-opening plan by?

Dr. Suppo stated PDE released a re-opening plan template last week but he was not sure of the deadline date.

Dr. Torri clarified that his budget proposal at tonight's Budget & Finance Committee Meeting keeps all teachers, support staff, and programs active.

Mr. Burt thanked Dr. Suppo, Administration, Mrs. Woodall, and Mr. Flohr for their presentation on the James Burd improvement plan. He stated he looks forward to the continued progress at James Burd.

INFORMATION

Date Saver

Budget & Finance Committee Meeting ~ June 22 at 6:00 p.m.

School Board Meeting ~ June 22 at 7:00 p.m.

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

Class of 2020 Commencement Ceremony ~ June 29 at 6:00 p.m.

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.

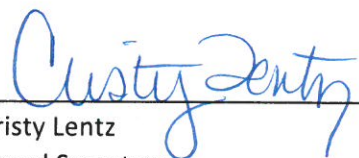
Aaron was a 2013 graduate of SASHS who passed away May 16, 2020.

Executive Session

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

ADJOURNMENT

On motion of Scott, seconded by Bard to adjourn at 7:45 p.m.



Cristy Lentz
Board Secretary