

**UNION
SCHOOL
DISTRICT**

BOARD OF DIRECTORS

April 21, 2022

**Monthly Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
April 21, 2022

- I. Call to Order
- II. Moment of Silent Meditation
- III. Pledge to the Flag
- IV. Roll Call
- V. Approval of Agenda **(all in favor)**
- VI. Approval of Minutes: **(all in favor)**
 - March 10, 2022 Work Session and March 17, 2022 Board Meeting Minutes.
- VII. Announcements:
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- VIII. Correspondence
 - Letter dated 3/25/2022 from PDE: Division of Federal Programs has determined that Union SD has maintained fiscal effort when comparing the fiscal year June 30, 2019 to June 30, 2020.
 - Letter dated 3/22/22 from Liberty Mutual Insurance
- IX. Visitor/Comments
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- X. **Administration Report**
Food Service Director
Technology Department
Maintenance Department
Special Education Director
Elementary Principal
High School Principal
Superintendent's Report
- XI. **Board Reports**
Finance Report
 - Executive Session–Personnel MattersPersonnel Report
Curriculum/Instruction & Matters
Buildings, Grounds & Transportation
Athletic Report
Career Center Representative
Riverview IU6 Representative
- XII. Old Business
 - Approve the 2nd Reading of the following Policies (a-e): **(all in favor)**
 - a. Policy No. 103: Discrimination/Title IX Sexual Harassment Affecting Students (Tabled from last month)
 - b. Policy No. 201: Admission of Students

- c. Policy No. 204: Attendance
- d. Policy No. 621: Local Taxpayer Bill of Rights
- e. Policy No. 626: Federal Fiscal Compliance

XIII. New Business (all in favor)

- Approve the 1st Reading of Policy No. 236.1: Threat Assessment

XIV. Visitors/Comments

XV. Adjournment–Executive Session (Personnel Matters with no business to follow)

UNION SCHOOL DISTRICT
Administrative Reports
April 21, 2022

I. Food Service Director

- Working with SNA in support/promotion of a Senate Bill entitled "Support Kids Not Red Tape Act" which would extend USDA school meal flexibilities from June 30, 2022 to September 30, 2023. These flexibilities have been crucial to feeding children throughout the COVID-19 pandemic. USDA requested this authority be extended in the FY22 Omnibus/Consolidated Appropriations Act, 2022.
- Submitted preliminary 2022-23 SY Food Service Department Budget to C.O.
- Our milk RFP opens April 22, 2022 for the 2022-23 SY. The deadline for proposals is May 27, 2022.
- I have 8 hours of coursework in the month of April as Professional Development in accordance with USDA Professional Standards for Food Service Directors.
- We continue to experience nationwide Supply Chain and Inflation issues. I am in constant contact with inside sales representatives and manufacturers to continue operating as seamlessly as possible through the situations as they arise.
- I have one confirmed employee at the High School that will be retiring/not returning next school year. I spoke with C.O. about advertising this position, and continuing to advertise for substitutes for SY 2022-23. Finding new suitable/reliable school food service employees seems to be an issue not just locally, but state, and nationwide at this time.
- If all goes accordingly, the Food Service Department should complete SY 2021-22 "in the black", without asking for any contributions from the General Fund. This has been helped in large part by the USDA funding at a higher reimbursement rate during the Covid pandemic (free rate for all students).

II. Technology Department

- Student Information System Migration to Focus
- Scheduled Trainings for Focus
- Attended Trainings for Focus
- Review of migrated data to Focus
- Support Tickets
 - 68 Support Tickets from 3/14/22 - 4/20/22
 - 762 Support Tickets for the year

III. Maintenance Department

- Zero Draft started the building envelope portion of our GESA project.
- Addressed drain issues in the HS kitchen.
- Several meetings with McClure Company.
- HVAC repairs at both buildings.
- Set ups and breakdowns for events.

IV. Special Education Director

Special Education

- Attendance exemption for 4 Special Education Seniors to participate in graduation ceremonies
- Mikayla's Voice Art Project
- UHS Work Release Program Update
- Paraprofessional Interview
- PaPOS Post-School Survey Overview & Procedural Training

MTSS

- PaTTAN Visit - Middle School Data Dive
- UDL Site Visit #2

V. Elementary Principal's Report

- Federal Programs monitoring was held April 1 virtually.
- Professor Steve: Science is Magic. PTO sponsored activity April 13.
- Thank you to Mrs. Wilson and staff for organizing Easter activities for the students on Thursday April 14.
- Remake Learning Days May 14, 2022 @ 1:00 Eccles -Leshner Memorial Library.
- SES Band Concert April 5, 2022. Thank you to Mr. Hepler and Mrs. Hummel for providing an opportunity for students to showcase their hard work.
- April 27, 2022 at 3:00. Disciplinary Committee meeting to review an edited version of the elementary matrix and the HS matrix.
- PSSA dates: ELA April 26-28 Math May 3,4 Science May 5,6 Make-ups: May 9-13
- Pre-K Counts and HeadStart Transition Meetings scheduled for May 10 @ 2:00.
- Elementary Choral Concert is scheduled for May 12.
- Role playing scenarios - We teach our kids how to safely cross roads and eat a balanced diet. They also need to learn how to navigate and digest their emotions. Teachers have done an excellent job accessing resources and providing learning opportunities for discussion. I am particularly proud to observe these lessons because many students have experienced trauma and will carry these experiences with them into the school setting.
- PSSA good luck wishes! Thank you to Mrs. Coradi for organizing good luck wishes from our K, 1, and 2 classrooms to our 3, 4, and 5 classrooms.
- Thank you to Mrs. J. Jordan for organizing PSSA Spirit Week.

VI. High School Principal's Report

- As of 4/13/22, 7 Union-ACV athletes are in the top 20 in the state of PA
 - Hayden Smith - High Jump - 6'4 (PA #1)
 - Dawson Camper Shot - 53'9 (PA #1)
 - Baylee Blauser TJ - 37'6 ½ (PA #1)
 - Baylee Blauser 100 - 12'6(PA #2)
 - Baylee Blauser LJ - 16'7 (PA #7)
 - Doug Hoffman 110H - 16.2 (PA #14)
 - Sam, Doug, Skylar, Dawson, Noah - Boys 4x100 relay - 45.7 (PA #18)
- The NHS held their 2022 Induction Ceremony on April 1st. New members inducted were:
 - Magan Walzak
 - Cheyenne Dowling
 - Gracie Gallagher
 - Conner Gifford
 - Allie Lawrence
 - Ava Strauser
 - Aleia Troup
 - Makenzie Barger
- Alayna Ford participated in All State band on April 6-9. She had an excellent experience!
- Students attended the English Festival April 6th and 7th with Mrs. Gallaher
- NHS held an Easter Egg hunt for the High School on April 14th.
- Mr. Gibson held the 7th-8th grade Choir concert on April 12th.
- NHS held "Pie the Players" on April 14th. Monies that were received to purchase a pie were all donated to an individual in need.
- The TAT met on April 20th to standardize reporting forms across the District for use.
- Senior Cap and Gown pictures were taken on April 21st. These will be used in the local papers for publication.
- CPR and First Aid Training will be held for all Seniors on April 22.
- The Spring Band concert will be held on May 11th at 7:00 p.m. at the High School.
- Spring Fling Dance held 4/22/22 for grades 7-10
- ASVAB administered to 10th grade on 4/13

- Dual Enrollment meeting with Honors English 10 & 11 on 4/21
- PSSA's:
 - ELA 4/26, 27, 28
 - MATH 5/3, 5/4
 - SCIENCE 5/5, 5/6

VII. Superintendent's Report

- **Reminder - Athletic Meeting for Cooperative Agreements**
- **Continuation of FOCUS meetings to set up our new student information system**
 - 43 trainings in total
 - New parent portal coming over the summer
 - Alignment of disciplinary system
 - State reportable incidents
 - Match with handbook
 - Proper permissions for input
- **Policy updates**
 - Continuing to include policies recommended through PNN updates
 - Threat Assessment Policy
- **Threat Assessment Team**
 - Review of procedures and policies
 - Membership updated to align with legislation
 - Meetings to include both the HS and SES members
 - All members to complete the state Threat Assessment Training
 - Met with TPR Norbert to review procedures, responsibilities, and best practices
- **Band participation**
 - Recommended agreement between USD and parent(s)
- **Senior Recognition for the Clarion County Career Center on Wednesday, May 18 at 6 PM at Keystone High School auditorium**
- **Shared list of roles for district staff**
 - Staff members often have multiple different roles
 - Need for job description development/update
- **Contracts**
 - Individual discussions for executive session
- **ESSR/ARP Reporting**
 - Periodically, an extensive report is required
 - How have funds been spent?
 - Who benefited?
- **Building Project**
 - Building Envelope - completed at UHS
 - Permitting is in the completion process for other work
- **Superintendent's Summit at Grove City College**

UNION SCHOOL DISTRICT

Finance Report

April 21, 2022

Board Action Requested

- I. **Treasurer's Report (roll call)**
Approve the Treasurer's Report for the month ending March 31, 2022.
- II. **Accounts Payable List (roll call)**
Approve the Accounts Payable List for the month ending April 30, 2022.
- III. **Central Susquehanna IU Rates (roll call)**
Approve the 2022-2023 Central Susquehanna Intermediate Unit (CSIU) Computer Rates at \$7,563.12. This rate includes the Fund Accounting, Payroll and Personnel Applications. 2021-2022 rate was \$7,450.20.
- IV. **2022-2023 General & Art Supply Bid (roll call)**
Award the bid for the purchase of 2022-2023 general & art supplies to Kurtz. Bros. of Clearfield, PA in the amount of \$16,693.04. (21-22 rate was \$16,311.02)
- V. **2022-2023 Clarion County Career Center Budget (roll call)**
Approve the 2022-2023 Clarion County Career Center Budget in the amount of \$3,115,690.00 (CCCC \$3,068,176.00 and Adult Education \$47,514.00) with Union School District's projected share being \$432,615.26.
(2021-2022 budget was \$2,930,669.00 with Union's share being \$340,280.66)
- VI. **Furniture Replacement Purchase (roll call)**
Approve a furniture replacement purchase from Kurtz Bros. in the amount of \$29,156.50. This will be paid out of the 2022-2023 budget.

UNION SCHOOL DISTRICT
Personnel Report
April 21, 2022

Board Action Requested

Executive Session–Personnel Matters

- I. **Retroactive Unpaid Leave of Absence (all in favor)**
Approve a retroactive unpaid leave of absence to Employee #417 for Friday, March 18, 2022
- II. **Advertisement (roll call)**
Grant permission to advertise for an Elementary Teacher and a Biology Teacher for the 2022-2023 school year.
- III. **PTO Volunteers/Chaperones (all in favor)**
Approve Kesa Bowser, Emily Bish, Scarlett Zawislak, Kyle Klein, Michele Smith, and Christina McElravy as PTO Volunteers/Chaperones. All clearances have been received.
- IV. **Summer Substitute Custodian (roll call)**
Hire Fran Culbertson as a Substitute Custodian for the Summer 2022. All clearances are on file.
- V. **School Dentist (roll call)**
Appoint Dr. Josh Polacek, DDS from Peace Dental Office, Clarion PA as the dentist of record for the 2022-2023 school year at the rate of \$6.00 per dental exam. (Last year's rate was \$4.00 per exam)
- VI. **High School Counselor Extra Days (roll call)**
Grant up to 105 hours (15 days), to Judy Rupp to work in the summer of 2022 to fulfill all end of the year duties/reports and work on scheduling for the next school year.
- VII. **School Psychologist Job Description (all in favor)**
Approve the School Psychologist Job Description.
- VIII. **Memorandum of Understanding (all in favor)**
Approve the Memorandum of Understanding between the Union Education Association and the Union School District.
- IX. **High School Principal Resignation (all in favor)**
Approve the resignation of High School Principal, Kris Glosser, contingent upon being hired by the Union School District Board of Directors as full time School Psychologist, effective August 3, 2022.
- X. **School Psychologist (roll call)**
Hire Kris Glosser as full time School Psychologist, effective August 3, 2022, based upon the MOU in the Union Education Association Agreement effective July 1, 2022-June 30, 2027.
- XI. **High School Principal Advertisement (roll call)**
Grant permission to advertise for High School Principal for the 2022-2023 school year.

UNION SCHOOL DISTRICT
Curriculum Report
April 21, 2022

Board Action

I. Conferences (a) (roll call)

Approval is requested for staff attendance at the following conference/workshop, etc.:

- a.** Conference: 2022 SNAPa Annual Conference
Staff: Jessica McCleary
Location: Manheim, PA
Date: Mon.-Thurs., July 25-28, 2022
Approx. Cost: \$968.40
Funding Source: Cafeteria Budget

II. Student Trips (a-d) (roll call)

Approval is requested for the following student trips during the school year

- a.** Student Trip: Kennywood Field Trip
Students: 114–6th, 7th & 8th Graders, teachers, and board approved chaperones
Location: Kennywood Park
Date: Sunday, May 22, 2022
Approx. Cost: n/a
Funding Source: PTO
- b.** Student Trip: Marching Band Field Trip
Students: Approx. 50 Marching Band Students, Lisa Hummel, & Approved Chaperones
Location: Sakura Buffet, Clarion PA
Date: Fri., April 22, 2022
Approx. Cost: \$50.00
Funding Source: UMA/Ms. Hummel
- c.** Student Trip: National Honor Society Field Trip
Students: 24 NHS Students & Lisa Hummel
Location: Clarview & Country Springs
Date: Tues., May 17, 2022
Approx. Cost: \$60.00
Funding Source: General Fund
- d.** Student Trip: Pittsburgh Symphony
Students: 50–5th Grade Students, teachers, & board approved chaperones
Location: Heinz Hall, Pittsburgh, PA
Date: Tues., May 17, 2022
Approx. Cost: \$373.00
Funding Source: General Fund

- III. 2022-2023 Tuition Cost (roll call)**
Establish the tuition rate for domestic (non-international) out-of-district students at \$9,000.00 per year. In the event the student requires special education services above the general education needs, the cost of these services will be added to the above tuition cost. (2021-2022 cost was \$9,000.00)
- IV. 2022-2023 International Student Rate (roll call)**
Establish the tuition rate, for international students, at \$9,000.00 per student for the 2022-2023 school year, granting the Superintendent authority to adjust the rate as circumstances dictate. (2021-2022 cost was \$9,000.00)
- V. 2022 Graduating Seniors (all in favor)**
Approve the list of 2022 graduating seniors, pending full graduation requirements are met.
- VI. Updated Activity Officer List (all in favor)**
Approve the updated Activity Officer list for the 2021-2022 school year.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
April 21, 2022

Board Action Requested

- I. **Fuel Reimbursement for Transportation Contractors (roll call)**
Approve to implement the fuel reimbursement to bus/van contractors based upon the district formula, retroactive to March 17, 2022.

- II. **Transportation Aide (roll call)**
Approve Roy Johnson as part-time transportation aide for Weaver Transportation, at the rate of \$11.77 per hour, retroactive to Tuesday, April 19, 2022. All clearances have been received.

- III. **Summer Strength & Conditioning Workouts (all in favor)**
Approve the use of the Union High School for Athletic Trainer, Heather Bair, to conduct summer strength and conditioning workouts from June 13, 2022-July 22, 2022 from 8:00am-1:00pm.. This will be for grades 4-12.

UNION SCHOOL DISTRICT

Athletic Report

April 21, 2022

Board Action Requested

- I. **Varsity Cheerleading Coach (roll call)**
Hire Natosha Claypoole as the 2022-2023 Varsity Cheerleading Coach at the salary of \$1,560.00. (Up \$60.00 from last year)
- II. **Head Varsity Boys Basketball Coach (roll call)**
Hire Eric Mortimer as the 2022-2023 Head Varsity Boys Basketball Coach at the salary of \$3,150.00. (Up \$70.00 from last year)
- III. **Head Varsity Girls Basketball Coach (roll call)**
Hire Josh Meeker as the 2022-2023 Head Varsity Girls Basketball Coach at the salary of \$2,800.00.
- IV. **Head Volleyball Coach (roll call)**
Hire Courtney Gross as the 2022-2023 Head Volleyball Coach at the salary of \$2,600.00.