

**UNION
SCHOOL
DISTRICT**

BOARD OF DIRECTOR'S

May 11, 2023

**Board Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
May 11, 2023

- I. Call to Order
- II. Moment of Silent Meditation
- III. Pledge to the Flag
- IV. Roll Call
- V. Approval of Agenda
- VI. Approval of Minutes: Approve the April 20, 2023 regular board meeting minutes
- VII. Announcements
- VIII. Correspondence
 - Dr. Edward Albert, Ed.D–Executive Director, Pennsylvania Association of Rural and Small Schools email regarding Charter School Funding
- IX. Visitor/Comments
- X. **Executive Session–Personnel Matters**
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
Personnel 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. Policy No. 204–Attendance
 - b. Policy No. 623–Anti-Fraud
 - c. Policy No. 146.1–Trauma Informed Approach
 - d. Policy No. 214–Class Rank
 - e. Policy No. 217–Graduation
 - f. Policy No. 221–Dress and Grooming
 - g. Policy No. 233–Suspension and Expulsion

- XIII. New Business**
 - Discussion Item–Procedures for SPO Involvement in Investigations of Student Behavior/Misconduct
- XIV. Visitors/Comments**
- XV. Adjournment–Executive Session with no business to follow (Personnel Matters)**

UNION SCHOOL DISTRICT
Administrative Reports
May 11, 2023

I. Food Service Director

- Applied to renew our Community Eligibility Program status for the 2023-2024 SY
- Submitted our 2023-2024 Application in CN Pears. It has already been approved.
- Refined the Cafeteria Budget for next year.

II. Technology Department

- Planning and evaluating technology for next year's purchases
- Setup and programing of devices
- Testing/Planning possible IT infrastructure upgrades
- Support Tickets Status
 - 44 support tickets from April 17th through May 9th
 - 1004 support tickets for the 22-23 School Year (until May 9th)

III. Maintenance Department

- Started hanging school property rules signs.
- Ordered outside lights and poles for Sligo.
- Numerous plumbing issues at HS.
- Sligo freezer has been repaired and food moved back from HS.
- Track, baseball, and softball field setups.

IV. Special Education Director

- Amy Wilson & Sami Leasure completed PASA testing with select students
- Initiatives since October 2019
 - Elementary Social Emotional Curriculum - Zones of Regulation - Elementary behavior regulation program
 - Secured \$10,000 UDL Grant
 - Development of MTSS at elementary and middle school
 - Developed Elementary Intervention team concept and provide oversight
 - Orchestrated Elementary SWPBIS
 - Established Elementary Transitional Learning Support/ES Classroom
 - Overhauled Learning Support small group instruction
 - Developed IEP accounting cover sheet
 - Developed Staff Observation Walkthrough Form
 - Developed special education teacher and school psychologist procedures

	Current Year (Dec.1 Childcount)	Percent of Student Enrollment (548)	Projected 2023-24
GIEP	10	1.8%	10
IEP	129	23.5%	126**
504	34	6.2%	30
Out of District	8*	1.5	6
* Included in 12/01 child count			
** Students are still being evaluated			

546	Number of hours spent in meetings
47*	SAIP meetings attended
97*	MTSS meetings attended
8	Days spent at truancy court

V. Elementary Principal's Report

- Federal Program update/report
 - Federal Programs monitoring was held April 28, 2023. Thank you to Mrs. Greenawalt for her organization and assistance.
- Thank you to the intervention team and grade level teachers for putting together a list of students who would benefit from one day per week of math and reading instruction to curb the summer slide. Thank you to Mrs. Kindel and Mrs. Monnoyer for scheduling a full day each week to work with students. They will be payed using Title IV 22-23 funds and 23-24 funds.
- Mrs. McKee, Clarion County CASSP, visited 3rd grade classrooms to read and discuss the Hugging Tree. They created a poster of what they are thankful for.
- Thank you to PTO for scheduling a real MAGICIAN to come in and talk to students about unkind acts and what is a bully.
- May 23 UHS seniors walk at Sligo Elementary.
- Elementary choral concert May 18 at 7:00.
- Elementary band concert was held April 19. Great Mr. Hepler and students in grade 5.
- Teacher appreciation and staff appreciation day was celebrated May 2, 2023 with a luncheon.
- K-2 awards day May 23
3-4 awards day May 24
5th grade graduation May 24 @ 7:00

VI. High School Principal's Report

- Initiatives since October 2019:
 - Established Union High School Work Release program
 - Implemented middle/high school SWPBIS
 - Enforced HS cell phone policy
- District Magistrate Hearings: 1
- SAIP Meetings: 3
- Upcoming Events:

May 6	Prom
May 9	NHS & Lions Club Blood Drive
May 10	Band Concert
May 12	Awards Assembly
May 15	Choir Concert
May 17	Music Banquet
May 20	Art Club to Pittsburgh Art Museum
May 21	Baccalaureate

May 23	Seniors to Sligo for Graduation Walkthrough
May 23	Senior Banquet
May 26	Graduation

VII. Superintendent's Report

- **Personnel**
 - **Budgeting will determine whether there is a requirement for moving staff**
 - **Filling positions**
 - **First round of interviews for Social Studies - May 3**
 - **Second interviews on May 11th**
 - **Principal - discussion in executive session**
 - **Director of Special Education - discussion in executive session**
 - **Kindergarten position**
 - **Head Football Coach**
- **Graduation - ceremony on Friday, May 26**
- **Girls Basketball Cooperative Agreement**
 - **Joint hiring committee**
 - **All coaches hired by the host school**
 - **Shared cost**
- **Thank you Mr. Kirkwood for hosting a tour of your shop and explaining the offerings of your program(s)**
- **Southern Clarion County Regional Police Department**
 - **Ride Along Program - job shadow opportunity**
 - **Liability Release**
- **Student handbook**
 - **Attendance of 85% to be eligible to walk at graduation**
 - **Medically excused days**
 - **Homeless students**
- **Thank you Mrs. Norbert, Mr. Wagner, and Mr. Kindel for assisting with screening interviews for our open Social Studies teaching position.**

UNION SCHOOL DISTRICT

Finance Report

May 11, 2023

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending April 30, 2023.
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending May 31, 2023.
- III. 2023-2024 Depositories**
Approve the following as depositories for the 2023-2024 fiscal year:
Northwest Savings Bank, Clarion County Community Bank, PA Local Government Investment Trust, and Farmers Bank.
- IV. Athletic Trainer–Sports First Aid Professional Service Agreement**
Approve the Agreement between Penn Highlands Dubois and the Union School District for the purpose of offering health care services, including the provision of the Sports First Aid Services, effective August 1, 2023 and be in force for a period of 1 year from the effective date. The total cost will be \$45,200.00. (Last year's cost was \$43,853.54)
- V. Raptor Technologies**
Approve the purchase of Raptor Technologies, a visitor and emergency management system. Total cost is \$8,997.80 and will be paid by the Eccles grant.
- VI. Guest Teacher Consortium Board Resolution**
Approve the Guest Teacher Consortium through Riverview IU6 for the 2023-2024 school year. Total cost is \$600.00.
- VII. 2023-2024 Proposed Final General Operating Budget**
Discussion of the 2023-2024 Proposed Final General Operating Budget in the amount of \$14,124,471 in accordance with the School Laws of PA, setting the millage at 56.2682, with the budget being available for public inspection beginning May 12, 2023 in the Union School District Business Office.
- VIII. 2023 Homestead Resolution**
Approve the 2023-2024 Homestead and Farmstead Exclusion Resolution for the property tax reduction allocation.
- IX. Annual Tax Levy Resolution**
Approve the Annual Tax Levy Resolution to include tax rates for 2023.
- X. KeySolution Staffing Agreement**
Approve the KeySolution Staffing Agreement to provide educational consulting services beginning June 3, 2023 and ending June 30, 2024. These administrative services will be \$500.00 per day through June 30, 2023. From August 1, 2023-June 30, 2024, the rate will be \$525.00 per day

UNION SCHOOL DISTRICT
Personnel Report
May 11, 2023

Board Action Requested

- I. School Board Treasurer**
Appoint _____ as School Board Treasurer for the 2023-2024 fiscal year at no cost to the district.
- II. Assistant Board Secretary**
Appoint Kristen Smith as Assistant Board Secretary for the 2023-2024 fiscal year, as per PA School Code, Article IV, Section 434.
- III. School Board Secretary**
Set the School Board Secretary salary for the 2023-2024 school year, at \$1,905.00.
(Up \$70.00 from last year)
- IV. Non-Association Member Contracts**
Approve employment contracts for the Technology Technician, Technology Technician II, and the Supervisor of Buildings and Grounds, effective July 1, 2023-June 30, 2028.
- V. PTO Volunteers/Chaperones**
Approve Lisa Norbert, Valerie Anthony, Dusti Schulz, Tiffany Bearfield, and Justi Smith as PTO volunteers/chaperones. All clearances have been received.
- VI. Summer Substitute Custodian**
Hire Fran Culbertson as a Substitute Custodian for the Summer 2023. All clearances are on file.
- VII. High School Counselor Extra Days**
Grant up to 112.5 hours (15 days), to Judy Rupp to work in the summer of 2023 to fulfill all end of the year duties/reports and work on scheduling for the next school year.
- VIII. School Dentist**
Appoint Dr. Josh Polacek, DDS from Peace Dental Office, Clarion PA as the dentist of record for the 2023-2024 school year at the rate of \$6.00 per dental exam. (Same rate as last year)
- IX. Intermittent Unpaid Leave of Absence**
Approve an intermittent unpaid leave of absence to employee #141, effective May 11, 2023 through the end of the 2022-2023 school year.
- X. Intermittent Unpaid Leave of Absence**
Approve an intermittent unpaid leave of absence to employee #225, effective May 11, 2023 through the end of the 2022-2023 school year.
- XI. Teacher Hire**
Hire _____ as High School Teacher, effective August 16, 2023 at step 1 of the Bachelors salary scale of the Union Education Association Agreement.
- XII. High School Principal Act 93 Agreement**
Approve a three year Act 93 Agreement for the High School Principal, Andrew Carlson, effective July 1, 2023 through June 30, 2026 and approve up to 50 sick days, as

transferred from previous employer.

XIII. Travel Club Volunteers

Approve Paula Davis, Dusty Burns, and Lindsey Moore as volunteers/chaperones for the Travel Club Europe trip in the Summer 2023. All clearances are on file.

XIV. Educational Aide Resignation

Accept the resignation of Educational Aide, Mary Ann Morgan, effective the end of the 2022-2023 school year, and grant permission to advertise, if needed.

UNION SCHOOL DISTRICT
Curriculum Report
May 11, 2023

Board Action

I. Conferences

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

- a. Conference: Active Shooter Training
Staff: Jim Shaftic and Mike Boltz
Location: DuBois High School
Date: Mon.-Thurs., June 26-29, 2023
Approx. Cost: \$240.00
Funding Source: General Fund

- b. Conference: SNAPa Annual Conference
Staff: Jessica McCleary
Location: Kalahari Resorts & Conventions Pocono Mountains, PA
Date: Mon.-Thurs., July 31-August 3, 2023
Approx. Cost: \$1,697.00
Funding Source: Cafeteria Funds

- c. Conference: Reptiles & Amphibians Educator Workshop
Staff: Brianna Pennington
Location: Cook Forest State Park
Date: Thurs.-Fri., July 20-21, 2023
Approx. Cost: \$125.00
Funding Source: General Fund

II. Student Trips

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

- a. Student Trip: National Honor Society Field Trip
Students: 25-NHS Students & Lisa Hummel
Location: Clarview and Country Springs
Date: Mon., May 22, 2023
Approx. Cost: \$60.00
Funding Source: General Fund

- b. Student Trip: Senior Cap & Gown Walk
Students: Approx. 40 Senior Class & Lisa Hummel
Location: Sligo Elementary School
Date: Tues., May 23, 2023
Approx. Cost: \$65.00
Funding Source: General Fund

c. Student Trip: Andy Warhol and Mattress Factory Museum and Dinner Field Trip
Students: 21 Art Club Students, Michelle Ballas, Nicole Claypoole & 1 other chaperone
Location: Andy Warhol Museum
Date: Sat., May 20, 2023
Approx. Cost:
Funding Source: Art Club Activity Funds

III. Armstrong-Indiana-Clarion Drug & Alcohol Commission Memorandum of Understanding

Approve the Memorandum of Understanding between the Armstrong-Indiana-Clarion Drug and Alcohol Commission and the Union School District

IV. Student Assistance Program Agreement

Approve the Student Assistance Program Agreement between the Center for Community Resources and Union School District for fiscal year 2023-2024.

V. 2022 Graduating Seniors

Approve the list of 2023 graduating seniors, pending full graduation requirements are met.

VI. Go Math K-6 Curriculum

Approve the purchase of Go Math K-6 curriculum for the 2023-2024 school year. Total cost is \$69,718.10.

VII. Juvenile Diabetes Research Foundation Fundraiser

Approve a Juvenile Diabetes Research Foundation Fundraiser at Sligo Elementary School.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
May 11, 2023

Board Action Requested

- I. Summer Maintenance Hours**
Authorize the Maintenance Supervisor to utilize members of the part time and substitute custodial staff, for summer work, up to a maximum of 1,000 hours during the summer of 2023, with additional hours approved if needed.
- II. Sligo Ball Field Dugouts**
Grant permission to Bill Coradi of the Southern Clarion County Little League to build and place two dugouts at the Sligo ball fields. The improvement to the baseball/softball facilities at Sligo will come with no cost to the school district.
- III. Rossey Busing–Van Transportation Contract**
Approve the Contract for the Transportation of School Pupils between Rossey Busing and the Union School District, effective May 1, 2023-June 30, 2023. Total cost is \$35.00 per day.
- IV. Union High School Gym Use**
Grant permission to the VFW/ American Legion to use the High School Gym for the Memorial Day Program, in case of inclement weather, on Monday, May 29, 2023 from 8:30AM to 12:00PM.
- V. Disposal of Items**
Grant permission to Brad Kirkwood to dispose of the following classroom items:
Drill Press, Table Saw, Radial Arm Saw, and Training Structure

UNION SCHOOL DISTRICT

Athletic Report

May 11, 2023

Board Action Requested

- I. Head Varsity Football Coach Resignation**
Accept the resignation of Head Varsity Football Coach, Brad Dittman, effective May 11, 2023. Grant retroactive permission to advertise, if needed.
- II. Varsity Girls Basketball Cooperative Agreement**
Approve the Varsity Girls Basketball Athletic Cooperative Agreement between the Union School District and the Allegheny-Clarion Valley School District. The Cooperative Agreement is effective the 2023-2024 school year, and continuing through the 2023-2025 school year.
- III. Jr. High Girls Basketball Cooperative Agreement**
Approve the Jr. High Girls Basketball Athletic Cooperative Agreement between the Union School District and the Allegheny-Clarion Valley School District. The Cooperative Agreement is effective the 2023-2024 school year, and continuing through the 2023-2025 school year.
- IV. Board Hiring Committee**
Name _____, school board members, to form a joint athletic cooperative hiring committee with Allegheny-Clarion Valley School District.
- V. Board Hiring Committee**
Name _____, school board members, to form a joint athletic cooperative hiring committee with Allegheny-Clarion Valley School District.
- VI. Board Hiring Committee**
Name _____, school board members, to form a joint athletic cooperative hiring committee with Allegheny-Clarion Valley School District.
- VII. Varsity Cheerleading Coach**
Hire Emma Fox as Varsity Cheerleading Coach for the 2023-2024 school year at the salary of \$3,025.00. All paperwork has been received.
- VIII. Head Varsity Boys Basketball Coach**
Hire Eric Mortimer as Head Varsity Boys Basketball Coach for the 2023-2024 school year at the salary of \$3,220.00. (Up \$70.00 from last year)
- IX. Head Jr. High Boys Basketball Coach**
Hire Kolby Montgomery as Head Jr. High Boys Basketball Coach for the 2023-2024 school year at the salary of \$1,570.00. (Up \$60.00 from last year)