

**UNION
SCHOOL
DISTRICT**

**BOARD OF DIRECTOR'S
July 20, 2023**

**Monthly Meeting
Sligo Elementary School**

UNION SCHOOL DISTRICT
AGENDA
July 20, 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: June 1, 2023 work session minutes, June 8, 2023 budget hearing minutes and June 8, 2023 regular board meeting minutes
- VII. Announcements:
 - Lacy Magagnotti and Terry McCullough wrote a grant through Highmark Foundation and was awarded \$7,400.00.
- VIII. Correspondence
 - PDE Letter dated 6/7/2023: Single Audit Report for fiscal year ending 6/30/2022 is approved and substantially in compliance.
 - 2022 Market Values from State Tax Equalization Board. Clarion County total market value is \$111,054,736.
- IX. Visitor/Comments
 - Judy Rupp
 - Jeff & Julie Raybuck–Relinquishment of Property
- 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
Personnel Report
Curriculum/Instruction & Matters
Buildings, Grounds & Transportation
Athletic Report
Career Center Representative
Riverview IU6 Representative
- XII. Old Business
Approve the second reading of the following policies:
 - a. Policy No. 137.1–Extracurricular participation by home education students
 - b. Policy No. 137–Home Education Programs

- c. Policy No. 137.2–Participation in cocurricular activities and academic courses by home education students
- d. Policy No. 137.3–Participation in career and technical education programs by home education students

XIII. New Business

- Approve the Superintendent Goals for the 2023-2024 school year

Approve the first reading of the following policies:

- a. Policy No. 800–Record Management
- b. Policy No. 830–Security of Computerized Personal Information/Breach Notification
- c. Policy No. 830.1–Data Governance–Storage/Security
- d. Policy No. 915–School-Affiliated Organizations
- e. Policy No. 915.1–Booster Clubs and Parent Organizations

XIV. Visitors/Comments

XV. Adjournment–Executive Session: Personnel matters (Superintendent goals for 2023-2024 school year)

UNION SCHOOL DISTRICT
Administrative Reports
July 20, 2023

I. Food Service Director

II. Technology Department

- New SY ordering and configuring new technology
- Installed lights at SES w/ Brown
- Disposal of old tech items
- Organizing the sale of pick up of items sold on Municibid totaling \$7463 w/ Brown
- Planning and coordinating implementation of new programs
 - Raptor
 - Gaggle
- Upgraded Firewall
- Upgraded switches
- Configured Connections for Automation with Focus

III. Maintenance Department

- Summer cleaning has begun at both buildings.
- Put away track equipment.
- Started on the library project.
- Started on another room project at Sligo.
- Coordinating with McClure Co. to finish their work at Sligo.
- Working with Renick Brothers on a booster pump for HS.
- Worked with Cyphert and installed parking area lights at Sligo.

IV. Special Education Director

- Review of 504 Plans for August Meetings
 - Currently- 29 students
- Met with Student Services Director from CCCC to revise plan for 504 student with diabetes
- Met with School Psychologist to review status of 2022-2023 year-end evaluations
- Participated in progress meeting with Beacon Light Behavioral for student recently expelled
 - Making great progress and will be attending Emotional Support classroom in the fall
- Scheduled IU intake meetings
- Reviewing IEPs to identify areas of need in the IEP writing process
- Becoming familiar with district policies and systems

V. Elementary Principal's Report

- Federal Program update/report:
 - Mrs. Greenawalt and I attended the Jefferson Clarion Head Start, Inc Community Partnership Breakfast June 22, 2023.
 1. 43% of students in the program have a verified disability (speech language, developmental delay, autism). National average is 18%. Clarion and Jefferson are significantly above the national average.
 - Head Start center 6 out of the 16 students had a verified disability (37.5%) . Average attendance was 65%.

- **Pre-K counts average attendance was 89%. 6 out of the 15 students have a verified disability (40%)**
- 2. **Decreasing enrollment from 18 students to 15. Due to student behaviors.**
- 3. **Eliminating transportation from home to centers. Anticipate this may impact the number of students being served.**

- **STAR SWPBIS additions: Title IV funds**

At the end of each 9 weeks students that have not received a level 1, 2, 3 referral will earn the following:

- 1st 9 weeks: ice cream party
- 2nd 9 weeks: afternoon of snow fun activities
- 3rd 9 weeks: afternoon movie and snack
- 4th 9 weeks: Adrenaline Trampoline Park field trip

- **Survey results parents and staff: Meet Your Teacher and Open House for the 23-24 school year**

1. **Meet Your Teacher: August 22, 2023 1:00-3:00. Staff will be available for families and students to visit SES to meet their teacher and see their classroom.**
2. **Open House September 26, 2023 6:00-7:30**

- **Schoolwide Plan: 5th year**

1. **ORAL Reading Fluency - benchmark and screen students.**
2. **Identify gaps and close gaps during WIN period. 80% of students benchmark at the end of the year.**
3. **Students taught the desired expectations and staff reinforce, redirect and address students not meeting desired expectations.**
4. **All staff that are certified in the areas of K-6 and special education participate in the Structured Literacy training offered by PDE. Staff have until August 1, 2024 to complete.**

VI. High School Principal's Report

- **Purchased Textbooks for Math**
 - **Reveal Math - Grades 7 and 8**
 - **Elementary Statistics**
 - **Geometry**
 - **Pre-Calculus**
- **PBIS Meeting held to reform the system based on teacher feedback**
 - **Created system to incentive long term proper behavior**
 - **Quarterly awards/activities**
 - **Requirements**
 - **Appropriate Behavior**
 - **Focus on Respect**
 - **Attendance**
 - **Passing Grades**
 - **Goals**
 - **Decrease discipline referrals**
 - **Improve attendance**
 - **Provide incentive for students who do the "right things"**
- **Attended a meeting with Judge Miller to discuss Truancy process**
- **Attended a meeting with the CCCC**

VII. Superintendent's Report

- **Arrival of new school vans**
- **Work completed at Sligo Elementary**
 - **Power switchgear**

- Generator
- **Baseball Field**
 - Yearly maintenance work to alleviate large costs later
- **Library - furniture ordered**
 - Work started
 - Books disposed of
- **Property Parcel**
 - Neighbor would like to assume ownership of a small parcel
- **Truck - available now (trouble getting one later)**
 - Capital plan for purchase
- **Handbooks**
 - Student
 - Employee
 - Athletic
- **Superintendent's Goals for 2023-2024**
- **Contracts for 2023-2024**
 - Elementary Principal and Superintendent
- **SPO ability to issue citations for summary offenses**
- **Compensation for advisors/team leaders?**
- **Expulsion process**
 - Committee meeting with teachers, admin, board members, etc. to finalize an acceptable process which will be supported by the board to systematically provide interventions and supports but also a definitive process which ultimately leads to a board supported expulsion of a student who has chronic behavioral infractions.
- **Music Department**
 - Request for an adjustment to stipends paid to the three band directors
 - Head Band Director - from \$5260 to \$9000
 - 1st Assistant - from \$2206 to \$6000
 - 2nd Assistant - from \$1340 to \$3000
- **Special Meeting on Monday, July 31, 2023 at Union High School**
 - Interviews and appointment of a mathematics teacher
 - Interviews and appointment of a bus contractor
- **Cookie Plant**

UNION SCHOOL DISTRICT

Finance Report

July 20, 2023

Board Action Requested

I. Treasurer's Report

Approve the Treasurer's Report for the month ending June 30, 2023

II. Accounts Payable List

Approve the Accounts Payable List for the month ending July 31, 2023.

III. Pyramid Healthcare, Inc. Educational Services Agreement

Approve the agreement between Pyramid Healthcare, Inc. d/b/a Soaring Heights School and the Union School District to provide special education and related services to students. Total cost will be \$250.00 per day for students who require emotional support services, \$302.00 per day for students who require autism support services and \$136.50 for paraprofessional services.

This agreement is effective August 1, 2023 through July 31, 2024.

IV. Jefferson-Clarion Head Start Meal Agreement

Approve Jefferson-Clarion Head Start to purchase meals from Union School District for the 2023-2024 school year at the following prices:

- Student Breakfasts: \$2.95 (up .10)
- Adult Breakfasts: \$3.30 (up .10)
- Student Lunches: \$3.20 (up .20)
- Adult Lunches: \$4.85 (up .90)

V. Local Tax Collectors Audit

Approve the Union School District Local Tax Collectors Financial Statements -Cash Basis for the year ending December 31, 2022 as prepared by Richard Hawk, CPA.

VI. Mars Home For Youth (MHY) Family Services Agreement

Approve the agreement between the Union School District and MHY Family Services for the 2023-2024 school year.

VII. Center for Community Resources, Inc. Letter of Agreement

Approve the letter of agreement between Center for Community Resources, Inc. and Union School District. This agreement is effective July 20, 2023 and will continue for 3 years.

VIII. Settlement Agreement

Motion to approve the settlement of the litigation at GD No. 22-012282 in the Court of Common Pleas of Allegheny County, Pennsylvania according to the terms of a settlement agreement and release subject to the review and approval of the Solicitor, and authorize the proper School District Officials to sign all necessary documents to finalize the settlement.

IX. Key Solution Agreement

Approve the agreement with Key Solution Education Staffing, LLC for special education needs, effective September 1, 2023 through December 1, 2023. Total cost is \$12,000.00.

UNION SCHOOL DISTRICT
Personnel Report
July 20, 2023

Board Action Requested

- I. Substitute Custodians**
Approve the following list of substitute custodians for the 2023-2024 school year:
(All clearances are on file) Keith Fancher, Tracy Barger, Brandon Ferris, Lori Bilottee,
and James Plunkard.
- II. Substitute Nurse/Health Technicians**
Approve Brandy Giles as a substitute Nurse/Health Technician for the 2023-2024 school
year. All clearances are on file
- III. High School Teacher Resignation**
Accept the letter of resignation from High School Teacher, Amanda Coradi, effective
June 19, 2023 and retroactively authorize the administration to advertise for this
position.
- IV. Elementary Teacher Resignation**
Accept the letter of resignation from Elementary Teacher, Tessa Shick, effective June 13,
2023.
- V. 504 Coordinator**
Appoint Lindsey Cookson as Section 504 Coordinator for the 2023-2024 school year.
- VI. Secretary Job Descriptions**
Approve the Elementary and High School Secretary Job Descriptions.
- VII. Mentor Teacher Hire**
Hire Scott Kindel as a mentor teacher for the 2023-2024 school year at the salary of
\$500.00.
- VIII. Prom Advisor**
Hire Nicole Claypoole as the Prom Advisor for the 2023-2024 school year at the salary of
\$1,368.00. Up \$60.00 from last year.
- IX. Musical Director**
Hire David Gibson as the Musical Director for the 2023-2024 school year at the salary of
\$2,300.00. Up \$60.00 from last year.
- XI. Cell Phone Reimbursement**
Approve a cell phone reimbursement of \$30.00 per month to the High School Principal
and Special Education Director.

UNION SCHOOL DISTRICT
Curriculum Report
July 20, 2023

Board Action

I. Conferences

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

- a. Conference: Focus Pennsylvania Users' Conference
Staff: Bryan Eaton
Location: Upper St. Clair School District
Date: Retroactive–Mon.-Tues., July 17-18, 2023
Approx. Cost: \$333.00
Funding Source: General Fund

II. U Foundation Officers

Approve the following U Foundation Officers for the 2023-2024 School Year: District Administration: Tom Minick; President: Andrew Carlson; Treasurer: Megan Hepler; Secretary: Shelley Conner; Teacher: Rachel Kindel, Cindy Culp ; Community Members: Josh Walzak, Rev. John Milliron, Board Member: Lisa Norbert.

III. Armstrong-Indiana-Clarion Drug and Alcohol Commission Student Assistance Program Agreement

Approve the agreement where the Armstrong-Indiana-Clarion Drug and Alcohol Commission agrees to provide a Drug and Alcohol SAP Liaison to each student assistance core program during the 2023-2024 school year.

IV. 2023-2024 Student Handbook

Approve the Student Handbook for the 2023-2024 school year.

V. 2023-2024 Teacher Handbook

Approve the Teacher Handbook for the 2023-2024 school year.

VI. McGraw Hill Math Curriculum Purchase

Approve the purchase of McGraw Hill Math Curriculum for the High School. Total cost of \$9,389.76.

VII. Houghton Mifflin Harcourt Into to Math Curriculum

Approve the purchase of Houghton Mifflin Harcourt Into Math & Waggle for grades 7-8. Total cost of \$15,595.78

VIII. Schoolwide Title I Plan

Approve the 2023-2024 Schoolwide Title I Plan.

IX. Gym Equipment Purchase

Approve the purchase of gym equipment through the Highmark Grant. There will be no cost to the District.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
July 20, 2023

Board Action Requested

- I. **Furniture Purchase**
Retroactively approve the library furniture purchase from Sunshine Office Supply of Clarion PA, in the amount of \$11,114.00 (this price includes delivery and installation)
- II. **2023-2024 Bus/Van Driver Handbook**
Approve the Bus/Van Driver Handbook for the 2023-2024 school year.
- III. **Termination of Bus Contract - Rossey Busing**
Approve the termination of bus contact with Rossey Busing effective July 20, 2023. This will terminate the Bus 11 and Bus 16 runs and retroactively approve to advertise for a bus contractor.
- IV. **Termination of Bus Contracts - Mortimer Busing, LLC**
Approve the termination of the bus contracts with Mortimer Busing, LLC for Bus 2, Bus 3, and Bus 5. This termination is contingent upon the Union School District contracting with Shriver Contract Services for Bus 2, Bus 3, & Bus 5, if not Mortimer Busing, LLC will maintain and honor the existing contract.
- V. **Bus Contracts & Rates**
Approve the two (2) year bus contracts, effective the 2023-2024 & 2024-2025 school year with Shriver Contract Services for bus 2, bus 3 & bus 5 runs. Union School District shall pay contractors a daily rate based on the state formula with a three cent alteration each day they transport pupils. The rate will be calculated based on the data from the first student day of each school year.
- VI. **Union Youth Football/Cheerleader Facility Use for Practice and Games**
Grant permission to the Union Youth Football Team and Cheerleaders to use the lawn area, locker rooms, and football field of Sligo Elementary and Union High School from mid July 2023 through mid November 2023 for practice and games. Approximate cost associated is \$1,800.00 for custodial fees, electric usage, and miscellaneous costs. (same cost as last year)
- VII. **Truck Purchase**
Approve the purchase of an 2023 F-250 truck, including a plow and spreader, from Tri Star Motors at the cost not to exceed \$60,000.00 and authorize the administration to sell the old truck at a minimum of \$17,000.00. Cost to the District would be \$43,000.00.

Discussion: Baseball Field Repairs (Scott Kindel)

UNION SCHOOL DISTRICT

Athletic Report

July 20, 2023

Board Action Requested

- I. **Swim Coach Volunteer**
Approve Amanda Bliss as a swim coach volunteer for the 2023-2024 school year.
All clearances are on file.
- II. **Baseball Scoreboard Donation**
Accept the donation check in the amount of \$6,840.00 from UFP Industries, Inc. for the purchase of a baseball scoreboard.
- III. **2023-2024 Athletic Handbook**
Approve the Athletic Handbook for the 2023-2024 school year.
- IV. **1st Assistant Jr. High Boys Basketball Coach**
Hire Amy Wilson as the 1st Assistant Jr. High Boys Basketball Coach for the 2023-2024 school year at the salary of \$1,250.00. (Up \$50.00 from last year)

Discussion–Athletic Transportation