

**UNION  
SCHOOL  
DISTRICT**

**BOARD OF DIRECTOR'S  
December 7, 2023**

**Monthly Meeting  
Union High School Library**

UNION SCHOOL DISTRICT  
AGENDA  
December 7, 2023

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes: November 9, 2023 work session minutes and November 20, 2023 regular board meeting minutes.
- V. Announcements:
  - The board and Dr. Kimmel met in executive session at the conclusion of the November 20, 2023 board meeting for personnel matters.
- VI. Correspondence
  - Letter from Bridge Builders Community Foundation
- VII. Visitor/Comments
  - None received prior to the meeting
- VIII. **Administration Report**  
School Police Officer  
Food Service Director  
Technology Department  
Maintenance Department  
Special Education Director  
Elementary Principal  
High School Principal  
Superintendent's Report
- IX. **Board Reports**  
Finance Report  
Personnel Report  
Curriculum/Instruction & Matters  
Buildings, Grounds & Transportation  
Athletic Report  
Career Center Representative  
Riverview IU6 Representative
- X. Old Business
- XI. New Business  
Approve the 1st reading of the following policies:
  - a. Policy No. 006: Meetings
  - b. Policy No. 216.1: Supplemental Discipline Records
  - c. Policy No. 251: Student Experiencing Homelessness, Foster Care and Other Educational Instability.
- XII. Visitors/Comments
- XIII. Adjournment–Executive Session: Personnel matters (Superintendent Contract)

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**December 7, 2023**

- I. School Police Officers (See report in the shared Google folder)**
- II. Food Service Director**
- I completed the On-Site Monitoring for both the High School and Sligo Elementary. No findings were found, so no corrective actions were needed at this time.
  - I will be completing the Child Nutrition Financial Report (CNFR) and submitting to the State this month.
  - I have been working with our distributor/manufacturers about recent issues of product availability. This has been an ongoing issue, but seemed better at the beginning of the year. Now it is starting to be an issue again.
- III. Technology Department**
- Working with Knight on Stage Lighting repair
  - Submitted to E-rate and released 4 RFPs for Internet, Building to Building, Wireless infrastructure at Sligo Elementary, and Switching Infrastructure
  - Updated the Basketball Scoreboard to reflect the new rule changes
  - Support Tickets Status
    - 55 support tickets from November 13th to December 3rd
    - 604 support tickets for the 23-24 School Year (until Dec. 3rd)
  - Communication with FCC to object to Windstream's change of status from Common Carrier to Private Carrier
  - Evaluating Endpoint Security Solutions
  - Evaluating VR / AR solutions for Library Space
- IV. Maintenance Department**
- Had new plow installed on truck
  - Replaced HVAC motor on 1 unit vent, ordering a second one for another bad unit vent motor.
  - Replaced one bad room door lock, and had 2 others identified during intruder drill, they have been ordered.
  - Placing an order for a Spreader Material Saver for our salt spreader.
  - Purchased new battery for Sligo metal detector.
  - Ordered replacement caster wheels for HS auto scrubber.
  - Setups for concerts.
  - Contacted McClure about installing a gas regulator on our garage furnace due to increased gas pressure to our building because of new boilers, Tech. scheduled for 12/5/23.
- V. Special Education Director**
- 12 IEP meetings scheduled for month of December
  - Transition Program Updates
    - PAES Lab (free program through IU)-
      - 4 students attending every Monday (for 5 weeks)
    - OVR
      - Wolfe's Youth Employable Solutions (3 students)
        - 4 days total- 2 instructional and 2 days of job shadows
      - 1 senior beginning a paid work experience, 2 getting set up now
    - BC3 Campus Tour
      - 6 students attending on December 19th
  - Paraprofessional for High School (3 applicants)

- Learning Support in general education classes
- Cyber Home Visits- 12/4
  - 8 homes visited (11 students)
    - 4 families were home
      - 1 family interested in returning
    - Brochures left with every family
      - Follow up phone calls made by admin to those who were not home

## VI. Elementary Principal's Report

- **Discipline referrals:** Level 0, 1, 2, and 3 referrals

	<u>22-23</u>	<u>23-24</u>
August	27	40
September	148	81
October	125	104
November	131	96
December	88	
January	148	
February	109	
March	114	
April	71	
May	95	

- **Sligo Elementary Student Council**
- **Sligo Elementary Presentation:**
  1. 2020-2021 K class data through BOY data for 3rd grade
  2. PSSA data, growth scores and interventions for math and ELA
  3. MTSS form - supports in place that are removed for PSSA testing
  4. Acting Secretary Parent Letter
  5. Depth of Knowledge
  6. Maslow's Hierarchy
  7. SES Initiatives
  8. Elementary school itinerant staff and support compared to neighboring districts. Spreadsheet will be shared.
  9. Athletic discussion versus academic discussion of programs. Provide opportunities for students academically. Principal participation in executive sessions and scheduling of committee meetings to discuss schedules, data, personnel, surveys, faculty meetings, PD schedules, etc.
  10. Discussion to meet with RV administration for shared itinerant staff or hiring of staff that can be shared. Examples: Science teacher, Technology, Art, Math intervention, ELA intervention, mobile librarian, paraprofessionals
  11. PSSA growth data - PVAAS Math/ELA/Science - color code
    1. Economically disadvantaged students
    2. Lowest performing 33%
    3. All students

## VII. High School Principal's Report

- 2 Truancy Hearings
- **Disciplinary Infractions - November 2023**
  - 047 - Possession, Use, or Under the Influence of Controlled Substance - 1
  - 018 - Disorderly Conduct - 1
  - 054 - Possession of Weapon - 1
  - U1002 - Unauthorized Use of Technology - 1
  - U1003 - Disruptive Behavior - 1
  - U1005 - Misconduct in the Hallways - 1
  - U1006 - Failure to follow Safety Regulation - 1
  - U1013 - Failure to follow Directions - 1
  - U1022 - Inappropriate Remarks - 1

- U1020 - Theft/Stealing - 1
- U2105 - Failure to Serve Detention - 1
- U2106 - Use of Profanity/Obscenities - 7
- U2108 - Defiance/Disrespect - 4
- U2101 - Physical Aggression without Injury - 1
- U2022 - Major Disruptive Behavior - 2
- Winter Keystone Exams/Bootcamps
- Gains via PVAAS Presentation

## **VIII. Superintendent's Report**

- Revision and resubmission of Chapter 16 Gifted Plan to PDE as part of the District's Comprehensive Plan
  - Revisions to better convey our current student screening process, testing and qualification process, and programming associated with Chapter 16
  - No changes to current practice
- ACT 55 Training for Safety and Security Officers
  - Train-the Trainer model
- Weight Room Supervisor
  - How to proceed?
- Cyber Numbers
  - 42 Traditional Cyber
    - 34 Regular Ed
    - 8 Cyber
    - 13 removed from cyber list during 23-24 so far
  - 14 Rockets
  - Cyber visitations conducted 12-4-23
    - (8) homes visited, (11) students
    - One student returning
    - One student moving out-of-district
    - Follow-up with one family requested
- Professional Development Schedule
  - Shared with the Board
  - Living document which has the ability to be altered as needs and opportunities change
  - February - County-wide in-service date
- Quarterly Surveys
  - Request from elementary staff to retool the survey to allow for specifics, make it more user-friendly, and to remove vague questions
  - Options - either make changes to the survey questions and answer options or provide a discussion session to further explain the purpose of each question and what information is being requested
- Continued collaboration for our County-Wide In-Service Day on February 19, 2024
  - All 7 Clarion County Schools participating
  - Each district hosts certain grade-levels, departments, job-alike groups
  - Union is hosting several of these
  - Provides great collaboration time - working with colleagues from the region
  - Opportunities to share best-practices
  - Host schools get to showcase their positive practices, resources, learning spaces
- Budget Process
  - Need for clear expectations as to process and product
    - What information is requested and in what format?
      - By function? By object? By function and object?
      - Individual expenditure? Over \$4000 or all?
    - Meetings for departments?

- **Reminder that Sunshine Laws have changed so all committee meetings not falling under the prescribed topics must be held in public with advertisement prior**
- **Zoom meeting/webinar with Joe Ciresi - Rep**
  - **House Bill 1422 Presentation**

UNION SCHOOL DISTRICT  
Finance Report  
December 7, 2023

**Board Action Requested**

**\*\*\* Executive Session–Discussion of possible litigation matters**

- I. **Treasurer's Report**  
Approve the Treasurer's Report for the month ending November 30, 2023
- II. **Accounts Payable List**  
Approve the Accounts Payable List for the month ending December 31, 2023.
- III. **Settlement Agreement Negotiations**  
Authorize Maiello, Brungo, Maiello, LLP to negotiation a settlement agreement concerning a pending due process complaint for student # 7565948802, subject to review and approval of the solicitor.
- IV. **Tax Resolution**  
Adopt the resolution to not increase any school district tax for the 2024-2025 school year, at a rate that exceeds the index as calculated by the Pennsylvania Department of Education. (Rate is 8.2%)
- V. **2022-2023 Union School District Financial Statement**  
Approve the 2022-2023 Union School District Financial Statements.
- VI. **Sports Physicals**  
Appoint Penn Highlands Healthcare to conduct sports physicals for the 2024-2025 school year at the rate of 1-50 Students \$15.00 each or 51 + Students \$10.00 each.
- VII. **Stage Light Repair**  
Approve a possible stage light repair at the cost of \$6,000.00 plus the cost to ship the units. If the lights are covered under warranty , the only cost will be shipping.

**UNION SCHOOL DISTRICT**

**Personnel Report**

**December 7, 2023**

**Board Action Requested**

**I. Teacher Retirement**

Accept the letter of resignation, for the purpose of retirement, from High School Teacher, Kenny Gibbs, effective the conclusion of the 2023-2024 school year. Authorize the administration to advertise for this position, if needed. Kenny has been with the District for 18 years.

**II. Educational Aide Hire**

Hire Jessica Lukes as Educational Aide, effective December 11, 2023, as per the terms of the Union Educational Support Personnel Association Agreement. All paperwork is on file.



**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**December 7, 2023**

**Board Action**

**I. Conferences**

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

- a. Conference: PSSA & Keystone math open-ended task bootcamp  
Staff: Josh Meeker & Anthony Beveridge  
Location: Riverview IU6  
Date: Wed., February 28, 2024  
Approx. Cost: General Fund  
Funding Source: \$302.00
  
- b. Conference: Lindsey Cookson, Nicole Claypoole, Josh Meeker  
Staff: Gifted Training Opportunity: Chapter 16 and GIEP Best Practices  
Location: Riverview IU6, Clarion PA  
Date: Thursday, December 14, 2023  
Approx. Cost: \$292.38  
Funding Source: General Fund
  
- c. Conference: Continuous Improvement 1: Get up and running with the essentials  
Staff: Tom Minick  
Location: Virtual  
Date: March 17-May 11, 2024  
Approx. Cost: 0.00  
Funding Source: n/a
  
- d. Conference: Pennsylvania Education Technology Expo & Conference  
Staff: Jamey Cyphert, Andy Carlson & Jake Weckerly  
Location: Hershey Lodge  
Date: Sun.-Wed., February 4-7, 2024  
Approx. Cost: \$1,947.00  
Funding Source: General Fund

**II. Student Trips**

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

- a. Student Trip: Penguin Game  
Students: 8 Travel Club Members, Nicole Claypoole + Chaperones (TBD)  
Location: PPG Paints Arena, Pittsburgh, PA  
Date: Fri., January 26, 2024  
Approx. Cost: \$730.00  
Funding Source: Club Funding

<b>b.</b>	<b>Student Trip:</b>	<b>District Choir</b>
	<b>Students:</b>	<b>6 District Choir Students &amp; David Gibson + District 3 Choral Directors</b>
	<b>Location:</b>	<b>Freeport Area School District</b>
	<b>Date:</b>	<b>Wed.-Fri., January 24-26, 2024</b>
	<b>Approx. Cost:</b>	<b>\$1,460.00</b>
	<b>Funding Source:</b>	<b>General Fund</b>

**III. 2024-2025 Course Catalog Changes**

Approve the changes to the Course Catalog for the 2024-2025 school year.

**IV. 2023-2024 Play/Musical**

Approve Honk! Jr. as the 2023-2024 play/musical.

**V. Student Discipline**

Approve the waiver agreement, dated November 30, 2023, in lieu of an expulsion hearing for student #3114658377.

**UNION SCHOOL DISTRICT**  
**Buildings, Grounds, and Transportation Report**  
**December 7, 2023**

**Board Action Requested**

- I. **High School Building Use—Sports Physical**  
Grant permission to Athletic Trainer, Heather Bair, to use the Union High School on Friday, June 7, 2024 from 7:30AM-3:30PM to conduct PIAA Sports Physical.

UNION SCHOOL DISTRICT

Athletic Report

December 7, 2023

**Board Action Requested**

**I. Volleyball Volunteer**

Approve Hannah Atzeni as a volunteer for Volleyball for the 2024-2025 school year. All clearances are on file.

**II. Varsity Football Coach**

Hire Dan Reed as the Varsity Football Coach for the 2024-2025 school year at the salary of \$3,101.00. All clearances are on file.

**III. 3rd & 4th Grade Girls Basketball**

Approve Brooke Shirey as the 3rd & 4th Grade Girls Basketball Coach for the 2023-2024 school year. All clearances are on file.

**IV. Sport Volunteer**

Approve John Stevens as a sports volunteer for the 2023-2024 school year. All clearances are on file.