

**UNION
SCHOOL
DISTRICT**

**BOARD OF DIRECTOR'S
January 18, 2024**

**Monthly Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
January 18, 2024

- 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: December 7, 2023 reorganization meeting and regular board meeting minutes
- VII. Announcements:
 -
- VIII. Correspondence
 - Email from PDE dated 12/15/2023–PDE has determined the status of Union SD compliance with Individuals with Disabilities Education Act (IDEA) to be “meets requirements.”
 - Letter dated 12/14/2023 from State Senator, Scott Hutchinson and David Argall, regarding House Bill 1422.
 - Titusville Area School District Rockets Online Campus Fall/Winter Newsletter
- IX. Visitor/Comments
 - Key Solutions Presentation
- X. **Administration Report**
School Police Officer
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
Athletic Report
Career Center Representative
Riverview IU6 Representative
- XII. Old Business
Approve the 2nd 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.

XIII. New Business

1st Reading of Policies:

- a. Policy No. 105.2: Exemption from instruction
 - b. Policy No. 106: Course Guides
 - c. Policy No. 107: Adoption of course of study
 - d. Policy No. 109: Resource materials
 - e. Policy No. 110: Instructional supplies
 - f. Policy No. 112: Guidance counseling
 - g. Policy No. 114: Programs for gifted pupils
 - h. Policy No. 815: Acceptable use of internet, computers and network resources
 - i. Policy No. 819: Suicide Awareness, prevention and response
 - j. Policy No. 008: Organization Chart
- Approve to retire Policy No. 109.1: School Media Center
 - Review rough draft of 2024-2025 school calendar
 - Readvertise for Social and Human Service Assistant

XIV. Visitors/Comments

XV. Adjournment

UNION SCHOOL DISTRICT
Administrative Reports
January 18, 2024

I. School Police Officers

II. Food Service Director

- Will be doing USDA allocations for SY 2024-25 later in January
- Working on Bid specifications for Food and Supply bid with PRFSD for 2024-2025
- Menus are completed for the remainder of 2023-2024

III. Technology Department

- Dismantled and shipped 20 stage light units back to ETC for repair
- Working with Spotts on Gym Sound System Repair
- Received/Evaluated E-Rate Bids
- Rebuilding network segments after power failure resulted in lost configuration
- Support Tickets Status
 - 98 support tickets from December 3rd to January 11th
 - 702 support tickets for the 23-24 School Year (until Jan. 11th)

IV. Maintenance Department

- Had McClure Company install a gas regulator on the garage furnace to lower pressure, they also had to replace the gas valve.
- Installed and revamped the material saver for our salt spreader on the truck.
- Replaced the heat pump controller in room 110 at Sligo for the 3rd time.
- Monitoring a possible problem with the garbage disposal in the kitchen.
- Had the relay board replaced in the garage furnace, unrelated to the gas pressure problem.
- Worked on the warming cabinet at Sligo, needs a new rocker switch, on order. 1/4/24, installed 1/10/24.
- Filed leak reports with both warranty companies for HS roof.
- Reset Heating boilers multiple times during storm, contacted McClure about that issue.

V. Special Education Director

- January IEP meetings- 13
- January GIEP- 1 (newly eligible)
- 1 student moved to OOD placement (12 total)
- Early Intervention Transition Meetings Scheduled (9 incoming students)

VI. Elementary Principal's Report

- **Out of classroom timeouts** (1st 9 weeks): 28 (2nd 9 weeks): 13
- **Prime Time Suspensions** lunch/recess (1st 9 weeks): 190 suspensions daily average: 4.4 (2nd 9 weeks): 183 suspensions daily average: 4.06
*incomplete work
- **OSS**(1st 9 weeks): 3 (2nd 9 weeks): 2
- **ISS**(1st 9 weeks): 13 (2nd 9 weeks): 11
- **Blue Tickets** (1st 9 weeks): 6 (2nd 9 weeks): 2
- **Threat team assessments** completed (1st 9 weeks): 12 completed (2nd 9 weeks): 5
- **SAIP meetings** 1st and 2nd 9 weeks: 10
- **Truancy hearings** 1st and 2nd 9 weeks: 3 (6 upcoming hearings)
- **Referrals to school counselor:** 9
- **Student services - therapy**
School based - 7
School counselor - 15

- **Students in MTSS** - 38 students (17.5% of student population)
- **After School Program:** 23 students (9.3% of student population)
- **Special Education review** recommendations powerpoint (Mr. Carlson and Mr. Minick)

VII. High School Principal's Report

- SAIPS - 3
- Truancy Hearings - 4
- Discipline Report - 2nd Nine Weeks vs 1st Nine Weeks
 - Detentions - 8 vs 20
 - In School Suspensions - 28 vs 16
 - Out of School Suspensions - 11 vs 15
 - Lunch Detention - 14 vs 11
- Discipline Referrals
 - 001 Simple Assault on Student - 1
 - 016 All other forms of Harassment - 1
 - 038 Disorderly Conduct - 1
 - 047 Possession, Use, or Under the Influence of Controlled Substance - 1
 - 053 Possession, Use, or Sale of Vaping Material - 2
 - 054 Possession of Weapon - 1
 - U2101 - Physical Aggression w/out Injury - 2
 - U2103 - Skipping Class - 1
 - U2105 - Failure to Serve Detention -1
 - U2106 - Use of Profanity/Obscenities - 9
 - U2108 - Defiance/Disrespect - 10
 - U2115 - Photographing/recording and sharing w/out permission - 1
 - U2022 - Major Disruptive Behavior - 2
 - U3202 - Insubordination/Defiance/Extreme Disrespect - 3
 - U3013 - Threatening of Others - 1
 - U1002- Unauthorized use of technology - 2
 - U1003 - Disruptive Behavior - 4
 - U1005 - Misconduct in the Hallways - 2
 - U1006 - Failure to follow safety regulations -1
 - U1011 - Parking Violations - 4
 - U1013 - Failure to Follow Directions - 1
 - U1022 - Inappropriate Remarks -9
 - U1025 - Bus Misconduct - 1
 - U1020 - Theft/Stealing (up to \$10) - 1

VIII. Superintendent's Report

- Data Presentation Calendar
 - -Scheduled calendar of presentations for the Board monthly
 - -Allows for anticipated dates for information to be shared
 - -Relieves anxiety from not knowing when information will be available
 - -Helps to provide an expectation of what should be shared
- Shared Testing Projections
 - Using PVAAS, projections are put into categories
 - >70% likelihood of scoring Advanced (Advanced)
 - >70% likelihood of scoring Proficient (Proficient)
 - 40-70% likelihood of scoring Proficient (Basic)
 - < 40% likelihood of scoring Proficient (Below Basic)
 - Provides an anticipated performance for our students by which we can compare our performance

- Help in identifying grade-levels and classrooms in which we are over-performing, under-performing, or hitting our expected targets
- 2024-2025 School Calendar
 - -County schools want to be done before Memorial Day
 - -Inclusion of ½ day in-person with ½ day remote learning (assignments outside of the school day) to allow for data teams to meet 1x per nine-weeks
 - -Graduation on a Thursday - reduce conflict for State Track
 - -seniors pick up diplomas on Friday (day 180)
 - -March 18th - ½ day in-person / ½ day remote learning - Student presentations
- Instrumental Music
 - -Interviews on December 27th
 - Interview questions
 - Performance on instrument of choice and also piano
 - Mr. Hepler, Mrs. Hepler, Mr. Gibson, Mr. Carlson, Dr. Kimmel
 - -Second interviews on January 11th at 8 PM, following Key Solution Presentation
 - -Hire now/fill position until summer and hire?
 - -Thank you Mr. Gibson and Mr. Hepler for your help
 - -Mr. Hepler filling in for PMEA/District Band and Jazz Band
 - -Stipend to be paid? \$1560
- Social and Human Services Assistant Position
 - -Interview our single applicant?
 - -Readvertise for the position?
- Policies for 1st reading
 - 105.2 - Exemption from Instruction
 - 106 - Course Guidelines
- 107 - Adoption of Courses of Study
 - 109 - Resource Materials
 - 109.1 - School Media Center - Retire
 - 110 - Instructional Supplies
 - 112 - Guidance Counseling
 - 114 - Programs for Gifted Pupils
 - 815 - Acceptable Use of internet, computers, and network resources
 - 819 - Suicide Awareness, prevention, and response
 - 008 - Organization Chart
- Thank you Mr. Walzak for a generous donation of paper supplies from the Leader Vindicator.
- Key Solution Presentation
 - January 11th at 7 PM
 - Review needs assessment
- Kris Glosser to present to the Board in February
 - -What does a school psychologist do?
- Capital Projects - meeting coming up (Jan 18 @ 6PM) to discuss future capital projects and routine items
- House Bill 1507 - now ACT 56 of 2023
 - -Allows schools to utilize either 180 days of instructional time **or** 990 hours high school/900 hours elementary school
 - -May provide for more flexibility in providing instruction as well as structuring professional meeting time
- Insurance Buy-Out

- -Should we explore how we may make changes to create greater savings?
 - -Survey for staff?
- Comprehensive Plan
 - -Approved
 - -Compliment on how well the Chapter 16 (Gifted Plan) was constructed
- Correspondence from Mr. Weigle
 - Annual Fundraiser was successful in raising sufficient funds to cover the Spring Training Trip

UNION SCHOOL DISTRICT
Finance Report
January 18, 2024

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending December 31, 2023
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending January 31, 2024.
- III. General Supplies Bid**
Grant permission to advertise bids for General Supplies.
- IV. Internet Services**
Award the E-Rate bid for Internet Services to Kinetic Business by Windstream in the amount of \$68,190.60 (\$1,138.51 per month for 60 months). Upon E-Rate approval, the district will be responsible for up to \$13,638.12 (\$227.70 per month for 60 months).
- V. Wide Area Network (WAN)**
Award the E-Rate bid for Wide Area Network (WAN) to Kinetic Business by Windstream in the amount of \$51,663.60 (\$861.06 per month for 60 months). Upon E-Rate approval, the district will be responsible for up to \$10,332.72 (\$172.21 per month for 60 months).
- VI. Switching LAN Equipment**
Award the E-Rate bid for Switching LAN Equipment to CDW-G in the amount of \$5,518.39. Upon E-Rate approval, the district will be responsible for up to \$1,103.68.
- VII. Wireless LAN Equipment**
Award the E-Rate bid for Wireless LAN Equipment to CDW-G in the amount of \$2,323.68. Upon E-Rate approval, the district will be responsible for up to \$464.74.

UNION SCHOOL DISTRICT

Personnel Report

January 18, 2024

Board Action Requested

I. Teacher Retirement

Accept the letter of resignation, for the purpose of retirement from High School Teacher, Cindy Culp, effective the end of the 2023-2024 school year and authorize the administration to advertise for this position. Mrs. Culp has been with the District for 29 years.

UNION SCHOOL DISTRICT
Curriculum Report
January 18, 2024

Board Action

I. Conferences

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

- a. Conference: Mandated School Safety and Security Coordinator Training
Staff: John Kimmel
Location: Riverview IU 6, Clarion PA
Date: Fri., March 15, 2024
Approx. Cost: \$21.00
Funding Source: General Fund

- b. Conference: Chemical Management & Safety Training
Staff: Nicole Claypoole
Location: Riverview IU 6
Date: Fri., February 2, 2024
Approx. Cost: \$146.19
Funding Source: General Fund

II. Student Trips

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

- a. Student Trip: Christmas Tournament
Students: 16 Varsity Girls Basketball Team Members, Josh Meeker + 2 Chaperones
Location: Holiday Inn Express, West Middlesex, PA
Date: Retroactive–Thursday, December 28–December 29, 2023
Approx. Cost: \$900.00
Funding Source: Roundball Club

- b. Student Trip: Penn State Women’s Basketball Game
Students: 16 Varsity Girls Basketball Team Members and Coaches
Location: Penn State University
Date: Sat., February 3, 2024
Approx. Cost: \$176.00
Funding Source: General Fund

- c. Student Trip: STEM Design Challenge
Students: 4 TAG Students and Nicole Claypoole
Location: Riverview IU 6, Clarion PA
Date: Mon., March 25, 2024
Approx. Cost: \$166.64
Funding Source: General Fund

- d.** Student Trip: Jr. High & Sr. High Academic Finals, Academic Bowl
 Students: 8 Gifted Students and Nicole Claypoole
 Location: Riverview IU 6, Clarion PA
 Date: Tues., January 23, 2024
 Approx. Cost: \$582.87
 Funding Source: General Fund
- e.** Student Trip: Presidents Competition
 Students: 12 TAG Students, Nicole Claypoole, and Josh Meeker
 Location: Riverview IU 6, Clarion PA
 Date: Tues., February 20, 2024
 Approx. Cost: \$380.41
 Funding Source: General Fund
- f.** Student Trip: Current Events/Propaganda
 Students: 12 TAG Students, Nicole Claypoole, and Josh Meeker
 Location: Riverview IU 6, Clarion PA
 Date: Mon., April 8, 2024
 Approx. Cost: \$380.41
 Funding Source: General Fund
- g.** Student Trip: Hershey Park, Chocolate World, Railroaders Memorial Museum, Dave & Busters, and Altoona Curve Baseball Game
 Students: 34 Union/AC Valley Marching Band, Cathy Walzak & board approved chaperones
 Location: Hershey Park
 Date: Mon., May 27, 2024-Wed., May 29, 2024
 Approx. Cost: n/a
 Funding Source: Union & AC Valley marching band boosters
- h.** Student Trip: Kindergarten Field Trip
 Students: 22 Kindergarten students, Mrs. Walzak, Mrs. Smith, Mrs. Myers, Mrs. Rudiger and 6 board approved chaperones
 Location: Children's Museum, Pittsburgh PA
 Date: Tues., May 7, 2024
 Approx. Cost: \$785.00
 Funding Source: PTO
- i.** Student Trip: Armstrong, Indiana, Clarion, Drug and Alcohol Commission
 Students: 7 selected students and Ken Gibbs
 Location: Trinity Point Church, Clarion PA
 Date: Wed., March 6, 2024
 Approx. Cost: \$0.00
 Funding Source: The district will be compensated for the cost of a substitute and transportation costs.
- j.** Student Trip: Region Band Festival
 Students: 2 region band students, David Hepler & David Gibson
 Location: Meadville Area Sr. High School
 Date: Thurs.-Sat., February 22-24, 2024
 Approx. Cost: \$912.98
 Funding Source: General Fund

UNION SCHOOL DISTRICT

Athletic Report

January 18, 2024

Board Action Requested

- I. **Assistant Jr. High Softball Coach**
Hire Megan Kriebel as the 2023-2024 Assistant Jr. High Softball Coach at the salary of \$1,100.00. All clearances are on file.

- II. **Jr. High Baseball Volunteer**
Approve Richard Long as a volunteer for Jr. High Baseball for the 2023-2024 school year. All clearances are on file.