

**UNION
SCHOOL
DISTRICT**

BOARD OF DIRECTOR'S

July 18, 2024

**Monthly Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
July 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: June 6, 2024 work session minutes, June 13, 2024 budget hearing and regular board meeting minutes, and the June 20, 2024 special board meeting minutes.
- VII. Announcements
 - None
- VIII. Correspondence
 - None
- IX. Visitor/Comments
 - No requests submitted
- X. **Administration Report**
School Police Officer - No summer 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. 202: Eligibility of Nonresident Students
 - b. Policy No. 222: Tobacco and Vaping Products (students)
 - c. Policy No. 227: Controlled Substances/Paraphernalia
 - d. Policy No. 249: Bullying/Cyberbullying
 - e. Policy No. 323: Tobacco and Vaping Products (staff)

- f. Policy No. 351: Controlled Substance Abuse
- g. Policy No. 707: Use of School Facilities

XIII. New Business

Approve the 1st reading of the following policies:

- a. Policy No. 140: Extracurricular Participation by Charter/Cyber Charter Students
- b. Policy No. 146.1: Trauma-Informed Approach
- c. Policy No. 218: Student Discipline
- d. Policy No. 218.1: Weapons
- e. Policy No. 218.2: Terroristic Threats
- f. Policy No. 801: Public Records
- g. Policy No. 803: School Calendar
- h. Policy No. 805: Emergency Preparedness and Response

XIV. Visitors/Comments

XV. Adjournment

UNION SCHOOL DISTRICT
Administrative Reports
July 18, 2024

I. School Police Officers

II. Food Service Director

- August and September Menus are ready and will be posted to the website at the beginning of August.
- Breakfast and Lunch prices remain the same as last year.
- All students still receive free breakfast and lunch.

III. Technology Department

- Purchased and Replaced Wifi at Sligo
- Replaced old Cameras at both buildings
- Configuring digital curriculum (IXL, HMH, McGraw Hill, Renaissance)
- SES Phone Buildout and Migration Planning
- Orchestrated table leg ~800 legs replacement (warranty)
- Ordering and quoting for Interactive displays and other technology

IV. Maintenance Department

- The track resurfacing project has been completed.
- I finished my annual employee evaluations.
- Repaired a hydraulic leak on the Kubota tractor at the HS.
- The ice machine has been repaired, and is working well.
- Changed all the filters on all HVAC equipment at Sligo.
- Summer cleaning is still on schedule at both buildings.
- Replaced an old non functioning water fountain in the band room, with a new bottle filler model.
- Unloading and receiving supply orders.
- The parking lot reseal project is complete at both schools.
- Replaced the battery in Sligo's tractor.
- Interviewed 2 potential custodial candidates, recommended one for the vacant 6 hour position at Sligo.

V. Special Education Director

- Paraprofessionals needed
- Special Education Transition/Exit Data 23/24
 - 8 graduates
 - 3 pursuing further schooling
 - 2 gainful employment lined up
 - 3 connected with supports coordination for adult services prior to graduation
 - Dismissed from Special Ed
 - 9 students dismissed in 23/24
 - 5 stepped down to 504 Plans
 - Transition Programming Recap
 - *Off Campus Student Workers-*
 - 3 students
 - *On Campus Student Workers-*
 - 1 student- 2 placements (cafeteria and maintenance)
 - *Professional Learning Community Groups-*
 - 2 groups totaling 9 students

- 2 days of theory and classroom work
- 2 days of job shadowing
- *PAES Lab-*
 - 2 groups (8 weeks long)
 - 7 students in total

VI. Elementary Principal's Report

- Federal Program: completed School Wide Plan for SES
- Participated in webinar on chronic absenteeism
- Attended Artificial Intelligence workshop at IU 6 on 6/19
- Attended emetric training at IU 6 on 6/26

VII. High School Principal's Report

- High School Master schedule
- MTSS Academic period
- MTSS Academic Intervention Period
- Launching MTSS Presentation
- MTSS Pyramid
- Participated in webinar on chronic absenteeism
- Attended Artificial Intelligence workshop at IU 6 on 6/19
- Attended emetric training at IU 6 on 6/26

VIII. Superintendent's Report

- Handbook reviews
 - Student Handbook
 - Employee/Teacher Handbook
 - Athletic Handbook
- Superintendent's Goals for 2024-2025
 - List of possible items provided
- Building Tour
 - Review potential office moves
 - Placements
 - Work to be expected
 - Costs associated
 - Cost/Benefit consideration
- Residency Letters
 - Consistent with new board policy 202 Eligibility of Nonresident Students
 - Sent to families of whom we have been notified of residency issues
- Solar Project
 - We reviewed this in the past at both the high school and elementary
 - Should we consider just SES?
 - No need to use the roof
 - No structural concerns
 - 1 acre less space to maintain and mow
 - Smaller project
 - Smaller commitment
 - Possible cost avoidance - lower power rates
- Special Education
 - Shared document with Clarion County Schools
 - 4 major disability categories
 - Autism Support
 - Emotional Support
 - Life Skills
 - Multiple Disabilities
 - Number of students from each district with a need for services by grade

level

- Who hosts programs?
 - Number of students in those programs
 - Number of total seats in those programs
 - Available seats
- Cyber Student Participation in Extracurricular Activities
 - Commonwealth Charter School has mandated that we complete their form and gain approval before enrolling their students in our activities and have stated that they will cap their payment
 - Parent responsibility to get the form to us for review and completion
 - We will now mandate that cyber schools also complete our form and agree to pay the cost of participation
 - If they fail to complete the form or pay the fee, they will be preventing the child from participating; not Union
 - I am working with our solicitor to determine the process for recouping the participation fee when cyber schools refuse to pay
 - Cyber has a mechanism where they automatically pull money from our state funding; do we have the same tool available to us?
- Reunification
 - June - visitation to both school buildings to plan logistics for reunification
 - Visitation of evacuation sites and communication with personnel
- State Budget
 - Approximately \$350,000 better than budgeted
 - Still a significant budgeted deficit

UNION SCHOOL DISTRICT

Finance Report

July 18, 2024

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending June 30, 2024.
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending July 31, 2024.
- III. Pyramid Healthcare, Inc. Educational Services Agreement/Addendum for 1-1 Support**
Approve the agreement and addendum 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 \$283.00 per day for students who require emotional support services and \$308.00 per day for students who require autism support services.
This agreement is effective August 1, 2024 through July 31, 2025.
- IV. School Breakfast/Lunch Prices**
Approve the following school breakfast/lunch prices for the 2024-2025 school year:

 - Student Breakfast - \$2.95 (prices same as last year)
 - Adult Breakfast - \$3.30 (prices same as last year)
 - Student Lunch - \$3.20 (prices same as last year)
 - Adult Lunch - \$4.85 (prices same as last year)

(All students receive free breakfast and lunch)
- V. Waste Management Service Agreement**
Approve the Waste Management Service Agreement for both Union High School and Sligo Elementary School, effective July 1, 2024. Total monthly cost is \$589.70 for Sligo Elementary and \$671.81 for the Union High School.
- VI. Clever Contract**
Enter into a 3 year contract with Clever in the amount of \$4,050. Annual cost will be \$1,350. Savings of \$450 over the 3 year period. Clever provides automation between our Student Information System and different applications staff and students use.
- VII. Settlement Agreement
(J.S.)**
- VIII. Tax Claim Bid**
Approve the Clarion County Tax Claim Bureau bid on a vacant lot in the amount of \$850.00. Taxes have not been paid on the assessment since 1980.
- IX. Local Tax Collectors Audit**
Approve the Union School District Local Tax Collectors Financial Statements -Cash Basis for the year ending December 31, 2023 as prepared by Richard Hawk, CPA.
- X. Transfinder Upgrade**

Approve the upgrade from Transfinder Pro to Transfinder Plus, with an initial cost of \$8,640.00 for the 2024-2025 school year.

UNION SCHOOL DISTRICT

Personnel Report

July 18, 2024

Board Action Requested

- I. Substitute Custodians**
Approve the following list of substitute custodians for the 2024-2025 school year:
(All clearances are on file) Lori Bilotte, Tracy Barger, and Keith Fancher.
- II. Substitute School Nurse/Health Tech.**
Approve Lisa Keefer and Brandy Giles as substitute school nurse/health tech. For the 2024-2025 school year. All clearances are on file.
- III. 504 Coordinator**
Appoint Lindsey Cookson as Section 504 Coordinator for the 2024-2025 school year.
- IV. Part-Time Cafeteria Hire**
Hire Melena Bearfield as a part-time cafeteria worker, pending receipt of clearances, effective August 15, 2024, as per the terms of the Union Education Support Personnel Agreement.
- V. Homework Helpers**
Approve Tisha Frederick as Elementary Homework Helpers for the 2024-2025 school year, at the rate of \$30.00 per hour.
- VI. Mentor Teacher Hire**
Hire Nicole Coradi as Elementary Mentor Teacher at the salary of \$500.00.
- VII. Band Volunteer**
Approve Magen Walzak as a volunteer for Band during the 2024-2025 school year. All clearances are on file.
- VIII. Part-Time Custodian Hire**
Hire Tonya Fabiszewski as part-time custodian, effective August 5, 2024 (pending clearances), as per the terms of the Union Education Support Personnel Agreement.
- IX. High School Teacher Resignation**
Accept the resignation of High School Math Teacher, Amanda Smith, effective July 16, 2024 and authorize the administration to advertise for this position.

UNION SCHOOL DISTRICT
Curriculum Report
July 18, 2024

Board Action

I. Conferences

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

- a. **Conference:** PDE Updates in AFR Reporting
Staff: Megan Hepler
Location: Virtual
Date: Retroactive, June 18, 2024
Approx. Cost: \$75.00
Funding Source: General Fund

- b. **Conference:** PA Focus Users Conference
Staff: Bryan Eaton
Location: Upper St. Clair School District
Date: Retroactive, July 10-11, 2024
Approx. Cost: \$347.00
Funding Source: General Fund

- c. **Conference:** Secondary Transition Coordinator
Staff: Katie Hibbard
Location: Riverview IU 6, Clarion
Date: Tentative: Oct. 2, 2024, Nov. 7, 2024, Dec. 12, 2024, Feb. 6, 2025, March 13, 2025, May 8, 2025
Approx. Cost: \$877.14
Funding Source: General Fund

- d. **Conference:** Superintendent's Retreat
Staff: John Kimmel
Location: Gateway Lodge
Date: Retroactive, July 17, 2024
Approx. Cost: \$19.70
Funding Source: General Fund

- e. **Conference:** Project PA—Orientation to School Food Service Operations—Fall Session
Staff: Brenda Greenawalt
Location: PaTTAN, Harrisburg, PA
Date: Wed.-Thurs., October 9-10, 2024
Approx. Cost: \$388.34
Funding Source: Cafeteria Funds (possible \$200.00 scholarship to reimburse some of cost)

- f. **Conference:** A/CAPA
Staff: Brenda Greenawalt
Location: The Hotel Hershey
Date: Wed.-Fri., November 6-8, 2024

Approx. Cost: \$1,631.00
Funding Source: General Fund

II. Student Trips

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

- a.** Student Trip: PAES Lab Field Trip
Students: Up to 9 students with transition plans, Katie Hibbard, Emma Fox, Lindsey Cookson
Location: Riverview IU 6, Clarion
Date: During the 2024-2025 school year
Approx. Cost: \$399.96
Funding Source: General Fund
- b.** Student Trip: Elementary Swim Program
Students: 20-25 First grade students, Tisha Frederick, first grade teachers & aides
Location: Clarion YMCA
Date: September, October, November 2024
Approx. Cost: \$1,652.00
Funding Source: Title IV Funds

III. U Foundation Officers

Approve the following U Foundation Officers for the 2024-2025 School Year: District Administration: Tom Minick; President: Andrew Carlson; Treasurer: Megan Hepler; Secretary: Shelley Conner; Teacher: Rachel Kindel, Alan Ochs; Community Members: Josh Walzak, Rev. John Milliron, Board Member: Lisa Norbert.

IV. 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 2024-2025 school year.

V. Schoolwide Title I Plan

Approve the 2024-2025 Schoolwide Title I Plan.

VI. ARP ESSER Health and Safety Plan

Approve the ARP ESSER Health and Safety Plan Guidance & Template for the Union School District.

VII. 2024-2025 Student Handbook

Approve the Student Handbook for the 2024-2025 school year.

VIII. 2024-2025 Teacher Handbook

Approve the Teacher Handbook for the 2024-2025 school year.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
July 18, 2024

Board Action Requested

- I. **2024-2025 Bus/Van Driver Handbook**
Approve the Bus/Van Driver Handbook for the 2024-2025 school year.
- II. **Disposal of Property**
Approve the request for disposal of property, from Dr. John Kimmel, of excess chromebook carts from Sligo Elementary. These carts will be donated to another district and the request from Andy Carlson to dispose of old high school textbooks.
- III. **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 2024 through mid November 2024 for practice and games. Approximate cost associated is \$1,800.00 for custodial fees, electric usage, and miscellaneous costs. (same cost as last year)
- IV. **Union High School Gym Use**
Grant permission to Jack Salter to host the drum corp international band from August 4-5, 2024. They will be utilizing the main gym, auxiliary gym, parking lot, football fields, and locker rooms.

UNION SCHOOL DISTRICT

Athletic Report

July 18, 2024

Board Action Requested

- I. **Swim Coach Volunteer**
Approve Amanda Bliss as a swim coach volunteer for the 2024-2025 school year.
All clearances are on file.
- II. **2024-2025 Athletic Handbook**
Approve the Athletic Handbook for the 2024-2025 school year.
- III. **Football Volunteers**
Approve Brad Yori, and Chris McNany as volunteers for football for the 2024-2025 school year. All clearances are on file.
- IV. **Jr. High Baseball/Jr. High Football Volunteer**
Approve Steven Myers as a volunteer for Jr. High Baseball and Jr. High Football for the 2024-2025 school year. All clearances are on file.