

# **UNION SCHOOL DISTRICT**

**BOARD OF DIRECTOR'S**

**May 15, 2025**

**Monthly Meeting  
Union High School Library**

**UNION SCHOOL DISTRICT**  
**AGENDA**  
**May 15, 2025**

- 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: April 10, 2025 regular board meeting minutes
- VII.** Announcements:
- VIII.** Correspondence
  - Unfair Public School Funding in Pennsylvania Letter for PASA to share in legislative efforts to promote cyber funding reform.
  - Letter of Support dated April 23, 2025 to advocate for renewal of the Pittsburgh Zoo and Aquarium EITC eligibility.
  - Letter of support dated May 5, 2025 to advocate for innovative educational programs at Pennsylvania Western University Clarion.
- IX.** Visitor/Comments
  - No prior notice
- 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  
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. 214: Class Rank
- XIII.** New Business  
Approve the 1st reading of the following policies:

- a. Policy No. 317: Conduct/Discipline Procedures
- b. Policy No. 317.1: Educator Misconduct
- c. Policy No. 320: Freedom of Speech by Employees
- d. Policy No. 718: Service Animals in Schools
- Policy No. 808.1: School Breakfast/Lunch Program–Charges

**XIV. Visitors/Comments**

**XV. Adjournment**

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**May 15, 2025**

**I. School Police Officers**

- Elementary student removed from the bus for being defiant
  - Disrespectful to Mr. Minick and received additional disciplinary action
- TAT - creating a priority list of projects as identified through the RVAT via a Google Form
- Several evening events are scheduled through May
  - Concerts
  - Graduation celebrations
- MOU with PSP to allow our officers to operate off school property at school events
  - Prom
  - Field trips
  - Etc.

**II. Food Service Director**

- 5 year Cafeteria Review was conducted April 28th and 29th at Sligo Elementary
  - Received several commendations
  - Working on three corrective actions
  - Overall the review went well with positive feedback from the reviewer

**III. Technology Department**

- Working with Principal on 25-26 Scheduling
- Training staff for use of new fax system
- Trying to procure 20 new teacher desktops on 2024-2025 FY
- Support Tickets
  - 27 support tickets from 4/7/25 to 4/28/25
  - 872 support tickets from 8/1/24 to 4/28/25

**IV. Maintenance Department**

- Removed snow removal equipment from tractors and truck.
- Changed oil and filters and installed mower decks on the tractors.
- Working in the new Central Office.
- Had vans 1&4 serviced and inspected.
- Unclogged main sewer drain at Sligo.
- Continuing with the addition of a corrosion inhibitor and filtration of the water in the heating system.
- Cleaned the ignition probes and sensor probes on both heating boilers, also ordered replacements for both.

**V. Special Education Director**

- Extended School Year July 8-10, 15-17, 22-24
- PASA exams completed
- Consultation with Riverview IU for Reading Intervention resources

**VI. Elementary Principal's Report**

- PSSA testing complete - thank you to Mrs. Anderson for organizing and preparing staff for administration. Thank you to grade 3-5 teachers for all of their hard work preparing students to be successful on the state test.
- Retirement celebration May 21 at 8:15 am for Mrs. Rudiger, Mrs. Vereb, and Mrs. Vasbinder if able to attend.
- Attending the Federal Programs conference May 11- 14 in Hershey.
- Act 45 clock resets at the end of June. Taking a Transforming Organization class on the

- SAS site to begin earning 180 hours of professional development over the next 5 years.
- Thank you to the American Legion for their donation to Sligo Elementary for Inflatable Day!
- Thank you to Mrs. Smith, Mrs. Corle, Mrs. Sweeney, Lions Club for conducting 2 days of screenings for our incoming kindergarten students.
- Administrative Professional Day April 23. Hip Hip Hooray for Mrs. Rankin. SES shared on the 23rd their appreciation for all that she does! Thank you Dr. Kimmel for celebrating Administrative Professional Day and including administrative staff with an awesome luncheon.
- Teacher Appreciation Week May 5-9
- Elementary Band Concert May 5, 2025
- Elementary Choral Concert May 14, 2025

## **VII. High School Principal's Report**

- Prom 2025 - Thank you Ms. Claypoole
- PSSA exams are now completed
  - Thank you Mrs. Rupp, Mrs. Anderson, and Mrs. Gallo for all the organization, efforts, and successes
- Keystones are next week
- Selection of Amplify MS Science
  - All the benefits of Open Sci Ed plus some
    - Cleaner; easier for teachers
    - Still is scripted
    - All labs have videos for make up work
- Teacher Appreciation Week
- HS Music Concerts - completed
- Preparing for Graduation
  - May 22nd at 7:00.

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

- Booster organization governance
  - Discussion concerning the use of UHS/USD in organization name/fundraising activities, etc.?
  - Tracking of activities
  - Acceptance of funds/purchases, etc.
- Football Field Assessment
  - Soil sample
    - Nutrient content
    - Particulate matter content
  - Weed removal of field
  - Aeration, top dressing, fertilization
    - Can be done at the same time with proper equipment
  - Overseed
    - 500 lbs of fescue
  - Turf - cost of approximately \$1.5 million
    - 12 year avg life
    - Maintenance yearly
    - \$500,000 to redo at end of life
- Music Interviews
  - 6 candidates interviewed on May 2, 2025
    - 3 returning for 2nd interviews
    - Questions and a mini lesson
    - Board members, teachers, music folks, students
- Review of bus contracts
  - Camera language - contractors to supply

- Insurance coverages - increase due to increased medical costs and liability
  - Language similar to van contracts
- **Important Dates**
  - May 8 - Jazz Band Concert - 6PM
  - May 14 - Elementary Choir Concert - 7 PM
  - May 18 - Baccalaureate - Sligo Nazarene Church - 3:00 PM
  - May 20 - Elementary Awards - K-2 - 9:00 AM - 11:30 AM
  - May 21 - Elementary Awards - 3-5 - 10:00 AM - 11:30 AM and 7:00 PM
  - May 22 - Graduation - 7:00 PM
- **Letters**
  - Letter of support for PennWest
  - Letter of support for the Pittsburgh Zoo
  - Cyber funding reform letter to Sherri Smith - PASA
- **TAT**
  - Review of projects/needs identified through the RVAT
  - Google Form used to identify most immediate projects
    - 10 items will be placed in a prioritized order to be addressed
  - 11 items identified which may be addressed with little monetary or labor commitment
- **Athletic Trainer**
  - Currently, no interested candidates at the rate we have approved
  - Alternate methods of coverage?
    - I would suggest checking with our solicitor to ensure we meet all requirements and do things correctly
- **Cooperative Band agreement**
  - Shared leadership or rotation between districts?
  - Review stipend amounts for supplemental music positions?
- **How to encourage more staff to attend graduation?**
  - Faculty wear caps and gowns
  - RSVP for reserved section seating
  - Show of support for graduating seniors

UNION SCHOOL DISTRICT

Finance Report

May 15, 2025

**Board Action Requested**

- I. Treasurer's Report**  
Approve the Treasurer's Report for the month ending April 30, 2025.
- II. Accounts Payable List**  
Approve the Accounts Payable List for the month ending May 31, 2025.
- III. 2025-2026 Depositories**  
Approve the following as depositories for the 2025-2026 fiscal year:  
Northwest Savings Bank, Clarion County Community Bank, PA Local Government Investment Trust, and Farmers Bank.
- IV. 2025-2026 Proposed Final General Operating Budget**  
Discussion of the 2025-2026 Proposed Final General Operating Budget in the amount of \$14,968,468 in accordance with the School Laws of PA, setting the millage at 63.3173, with the budget being available for public inspection beginning May 16, 2025 in the Union School District Business Office.
- V. 2025 Homestead Resolution**  
Approve the 2025-2026 Homestead and Farmstead Exclusion Resolution for the property tax reduction allocation.
- VI. Annual Tax Levy Resolution**  
Approve the Annual Tax Levy Resolution to include tax rates for 2025.
- VII. Solicitor Bids/proposals**  
Grant permission to seek bids/proposals for Solicitor Services for the 2025-2026 school year.
- VIII. PSBA Insurance Agreement**  
Approve the agreement between PSBA Insurance and the Union School District for the management of unemployment compensation risks and claims and related services for the 2025-2026 school year. Total cost is 15% of our claims.
- IX. KeySolution Education Staffing Agreement**  
Approve the agreement between KeySolution Education Staffing and the Union School District for staffing the Director of Special Education from approximately August 21, 2025 through December 1, 2025. Total cost is \$575.00 per day.
- X. Arbiter Subscription**  
Approve the subscription agreement with Arbiter Sports for the 2025-2026 school year. Total cost is \$895.00 for implementation, training, and scheduling license per year.
- XI. Furniture Purchase**  
Approve the furniture purchase from Sunshine Office Supply in the amount of \$10,165.00.
- XII. Budget Transfer**  
Approve the following budget transfer from Data Professing Services to Regular

**Instruction:**

10-2840-766-000-30-800 to 10-1110-766-000-30-800 in amount \$9,170.20

10-2840-766-000-10-200 to 10-1110-766-000-10-200 in amount \$9,170.20

**XIII. Desktop Computer Purchase**

Approve the purchase of Dell desktop computers for the 2024-2025 school, at a cost not to exceed \$20,000.00.

**XIV. Land Use License Agreement**

Approve the land use license agreement between the Union School District and the Pennsylvania State University. This agreement is to use a portion of the Sligo Elementary School for the purpose of installing, operating and maintaining real time environmental monitoring stations to collect atmospheric and environmental data.



UNION SCHOOL DISTRICT

Personnel Report

May 15, 2025

**Board Action Requested**

- I. High School Counselor Extra Days**  
Grant up to 105 hours (15 days), to Judy Rupp to work in the summer of 2025 to fulfill all end of the year duties/reports and work on scheduling for the next school year.
- II. Extra Summer Hours**  
Grant up to 28 hours between Katie Hibbard, Stephen Petrocy, Emma Fox, and Courtney Gross to work in the summer 2025 to fulfill scheduling needs of the life skills students as well as the learning support students for grades 6-12.
- III. PTO Volunteer/Chaperones**  
Approve Katlyn Reedy, Corey Plunkard, and Tyler Painter as PTO volunteers / chaperones. All clearances are on file.
- IV. School Board Treasurer**  
Appoint Terry Sweeney as School Board Treasurer for the 2025-2026 fiscal year at no cost to the district.
- V. Assistant Board Secretary**  
Appoint Kristen Smith as Assistant Board Secretary for the 2025-2026 fiscal year, as per PA School Code, Article IV, Section 434, at no cost to the district.
- VI. School Board Secretary**  
Appoint Megan Hepler as School Board Secretary, at the salary of \$2,045.00, for a four year term, beginning with the 2025-2026 fiscal year through the 2028-2029 fiscal year. (Up \$70.00 from last year)
- VII. Social and Human Service Assistant Independent Contract**  
Approve the Independent Contractor Agreement with Angie Hawk, as the Social and Human Services Assistant effective August 14, 2025-June 14, 2026. The per diem rate will be \$271.00, not to exceed the annual cost of \$50,000.00.
- VIII. Sports Physicals**  
Appoint Penn Highlands Healthcare to conduct sports physicals for the 2025-2026 school year at the rate of 1-50 students \$15.00 per physical or 51 + students \$10.00 per physical.
- IX. School Dentist**  
Appoint Dr. Josh Polacek, DDS from Peace Dental Office, Clarion PA as the dentist of record for the 2025-2026 school year at the rate of \$6.00 per dental exam. (Same rate as last year)
- X. School Doctor**  
Appoint Dr. Wilson from Penn Highlands to conduct school physicals for the 2025-2026 school year at the rate of \$15.00 per exam.
- XI. Educational Aide Hire**  
Hire Cody Kriebel as Educational Aide, retroactive to April 29, 2025, under the terms of the Union Education Support Personnel Association Agreement. All clearances are on

file.

**XII. Color Guard Instructor**

Hire Jennifer Jordan as the Color Guard Instructor for the 2025-2026 school year at the salary of \$1,525.00 (pending receipt of clearances)

**XIII. Music Teacher Hire**

Hire \_\_\_\_\_ as High School Music Teacher, effective August 14, 2025 at step \_\_\_\_\_ of the \_\_\_\_\_ salary scale of the Union Education Association Agreement.

**IVX. Band Director**

Hire \_\_\_\_\_ as Band Director for the 2025-2026 school year at the salary of \$ \_\_\_\_\_

**VX. Choir Director**

Hire \_\_\_\_\_ as Choir Director for the 2025-2026 school year at the salary of \$ \_\_\_\_\_

**VXI. Full Time Custodian Hire**

Hire \_\_\_\_\_ as full time custodian, effective July 1, 2025, under the terms of the Union Education Support Personnel Association Agreement.

**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**May 15, 2025**

**Board Action**

**I. Conferences**

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

- a.      Conference:            SNAPA Commodity Food Show  
         Staff:                Brenda Greenawalt  
         Location:           Blair County Convention Center, Altoona PA  
         Date:                 Wed, July 30, 2025  
         Approx. Cost:       \$245.00  
         Funding Source:    Cafeteria Funds

**II. Student Trips**

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

- a.      Student Trip:            Art Museum Field Trip  
         Students:            20 Art Club Students, Michelle Ballas and Terry McCullough  
         Location:             Cleveland Ohio  
         Date:                 Retroactive, Saturday, May 3, 2025  
         Approx. Cost:        \$225.00  
         Funding Source:      Art Club Funds
- b.      Student Trip:            Volleyball Overnight Team Camp  
         Students:            6-20 Varsity Volleyball players & coaches  
         Location:             Clarion University  
         Date:                 Fri.-Sun., July 18-20, 2025  
         Approx. Cost:        n/a  
         Funding Source:      Fundraising and athlete funding
- c.      Student Trip:            Career Tour  
         Students:            18 Students (based on interest), Brad Kirkwood  
         Location:             Champion Modular Home Manufacturing  
         Date:                 Tues., May 20, 2025  
         Approx. Cost:        \$30.00  
         Funding Source:      General Fund
- d.      Student Trip:            Swim Program  
         Students:            45-50 First Grade Students and teachers  
         Location:             Clarion YMCA  
         Date:                 September 3, 2025-January 21, 2026  
         Approx. Cost:        \$1,090.00  
         Funding Source:      Title IV

- e.      Student Trip:                      2nd Grade Field Trip  
Students:                              26–2nd graders & teachers  
Location:                              Clarion County Park  
Date:                                      Retroactive, Thurs., May 8, 2025  
Approx. Cost:                        \$60.00  
Funding Source:                    General Fund
- f.      Student Trip:                      Senior cap and gown final walk through  
Students:                              40 senior students, Lacey Magagnotti, and Katie Hibbard  
Location:                              Sligo Elementary School  
Date:                                      Mon., May 19, 2025  
Approx. Cost:                        \$100.00  
Funding Source:                    General Fund

**III.      2025 Graduating Seniors**

Approve the list of 2025 graduating seniors, pending full graduation requirements are met.

**IV.      Student Assistance Program Agreement**

Approve the Student Assistance Program Agreement between Center for Community Resources and the Union School District for the school year 2025-2026.

**V.       Special Education Services Agreement**

Approve the Special Education Services Agreement between the Union School District and Keystone School District where Union students can be placed in Keystone's special education and related services program for the 2025-2026 school year. Cost is \$15,000.00 for each enrolled student and \$100.00 per day for students enrolled in the extended school year services.

**VI.      Southern Clarion County Regional Police Department Policy**

Approve the Southern Clarion County Regional Police Department general ride-along policy. This policy is for any student wishing to participate in the educate and train ride-along program.

**VII.     College in High School Program Agreement**

Approve the College in High School Program Agreement between the Union School District and the Community College of Beaver County.

**VIII.    Carolina Biological Supply Purchase**

Approve the purchase of Biology curriculum from Carolina Biological Supply Company in the amount of \$7,176.42.

**IX.      McGraw Hill Curriculum Purchase**

Approve the purchase of Chemistry and Personal Finance curriculum from McGraw Hill in the amount of \$8,128.67.

**X.       Amplify Curriculum Purchase**

Approve the purchase of a 6-8 grade Science curriculum from Amplify in the amount of \$23,471.42.

**UNION SCHOOL DISTRICT**  
**Buildings, Grounds, and Transportation Report**  
**May 15, 2025**

**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 2025, with additional hours approved if needed.
- II. Disposal of Property**  
Approve the following request for disposal of property:  
Andy Carlson–Union High School stools in the science classroom. Disposal via garbage  
Brenda Greenawalt–Sligo Elementary gas cooking stove in the kitchen. Disposal via municibid or scrap.
- III. Cooperative Agreement**  
Approve the Cooperative Agreement between the Union School District Police Department and the PA State Police–Clarion Barracks, effective May 15, 2025. The purpose of the agreement is to establish a cooperative framework under which USD Police may exercise jurisdiction and perform law enforcement duties at off-campus events sanctioned by the Union School District that occur within the geographic patrol area of Clarion PSP.
- IV. Van Drivers**  
Approve the following van drivers for Rick Myers Bussing for the 2024-2025 school year: Cindy Carr, Dean Guntrum, Jim Gezik, Karla Kriebel, Fred Vasbinder, Ed Weaver, Sara Weaver, and Joe Montgomery. All paperwork is on file.
- V. Football Field Repairs**  
Approve the hiring of multiple vendors to initiate work on the football field at a cost not to exceed \$25,000.00.

**UNION SCHOOL DISTRICT**

**Athletic Report**

**May 15, 2025**

**Board Action Requested**

- I. Jr. High Girls Basketball Volunteer**  
Approve Chris Edmonds as a volunteer for Jr. High Girls Basketball during the 2025-2026 school year. All clearances are on file.
- II. Jr. High Football Volunteer**  
Approve Kerry Graham as a volunteer for Jr. High Football during the 2025-2026 school year. All clearances are on file.