

**UNION
SCHOOL
DISTRICT**

**BOARD OF DIRECTOR'S
January 19, 2023**

**Monthly Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
January 19, 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:
- VII. Announcements:
 - None Provided in Advance
- VIII. Correspondence
 - Holiday Card from Maiello Brungo & Maiello
 - Clarion County Elections Office–Board members seeking re-election can circulate petitions starting on February 14th through March 8, 2023. Board member up for re-election: Tressa Smith, Jeff Kriebel, Shelly Atzeni, Jeff Shirey, and Brenda Brinker
- IX. Visitor/Comments
 - None Provided In Advance
- 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 2nd reading of the following policies:
 - a. Policy No. 707–Use of School Facilities
 - b. Policy No. 709–Building Security
 - c. Policy No. 702.1–Crowdfunding

XIII. New Business

Approve the 1st reading of the following policies:

- a. Policy No. 011–Principles for Governance and Leadership
- b. Policy No. 200–Enrollment of Students
- c. Policy No. 202–Eligibility of Nonresident Students
- d. Policy No. 610–Purchases Subject to Bid/Quotation
- e. Policy No. 907–School Visitors
- f. Policy No. 918–Title I Parent and Family Engagement
- g. Policy No. 916–Volunteers
- h. Policy No. 906–Public Complaint Procedures
- i. Policy No. 904–Public Attendance at School Events
- j. Policy No. 903–Public Participation in Board Meetings
- k. Policy No. 800.1–Electronic Signature/Records
- l. Policy No. 805–Emergency Preparedness and Response
- m. Policy No. 805.1–Relations with Law Enforcement Agencies
- n. Policy No. 805.2–School Security Personnel
- o. Policy No. 806–Child Abuse
- p. Policy No. 810–Transportation
- q. Policy No. 810.1–School Bus Drivers and School Commercial Motor Vehicle Drivers
- r. Policy No. 810.3–School Vehicle Drivers
- s. Policy No. 816–District Social Media
- t. Policy No. 818–Contracted Services Personnel
- u. Policy No. 824–Maintaining Professional Adult/Student Boundaries

XIV. Visitors/Comments

XV. Adjournment–Executive Session: Contracts and Personnel

UNION SCHOOL DISTRICT
Administrative Reports
January 19, 2023

I. Food Service Director

-The walk-in freezer at Sligo Elementary broke over the Holiday Break. We lost \$2,557.65 in product. A sincere thanks to Mark Brown for acting quickly to get our replacement unit ordered. The old one has been there and functioning since the building was constructed in the 1960s.

-I was selected to receive a scholarship to attend the School Nutrition Association Legislative Action Conference in Washington, DC. This is a national conference held annually to advocate to members of the U.S. Congress for school meal program funding, program requirements and regulations, and will also offer several courses/credits toward Professional Development. The scholarship covers the \$555.00 Registration Fee, and \$350.00 in reimbursement towards travel expenses.

-I will be attending the PRFSD Membership meeting and Food And Commodities Show in Altoona on January 27th.

-I am gearing up to begin our Food and Commodities Bid Specifications in early February for the 2023-2024 school year.

II. Technology Department

- Worked with the filtering company to fix a filtering issue
- Support Tickets Status
 - 95 support tickets from November 30th until January 11th
 - 723 support tickets for the 22-23 School Year (until January 11th)
- Repair of Gym Sounds System
- Planning of PA security system in relation to newly available grant funds
- In conjunction with Mr. Brown, pickup, repair, cleaning, and delivery of chromebook carts from Bloomsburg, PA
- Budget planning for 2023-2024 SY

III. Maintenance Department

- Started changing filters in new heat pumps at Sligo.
- The walk-in freezer at Sligo went down over Christmas break and had Stahlmans replace the equipment.
- Still working with McClure on punch list items at both buildings.
- Had AGX do our 3 year AHERA inspection.
- Made repairs to the indoor batting cage.
- Several setups for concerts.

IV.

Special Education Director

- On-boarding of Life Skills long-term substitute teacher
- Paraprofessional Interviews
 - 1:1 Paraprofessional
 - 1st Grade classroom aide
- PASA Teacher registration
- Early Intervention to School Age Student Transition Meetings (8)- February 7, 2023
- Reviewing Special Education Caseloads
- Thank you Michele Elder for your commitment to the student enrolled in the Union High School Life Skills program.
- Gifted Competitions:
 - 01/11/2023: 13 Middle & High School students attended Linguishtiks
 - 01/12/2023: 5 Sixth Grade students attended Linguishtiks

V.

Elementary Principal's Report

- December Discipline

Level 0

Level 1

Level 2

Level 3

- Open Lewdness - 2
- Racial and/or Ethnic Intimidation - 0
- Threatening School Official or Student - 0
- Safety Violations Physical Aggression with injury - 0
- Threatening/Intimidation of others - 0
- Safety Violations Physical Aggression w/out injury - 0
- Defiance and Disrespect - 0
- Theft and Related Offenses - 0
- Unauthorized use of technology - 1
- Unauthorized Possession/Use of Restricted Items - 0
- Incomplete Work - 0
- Disruptive Behavior - 3
- Inappropriate Remarks - 2
- Elem. Profanity and Gestures - 2
- Elem. Physical Contact Unwanted Touch - 4
- Elem. Defacing Physical Property - 0
- Elem. Minor Verbal Threat - 0
- Inappropriate remarks - 0
- Disruption in Class/Hallway - 8
- Arguing - 0
- Blurting Out - 2
- Inappropriate touching - 5
- Incomplete Work - 15
- Irresponsible Use of School Provided Materials - 1
- Teasing - 2
- Not listening to an Adult - 18
- Talking Back - 0
- Tardy to School - Illegal absence - 11

- Kindergarten Team: Mrs. Paulden and Mrs. Walzak

- Student engagement
- Student discipline
- Paraprofessionals
- Mr. Weckerly
 - Keystone Technology Innovator
- Federal Program update/report
 - Dr. Seuss Celebration February 23, 2023 @ 6:00

VI. High School Principal's Report

- January 12, 2023 - BOTVIN Life Skills Site Visit
- Evaluations - 6/25 Evaluations have been started
- Reviewed/Adjusted Course of Study with Mrs. Rupp and teachers
- SAIP Meetings (13) - Thank Ms. Hummel & Ms. Priester for attendance efforts
- Magistrate Meetings - Truancy (2)
- HS MTSS Meetings
- SWPBIS biweekly Celebrations (2) - Shout out to Ms. Gross, Ellenberger, Gallaher, and Kepple for taking the lead on student activities for these events
- Kronospan's Project Gen-Next Manufacturing Luncheon & Presentation
- Upcoming Events:
 - PMEA District Orchestra - January 26-28, 2023
Brookville HS - Claire DiGiammarino and Makenzie Barger
 - Lions Club S
 - Student of the Month - Recognition begins in January. (Thank you to the Lions and Lionesses for sponsoring the dinner and recognition.)
 - Virtual Meet and Greet - February 7, 2023
 - Boys and Girls Basketball Games - ongoing

Dean of Students Data - December 1-23, 2022

- Discipline incidents:
 - Infractions - 28
 - Suspensions (ISS/OSS) - 9
- Threats received and processed (HSTAT): 4
- Drills Completed: 1
- Safe 2 Say Tips: TAT assessment warranted - 2 received

VII. Superintendent's Report

- Comprehensive Plan - approval to put on display
 - Items to address - Continue with math curriculum revision and alignment
 - Address courses of rigor
 - Address truancy and attendance issues
- ESSER - PDE review of expenditures
 - Week of January 9th
- Budgets - all departments are working on budgets for 2023-2024
- Meeting with representatives from Senator Casey's Office
- Evaluations - continuing to work through these systematically
 - Picking up a few more at the high school
- Policies - through all new policies except for the latest PNN Update (200 level)

- Will add policy 890 per guidance from PDE about personally identifiable information
- Job Descriptions - continuing to update these systematically
- Coordination of enrollment/withdrawal procedures
 - Meeting to discuss the process (who completes what and what is needed from others)
 - Creation of a shared document outlining duties as completed by each different role involved
- Requested presentation from McClure as a follow up to our discussion about a possible solar project
 - Another company (PA Solar) is interested in providing a proposal as well
 - Collected information from Megan to put together some numbers - have not heard back since then
- Articulation Agreements
 - Received agreements back from PennWest University and Indiana University of Pennsylvania
- Review of ESSER/ARP Grants with PDE
 - 5 days of meetings to review procedures related to use of ARP/ESSER Funds
- ACT 1 Graduation Plan
 - Plan to ensure students experiencing housing instability are supported in graduating on-time
- Action Plan for Student Participation Rates
 - School Districts with any subgroups testing at a rate of less than 95% must create an action plan for those subgroup aiming to get the participation rate above the 95% mark
 - AP/IB participation - we don't offer these courses
 - Students with Disabilities at SES in ELA
 - Economically Disadvantaged Students at SES in ELA
- ACT I Graduation Plan
 - Plan for how the school will work to ensure students experiencing housing instability will have an equitable opportunity to graduate
 - Removing barriers to graduation for students who experience housing instability
- Revised Teacher Induction Plan
 - Reflects the 2 year requirement
 - Includes Professional Ethics
 - Includes a module for teachers on Culturally Relevant and Sustaining Education

UNION SCHOOL DISTRICT

Finance Report

January 19, 2023

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending December 31, 2022.
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending January 31, 2023.
- III. WGL Energy Services, Inc. Contract**
Approve the WGL Energy Services, Inc. Contract with the Union School District for the delivery of electric power to the High School. The term will be 6 months .
- IV. General Supplies Bid**
Grant permission to advertise bids for General Supplies.

UNION SCHOOL DISTRICT

Personnel Report

January 19, 2023

Board Action Requested

I. Teacher Retirements

Accept the letters of resignation, for the purpose of retirement, from High School teachers, Michele Elder and Janet Hancock, effective the last day of the 2022-2023 school year and grant permission to advertise for this position, if needed. Michele has been with the District for 23 years and Janet has been with the District for 25 years.

II. Job Descriptions

Approve the following Job Descriptions:
School Police Officer and Speech and Language Pathologist

III. Family Medical Leave

Approve a Family Medical Leave for employee #51 retroactive from December 22, 2022 through the end of the 2022-2023 school year.

IV. Intermittent Unpaid Leave of Absence

Approve an intermittent unpaid leave of absence to employee #141, effective January 20, 2023 through February 16, 2023. This matter will be reviewed at the next board meeting if additional dates are required.

V. Intermittent Unpaid Leave of Absence

Approve an intermittent unpaid leave of absence to employee #225, effective January 20, 2023 through February 16, 2023. This matter will be reviewed at the next board meeting if additional dates are required.

VI. Educational Aide Hire

Hire Carrie Whyte as Educational Aide, effective January 23, 2023, at step 1 of the Union Education Support Personnel Association Bargaining Agreement. All paperwork has been received.

UNION SCHOOL DISTRICT
Curriculum Report
August 20, 2022

Board Action

I. Conferences

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

- a. **Conference:** School Nutrition Association Legislative Action Conference
 Staff: Jessica McCleary
 Location: Washington DC
 Date: Sat.-Tues., March 4-7, 2023
 Approx. Cost: \$1,715.00
 Funding Source: Cafeteria Funds (Jessica is eligible for a \$350.00 reimbursement from SNA)
- b. **Conference:** Northwest Superintendent's Summit
 Staff: John Kimmel
 Location: Grove City College
 Date: Fri., March 31, 2023
 Approx. Cost: \$62.00
 Funding Source: General Fund

II. Student Trips

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

- a. **Student Trip:** Watch an open heart surgery
 Students: 14 Honors Chemistry/Chemistry II Students, Nicole Claypoole
 Location: Allegheny General Hospital
 Date: Fri., May 18, 2023
 Approx. Cost: \$304.00
 Funding Source: General Fund
- b. **Student Trip:** 1st Grade Field Trip
 Students: 45-1st grade student, Nicole Coradi, Andrea Shuster and board approved chaperones
 Location: Pittsburgh Zoo & PPG Aquarium
 Date: Wed., May 3, 2023
 Approx. Cost: \$2,080.18
 Funding Source: PTO
- c. **Student Trip:** 6th Grade Field Trip
 Students: 59-6th grade students, Melissa Anderson, Janet Hancock, Allyson Kepple, and Alan Ochs
 Location: Clarion County Career Center
 Date: Tues., March 28, 2023
 Approx. Cost: \$92.00
 Funding Source: General Fund

III. Dual Enrollment Agreement

Approve the High School Early Admit Agreements (Dual Enrollment) between the Union School District and Pennsylvania Western University (Penn West) and Indiana University of Pennsylvania. This agreement is effective from the date of the last signature, for a period of one year.

IV. Teacher Induction Program

Approve the revised Teacher Inductions Program

V. Comprehensive Plan

Approve the Comprehensive Plan to be on display in the Union School District Business Office starting on January 20, 2023.

VI. Amendment to Student Handbook

Approve the amendments to the Elementary Disciplinary Matrix, level 2 and level 3 consequences. This amendment is at the recommendation of the Elementary Disciplinary Committee.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
January 19, 2023

Board Action Requested

- I. Transportation Costs–Remote Instruction Days**
Approve to compensate the transportation contractors at a rate of 78% of their normal daily transportation rate for each day in which Union School District provides a Flexible Instruction Day, in which the contractor does not provide services for the 2022-2023 school year and will not make up the transportation day later in the school year.
- II. Sligo Kitchen Repairs**
Approve the Sligo Elementary School Freezer replacement, at a cost of \$13,611.29.
- III. Baseball Field Use**
Grant permission to Bill Coradi of the Southern Clarion County Little League to use the Sligo Elementary and Union High School Baseball Fields, when not in use by the High School Teams, from March 1, 2023-August 30, 2023.

UNION SCHOOL DISTRICT
Athletic Report
January 19, 2023

Board Action Requested

- I. **Softball Volunteer**
Approve Ann Ramsey, Jennifer Walker and Meagan Kriebel as Softball Volunteers for the 2022-2023 school year. All clearances are on file.

- II. **4th-6th Grade Girls Basketball Coach**
Hire Dustin Kifer as the 4th-6th Grade Girls Basketball Coach at the salary of \$200.00. All clearances are on file

- III. **5th-6th Grade Boys Basketball Coach**
Hire Scott Kindel as the 5th-6th Grade Boys Basketball Coach at the salary of \$200.00. All clearances are on file.

- IV. **Jr. High Baseball Coach**
Hire Scott Kindel as the Jr. High Baseball Coach for the 2022-2023 school year at the salary of \$1,450.00.

- V. **Jr. High Softball Coach**
Hire Ann Ramsey as the Jr. High Softball Coach for the 2022-2023 school year at the salary of \$1,450.00.

- VI. **1st Assistant Track Coach**
Hire Lexis Twentier as the 1st Assistant Track Coach for the 2022-2023 school year at the salary of \$1,850.00. (Up \$50.00 from last year). All clearances are on file.

- V. **2nd Assistant Track Coach**
Hire Dave Sherman as the 2nd Assistant Track Coach for the 2022-2023 school year at the salary of \$1,000.00. All clearances are on file.