

**UNION  
SCHOOL  
DISTRICT**

**BOARD OF DIRECTORS**

**February 15, 2023**

**Monthly Meeting  
Union High School Library**

UNION SCHOOL DISTRICT  
AGENDA  
February 15, 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: January 12, 2023 Work Session Minutes, and the January 19, 2023 Board Meeting Minutes.
- VII. Announcements
  - The School Board and Dr. Kimmel held an executive session on Thursday, February 9, 2023 for personnel matters.
- VIII. Correspondence
  - MLB-MLBPA Youth Development Foundation grant award in the amount of \$3,819.00.
  - PA Dept. of Education Letter–Union School District Division of Federal Programs has determined that Union SD maintained fiscal effort when comparing the fiscal year ending June 30, 2020 to the fiscal year ending June 30, 2021.
- IX. Visitor/Comments
  - Alan Carmichael–presentation: Ballistic Shields
  - Eric Petrazio–McClure Company - postponed until March
- 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  
Athletic Report  
Career Center Representative  
Riverview IU6 Representative
- XII. Old Business  
Approve the 2nd Reading of the following policies (a-u):
  - 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

**XIII. New Business**

- Approve the 1st reading of Policy No. 890–Information Protection
- Approve the Youth Development letter agreement between the MLB-MLBPA Youth Development Foundation and the Union School District. This agreement is effective February 16, 2023 through July 31, 2023.
- Accept the letter of resignation of Board Member, Brenda Brinker, effective February 9, 2023. Authorize advertisement for this opening.
- Appoint \_\_\_\_\_, as the Riverview IU6 representative to replace Brenda Brinker.

**XIV. Visitors/Comments**

**XV. Adjournment: Executive Session–Personnel and Contract Matters**

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**February 15, 2023**

- I. Food Service Director**
- Attended the PRFSD Meeting and Food Show in Altoona
  - Working on reporting for USDA allocations for 2023-24 SY
  - Preparing usage reports for 2023-24 Food and Supply bid through PRFSD/Premier Foods
- II. Technology Department**
- Repair of HS Gym sound system
  - Procurement and planning of clocks for SES
  - Support Tickets Status
    - 63 support tickets from January 11th through February 2nd
    - 786 support tickets for the 22-23 School Year (until February 2nd)
  - Creating signs to be posted around campus
  - Focus Trainings - Scheduling
  - Helping staff with the Budget Request System
- III. Maintenance Department**
- Replaced the blower motor on the garage furnace.
  - Repaired kitchen meat slicer.
  - Snow and ice removal.
  - Had a meeting with Pa Solar.
  - Had Pa Roofing come and look for leaks on the roof of the new addition.
  - Replaced 2 rear parking lot lights at Sligo with LED flood lights.
- IV. Special Education Director:**
- By the numbers
  - Early Intervention to School Age Transition Meeting
  - Paraprofessional Interview
  - Gifted Competitions:
    - Linguistiks:
      - Elementary: 4/11
      - Middle School: 2/7
      - High School: 2/2
    - Academic Challenge:
      - Middle School: First Place
      - High School: 4/9
- V. Elementary Principal's Report**
- Federal Program update/report - 21-22 Monitoring update  
[https://docs.google.com/document/d/1bm0kk5YYVdeYwaMrDdYB9mH\\_P6lCbDCL/edit](https://docs.google.com/document/d/1bm0kk5YYVdeYwaMrDdYB9mH_P6lCbDCL/edit)
  - Upcoming Parent Involvement Activities
    - Dr. Seuss Paint Party February 23, 2023
    - "THE STORYTELLERS" concert and FOCUS parent portal overview (Mr. Eaton) April 5, 2023
  - Spelling Bee Winners - Jake Johnston and Kote Shick
  - YMCA Swimming program grade 1 - Ms. Frederick

## Kindergarten parent survey

1. I would like to see SES participate in the program? 24 yes 0 no
2. My child feels comfortable submerging their head in the water without holding their nose? 13 yes 10 no
3. My child has had lessons taught by a certified instructor? 6 yes 18 no
4. My child could tread water for more than a minute? 5 yes, 17 no

- **Armstrong Indiana Clarion Drug And Alcohol Commission**

In planning stages with organization to build an after school program.

- January Discipline:

Level 0

Level 1

Level 2

Level 3

- Open Lewdness - 0
- Racial and/or Ethnic Intimidation - 0
- Threatening School Official or Student - 9
- 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 - 0
- Unauthorized Possession/Use of Restricted Items - 0
- Incomplete Work - 2
- Disruptive Behavior - 7
- Inappropriate Remarks - 4
- Elem. Profanity and Gestures - 0
- Elem. Physical Contact Unwanted Touch - 5
- Elem. Defacing Physical Property - 0
- Elem. Minor Verbal Threat - 0
- Inappropriate remarks - 8
- Disruption in Class/Hallway - 0
- Arguing - 1
- Blurting Out - 3
- Inappropriate touching - 4
- Incomplete Work - 12
- Irresponsible Use of School Provided Materials - 4
- Teasing - 4
- Not listening to an Adult - 16
- Talking Back - 0
- Aggressive Play - 11
- Tardy to School - Illegal absence - 6
- Bus Misconduct - 15

## VI. High School Principal's Report

- By the Numbers:
  - Attendance letters sent since beginning of the year: 400+
  - SAIP Meetings: 33
  - District Magistrate Meetings: 3
  - Observations in Process: 8

- Inter-State Studio - New Canon Rebel Camera w/ 18-55 lens, carrying case, warranty (3 year contract)
- Dean of Students Report
  - Discipline incidents - Infractions: 55
  - Suspensions (ISS/OSS): 24 days
  - Threats received and Processed (HSTAT): 6
  - Drills Completed:1
  - Safe 2 Say Tips
  - 2 - Yes - Referred to SAP and Reopened with In House Therapist
  - 4 - No - 1 not our school, 1 Health posters, 1 not verified, 1 denied
- Upcoming Large Events - February 17, 2023 - March 16, 2023
  - District Jazz Band - February 17 - 3 students to attend
  - Junior Presentations - February 20
  - Region Choir - Feb 22-25 - 5 students to attend
  - ASVABS - mandatory as part of Careers Courses - March 2
  - All School Musical - Oklahoma! - March 2, 3, 4 - 7:00 p.m. - Tickets at the door
  - Jazz Band and Percussion Ensemble Concert - March 7 - 7:00 p.m.
  - Band Assessments - March 8
  - Region Orchestra - March 8-10
  - Virtual Meet and Greet March 7, 2023
  - Start of Spring Sports

## **VII. Superintendent's Report**

- Support Contract - approved by the UESPA Membership
  - Thank you to the Board Committee who worked on this and Union Representation
  - On the agenda this evening for Board approval
- Athletic Director and Assistant Athletic Director Pay
  - Suggestion to look at a scale to match the highest paid coach in each season for both positions as they work all of the seasons and supervise those individuals (AD = highest head coach, Asst. AD = highest assistant coach)
- Discussion with Mr. Kirkwood concerning a request to provide weighted status to Physics I
  - Expect a proposal in the month of March
- Track - inspection completed and there is a need to repair or replace it
  - If paid by a grant - suggested to take off the current rubber surface and resurface it (grant to cover 85% of the cost)
  - If not covered by a grant, spray coat the top of the track and repair any areas of delamination.
- Mr. Kindel is working diligently to secure funding for our athletic facilities
  - Greenways Grant - support by Representative Oberlander
  - Senator Casey's Office
- The administrative team met to review and revise the schedule for our Data/MTSS Coordinator
  - More time at the high school
  - More direction concerning MTSS
  - Kept grade level meetings and individual class support
  - Eliminates Reading Intervention - provided by ELA Interventionist
  - Input from superintendent, elementary principal, high school principal

- Reviewed with Data/MTSS Coordinator and implemented
- **Expulsion Waiver Agreement**
  - On agenda for approval
- **Parent Idea - formation of a parent advisory committee**
  - Have a select group of parents who meet with administration and discuss current issues facing the school
  - Need to develop a selection process
- **Eccles Grant - funding to cover the first year of Raptor System**
- **Training for staff**
  - How to respond to physical altercations
  - Expectations for intervention
    - What is allowed?
    - What is not allowed?
- **We are securing signatures for Dual Enrollment Agreements at this time**
  - Waiting to receive signed agreements
- **Solar Projects**
  - Presentation from McClure - moved to March
  - Presentation from PA Solar in March
- **We need to start discussions about staffing for next year**
  - Positions
  - Programs
  - Supports
- **KSAC Basketball**
  -

UNION SCHOOL DISTRICT  
Finance Report  
February 15, 2023

**Board Action Requested**

- I. Treasurer's Report**  
Approve the Treasurer's Report for the month ending January 31, 2023.
- II. Accounts Payable List**  
Approve the Accounts Payable List for the month ending February 28, 2023.
- III. Union Education Support Personnel Agreement**  
Approve to ratify the July 1, 2023-June 30, 2028 agreement between the Union Education Support Personnel Association and the Union School District.
- IV. Exonerate Local Tax Collectors**  
Exonerate the Local Tax Collectors from the collection of delinquent 2022 per capita and occupational taxes.
- V. Budget Transfer**  
Approve a budget transfer in the amount of \$1,000.00 from High School Supplies (2380-610-000-30-800) to Life Skills Supplies (1210-610-000-30-800).
- VI. Shared Services Agreement for Transportation**  
Retroactively approve the shared services agreement for transportation with Keystone School District. This agreement is effective January 31, 2023 through the conclusion of the 2023-2024 school year unless a change is requested.
- V. Inter-State Studio Agreement**  
Approve the Agreement between Inter-State Studio and the Union School District for the purpose of school pictures. This agreement commences with the 2023-2024 school year, expiring at the conclusion of the 2025-2026 school year.
- VI. Communication Associates, LLC Agreement**  
Approve the Agreement between Communication Associates, LLC and the Union School District for independent educational speech language and occupational therapy evaluations. The cost of this agreement is \$150.00 per hour for the documentation review, evaluation, report preparation and attendance at IEP if warranted for each evaluation service and \$80.00 per hour for travel time. The agreement will commence February 7, 2023 through February 7, 2024.
- VII. The Meadows Letter of Agreement**  
Approve The Meadows Letter of Agreement with the Union School District for mental health and educational services during the 2023-2024 and 2024-2025 school year. The cost will be \$70.00 per day for educational services.



UNION SCHOOL DISTRICT  
Personnel Report  
February 15, 2023

**Board Action Requested**

- I. PTO Volunteer/Chaperone**  
Approve Megan Hagan as a PTO Volunteer/Chaperone. All clearances have been received.
- II. Unpaid Leave of Absence**  
Approve a retroactive unpaid leave of absence to employee #350 for the afternoon of January 18, 2023.
- III. Mentor Teacher Hire**  
Hire Katie Hibbard as a Mentor Teacher for the 2022-2023 school year, at the rate of \$500.00.
- IV. Long Term Substitute Hire**  
Hire Samantha Leisure as a long term substitute, per board policy no. 429, effective March 13, 2023 through the end of the 2022-2023 school year. The salary will be set at step 1 of the bachelor salary scale.
- V. High School Principal and Special Education Director Retirement**  
Accept the letter of resignation, for the purpose of retirement, from Elena Steidinger, High School Principal and Special Education Director, effective June 2, 2023.
- VI. High School Principal and Special Education Director Advertisement**  
Approve to retroactively authorize the administration to advertise for the High School Principal and Special Education Director positions.
- VI. Family Medical Leave**  
Approve a Family Medical Leave to employee #167 from approximately April 3, 2023 through the end of the 2022-2023 school year. All paperwork has been received.
- VII. School Doctor**  
Appoint Dr. Wilson from Penn Highlands to conduct school physicals for the 2023-2024 school year at the rate of \$15.00 per exam.
- VIII. Substitute Custodian**  
Add Keith Fancher to the substitute custodian list for the 2022-2023 school year. All clearances are on file.
- IX. Band Director**  
Hire Lisa Hummel as the Band Director for the 2023-2024 school year at the salary of \$5,260.00. (Up \$70.00 from last year)
- X. 1st Assistant Band Director**  
Hire Rob Heichel as the 1st Assistant Band Director for the 2023-2024 school year at the salary of \$2,206.00. (Up \$60.00 from last year)
- XI. 2nd Assistant Band Director**  
Hire John Zanot as the 2nd Assistant Band Director for the 2023-2024 school year at the salary of \$1,340.00. (Up \$50.00 from last year)

**XII.****Choir Director**

Hire David Gibson as the Choir Director for the 2023-2024 school year at the salary of \$2,165.00. (Up \$60.00 from last year)

**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**February 15, 2023**

**Board Action**

**I. Conferences**

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

- a.      **Conference:**            Health and Physical Education Collaborative  
          **Staff:**                Tisha Frederick  
          **Location:**         Virtual  
          **Date:**                Mon., March 6, 2023  
          **Approx. Cost:**       \$146.19  
          **Funding Source:**   General Fund
  
- b.      **Conference:**            Commonwealth Budget Seminar  
          **Staff:**                Megan Hepler  
          **Location:**         Webcast  
          **Date:**                Tues., March 21, 2023  
          **Approx. Cost:**       \$75.00  
          **Funding Source:**   General Fund
  
- c.      **Conference:**            55th Annual PAFPC Conference  
          **Staff:**                Tom Minick and Brenda Greenawalt  
          **Location:**         Kalahari Resorts and Conventions, Pocono Manor, PA  
          **Date:**                Sun.-Wed., April 16-19, 2023  
          **Approx. Cost:**       \$2,169.00  
          **Funding Source:**   Title Funds

**II. Student Trips**

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

- a.      **Student Trip:**            Placing flags and planting flowers at Rimersburg Cemetery and Veterans' Park and lunch at M & M Pizza  
          **Students:**                40-5th Grade Students, Mrs. Kindle, Mr. Salvo, Aide  
          **Location:**            Rimersburg Cemetery, Veterans' Park, M & M Pizza  
          **Date:**                    TBD  
          **Approx. Cost:**        \$60.00  
          **Funding Source:**     General Fund
  
- b.      **Student Trip:**            Regional Choir  
          **Students:**                5 Regional Choir Students and David Gibson  
          **Location:**            Meadville High School  
          **Date:**                    Wed.-Fri., February 22-24, 2023  
          **Approx. Cost:**        \$1,400.00  
          **Funding Source:**     General Fund

- c.** Student Trip: Field Trip  
 Students: 40–2nd Grade Students, Tessa Shick, Erin McGinnis & approved chaperones  
 Location: Erie Zoo, Erie PA  
 Date: Thurs., May 11, 2023  
 Approx. Cost: \$1,703.62  
 Funding Source: PTO
- d.** Student Trip: Washington DC trip  
 Students: Approx. 15 travel club members, Nicole Claypoole, Heather Marsh  
 Location: Washington DC  
 Date: Fri., April 14, 2023 (3:30PM-10:00PM)  
 Approx. Cost: \$600.00  
 Funding Source: Club Funding
- e.** Student Trip: Splash Lagoon  
 Students: 12 travel club members, Nicole Claypoole, Heather Marsh  
 Location: Splash Lagoon  
 Date: Sat., March 11, 2023–Sun, March 12, 2023  
 Approx. Cost: \$200.00  
 Funding Source: Club Funding
- f.** Student Trip: Armstrong, Indiana, Clarion Drug and Alcohol Commission  
 Students: 6 Youth Leadership Students & Kenny Gibbs  
 Location: Trinity Church, Clarion, PA  
 Date: Wed., March 1, 2023  
 Approx. Cost: 0.00  
 Funding Source: District will be compensated for the cost of substitute and transportation
- g.** Student Trip: Western Region Orchestra  
 Students: 1 Student and Lisa Hummel  
 Location: State College, PA  
 Date: Wed.-Fri., March 8-10, 2023  
 Approx. Cost: \$930.00  
 Funding Source: General Fund
- h.** Student Trip: District Jazz Band  
 Students: 3 Students and Lisa Hummel  
 Location: Freeport High School  
 Date: Fri., February 17, 2023  
 Approx. Cost: \$360.00  
 Funding Source: General Fund
- i.** Student Trip: Band Assessments  
 Students: 30 Sr. High Band Students, Rob Heichel & Chaperones  
 Location: Clarion High School  
 Date: Wed., March 8, 2023  
 Approx. Cost: \$765.00  
 Funding Source: General Fund

**j.**        **Student Trip:**                    4th Grade Field Trip  
**Students:**                        50 students, Staci Jordan, Mindi Verdill, Child Specific Nurse & approved chaperones  
**Location:**                        Carnegie Science Center, Pittsburgh, PA  
**Date:**                                Wed., May 17, 2023  
**Approx. Cost:**                    \$1,287.80  
**Funding Source:**                PTO

**k.**        **Student Trip:**                    3rd Grade Field Trip  
**Students:**                        25 students, Julie Jordan, Rebecca Dill, Tisha Frederick, Megan Corle, and 8 PTO Chaperones  
**Location:**                        Crooked Creek Outdoor Discovery Center, Ford City, PA  
**Date:**                                Thurs., May 4, 2023  
**Approx. Cost:**                    \$565.63  
**Funding Source:**                PTO

**III.        Comprehensive Plan**  
Approve the Union School District Comprehensive Plan

**IV.        Fundraisers**  
Approve the following fundraisers:  
Travel Club:

- Sponsor a traveler
- 5K race
- Tumblers
- School recipe book
- Pampered Chef
- Little Caesar Pizza Kits
- Fun Pasta
- Brody's BBQ
- Concession stand at Sligo Rec Center
- Soup sale

Prom Committee:

- Princess Party
- Adult Prom

**V.         2023-2024 School Calendar**  
Approve the 2023-2024 School Calendar

**VI.        Student Discipline**  
Approve the waiver agreement in lieu of an expulsion hearing for student #7476877896.

**VII.       Physics I Honors Credit Proposal**  
Approve the required weighted status for Physics I.

UNION SCHOOL DISTRICT

Athletic Report

February 15, 2023

**Board Action Requested**

- I. Athletic Director**  
Hire Scott Kindel as the Athletic Director for the 2023-2024 school year at the salary of \$5,375.00 (Up \$70.00 from last year)
- II. Assistant Athletic Director**  
Hire Ange Salvo as the Assistant Athletic Director for the 2023-2024 school year at the salary of \$2,680.00. (Up \$60.00 from last year)
- III. Varsity Volleyball Coach**  
Hire Courtney Gross as the Varsity Volleyball Coach for the 2023-2024 school year at the salary of \$2,660.00. (Up \$60.00 from last year)
- IV. Assistant Varsity Volleyball Coach**  
Hire Megan Renfrew as the Assistant Varsity Volleyball Coach for the 2023-2024 school year at the salary of \$1,950.00. (Up \$50.00 from last year)
- V. Athletic Pay Scale**  
Approve the athletic pay scale effective the 2023-2024 school year.
- VI. Youth Sports Volunteer**  
Approve Bill Coradi as a volunteer for the Youth Sports Program. All clearances are on file.
- VII. Football Equipment Purchase**  
Approve the purchase of football helmets and shoulder pads from Riddell All American Sports in the amount of \$8,619.95. This purchase would be made out of the 2023-2024 budget.