

UNION SCHOOL DISTRICT

**BOARD OF DIRECTOR'S
August 17, 2023**

**Board Meeting
Union High School Cafeteria**

UNION SCHOOL DISTRICT
AGENDA
August 17, 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:
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- VIII. Correspondence
 - Letter dated 7/21/2023 from FEMA–Approved USD hazard mitigation plan (HMP)
- IX. Visitor/Comments
- 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. 800–Record Management
 - b. Policy No. 830–Security of Computerized Personal Information/Breach Notification
 - c. Policy No. 830.1–Data Governance–Storage/Security
 - d. Policy No. 915–School-Affiliated Organizations
 - e. Policy No. 915.1–Booster Clubs and Parent Organizations

XIII. **New Business**
Foreign Exchange Student Discussion
Approve the 1st reading of the following policies:
 a. **Policy No. 008–Organization Chart**

XIV. **Visitors/Comments**

XV. **Adjournment**

UNION SCHOOL DISTRICT
Administrative Reports
August 17, 2023

I. School Police Officers

II. Food Service Director

III. Technology Department

- Programing/distributing new laptops
- Programing new chromebooks
- Deploying computers and updating software
- 6 new runs to new library conference room/ office space (Brown assist)
- Programing and configuration of new software packages (Raptor, Clever, Gaggle)
- Listing of District property for auction on Municibid
- Setup / Configured applications for the school year (Renaissance, Houghton Mifflin, McGraw Hill)
- Set the online Student registration forms in Focus

IV. Maintenance Department

- Purchased a new pickup truck, plow, and spreader and sold the old one.
- Finished a room renovation project at Sligo.
- Finished the Library renovation project at the HS.
- Had Renick Brothers install the new Domestic water booster at the HS.
- Hired Blake Brothers to install new flooring in the library, 2 rooms at Sligo, the HS faculty room, and room 211 at the HS.
- Hired Stahlman's to install a new compressor and evaporator for Sligo's walk-in cooler.
- Summer cleaning is nearing completion at both buildings.

V. Special Education Director

- Cyber Home Visits
- Meetings with Learning Support Teachers
 - Revisions to teacher caseloads to maximize efficiency
 - Special Education Student Schedules
- Prep for meeting with KeySolutions (8/11)
- 504 Meetings
- Paraprofessional Schedule/Placement
 - 11 current
 - 1 new hire
 - 1 need -met with ESS
- August/September Focus
 - observing for areas of need in interaction/engagement (i.e. trauma informed care, conflict cycle, student engagement/rapport building, etc.)

VI. Elementary Principal's Report

- Cyber home visits and continued follow ups.
- August 28 meeting with Family Psychology to discuss in school therapy options for students.
- Thank you to Mr. Brown, Mrs. and Mrs. Vasbinder, Mr. Eaton, Mr. Cyphert, Mrs. Rankin for their time and preparation for the 23-24 school year.
- 23-24 Professional development:

1. **GO MATH** In person training August 17 and September
2. **Assessments** - working with Mr. Carlson
3. **Teacher led decision making**
 - Progress monitoring meetings
 - MTSS data tracking
 - Data meetings
 - Committee meetings
 - MTSS meetings
 - Teacher schedules
- **Meet your teacher and classroom August 22, 2023 1:00-3:00** (parent and teacher survey feedback to have Meet the Teacher and Open House)
- **New timer and communication system at SES.** Thanks to Jamey, Bryan and Kaci for working with Horizon systems.

VII. High School Principal's Report

- **Cyber Home Visits**
 - Some success in bringing students back to Union
 - Developed some relationships with those still reluctant; will follow up throughout the school year
- **Professional Development Plan**
 - **Areas of Focus for 2023-24 School Year are on Engagement and a Rigorous System of Assessment**
 - **Assessments**
 - Frequent
 - Spiraled
 - Data Informed Instruction
 - Appropriate Level on Webb's DOK
 - **Engagement**
 - Design Lessons to Meet Rigorous System of Assessments
 - Low Stakes Writing to Apply Learning to New Concepts
 - Text Dependent Analysis with frequency in all subjects
- **Finalizing Scheduling**
- **Building an Schoolwide Assessment Calendar**
- **Potential Addition of Seniors Painted Parking Spots**
- **Excited for Students to Get in the Building**

VIII. Superintendent's Report

- **Continued work with curbing cyber enrollments**
 - **Currently 32 students enrolled**
 - 27 regular education
 - 5 special education
- **Homeless information for the 2023-2024 school year**
- **SPO Officer rotations completed - updated daily report form**
- **Guidance office - mental health services**
- **SPERO Group - making services more flexible**
 - **Keep the beginning of the day and after jr. high lunch available**
- **Regular communication with UEA Representatives**
- **Contact with magistrate concerning citation paperwork**
- **Organizing information needed for the Key Solution Assessment**
- **Review of staffing placements**
- **Thank you to Mark Brown and the USD Custodial/Maintenance Dept.**

- Superior work in summer cleaning
- Projects completed - Elementary learning space
 - Library project
 - Pumps at UHS
 - Electric/generator at SES
- SES property
 - Major cost associated with subdivision
- Foreign Exchange Program
 - Received notification of interest on 8-8-2023
 - FLAG - Foreign Links Around the Globe - sponsored student
- Superintendent meeting with county agencies
 - Addressing mental health needs
 - Sharing of resources
- Foreign Exchange
 - FLAG - Foreign Links Around the Globe
 - Student interest as of 8-8-2023

UNION SCHOOL DISTRICT

Finance Report

August 17, 2023

Board Action Requested

- I. **Treasurer's Report**
Approve the Treasurer's Report for the month ending July 31, 2023.
- II. **Accounts Payable List**
Approve the Accounts Payable List for the month ending August 31, 2023.
- III. **Community Donations**
Donate \$150.00 each to the Eccles Lesher Library, Rimersburg Hose Co., and Sligo Hose Co.
- IV. **Memorandum of Understanding**
Approve the Memorandum of Understanding between the Riverview IU 6 and the Union School District for Special Education Services for the 2023-2024 school year.
- V. **Tax Waiver**
Approve to waive \$117.16 taxes, as requested by the Clarion County Tax Claim Bureau.
- VI. **Amendment to Agreement for Cyber Education Services**
Approve the amendment to the agreement between the Union School District and Titusville Area School District Cyber Education Services. Titusville will provide the technology to the students participating in the cyber education program known as Rockets Online Campus.

UNION SCHOOL DISTRICT

Personnel Report

August 17, 2023

Board Action Requested

- I. Bus Drivers and Substitute Drivers/Special Transportation List**
Approve the 2023-2024 Bus Driver, Substitute Drivers, and Substitute Special Transportation(van) Drivers.
- II. Homework Helpers/After School Tutors**
Approve the following list of Homework Helpers and After School Tutors for the 2023-2024 School year, at the rate of \$30.00 per hour:
Homework Helpers: Tisha Frederick, Angie Hawk, Jennifer Monnoyer, Erika Tennant
After School Tutors: Nicole Claypoole, Josh Meeker
- III. Suicide Awareness Coordinator**
Appoint Kris Glosser as the Suicide Awareness Coordinator for the 2023-2024 school year.
- IV. 2023-2024 Event Workers/Volunteers**
Approve the 2023-2024 event workers/volunteer list.
- V. Educational Aide Resignation**
Accept the letter of resignation from Educational Aide, Heather Marsh, effective August 8, 2023 and authorize the administration to advertise for this position.
- VI. Educational Aide Hire**
Hire Jenny Barger as Educational Aide, effective August 16, 2023, as per the terms of the Union Educational Support Personnel Association Agreement.
- VII. Part-Time Cafeteria Hire**
Hire Shelly Murphy as part-time cafeteria worker as per the terms of the Union Education Support Personnel Association Agreement. Employment is pending receipt of required documents.
- IX. Mentor Teachers**
Hire Tonya Stewart and Kelli Kifer as Mentor Teachers for the 2023-2024 school year at the salary of \$500.00 each.
- X. Yearbook Advisor**
Hire Nick Rimer as the yearbook advisor for the 2023-2024 school year at the salary of \$1,310.00. (Up \$60.00 from last year)
- XI. Band Director Pay Increase**
Approve a \$3,740.00 pay increase for the Band Director. The total pay for the 2023-2024 school year will be \$9,000.00.
- XII. First Assistant Band Director Increase**
Approve a \$3,794.00 pay increase for the First Assistant Band Director. The total pay for the 2023-2024 school year will be \$6,000.00.
- XIII. Second Assistant Band Director Increase**

Approve a \$1,660.00 pay increase for the Second Assistant Band Director. The total pay for the 2023-2024 school year will be \$3,000.00.

XIV. 2023-2024 Volunteer/Event Worker List

Approve the 2023-2024 volunteer/event worker list.

XV. National Honor Society Advisor

Appoint Anthony Beveridge as the National Honor Society Advisor.

XVI. Educational Aide Hire

Hire Amanda Trunzo as Educational Aide as per the terms of the Union Educational Support Personnel Association Agreement. Employment is pending receipt of required documents. Also, approve an unpaid leave of absence September 11-18, 2023.

UNION SCHOOL DISTRICT
Curriculum Report
August 17, 2023

Board Action

I. Conferences

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

- a. Conference: A/CAPA
Staff: Brenda Greenawalt
Location: Hershey, PA
Date: Wed.-Fri., November 8-10, 2023
Approx. Cost: \$1,630.00
Funding Source: General Fund

- b. Conference: Clarion County Counselor meetings 2023-2024 school year
Staff: Judy Rupp
Location: TBD
Date: Monthly
Approx. Cost: \$22.27
Funding Source: General Fund

- c. Conference: 2023 PHEAA Counselor Workshop
Staff: Judy Rupp
Location: PennWest Clarion University
Date: Thurs., September 14, 2023
Approx. Cost: \$22.27
Funding Source: General Fund

II. Student Trips

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

- a. Student Trip: Rotary Luncheon
Students: 2 RYLA Students
Location: Clarion YMCA
Date: Mon., September 25, 2023
Approx. Cost: \$13.22
Funding Source: General Fund

- b. Student Trip: Clarion County Post-Secondary Options Fair
Students: 10th or 11th grade students (approx. 60) Judy Rupp + 2 Chaperones
Location: Clarion University
Date: Wed., November 8, 2023
Approx. Cost: \$247.78
Funding Source: General Fund

- c.** Student Trip: 1st grade swimming lessons
Students: 43-1st grade students, Mrs. Coradi, Mrs. Shuster, Ms. Frederick
Location: Clarion YMCA
Date: 1 day per week for 9 weeks for each 1st grade class. Total of 18 weeks
Approx. Cost: \$2,433.24
Funding Source: Title IV Funds
- d.** Student Trip: AC-Valley Gym Dedication
Students: TBD—Marching Band Students & Lisa Hummel
Location: AC-Valley High School Foxburg, PA
Date: Monday, August 21, 2023
Approx. Cost: \$40.00
Funding Source: General Fund

III. 2023-2024 Fundraisers

Approve the 2023-2024 fundraiser list.

IV. Work Release Program Changes

Approve the changes to the Union School District Work Release Program.

V. Revised Teacher Handbook

Approve the revised 2023-2024 teacher handbook.

VI. Senior Parking Lot Painting

Approve the senior parking lot painting rules.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
August 17, 2023

Board Action Requested

- I. Parent/Guardian Transportation Agreements**
Approve the Union School District Parent/Guardian Transportation Agreements for the 2023-2024 fiscal year.
- II. Extracurricular Transportation**
Approve the following bus contractors for extra hauling during the 2023-2024 school year: Bobbert Busing, Inc., Nancy Steele, Rick Myers Busing, LLC, Shriver Contract Services, Inc.
- III. 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 2023-2024 school year and will not make up the transportation day later in the school year.
- IV. Athletic Transportation Criteria**
Authorize the Union School District Transportation Department to provide bus service for athletic practice which occurs off of school property for teams consisting of greater than 15 student athletes who require transportation to these events. Teams consisting of 15 or fewer student athletes shall utilize school owned vehicles or find other means of transportation. Students shall be afforded the opportunity to waive transportation service provided they and their parent/guardian complete a district issued waiver of liability form.
- V. Assistant Varsity Football Coach**
Hire Jake Weaver, upon receipt of the appropriate clearances, as the 2023-2024 Assistant Varsity Football Coach at the salary of \$2,100.00.

UNION SCHOOL DISTRICT

Athletic Report

August 17, 2023

Board Action Requested

I. Jr. High Cheerleading Coach

Hire Tina Meeker as the Jr. High Cheerleading Coach for the 2023-2024 school year at the salary of \$1,384.00. All clearances are on file.

II. Assistant Jr. High Girls Basketball Coach

Hire Amanda Myers as the Assistant Jr. High Girls Basketball Coach for the 2023-2024 school year at the salary of \$1,350.00. All clearances are on file.