

**UNION  
SCHOOL  
DISTRICT**

**BOARD OF DIRECTORS**

**October 19, 2023**

**Monthly Meeting  
Union High School Library**

UNION SCHOOL DISTRICT  
AGENDA  
October 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: September 14, 2023 Work Session Minutes and September 21, 2023 Board Meeting Minutes
- VII. Announcements:
  -
- VIII. Correspondence
  - Letter dated 9/20/2023 from PA Dept. of Education–Receipt Confirmation for PDE ESSER Monitoring
  - Letter of praise concerning Mr. Mark Brown and his custodial staff
  - PA Department of Agriculture–Retail Food Facility Inspection Reports
- IX. Visitor/Comments
  - PSBA Representative
- 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. 123.3–Sex-Based Distinctions in Athletics
    - b. Policy No. 720–Use of Restroom & Locker Room Facilities

**XIII. New Business**

- Approve the 1st reading of the following policies:
  - a. Policy No. 705–Facilities & Workplace Safety
  - b. Policy No. 711–Video Camera Surveillance

**XIV. Visitors/Comments**

**XV. Adjournment**

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**October 19, 2023**

**I. School Police Officers**

- See attached document

**II. Food Service Director**

- We had a successful Apple Crunch Day at SES again this year. We partnered with Musser's Fruit Farm to provide the apple varieties, through the Farm to School Program.
- National Walk to School Day at SES was held on October 5th.
- We had our 1st health inspections for SY 2023-2024 at both schools. He noted a worn spot on our Walk-In Freezer door at the High School. We had no issues at Sligo Elementary.

**III. Technology Department**

- 105 Support Tickets from September 15th to October 15th - 383 for the year
- Repair of Aux Gym Sound panel
- Knight AV out to address stage lighting issues - scheduling date for repair
- Installation of Hudl Camera on spotters booth
- Installation of portable Touch Display in Board/Conference area
- Replaced several Cameras
- Helped with the administering of the PSAT

**IV. Maintenance Department**

- Repaired ice machine at HS.
- I had a technician from Emerson Swan install the new replacement control card in our booster pump.
- Discovered an electrical mistake at Sligo from the GESA project, which has since been repaired.
- Performed our annual energy curtailment requirement per NRG.
- Had a new transfer fuel tank and pump installed in the truck.
- Installed orange barrier fencing in the stadium area.
- Had Blair's Locksmith install a card reader on the exterior locker room door.

**V. Special Education Director**

- 1 expulsion (waiver to new educational placement)
- 1 student hospitalized and moving placements (from IU)
- 2 students being evaluated for GIEP (9 currently)
- 2 new life skills students moved into district
  - Maxed out (12)
- Key Solutions
  - 43 meetings in September
  - Returning 10/24 & 10/25
- 15 IEP/GIEP Meetings scheduled for October

**VI. Elementary Principal's Report**

- **Federal Programs Fall meeting: October 10, 2023** (106 people registered)  
PTO Book Fair and Bingo
- **Walk to School - participants.** Thanks to Deb Kriebel and staff for providing hot chocolate for the students.
- **123 Father's/Male Role models** participated in our Bring Your Child to School breakfast.
- **137 families attend Open House.** Fifteen \$50.00 coupons given for students signing up and visiting with our guests at Open House.
- **Open House guests:**

- Boy Scouts
- SAFE
- Armstrong, Clarion, Indiana Drug and Alcohol
- Center for Clarion County Resources

- **Thank you to Mr. Shaftic, Mr. Carmichael and Mr. Cyphert** for their assistance in getting all Father's/Male Role models into the building using the Raptor system efficiently.

- **Bus Safety presentation:** State Police Officer Mr. Norbert and Mr. Chewning

- **Fire Safety:** Sligo Volunteer Fire Department

- **Summer School Data:**

<https://docs.google.com/document/d/1qr69PF8Pk3pNGwF40YaAzfn0S6818q3Djvfv9swbIHI/edit>

- **After School Program: 20 students participating**

Activities: Mr.Minick

1. Pumpkin Bowling / Survivor
2. Turkey Feather Relay
3. Trench Ball
4. Balloon Volleyball
5. Blob Tag
6. Alien Orbit
7. Wizard Ball
8. Good Job Ball

Lessons for the first 8 weeks: Abby Simcheck and teacher volunteer

1. Goal setting
2. Decision Making
3. Managing Emotions
4. Bonding and Relationships
5. Communication
6. Conflict Resolution
7. Drug Awareness
8. Community Involvement

- **Discipline August - September**

001 - Simple Assault on Student 2  
 015 - Racial and/or Ethnic Intimidation 2  
 022 - Threatening School Official or Student 3  
 025 - Theft and Related Offenses 1  
 053 - Possession, Use, or Sale of Vaping Material 1  
 054 - Possession of Weapon 1  
 C - Student Code of Conduct 1  
 U1001 - Unauthorized Possession/Use of Restricted Items 1  
 U1003 - Disruptive Behavior 6  
 U1004 - Incomplete Work 1  
 U1008 - Tardy to School 1  
 U2107 - Throwing of Non-Injurious Objects 1  
 U2108 - Defiance / Disrespect 1  
 U1022 - Inappropriate Remarks 2  
 U1016 - Elem. Profanity & Gestures 2  
 U1017 - Elem. Physical Contact - Unwanted Touch 8  
 U2111 - Elem. Minor Verbal Threat 1  
 T001 - Arguing 2  
 T005 - Blurting Out 2  
 T010 - Disruption in Class / Hallway 28  
 T030 - Incomplete Work 31  
 T045 - Not Listening to Adult 16  
 T050 - Talking Back 1

- T055 - Teasing 2
- U1025 - Bus Misconduct 1
- T060 - Aggressive Play 6
- T065 - Unwanted Touch without Malicious Intent 8

- **Health and Wellness Committee**

- ❖ Buddy benches - donation from Carter Lumber
- ❖ Displayed kindness rocks in SES display case
- ❖ Red Ribbon Week Oct. 23-27 - themed days
- ❖ World Kindness Day November 13 - teachers write positive notes to others

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

- **Planned Out PBIS Reward Trips**
  - 1st MP - Ice Skating/Movie and Ice Cream
  - 2nd MP - Movie and Ice Cream/Skating
  - 3rd MP - Comedian
  - 4th MP - Field Day
- **Teacher Evaluation since last board meeting**
  - 6 formal observations
  - 5 differentiated supervision plans finalized
  - 22 formal walkthroughs
- **Discipline for September**
  - *036: Terroristic Threats - 1*
  - *047: Possession, Use, or Under the Influence of Controlled Substance - 2*
  - U1003 - Disruptive Behavior - 2
  - U1007 - Tardy to Class
  - U1009 - Unauthorized use of school property - 2
  - U1019 - Unauthorized presence in halls or rooms with no teacher - 3
  - U1022 - Inappropriate Remarks - 4
  - *U2106 - Use of Profanity/Obscenities - 4*
  - *U3103 - Threatening/Intimidation of Others - 1*
  - *U2102 - Physical Aggression with Injury - 2*
  - *U3201 - Defacing School Property - 1*
  - T010 - Disruption in Class/Hallway - 2
  - T020 - Inappropriate Remarks - 1
  - T060 - Aggressive Play - 2
  - T065 Unwanted Touch without Malicious Intent - 1
- **Student Attendance Improvement Plans - 6**
- **Safe2Say - 5**

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

- **Social and Human Services Assistant**
  - Job description
  - (2) sample contracts
- **Substitute SPO's**
  - Three individuals possibly interested
  - Waiting for applications to consider
  - Cost savings and help with succession plan
- **Cafe**
  - Equipment is being selected for placement
  - Food items have been selected
  - Serving window has been installed
- **Discipline Items**
  - Fewer events this year than previously
  - More big items than usual

- **Cyber**
  - Numbers have grown
  - 9 Special Ed and 33 Regular Ed
  - Prevention - working with families to prevent them from leaving
  - Plan to follow-up with families at the end of the 1st nine-weeks
- **Budget**
  - ACT 1 allows USD to raise local taxes 8.2%
- **Homeless Program**
  - Continued work on documentation for monitoring
  - 30 components
  - IU4 Fall Region Workshop
    - Materials and training
- **Food Pantry**
  - Mr. Kirkwood can help to build this item to be placed at the entrance/exit of the high school property
  - Connected to other individuals to coordinate dimensions/size, etc.
- **Sligo Property**
  - Can be leased but must be advertised
  - Waiting for confirmation that the Borough will allow the desired structure on the property if it is leased
- **Key Solution**
  - Interviews (completed 2 of the 3 days)
  - Scheduling a make-up for the last day of interviews
- **Life Skills**
  - Program is doing well this year
  - New students enrolled (full enrollment for the classroom)
- **Enrollments**
  - Investigations when students may be homeless or not living in the district
  - Cost-savings for special programming or cyber costs
  - SPO and staff assistance
- **Cooperative Meeting**
  - Report from 10/11/23
    - Community meeting on November 1 at 6:00 PM at ACV
      - Representatives on stage
      - All board members invited as well as community members
      - Information session, answering of submitted questions, open questions to be taken
- **Classroom Visitation by Parents**
  - Procedures have been developed
  - Cleared with the solicitor
- **Block and Student Teachers**
  - Review of lessons prior to being taught
  - Reporting to administration of controversial topics
- **Calendar Revision**
  - March 15th - half day in-person and early release to flexible instruction
  - PM to be used to complete graduation project interviews
  - Releases February 19th for a county-wide in-service day
- **IU ES Classroom**
  - RIU6 will potentially have a need for the use of classroom space for an ES Classroom
  - We have a room available at SES

**UNION SCHOOL DISTRICT**  
**Finance Report**  
**October 19, 2023**

**Board Action Requested**

- I. Treasurer's Report**  
Approve the Treasurer's Report for the month ending September 30, 2023.
- II. Accounts Payable List**  
Approve the Accounts Payable List for the month ending October 31, 2023.
- III. Budget Transfer**  
Approve a budget transfer in the amount of \$5,508.79 from Supplies & Fees-Technology (10-2840-650-000-30-800) and Elementary Technology Tech Supplies (10-2840-650-000-10-200) to Tech Supplies & Software UHS (10-1110-650-000-30-800) and Tech Supply & Software Elementary (10-1110-650-000-10-200)
- IV. Letter of Agreement**  
Approve the non-financial cooperative agreement between the Union School District and Shamrock Solutions' Peer Support Services. This agreement shall be reviewed on an annual basis by the agreement/signature date.
- V. Transportation Agreement**  
Approve the parent/guardian transportation agreement between the parent and the Union School District for transportation of their student, effective October 4, 2023 through the end of the 2023-2024 school year.
- VI. 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 \_\_\_\_\_.



UNION SCHOOL DISTRICT  
Personnel Report  
October 19, 2023

**Board Action Requested**

- I. Job Description**  
Approve the Social and Human Services Assistant job description.
- II. Homework Helpers**  
Approve adding Erin McGinnis to the list of Elementary Homework Helpers, at the rate of \$30.00 per hour.
- III. Volunteer/Chaperone**  
Approve Jessica Lukes as a volunteer/chaperone. All clearances have been received.
- IV. Advertisement**  
Grant permission to advertise for a Social and Human Services Assistant.
- V. Substitute Nurse/Health Technicians**  
Approve Lisa Keefer as a substitute Nurse/Health Technician for the 2023-2024 school year. All clearances are on file.
- VI. Assistant Play/Musical Director**  
Hire Emily Ellenberger as the Assistant Play/Musical Director for the 2023-2024 school year at the salary of \$800.00.

**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**October 19, 2023**

**Board Action**

**I. Conferences**

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

- a. Conference: Career Ready PA "Reboot Camp"  
Staff: Judy Rupp  
Location: Riverview IU 6 Clarion PA  
Date: Retroactive: Tues., Oct. 10, 2023  
Approx. Cost: \$15.00  
Funding Source: General Fund
  
- b. Conference: PASBO Helpful Hints & Tips for AFR Schedules  
Staff: Megan Hepler  
Location: Webcast  
Date: Retroactive: Thurs., Oct. 12, 2023  
Approx. Cost: \$75.00  
Funding Source: General Fund
  
- c. Conference: Lessons Learned: Cyber Attack  
Staff: Jamey Cyphert  
Location: Webinar  
Date: Retroactive: Fri. Oct. 13, 2023  
Approx. Cost: \$75.00  
Funding Source: General Fund
  
- d. Conference: PDE Data Summit  
Staff: Brenda Greenawalt  
Location: Hershey, PA  
Date: Mon.-Wed., March 11-13, 2024  
Approx. Cost: \$1,155.00  
Funding Source: General Fund
  
- e. Conference: Health and PE Education Collaboration  
Staff: Terry McCullough and Lacey Magagnotti  
Location: Riverview IU 6, Clarion PA  
Date: Wed., November 1, 2023  
Approx. Cost: \$292.00  
Funding Source: General Fund
  
- f. Conference: Act 55 Train the Trainer Training  
Staff: John Kimmel  
Location: Riverview IU 6  
Date: Wed., November 29, 2023  
Approx. Cost: \$20.02  
Funding Source: General Fund

## **II. Student Trips**

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

- a. **Student Trip:** Assessment Honors Band  
**Students:** 12 Band Members, Lisa Hummel and Rob Heichel  
**Location:** Clarion High School  
**Date:** Sat.-Sun., Oct. 28-29, 2023  
**Approx. Cost:** n/a  
**Funding Source:** n/a
  
- b. **Student Trip:** PBIS reward trip for qualifying students in grades 9-12  
**Students:** Approx. 120-160 + approx. 12 chaperones  
**Location:** Belmont Ice Skating Rink, Kittanning PA  
**Date:** Wed., November 15, 2023  
**Approx. Cost:** \$1,300.50  
**Funding Source:** PBIS funds/Title IV
  
- c. **Student Trip:** PBIS reward trip  
**Students:** Approx. 100-140 students and approx. 10 chaperones  
**Location:** Belmont Ice Skating Rink, Kittanning PA  
**Date:** Wed., January 17, 2024  
**Approx. Cost:** \$1,100.50  
**Funding Source:** PBIS funds
  
- d. **Student Trip:** Rimersburg Cemetery to remove flags and flag disposal ceremony  
**Students:** 48-5th grade students, Rachel Kindel, Ange Salvo, & Lisa Norbert  
**Location:** Rimersburg Cemetery  
**Date:** TBD  
**Approx. Cost:** \$60.00  
**Funding Source:** General Fund
  
- e. **Student Trip:** County Band and County Choir  
**Students:** 15-20 Selected County Band and Choir Students & Lisa Hummel  
**Location:** Union High School  
**Date:** Thurs., November 16, 2023  
**Approx. Cost:** \$577.38  
**Funding Source:** General Fund
  
- f. **Student Trip:** Halloween Parade  
**Students:** 44 Marching Band Students and Lisa Hummel  
**Location:** Rimersburg  
**Date:** Tues., Oct. 31, 2023  
**Approx. Cost:** \$35.00  
**Funding Source:** General Fund
  
- g. **Student Trip:** PMEA Choir Fest for Elementary Students  
**Students:** 9 Choir Students & David Gibson  
**Location:** Punxsutawney Area High School  
**Date:** Tues., November 21, 2023  
**Approx. Cost:** \$265.00  
**Funding Source:** Student Benefit Fund

- h.        **Student Trip:**                    PAES Lab–hands on learning environment  
            **Students:**                        Up to 8 select students with transition plans, Katie Hibbard, Emma Fox  
            **Location:**                        Riverview IU 6  
            **Date:**                                TBD  
            **Approx. Cost:**                    \$1,059.85  
            **Funding Source:**                General Fund

**III.        Student Discipline**

Approve the waiver agreement, dated October 13, 2023, in lieu of an expulsion hearing for student #1147440654.

**IV.        Revised School Calendar**

Approve the revised 2023-2024 school calendar, adding March 15, 2024 as an early dismissal with PM flexible instruction.

**UNION SCHOOL DISTRICT**  
**Buildings, Grounds, and Transportation Report**  
**October 19, 2023**

**Board Action Requested**

- I. Union Youth Football Banquet**  
Grant permission to Union Youth Football to host their annual banquet at the High School on Saturday, November 11, 2023 from 3:00PM to 9:00PM. Cost associated will include custodial fees.
- II. Union High School Cafeteria Use**  
Grant retroactive permission to the Girls Scout Troop 58230 to use the Union High School Cafeteria every other Wednesday, starting October 11, 2023 through May 8, 2024, from 3:00PM to 4:30PM. There will be no cost associated with the use of the cafeteria.
- III. Bus Service Sharing Agreement**  
Approve the Bus Service Sharing Agreement between Redbank Valley School District and Union School District to transport students to Soaring Heights. This agreement is retroactive to October 5, 2023 and shall continue through the last day of the 2023-2024 school year. Cost will be \$90.00 per day.

UNION SCHOOL DISTRICT  
Athletic Report  
October 19, 2023

**Board Action Requested**

- I. Basketball Volunteer**  
Approve Jeff Shirey as a volunteer for Boys Basketball during the 2023-2024 school year. All clearances are on file.
- II. Head Volleyball Coach Resignation**  
Accept the letter of resignation from Head Volleyball Coach, Courtney Gross, effective September 29, 2023.
- III. Head Volleyball Coach Reassignment**  
Hire Megan Renfrew as the Head Volleyball Coach effective September 29, 2023 at a prorated salary.
- IV. Assistant Volleyball Coach Reassignment**  
Hire Cathy Walzak, Amy Wilson, and Rachel Kindel as the Assistant Volleyball Coach effective September 29, 2023 at a prorated salary each, for the number of days worked.
- V. Jr. High Boys and Jr. High Girls Basketball Volunteer**  
Approve Dustin Kifer as a volunteer for Jr. High Boys and Jr. High Girls Basketball for the 2023-2024 school year. All clearances are on file and Dustin was previously approved as an athletic department volunteer.
- VI. Advertisement**  
Grant permission to post and or advertise for coaches for the 2024-2025 fall sports.
- VII. Co-Head Track Coach**  
Hire Shanna Tharan as Co-Head Track Coach for the 2023-2024 school year at the salary of \$3,075.00. All clearances are on file
- VIII. Assistant Track Coaches**  
Hire Dave Sherman and Lexis Twentier as Assistant Track Coaches for the 2023-2024 school year at the salary of \$2,153.00 each. All clearances are on file.
- IX. Head Jr. High Baseball Coach**  
Hire Scott Kindel as the Head Jr. High Baseball Coach for the 2023-2024 school year at the salary of \$1,510.00. (Up \$60.00 from last year)
- X. Assistant Jr. High Baseball Coach**  
Hire Dustin Kifer as the Assistant Jr. High Baseball Coach for the 2023-2024 school year at the salary of \$1,100.00. All clearances are on file.
- XI. Jr. High Baseball Volunteer**  
Approve Matt Corle as a volunteer for Jr. High Baseball for the 2023-2024 school year. All clearances are on file.
- XII. Head Jr. High Track Coach**  
Hire Brianna Pennington as the Head Jr. High Track Coach for the 2023-2024 school year at the salary of \$1,384.00. All clearances are on file.

**XIII. Jr. High Track Volunteer**

Approve Emma Fox as a volunteer for Jr. High Track for the 2023-2024 school year. All clearances are on file.

**XIV. Jr. High Softball Coach**

Hire Ann Ramsey as the Head Jr. High Softball Coach for the 2023-2024 school year at the salary of \$1,510.00 (up \$60.00 from last year). All clearances are on file.