

**UNION  
SCHOOL  
DISTRICT**

**BOARD OF DIRECTOR'S  
February 15, 2024**

**Monthly Meeting  
Union High School Library**

UNION SCHOOL DISTRICT  
AGENDA  
February 15, 2024

- 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 11, 2024 work session minutes, January 11, 2024 special board meeting minutes and January 18, 2024 board meeting minutes.
- VII. Announcements:
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- VIII. Correspondence
  - School Directors' Handbook for 2024 has been provided to all board members from school solicitor, Maiello, Brungo & Maiello, LLP
  - Letter from Head Varsity Football Coach, Dan Reed, regarding Jr. High Football coaching staff/volunteers
  - Certificate of recognition to Tricia Helper from PA School Boards Association
- IX. Visitor/Comments
  - Union/A-C Valley Competitive Spirit Team
  - Michael Burt
  - School Psychologist, Kris Glosser
- X. **Budget Powerpoint Presentation–Megan Hepler**  
**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  
Athletic Report  
Career Center Representative  
Riverview IU6 Representative
- XII. Old Business  
Approve the 2nd reading of the following policies:
  - a. Policy No. 105.2: Exemption from instruction

- b. Policy No. 106: Course Guides
- c. Policy No. 107: Adoption of course of study
- d. Policy No. 109: Resource materials
- e. Policy No. 109.1: School Media Center
- f. Policy No. 110: Instructional supplies
- g. Policy No. 112: Guidance counseling
- h. Policy No. 114: Programs for gifted pupils
- i. Policy No. 815: Acceptable use of internet, computers and network resources
- j. Policy No. 819: Suicide Awareness, prevention and response
- k. Policy No. 008: Organization Chart

**XIII.** New Business

**XIV.** Visitors/Comments

**XV.** Adjournment

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**February 15, 2024**

**I. School Police Officers**

**II. Food Service Director**

- Working on the Cafeteria Budget for 2024-24.
- Preparing for USDA allocations for 2024-25. The program opens for submissions in late February/early March.
- Preparing for Food and Supply Bid for 2024-25 through PRFSD.
- Setting up Cafe as items come in.
- Menus for the remainder of the year are completed, and on the website.

**III. Technology Department**

- Repaired HS Gym Sound System
- Repaired HS Gym Stage Lighting
- Negotiating the E-rate Contracts for approval
- Attended Pete&C 2024
- Budget planning for 24-25 SY
- Support Tickets Status
  - 105 support tickets from January 11th to February 13th
  - 807 support tickets for the 23-24 School Year (until Feb. 13th)

**IV. Maintenance Department**

- Worked on a convection oven in the HS kitchen.
- Service Tech. from the McClure Company determined that the boiler issue is from downdrafts from high winds, they have ordered "T's" for the top of the vent pipes.
- Ice and snow removal from lots and sidewalks.
- Called Versico for warranty work on new addition roof, also called Tremco for warranty work for several leaks on corridor hallway by the locker rooms.
- McClure had to come back to adjust the gas pressure on the regulator that feeds gas to the Aux. gym furnace, and are also troubleshooting an issue with the furnace operation.
- Installed water line for the coffee bar.
- Replaced a leaking faucet in a restroom.
- Replaced the battery in our telescopic lift.

**V. Special Education Director**

- 14 meetings scheduled
- 2 dismissed (speech only)
- Early Intervention Data
  - Meetings were held with IU and families on 2/5
  - 7 incoming kindergartners with IEPs
    - 4 are speech only
    - Working on reevaluations now
- Transition Update-
  - 4 more students attending the PAES Lab at IU#6
  - 8 Mondays in a row

**VI. Elementary Principal's Report**

- Middle of the Year data report - Mrs. Monnoyer (Thanks Mrs. Monnoyer).

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

- Submitted a grant for 30,000 dollars to purchase a heavy equipment operator simulator

- Received a grant from Eccles which will pay for a Driving Simulator that includes CDL software (12,500 dollars)
- Observations - 7
- SPM Meetings - 22
- SAIPS - 3
- Truancy Hearings - 3
- Star Grade Equivalency Benchmarks
  - Plans moving forward

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

- **Cyber Education - changes to visitation process**
  - Letters sent to families
  - Phone calls to families
  - Invitation to come to school for a meeting/visit
  - Home visits
  - Numbers:
    - 45 total students on traditional cyber
    - 14 students in special education
    - 31 students in regular education
    - 16 Rockets
    - 13 returned to Union since August
- **Grants - (all 3 have been submitted)**
  - PCCD Mental Health Grant - \$107,194 - defray psychologist costs for 2024-2025 and 2025-2026 (continue full-time status) (awarded 2-7-24)
  - PCCD Meritorious Safety Grant - \$30,000 - defray costs of SPO (continue full service) (awarded 2-7-24)
  - PCCD Competitive Safety Grant - \$103,767
    - Electronic interior door locksets
    - SPO evening events
    - Outdoor lighting at SES
    - Poster/large format printer and supplies
    - Partnership with Squabbles
      - Anti-bullying program
      - Empowers students to address bullying
- **Board Goals**
  - Staff recognition
    - Process to identify people?
    - Process for recognition?
  - Board Committee Meeting Calendar
    - Shared document - fluid document
    - Targets areas by certain times of the year
    - March is packed
- **Healthcare Survey**
  - 47 responses
  - 3 respondents take buyout (8 total take the buyout currently)
  - 5 additional people indicated that an increased buyout would make them consider taking it



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- **Consideration for a tiered buyout such as:**
  - 1-8 employees - 35% up to \$325 per month
  - 9 employees - up to \$475 per month
  - 10 employees - up to \$525 per month
  - 11 employees - up to \$575 per month
  - 12 employees - up to \$625 per month
  - 13 or more employees - up to \$675 per month
- **Professional Development**
  - Committee to build a 1 year, 3 year, 5 year plan
  - Hierarchy of offerings
    - Mandated Trainings
    - District Trainings/Goals
    - Building Training/Goals
    - Department/Grade Training/Goals
    - Individual Training/Goals
  - Catalog to provide opportunities to earn ACT 48 hours
    - Promote individual learning
- **Substitute SPO**
  - Expected addition to the March agenda
- **Athletic Cooperative Team Participation**
  - Are we setting minimum numbers for participation or imposing a stepped contribution as was listed in the Tri-Op agreements?
  - 2nd option - set %cost for limited participation as we had written in the tri-op agreements
  - We have drafted new agreements for next year
    - Meeting with ACV to review
    - Combined Co-Op meeting on May 2nd at UHS
- **Budgeting**
  - Currently in the middle of the process
  - Format desired by the Board?
  - Difficult to guess total revenues for next year

UNION SCHOOL DISTRICT  
Finance Report  
February 15, 2024

**Board Action Requested**

- I. Treasurer's Report**  
Approve the Treasurer's Report for the month ending January 31, 2024
- II. Accounts Payable List**  
Approve the Accounts Payable List for the month ending February 29, 2024.
- III. Arin Cooperative Purchasing Resolution**  
Approve the resolution with ARIN Intermediate Unit 28 for the purchase of school supplies for the 2024-2025 school year and thereafter.
- IV. High Jump Pit Purchase**  
Approve a purchase of a new high jump pit from DeMans in the amount of \$9,484.00
- V. Safety Fence Purchase**  
Approve a purchase of adding a safety fence to the Sligo baseball field from Penn Fencing. The total cost is \$5,646.95 and the Softball Club will pay \$1,000.00
- VI. Settlement Agreement and Release**  
Approve the Settlement Agreement and Release dated February 15, 2024 between parent and the Union School District.
- VII. 2024-2025 Notice of Adoption of Policies and LEA Application**  
Approve the Riverview IU6 Notice of Adoption of Approved LEA Policies, Procedures and Use of Funds/IDEA Part B by Union School District.
- VIII. Wireless LAN Equipment Contract**  
Enter into an 18-month (April 2024 - September 2025) Contract with CDW-G in the amount of \$2,323.68 for the Purchase of Wireless LAN Equipment in accordance with E-Rate Guidelines.
- IX. Switching LAN Equipment Contract**  
Enter into an 18-month (April 2024 - September 2025) Contract with CDW-G in the amount of \$5,518.39 for the Purchase of Switching LAN Equipment in accordance with E-Rate Guidelines.
- X. Wide-Area Network (Building to Building) Contract**  
Enter into a 5 Year contract (July 1, 2024 - June 30, 2029) with Windstream in the amount of \$51,663.60 for the Wide-Area Network (Building to Building) fiber line in accordance with E-Rate Guidelines.
- XI. Internet Connectivity Contract**  
Enter into a 5 Year contract (July 1, 2024 - June 30, 2029) with Windstream in the amount of \$68,190.60 for the Internet connectivity in accordance with E-Rate Guidelines.

UNION SCHOOL DISTRICT  
Personnel Report  
February 15, 2024

**Board Action Requested**

- I. Unpaid Leave of Absence**  
Approve a six week unpaid leave of absence to employee #464 effective February 5, 2024.
- II. Cafeteria Retirement**  
Accept the letter of resignation, for the purpose of retirement, from High School Cafeteria Manager, Kim Radaker, effective May 23, 2024 and authorize the administration to advertise for this position, if needed.
- III. PTO Volunteer/Chaperone**  
Approve Heather Herold, Jennifer Callender, Kelsey Deitz and Kerry Graham as a PTO volunteer/chaperone. All clearances are on file.
- IV. Band Stipend**  
Approve a \$2,077.50 stipend to David Hepler for covering PMEA local district, regional competitions as well as jazz band for the 2023-2024 school year.
- V. Unpaid Leave of Absence**  
Approve an unpaid leave of absence to employee #461 retroactive February 8, 2024 through March 25, 2024.
- VI. Unpaid Leave of Absence**  
Approve an unpaid leave of absence to employee #460 from approximately March 7, 2024 through May 13, 2024. (Dates are subject to change)



**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**February 15, 2024**

**Board Action**

**I. Conferences**

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

- a.      **Conference:**            Commonwealth Budget Seminar  
          **Staff:**                Megan Hepler  
          **Location:**           Webcast  
          **Date:**                Mon., February 12, 2024  
          **Approx. Cost:**       \$75.00  
          **Funding Source:**   General Fund
  
- b.      **Conference:**            Montour School Visit  
          **Staff:**                Tom Minick, Andy Carlson, Lindsey Cookson, Jen Monnoyer, Jason Weckerly, Alan Ochs, and David Gibson  
  
          **Location:**           Montour School District  
          **Date:**                Wed., March 13, 2024  
          **Approx. Cost:**       \$350.00  
          **Funding Source:**   General Fund
  
- c.      **Conference:**            PAFPC Annual Conference  
          **Staff:**                Tom Minick and Brenda Greenawalt  
          **Location:**           The Westin, Pittsburgh, PA  
          **Date:**                Sun.-Wed., April 14-17, 2024  
          **Approx. Cost:**       \$2,479.00  
          **Funding Source:**   Title Funds
  
- d.      **Conference:**            Western PA Leaders' Summit  
          **Staff:**                John Kimmel  
          **Location:**           Grove City College  
          **Date:**                Thurs., February 29, 2024  
          **Approx. Cost:**       \$52.80  
          **Funding Source:**   General Fund
  
- e.      **Conference:**            Northwestern Superintendent's Summit  
          **Staff:**                John Kimmel  
          **Location:**           Grove City College  
          **Date:**                Fri., April 19, 2024  
          **Approx. Cost:**       \$52.80  
          **Funding Source:**   General Fund
  
- f.      **Conference:**            ECRI Intensive Lessons Training  
          **Staff:**                Jen Monnoyer, Cathy Walzak, Nicole Coradi, Erin McGinnis & David Louder  
          **Location:**           Riverview IU 6, Clarion PA  
          **Date:**                Wed., March 20, 2024  
          **Approx. Cost:**       \$609.76  
          **Funding Source:**   Title Funds

## **II. Student Trips**

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

- a. **Student Trip:** Softball skills and pitching clinic  
**Students:** 5-20 softball team members and Lauren McNany  
**Location:** Westminster College  
**Date:** Retroactive–Saturday, February 10, 2024  
**Approx. Cost:** n/a  
**Funding Source:** n/a
  
- b. **Student Trip:** Regional Choir  
**Students:** 4 Students and David Gibson  
**Location:** Oil City High School  
**Date:** Fri.-Sun., March 8-10, 2024  
**Approx. Cost:** \$1,200.00  
**Funding Source:** General Fund
  
- c. **Student Trip:** 4th Grade Field Trip  
**Students:** 30-4th graders, Mindi Verdill, Staci Jordan + 8 board approved chaperones  
**Location:** Carnegie Science Center, Pittsburgh PA  
**Date:** Thurs., May 16, 2024  
**Approx. Cost:** \$742.04  
**Funding Source:** PTO
  
- d. **Student Trip:** 5th Grade Field Trip  
**Students:** 45-5th graders, Rachel Kindel, Ange Salvo & board approved chaperones  
**Location:** Kennywood Amusement Park  
**Date:** Fri., May 10, 2024  
**Approx. Cost:** \$2,692.04  
**Funding Source:** PTO
  
- e. **Student Trip:** Snow Tubing  
**Students:** Up to 12 Outdoor Club Members, Brianna Pennington & Chaperone  
**Location:** Seven Springs Mountain Resort  
**Date:** Sun., March 10, 2024  
**Approx. Cost:** –  
**Funding Source:** Outdoor Club/Student Funding
  
- f. **Student Trip:** Senator for the day  
**Students:** 18 Juniors and Seniors, Nick Rimer and Logan Pistorius  
**Location:** Clarion University  
**Date:** Thurs., March 7, 2024  
**Approx. Cost:** \$292.38  
**Funding Source:** General Fund
  
- g. **Student Trip:** Yearbook ad Sales  
**Students:** 18 Yearbook Club members, Nick Rimer, and Scott Kindel  
**Location:** Clarion County  
**Date:** Tues., April 2, 2024  
**Approx. Cost:** \$292.38  
**Funding Source:** General Fund

- h.      **Student Trip:**                      Cedar Point Trip  
**Students:**                              Approx. 20 travel club members, Nicole Claypoole and Chaperones TBD  
**Location:**                              Cedar Point  
**Date:**                                      Mon.-Wed., June 3-5, 2024  
**Approx. Cost:**                         \$9,125.00  
**Funding Source:**                      Club Funds
- i.      **Student Trip:**                      Field Trip  
**Students:**                              36-6th graders, Melissa Anderson, Alan Ochs, and Allyson Kepple  
**Location:**                              Clarion County Career Center  
**Date:**                                      Wed., March 27, 2024  
**Approx. Cost:**                         \$92.00  
**Funding Source:**                      General Fund
- j.      **Student Trip:**                      3rd Grade Field Trip  
**Students:**                              35–3rd graders, Julie Jordan, Rebecca Dill, Tisha Frederick + 8 board approved chaperones  
  
**Location:**                              Keystone Safari, Grove City PA  
**Date:**                                      Thurs., May 9, 2024  
**Approx. Cost:**                         \$1,331.40  
**Funding Source:**                      PTO
- k.      **Student Trip:**                      PAES Lab field trip  
**Students:**                              Students with transition plans, Katie Hibbard, Emma Fox & Lindsey Cookson  
**Location:**                              Riverview IU6, Clarion  
**Date:**                                      Various dates throughout the 2023-2024 school year  
**Approx. Cost:**                         \$119.70  
**Funding Source:**                      General Fund
- l.      **Student Trip:**                      National Honor Society–Dr. Seuss reading  
**Students:**                              12 NHS members and Anthony Beveridge  
**Location:**                              Sligo Elementary and Union High School  
**Date:**                                      Wed., March 6, 2024  
**Approx. Cost:**                         \$80.00  
**Funding Source:**                      General Fund

**III.      2024-2025 School Calendar**

Approve the 2024-2025 school calendar

**IV.      Early College Articulation Agreement**

Approve an early college articulation agreement between Geneva College and Union High School.

**V.      2024-2025 Course Description Changes**

Approve the changes to the course description manual for the 2024-2025 school year.

UNION SCHOOL DISTRICT

Athletic Report

February 15, 2024

**Board Action Requested**

**I. Assistant Varsity Football Coach**

Hire Jake Weaver as the Assistant Varsity Football Coach for the 2024-2025 school year at the salary of \$2,178.00, pending Cooperative agreement approval. All clearances are on file.

**II. Assistant Varsity Football Coach**

Hire Raymond Fox as the Assistant Varsity Football Coach for the 2024-2025 school year at the salary of \$2,818.00, pending Cooperative agreement approval. All clearances are on file.

**III. Varsity Football Volunteers**

Approve Matt Bish and Ryan Wilson as volunteers for Varsity Football for the 2024-2025 school year, pending Cooperative agreement approval. All clearances are on file.

**IV. Head Jr. High Football Coach**

Hire Bill Wiant as the Head Jr. High Football Coach for the 2024-2025 school year at the salary of \$1,690.00, pending Cooperative agreement approval. All clearances are on file.

**V. Assistant Jr. High Football Coach**

Hire Dustin Kifer as the Assistant Jr. High Football Coach for the 2024-2025 school year at the salary of \$1,125.00, pending Cooperative agreement approval. All clearances are on file.

**VI. Assistant Jr. High Football Coach**

Hire Scott Kindel as the Assistant Jr. High Football Coach for the 2024-2025 school year at the salary of \$1,125.00, pending Cooperative agreement approval. All clearances are on file.

**VII. Jr. High Baseball Volunteer**

Approve Chad Buerk as a volunteer for Jr. High Baseball for the 2023-2024 school year. All clearances are on file.

**VIII. Varsity Volleyball Coach**

Hire Lexis Twentier as the Head Varsity Volleyball Coach for the 2024-2025 school year at the salary of \$3,025.00. All clearances are on file.

**IX. Head Jr. High Volleyball Coach**

Hire Lexis Twentier as the Head Jr. High Volleyball Coach for the 2023-2024 school year at the salary of \$1,350.00. All clearances are on file.

**X. Assistant Jr. High Volleyball Coach**

Hire Kelli Kifer as the Assistant Jr. High Volleyball Coach for the 2023-2024 school year at the salary of \$1,100.00. All clearances are on file.