

# **UNION SCHOOL DISTRICT**

**BOARD OF DIRECTOR'S  
July 17, 2025**

**Monthly Meeting  
Union High School Library**

**UNION SCHOOL DISTRICT**  
**AGENDA**  
**July 17, 2025**

- 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: June 3, 2025 work session, June 5, 2025 budget hearing, and June 5, 2025 regular board meeting minutes.
- VII.** Announcements
- VIII.** Correspondence
- IX.** Visitor/Comments–Executive Session, Personnel matters
- 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
- XIII.** New Business
  - 1st reading of the following policies a-f
    - a. Policy No. 626: Federal Fiscal Compliance
    - b. Policy No. 626.1: Travel Reimbursement–Federal Programs
    - c. Policy No. 827: Conflict of Interest
    - d. Policy No. 212: Reporting of Pupil Progress
    - e. Policy No. 205: Postgraduate Students
    - f. Policy No. 215: Promotion and Retention
  - Review the following policies a
    - a. Policy No. 142: Migrant Students

**XIV.** Visitors/Comments

**XV.** Adjournment

**UNION SCHOOL DISTRICT**  
**Administrative Reports**  
**July 17, 2025**

**I. School Police Officers**

- Exploring how to secure long guns for use in emergency events
  - School ownership of the weapon
  - Shotguns vs. rifles

**II. Food Service Director**

- A la carte - Revenues 2023-2024 - \$969.86, 2024-2025 - \$4,178.42
- Cafe' Revenues - \$3,955.75

**III. Technology Department**

- Closed the school year (August 1st 2024-June 13th 2025) with a total of 814 individual support tickets
- Installed Security Cameras
- Installed Network in new CO location
- Moved Central Office to new location
- Moved HS Office to new location
- Implemented new Cafeteria POS System

**IV. Maintenance Department**

- Finished the Central Office renovation project and started moving offices.
- Started summer cleaning at both buildings.
- Had the main gym floor recoated.
- Had the truck inspected and lubed and oil changed.
- Completed my employee evaluations.
- Started our summer preventative maintenance.
- Had suggested work performed on the football game field.
- Added cabinet grade plywood to lab tables in Miller's classroom to make them more stable.
- Moved the music library from the storage room to the Guitar room.
- Installed new shelving in the new Central Office storage room.

**V. Special Education Director**

- Special Education- Transition/Exit Data
- 11 graduates
  - 1 pursuing further schooling
  - 4 gainful employment lined up
  - 5 connected with supports coordination for adult services prior to graduation
  - 2 graduates from Out of District Placements
- Dismissed from Special Ed
  - 8 students dismissed in 24/25
    - 3 stepped down to 504 Plans
- Transition Programming Recap
  - *Off Campus Student Workers-*
    - 5 students
  - *On Campus Student Workers-*
    - 1 student
  - *Professional Learning Community Groups-*
    - 2 groups totaling 12 students
      - 2 days of theory and classroom work
      - Program funded through OVR

- *PAES Lab*
  - 11 students participated throughout the year
  - Scheduled to return in 2025-2026

## **VI. Elementary Principal's Report**

- Discipline data: [Discipline year to year](#)

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

- Doctoral Capstone
  - Investigating Best Practices in Middle School Math Achievement in High-Poverty Schools
- Significant Time Planning for Next School Year
  - Initiatives
    - Reaffirm our commitment to standards aligned assessments
    - Introduce peer observation to improve instructional practice
    - Schoolwide roll out of Squabbles

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

- Handbooks
  - Student Handbook
  - Employee/Teachers' Handbook
  - Athletic Handbook
  - Transportation Handbook
- ACT 48 Catalog completion
  - Clarification as to activities which will qualify for ACT 48 credit
- Review of preliminary PSSA data
- Board Retreat
  - July 29th at 6 PM
- Staffing
  - Advertisement, interviews, etc.
  - Special Education Teacher
  - Athletic Trainer
- PD meeting
  - July 9th meeting to set our PD calendar and offerings for the year
  - Collaborative team approach
  - Mandates - District Goals - Building Goals - Department Goals - Individual Goals
- Construction Projects
  - Offices are being moved currently
  - Bollards installed
  - Doors for Sligo ordered and awaiting installation
  - Shields received for SPOs
- Transportation
  - Possibility of utilizing 5 bus runs in place of 6 bus runs
  - Utilization of 2 contractors for daily runs plus a third for the CCCC run
  - Extra-hauling
- Cooperative Athletics
  - ACV discussion
  - Band uniforms

**UNION SCHOOL DISTRICT**

**Finance Report**

**July 17, 2025**

**Board Action Requested**

- I. Treasurer's Report**  
Approve the Treasurer's Report for the month ending May 31, 2025.
- II. Treasurer's Report**  
Approve the Treasurer's Report for the month ending June 30, 2025.
- III. Accounts Payable List**  
Approve the Accounts Payable List for the month ending July 31, 2025.
- IV. Pyramid Healthcare Agreement**  
Approve the Pyramid Healthcare Inc., Soaring Heights School Education Service Agreement, effective June 1, 2025 through July 31, 2026.
- V. Security Camera Equipment**  
Retroactively approve the purchase of security camera equipment from CDW Government, Inc. at the cost of \$9,124.34.
- VI. Technology Purchase**  
Retroactively, due to limited supply, approve the purchase of chromebooks and desktop computers from Dell Technologies at a cost not to exceed \$70,000.00.
- VII. Termination of Solicitor Services**  
Effective, August 1, 2025, terminate Union School District Solicitor Services with MBM Law.
- VIII. Solicitor Services**  
Appoint Knox Law of Erie, PA as the Union School District Solicitor, effective August 2, 2025.

UNION SCHOOL DISTRICT

Personnel Report

July 17, 2025

**Board Action Requested**

- I. Substitute School Nurse/Health Tech.**  
Approve Brandy Giles, Lisa Keefer, and Kayla Brown as substitute school nurse/health tech. for the 2025-2026 school year. All clearances are on file.
- II. 504 Coordinator**  
Appoint Lindsey Cookson as Section 504 Coordinator for the 2025-2026 school year.
- III. Substitute Custodians**  
Approve the following list of substitute custodians for the 2025-2026 school year:  
(All clearances are on file) Lori Bilotte.
- IV. Substitute Cafeteria**  
Approve Karla Kreibel, Tonya Fabiszewski and Rhonda Greenawalt as substitute cafeteria workers for the 205-2026 school year.
- V. Employee Handbook**  
Approve the 2025-2026 Employee Handbook.
- VI. Act 48 Catalog**  
Approve the 2025-2026 Act 48 Catalog.
- VII. Induction Plan**  
Approve the 2025-2026 Induction Plan.
- VIII. Teacher Resignation**  
Accept the resignation of Teacher, Emma Fox, effective June 18, 2025 and retroactively approve the administration advertising for this position.
- IX. Band Volunteers**  
Approve Magen Walzak and Makenzie Barger as band volunteers for the 2025-2026 school year.
- X. Custodian Resignation**  
Accept the resignation of part-time custodian, Michael Burt, effective July 14, 2025 and authorize the administration to post and advertise for this position.
- XI. Teacher Hire**  
Hire \_\_\_\_\_ as Special Education Teacher, effective August 14, 2025, at step of the \_\_\_\_\_ salary scale of the Union Education Association Agreement.

**UNION SCHOOL DISTRICT**  
**Curriculum Report**  
**July 17, 2025**

**Board Action**

**I. Conferences**

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

- a.      **Conference:**            2025 PHEAA Counselor Workshop  
         **Staff:**                 Judy Rupp  
         **Location:**           Penn West Clarion University  
         **Date:**                  Fri., September 5, 2025  
         **Approx. Cost:**        \$15.00  
         **Funding Source:**   General Fund
  
- b.      **Conference:**            IU School Counselor Meetings  
         **Staff:**                 Judy Rupp  
         **Location:**            Riverview IU 6, Clarion  
         **Date:**                  Sept. 25, 2025, Oct. 9, 2025, Jan. 29, 2026, March 25, 2026  
         **Approx. Cost:**        \$100.00  
         **Funding Source:**   General Fund
  
- c.      **Conference:**            Secondary Transition Coordinator Training  
         **Staff:**                 Katie Hibbard  
         **Location:**            Riverview IU 6, Clarion  
         **Date:**                  Oct. 9, Nov. 6,, Dec. 11, 2025, Jan. 15,, Feb. 12,, March 7, May 7, 2026  
         **Approx. Cost:**        \$1,085.00  
         **Funding Source:**   General Fund
  
- d.      **Conference:**            PRFSD Monthly Meetings  
         **Staff:**                 Brenda Greenawalt  
         **Location:**            Various Locations  
         **Date:**                  Sept. 19, Oct. 19, Nov. 7, Dec. 12, 2025, Feb. 13, and April 7, 2026  
         **Approx. Cost:**        \$650.00  
         **Funding Source:**   Cafeteria Funds

**II. Student Trips**

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

- a.      **Student Trip:**            Pirate Game Field Trip  
         **Students:**             9 Jr. High Softball Players and coach  
         **Location:**            PNC Park, Pittsburgh, PA  
         **Date:**                    TBD  
         **Approx. Cost:**        n/a  
         **Funding Source:**     Boosters Club/team funding



- b.**      Student Trip:                      9th Grade Career Center Field Trip  
              Students:                      50–9th grade students, Judy Rupp + 1 Chaperone  
              Location:                      Clarion County Career Center  
              Date:                              TBD (during the 2025-2026 school year)  
              Approx. Cost:                      \$310.08  
              Funding Source:                      General Fund
- c.**      Student Trip:                      RIU 6 PAES Lab Trips  
              Students:                      Up to 8 transition students, Katie Hibbard & 1 paraprofessional  
              Location:                      Riverview IU 6, Clarion  
              Date:                              Mondays during the 2025-2026 school year  
              Approx. Cost:                      \$393.24  
              Funding Source:                      General Fund
- d.**      Student Trip:                      Various field trips, trade school, and job sites  
              Students:                      Up to 7 transition students  
              Location:                      Various community locations  
              Date:                              Various dates throughout the 2025-2026 school year  
              Approx. Cost:                      \$770.10  
              Funding Source:                      General Fund
- e.**      Student Trip:                      **Revised\*\*\*\*\*Swim Program**  
              Students:                      45-50 First Grade Students and teachers  
              Location:                      Clarion YMCA  
              Date:                              September 3, 2025-January 21, 2026  
              Approx. Cost:                      **\$1,764.00**  
              Funding Source:                      **General Fund**
- f.**      Student Trip:                      2025 Pitt Women's Volleyball Showcase  
              Students:                      19 volleyball players and coaches  
              Location:                      PPG Paint Arena, Pittsburgh, PA  
              Date:                              Sunday, August 31, 2025  
              Approx. Cost:                      \$500.00  
              Funding Source:                      Volleyball Team Funding
- g.**      Student Trip:                      Steeler training camp and Dino's  
              Students:                      Football players and coaching staff  
              Location:                      Latrobe, PA  
              Date:                              Wed., July 30, 2025  
              Approx. Cost:                      \$124.00  
              Funding Source:                      General Fund (fuel only)

### **III.            U Foundation Officers**

Approve the following U Foundation Officers for the 2025-2026 School Year: District Administration: Tom Minick; President: Andrew Carlson; Treasurer: Megan Hepler; Secretary: Shelley Conner; Teachers: Rachel Kindel, Alan Ochs; Community Members: Josh Walzak, Rev. John Milliron, Board Member: Lisa Norbert.

### **IV.            Student Handbook**

Approve the 2025-2026 Student Handbook.

**V. Schoolwide Title I Plan**

Approve the 2025-2026 Schoolwide Title I Plan.

**VI. Armstrong-Indiana-Clarion Drug and Alcohol Commission Student Assistance Program Agreement**

Approve the agreement where the Armstrong-Indiana-Clarion Drug and Alcohol Commission agrees to provide a Drug and Alcohol SAP Liaison to each student assistance core program during the 2025-2026 school year.

**VII. Summer School**

Retroactively approve hiring Rachel Kindel and Jennifer Monnoyer as Summer School Instructors at the cost of \$1,400.00 each. Total cost is \$2,800.00.

**UNION SCHOOL DISTRICT**  
**Buildings, Grounds, and Transportation Report**  
**July 17, 2025**

**Board Action Requested**

- I. Bobbert Busing Bus**  
Approve a 2015 blue bird 72 passenger bus for Bobbert Busing, Inc. for the 2025-2026 school year.
- II. Bus Contractor Resignation**  
Accept the resignation of Shriver Contract Services, Inc., as bus contractors for the Union School District, effective June 6, 2025.
- III. Bus Contracts & Rates**  
Approve the five (5) year bus contracts, effective July 1, 2025 through June 30, 2030 with Rick Myers, LLC,. Union School District shall pay contractors a daily rate based on the state formula with a three cent alteration each day they transport pupils. The rate will be calculated based on the data from the tenth student day of each school year.
- IV. Van & Bus Drivers**  
Approve the following van for Rick Myers, pending clearances:  
Betty Jean Bigley, Ashley Greenawalt, Dennis Adams, Chuck Michaels, Cindy Johnston, Roy Johnston, Trudy Craig, and Marlene Hartzell (Bus Driver).
- V. Bus and Van Driver Handbook**  
Approve the Bus and Van Driver Handbook for the 2025-2026 school year.
- VI. Football Field Continued Maintenance**  
Approve a full season lawn program for the football field through NuLeaf Landscaping. Total cost is \$1,692.00 for 3 applications to the field.
- VII. Cafeteria Table Purchase**  
Approve the purchase of 14 cafeteria tables, for Sligo Elementary, from Kurtz Bros. in the amount of \$24,418.75.

**UNION SCHOOL DISTRICT**  
**Athletic Report**  
**July 17, 2025**

**Board Action Requested**

- I. Swim Coach Volunteer**  
Approve Amanda Bliss as a swim coach volunteer for the 2025-2026 school year.  
All clearances are on file.
- II. Athletic Donation**  
Accept a \$3,000.00 donation from MPLX Corporation for the purchase of a run out tunnel for the football program.
- III. Extracurricular Handbook**  
Approve the 2025-2026 Extracurricular Handbook.
- IV. Athletic Coach Handbook**  
Approve the 2025-2026 Athletic Coaches Handbook.