

UNION SCHOOL DISTRICT

BOARD OF DIRECTOR'S

August 21, 2025

Monthly Meeting

Union High School Library

UNION SCHOOL DISTRICT
AGENDA
August 21, 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: July 21, 2025 regular board meeting minutes.
- VII. Announcements
- VIII. Correspondence
 - Letter from PDE dated July 21, 2025 regarding administrative review –National School Lunch and School Breakfast Program.
 - Letter from Penn State dated August 8, 2025–Agreement for EMS tower at Sligo Elementary School
- 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
- XIII. New Business
Approve the 2nd 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

Fundraiser discussion–Sarris candy bar fundraiser at SES and UHS to support Balanced Buddha feral cat colony

XIV. Visitors/Comments

XV. Adjournment–Executive Session (personnel/legal matters)

UNION SCHOOL DISTRICT
Administrative Reports
August 21, 2025

I. School Police Officers

II. Food Service Director

- Awarded a \$3,515.89 grant from Local Foods for School Cooperative Agreement through PDE
- Conducted interviews for two open positions
- Implementing the Fresh Fruit and Vegetable Program at Sligo Elementary
- Implementing the Afterschool Snacks Program at both Sligo Elementary and Union High School

III. Technology Department

- Updated Computers to Windows 11
- Imaging and installing new Desktop PCs
- Preparing and distributing new Chromebooks
- Programing and setting up new office locations
- New account creation and migration


IV. Maintenance Department

- Finishing summer cleaning at both buildings.
- Moved multiple administrative offices.
- Had a service tech from McClure troubleshoot our domestic boiler after a power outage, waiting on parts.
- Had Terry Kahle pick up the Kubota for service and repair.
- Put together 56 HS classroom desks and installed them.
- Still working on summer preventative maintenance on building equipment.
- Sligo tractor is down waiting on word from LandPro on a repair cost.
- Touch up paint in hallways.
- Waiting on a scrap dumpster from Keene's.
- Working on several items in the Sligo Kitchen left on a work request from the staff.

V. Special Education Director

- Cyclical Monitoring Notification received
- SPM- Least Restrictive Environment

VI. Elementary Principal's Report

- Thank you to Mr. Brown, Mr. Vensel, Mrs. Stewart, Mr. Guntrum for their efforts in getting the building ready for the 25-26 school year. It looks great!
-  PSSA Preliminary Data

VII. High School Principal's Report

- Highmark Foundation Grant - \$4000
 - Thanks to Mrs. Magagnotti for all her work securing this grant
 - She has received this grant numerous years in row
- Individual Rockets course requests
- High School Testing Data Report  2024-25 Board Testing Data Presentation

VIII. Superintendent's Report

- Safe Schools Training

- Review of offered courses and setting up of training programs for different staffing groups
- **Booster Letter**
 - Option to either remove Union name from fundraisers/group, or provide a disclaimer message that they operate independently of district oversight
- **Contract Data**
 - Provided data as requested to assist with preparation for anticipated discussions with the Teachers' Union next summer.
- **In-service programming**
 - Coverage of mandated trainings and updates for district staff
 - Focus upon assessment alignment with standards which are tested on PSSA and Keystone Exams
- **Preparation for visit on September 5th of Rep. Bashline**
 - Talking points
 - Tour of district facilities
 - Importance of cyber reform
 - Inclusion of staff representation
- **Staffing**
 - Filling open positions to start the school year
 - Cafeteria
 - Custodial Maintenance
 - Special Education
- **Revision of transportation contract language to reflect former insurance coverages**
- **Coordination with other districts in planning for our February County-wide In-service Program to be held at Penn West University**
- **Solar Agreement**
 - Recommendation to not pursue further at this time
- **CMCI Training**
 - Online training in preparation for our Special Education Monitoring in April

UNION SCHOOL DISTRICT

Finance Report

August 21, 2025

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending July 31, 2025
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending August 31, 2025.
- III. Community Donations**
Donate \$150.00 each to the Eccles Lesher Library, Rimersburg Hose Co., and Sligo Hose Co.
- IV. Service Agreement**
Approve the Service Agreement between the Riverview IU 6 and the Union School District for Special Education Services for the 2025-2026 school year.
- V. Local Tax Collectors Audit**
Approve the Union School District Local Tax Collectors Report for the year ending December 31, 2024 as prepared by Richard Hawk, CPA.
- VI. 403(b) Investment Providers**
Approve the 403(b) list of Investment Providers.
- VIII. Shamrock Solutions, Inc. Agreement**
Approve the letter of agreement between Shamrock Solutions, Inc. and the Union School District for peer support services.

UNION SCHOOL DISTRICT

Personnel Report

August 21, 2025

Board Action Requested

- I. Bus Drivers and Substitute Drivers/Special Transportation List**
Approve the 2025-2026 Bus Driver, Substitute Drivers, and Substitute Special Transportation(van) Drivers.
- II. Suicide Awareness Coordinator**
Appoint Kris Glosser as the Suicide Awareness Coordinator for the 2025-2026 school year.
- III. 2025-2026 Event Workers/Volunteers**
Approve the 2025-2026 event workers/volunteer list.
- IV. Cafeteria Resignations**
Accept the letter of resignation from cafeteria workers Kelly Best and Rhonda Barger, effective July 31, 2025.
- V. Custodial Retirement**
Accept the letter of resignation, for the purpose of retirement, from Custodian Virgil Marsh effective August 19, 2025. Authorize the administration to post and advertise for this position.
- VI. Mentor Teachers**
Hire David Hepler as Mentor Teacher to Paul Brown and Katie Hibbard as a Mentor Teacher to Jaysa Ditty at the salary of \$1,000.00 (\$500.00 per year for a 2 year term). Hire Allyson Kepple as a Mentor Teacher to Tara Hackwelder at the salary of \$500.00 (1 year term).
- VII. Family Medical Leave**
Approve a twelve week, partial unpaid, Family Medical Leave to employee #456 effective approximately September 5, 2025 through December 2, 2025.
- VIII. Substitute Nurse/Health Technician**
Approve Valerie Anthony as a substitute Nurse/Health Technician for the 2025-2026 school year. All paperwork is on file.
- IX. Educational Aide Resignation**
Accept the letter of resignation from Education Aide, Brittney McGuirk, effective August 13, 2025 and authorize the administration to advertise for this position, if needed.
- X. Unpaid Leave**
Approve an unpaid leave of absence to employee #362 September 23-24, 2025.
- XI. Substitute Custodian**
Approve Sheri Shick as a substitute custodian, pending clearances, for the 2025-2026 school year.
- XII. Full-Time Custodian**
Hire Lori Billotte as full-time (6 hours) custodian, effective August 20, 2025 as per the terms of the Union Education Support Personnel Agreement.

XIII. Educational Aide Hire

Hire Marissa Notoro as Educational Aide, effective August 25, 2025, as per the terms of the Union Education Support Personnel Agreement.

UNION SCHOOL DISTRICT
Curriculum Report
August 21, 2025

Board Action

I. Conferences

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

- a. Conference: PASSHE Counselor Information Day
 Staff: Judy Rupp
 Location: Pennwest University, Clarion Campus
 Date: Fri., November 14, 2025
 Approx. Cost: \$15.00
 Funding Source: General Fund

- b. Conference: Clarion County Counselor Meeting 2025-2026
 Staff: Judy Rupp
 Location: TBD
 Date: Monthly throughout the 2025-2026 school year
 Approx. Cost: \$15.00
 Funding Source: General Fund

- c. Conference: CCMEA Fall Meetings
 Staff: Paul Brown
 Location: TBD
 Date: Wed., September 10, 2025
 Approx. Cost: \$87.50
 Funding Source: General Fund

- d. Conference: Re-Entry Planning Workshop
 Staff: John Kimmel
 Location: University of Pittsburgh–Bradford
 Date: Wed., October 8, 2025
 Approx. Cost: \$75.00
 Funding Source: General Fund

- e. Conference: IU6 Principal and Curriculum Meetings
 Staff: Andy Carlson
 Location: Riverview IU 6, Clarion PA
 Date: Various dates
 Approx. Cost: \$168.00
 Funding Source: General Fund

II. Student Trips

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

- a.** **Student Trip:** **Author, Sean Astin field trip**
Students: **35–8th grad students & Andy Carlson**
Location: **Pennwest University, Clarion PA**
Date: **Mon., September 22, 205**
Approx. Cost: **\$134.00**
Funding Source: **General Fund**
- b.** **Student Trip:** **Blessing Kids Project**
Students: **9 select 6th grade students and Missy Anderson**
Location: **Rimersburg Methodist Church**
Date: **Friday throughout the school year**
Approx. Cost: **\$25.00**
Funding Source: **General Fund**
- c.** **Student Trip:** **6th grade field trip**
Students: **40-6th grade students, Missy Anderson and teachers**
Location: **Clarion County Career Center**
Date: **Spring 2026**
Approx. Cost: **\$122.00**
Funding Source: **General Fund**

III. 2025-2026 Fundraisers

Approve the 2025-2026 fundraiser list.

IV. Clarion Family Therapy Agreement

Approve a three year linkage agreement between Clarion Family Therapy and the Union School District for outpatient psychiatric services and intensive behavior health services.

V. Gym Equipment Purchase

Approve the purchase of gym equipment through the Highmark Grant. There will be no cost to the District.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
August 21, 2025

Board Action Requested

- I. Amended Transportation Contract**
Approve the amendment to the specialized transportation contract, extra-curricular transportation contract, and regular bus contract for Bobbert Busing Inc., Rick Myers Busing, LLC, Nancy Steele, and Rossey Busing
- II. Nancy Steele Bus**
Approve a 2010 blue bird 72 passenger bus for Nancy Steele for the 2025-2026 school year.
- III. Disposal of Property**
Approve the disposal of property request from Brenda Greenawalt to dispose of old cafeteria tables from Sligo Elementary and Union High School. Tables will either be donated or sent for scrap.
- IV. Union Youth Football Facility Use for Practice and Games**
Grant permission to the Union Youth Football Team to retroactively use the lawn area, and football field of Sligo Elementary and Union High School from mid July 2025 through mid October 2025 for practice and games. No locker room use is permitted. Union Youth Football will be responsible for custodial fees, electric usage, and miscellaneous costs at the actual cost to the District.

UNION SCHOOL DISTRICT

Athletic Report

August 21, 2025

Board Action Requested

I. Athletic Department Volunteer

Approve Grace Kindel as a volunteer for the Athletic Department for the 2025-2026 school year. All clearances are on file.