

**UNION
SCHOOL
DISTRICT**

**BOARD OF DIRECTOR'S
January 16, 2025**

**Monthly Meeting
Union High School Library**

UNION SCHOOL DISTRICT
AGENDA
January 16, 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: December 5, 2024 Reorganization Meeting, December 5, 2024 Regular Board Meeting and the December 5, 2024 Special Board Meeting Minutes.
- VII. Announcements:
School Board Appreciation Month-
 - Thank you to the Union school directors for your hard work and dedication!
- VIII. Correspondence
 - PDE letter dated December 20, 2024
 - 2024-2025 booster club/parent organization report
 - Letter from Mary Ellen and Ed Weaver
- 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-c):
 - a. Policy No. 005: Organization
 - b. Policy No. 308: Employment Contract/Board Resolution
 - c. Policy No. 823: Opioid Antagonist
 - d. Approve the Policy 626 attachment
- XIII. New Business

Approve the 1st reading of the following policies:

- a. Policy No. 125: Adult Education
- b. Policy No. 126: Class Size
- c. Policy No. 127: Assessment of Educational Program
- d. Policy No. 130: Homework
- e. Policy No. 610: Purchases Subject to Bid/Quote
- f. Policy No. 611: Purchases Budgeted
- g. Policy No. 213: Assessment of Student Progress

XIV. Visitors/Comments

XV. Adjournment

UNION SCHOOL DISTRICT
Administrative Reports
January 16, 2025

- I. School Police Officers**
- Officer Carmichael is helping with SPO interviews at CCCC
 - RVAT - split into three components for each officer to complete
 - State changed the form in December
 - Completed the required mandatory report of sexual assault evidence report
- II. Food Service Director**
- December Breakfast Participation Rate 61.15%
 - December Lunch Participation Rate 78.57%
- III. Technology Department**
- Troubleshooting SAN issues
 - Replace failed NIC in Linewize Filter
 - Phone setup and configuration
 - Plan migration for VOIP services
 - Support Tickets
 - 45 support tickets from 11/11/24 to 12/1/24
 - 440 support tickets from 8/1/24 to 12/1/24
- IV. Maintenance Department**
- Replaced 2 faucets at Sligo Elementary kitchen.
 - Installed yellow marking tape on lobby stairs for visually impaired student.
 - Had driver side mirror replaced on Van#4 due to a hit & run accident.
 - Cleaned the grease traps at the HS.
 - Started to get prices for a new minivan because of a mechanical issue with van #3.
 - Made electrical repairs to a heat pump in a Sligo classroom.
- V. Special Education Director**
- December 1st Count- 129
 - Early Intervention Meeting Scheduled with IU
- VI. Elementary Principal's Report**
- PVAAS School Summary Report - See handout
 - Comparison Scatterplots - Mr. Carlson
 - 2nd 9 weeks ends January 10, 2025
- VII. High School Principal's Report**
- Comparison Scatterplots: 24-25 Comparison Scatterplots
 - Student Attendance Improvement Conferences - 9
 - All Observations completed for the first semester
- VIII. Superintendent's Report**
- Vans
 - Large van hit and run - mirror damaged - being fixed
 - Smaller van - engine damage
 - Recommendation to replace it
 - Cameras being installed in all vans
 - Tested one camera in the CCCC van
 - Directed Congressional Spending
 - Working with Senator Casey's Office to reroute the funds through the Clarion

County Economic Development Corporation

- **Cyber athletics**
 - Other districts are asking us how to bill for athletics
 - More districts billing will reinforce our ability to do so
- **Budgets**
 - Initial allocations set for supplies
 - Major purchases accounted for
 - Review of capital plan
 - Attempt to keep budget categories low
 - Possibly keep more in contingency to cover overages
 - Reduce categories which are used for cyber calculations
 - Calculation of Fall Athletic shared costs for billing
- **RVAT - currently in process**
 - Review when complete and development of a prioritized list of projects to address identified needs
 - Compare to past RVAT
- **Hunter Safety Course**
 - Building Usage Request
 - 2 evenings after school at the HS
 - No weapons on property
- **Request for tax rebate**
 - Building placed on parcel bill erroneously
 - County is forgiving their portion
- **Homeless Students**
 - 21 identified for USD for 2024-2025 so far
 - Several have found permanent housing
 - Still an issue of students on cyber
 - Last permanent residence in USD
 - We get the bill
- **The Grant Program**
 - \$200 subscription
 - Access to 12505 non-profit grants currently
 - Environmental Education
 - Professional Development
 - Art Grants
 - Individual grants for student projects
 - Teacher grants
 - Athletic grants
- **Completion of the interconnection application with our power company**
 - First step in setting up for a possible solar project
 - BAI covers the \$800 application fee
- **Christmas Concerts**
 - Both concerts were well attended and the programs went well
 - Thank you to Mr. Hepler, Mr. Salter, and all those involved in organizing and hosting these programs
- **Cyber Numbers**
 - 31 regular education
 - 12 special education
 - 16 Rockets
 - 19 returns from outside cyber
 - 3 returns from Rockets

UNION SCHOOL DISTRICT
Finance Report
January 16, 2025

Board Action Requested

- I. Treasurer's Report**
Approve the Treasurer's Report for the month ending December 31, 2024.
- II. Accounts Payable List**
Approve the Accounts Payable List for the month ending January 31, 2025.
- III. Maintenance Agreement**
Approve a five year maintenance agreement with McClure for the domestic and heating boilers at the High School.
- IV. Memorandum of Understanding**
Approve the Memorandum of Understanding between the Union Education Support Personnel Association and the Union School District for the purpose of the revised salary schedule. This agreement is effective July 1, 2025 through June 30, 2028.
- V. Color Pro Poster Maker Copier**
Approve the purchase of a Color Pro Poster Maker Copier, at a cost not to exceed \$9,999.30. (\$9,988 from PCCD Safety and Security Grant)
- VI. Tax Refund**
Approve a refund to Dion and Linda Magestro in the amount of \$1,611.79 for overpaid real estate taxes on a house that was erroneously added to their property.
- VII. Van Purchase**
Authorize the purchase of a 2024 or 2025 Chrysler Voyager Van from a CoStar Authorized Dealer with a 3 year municipal lease. Cost not to exceed \$41,480.46.
- VIII. Job Corps Partnership Agreement**
Approve the Partnership Agreement between Keystone/Red Rock Job Corps and Union School District.
- IX. Football Helmet Purchase**
Approve the purchase of 16 concussion helmets from Riddell in the amount of \$8,600.00. This is a 2025-2026 purchase.
- X. Tax Collectors Commission Rate**
Set the local Tax Collectors commission rate at \$3.75 per real estate tax notice collected and \$3.50 per occupational/per capita tax notice collected. (same rate as previous years)

UNION SCHOOL DISTRICT
Personnel Report
January 16, 2025

Board Action Requested

- I. Long Term Substitute Hire**
Hire Daniel Throwart as a long term substitute, per board policy no. 429, effective day 45 of employment through the end of the 2024-2025 school year. The salary will be set at step 1 of the bachelor salary scale.
- II. Unpaid Leave**
Approve January 2-3, 2025 as retroactive unpaid leave to employee #424.
- III. Teacher Retirement**
Accept the letter of resignation, for the purpose of retirement from High School Teacher, Charles McNaughton, effective the end of the 2024-2025 school year and authorize the administration to advertise for this position. Mr. McNaughton has been with the District for 30 years.
- IV. Elementary Homework Helpers**
Approve Cathy Walzak as an Elementary Homework Helper for the 2024-2025 school year at the salary of \$30.00 per hour.
- V. Weight Room Supervisor**
Approve Robert Corrado and Bianna Lauer as 2024-2025 Weight Room Supervisors at the rate of \$30.00 per hour.

UNION SCHOOL DISTRICT
Curriculum Report
January 16, 2025

Board Action

I. Conferences (a-b)

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

- a. **Conference:** **STEELS Vendor Fair**
 Staff: **Andy Carlson, Bianna Lauer, Scott Miller, Brad Kirkwood, Jake Weckerly, and David Louder**

 Location: **Riverview IU 6, Clarion PA**
 Date: **Wed., March 19, 2025**
 Approx. Cost: **\$773.57**
 Funding Source: **General Fund**
- b. **Conference:** **Emergency Operations Planning Considerations for K-12 Rural Schools**
 Staff: **Alan Carmichael**
 Location: **Riverview IU 6, Clarion PA**
 Date: **Fri., January 31, 2025**
 Approx. Cost: **n/a**
 Funding Source: **n/a**

II. Student Trips (a-d)

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

- a. **Student Trip:** **Scotland, Ireland, London Trip**
 Students: **Approx. 20 Travel Club members, Nicole Claypoole & approved chaperones**
 Location: **Scotland, Ireland London**
 Date: **Revised Date is now Summer 2026**
 Approx. Cost: **–**
 Funding Source: **Club Funds**
- b. **Student Trip:** **4th Grade Field Trip**
 Students: **38–4th grade students, Mindi Verdill, Staci Jordan + 12 approved chaperones**
 Location: **Carnegie Science Center, Pittsburgh, PA**
 Date: **Fri., May 16, 2025**
 Approx. Cost: **\$900.00**
 Funding Source: **PTO**
- c. **Student Trip:** **6th Grade Field Trip**
 Students: **51–6th Grade Students, Melissa Anderson, Alan Ochs, and Allyson Kepple**
 Location: **Clarion County Career Center**
 Date: **Wed., March 19, 2025**
 Approx. Cost: **\$122.00**
 Funding Source: **General Fund**

d. Student Trip: Prom Decorating
Students: Prom Committee
Location: Fox Farm, Rimersburg, PA
Date: Friday, April 25, 2025
Approx. Cost: n/a
Funding Source: n/a

III. Updated Activity Officers

Approve the revised 2024-2025 Union High Activity Officers list.

UNION SCHOOL DISTRICT
Buildings, Grounds, and Transportation Report
January 16, 2025

Board Action Requested

- I. Union High School Building Use**
Grant permission to Robert Shook of PA Game Commission to host a hunter-trapper education course at the Union High School on February 4 & 6, 2025 from 2:30PM-6:30PM.
- II. 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 and will not make up the transportation day later in the school year. This is retroactive to the beginning of the 2024-2025 school year.
- III. Disposal of Property**
Approve the request for disposal of school property from Technology Director, Jamey Cyphert. The request is for disposal of old Avery phone systems from Sligo Elementary, Union High School, and the Business Office via E-Recycling.
- IV. Union High School Building Use**
Grant permission to Arthur Goodman of the Southern Clarion County Little League to host tryouts at the Union High School Auxiliary Gym on Saturday, February 8, 2025 from 12:30PM to 3:00PM. Alternate date is Saturday, February 15, 2025.
- V. Union High School Building Use**
Grant permission to the All Sports Boosters Club to host an alumni basketball game at the High School on Friday, March 14, 2025 (alternate dates Friday, March 21 or 28th)
- VI. Auxiliary Gym Dedication**
Approve the naming of the Auxiliary Gym after Coach Ed Jamison.
- VII. Van Contractor Advertisement**
Approve to advertise for a Van Contractor.
- VIII. Disposal of Property**
Approve the request for disposal of school property from Maintenance Supervisor, Mark Brown. The request is for disposal of a 2012 Dodge Grand Caravan via trade in.

UNION SCHOOL DISTRICT
Athletic Report
January 16, 2025

Board Action Requested

- I. Head Volleyball Coach**
Hire Lexis Twentier as Head Volleyball Coach for the 2025-2026 school year at the salary of \$3,126.00. All clearances are on file.
- II. Assistant Volleyball Coach**
Hire Lauren Forest as Assistant Volleyball Coach for the 2025-2026 school year at the salary of \$2,204.00. All clearances are on file.
- III. Volleyball Volunteer**
Approve Hannah Atzeni as a volunteer for Volleyball for the 2025-2026 school year. All clearances are on file.
- IV. Jr. High Volleyball Volunteers**
Approve Hannah Atzeni and Lauren Forrest as volunteers for Jr. High Volleyball for the 2024-2025 school year. All clearances are on file.
- V. Head Football Coach**
Hire Dan Reed as the Head Football Coach for the 2025-2026 school year at the salary of \$3,126.00. All clearances are on file.
- VI. Assistant Football Coaches**
Hire the following Assistant Football Coaches for the 2025-2026 school year. All clearances are on file.

 - Ray Fox at the salary of \$2,878.00
 - Caden Rainey at the salary of \$2,204.00
 - Robert Corrado at the salary of \$2,204.00
 - Rick Atzeni at the salary of \$2,315.00
- VII. Varsity Football Volunteers**
Approve the following Varsity Football Volunteers for the 2025-2026 school year:

 - Jake Weaver, Matt Bish, Ryan Wilson, Brad Yori, Scott Kindel, Stevie Myers, and Ricky Long (pending updated clearances)

All clearances are on file.
- VIII. Head Jr. High Football Coach**
Hire Bill Wiant as the Head Jr. High Football Coach for the 2025-2026 school year at the salary of \$1,750.00. All clearances are on file.
- IX. Assistant Jr. High Football Coach**
Hire Kip Babcock as the Assistant Jr. High Football Coach for the 2025-2026 school year at the salary of \$1,150.00. All clearances are on file.
- X. Jr. High Football Volunteers**
Approve Dustin Kifer as a volunteer for Jr. High Football for the 2025-2026 school year. All clearances are on file.