

MILLVILLE AREA SCHOOL DISTRICT

330 East Main Street
Millville, PA 17846

MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, APRIL 10, 2023

The Millville Area School Board held their regular meeting on Monday, April 10, 2023 in the Millville Jr./Sr. High School Library beginning 7:08 pm. Prior to the meeting, the Board met for an Executive Session for discussion on Administrative Regulations.

ROLL CALL

The following Board members answered roll call: William Berger, Brynn Clark, Michael Farrell, Greg Hemsarh, Gena Maize (via ZOOM), Heather Mausteller, and Susan Myers.

Also present were Joseph Rasmus, Whitney Holloway, Dee Davis, Edward Sanders, Noah Adams, Matthew McWilliams and Chelsea Rosenberger.

GUEST RECOGNITION AND COMMENTS

Gwen Utt, Emily Bloom, and Laura Koons signed the register, but no guests wished to speak.

SUPERINTENDENT REPORT

District Updates

- Mr. Rasmus shared an update with the Board regarding the most recent Act 80 day for the High School on April 6, 2023 wherein the High school professional staff participated in Youth Mental Health Training provided from the CSIU. He explained that the following day, April 11, 2023, the Elementary school would be having an Act 80 Day wherein the 6th grade and Related Arts teachers participated in the same Youth Mental Health training. Teachers of students in Kindergarten through 5th grade participated in professional development on the FOSS Science Curriculum. Finally, the Support staff participated in Act 126 Mandated Reporter training and ALICE School Safety training on both days, respectively.

Comprehensive Planning Steering Committee

- Mr. Rasmus then reminded the board and members of the public of the upcoming April 13, 2023 Comprehensive Planning Steering Committee meeting. The Committee will be reviewing student data and providing the district with some action steps. He shared that the plan must be submitted to the Pennsylvania Department of Education in October and will be shared with the board sometime shortly after the 2023-2024 school year begins.

Administrative Regulation 121-1

- Mr. Rasmus reviewed the updated Administrative Regulation 121-1 for Field Trips. He highlighted that the updates included a new district subsidy amount for field trips to be denoted as a “per pupil” amount of \$20. He explained that when submitted, the requesters will need to include all costs, including transportation, registration, fees, etc. when submitting their requests for the board’s consideration. In addition, the requesters would need to include language on the form as to how any overage charges to the per pupil allotted amount would be covered. He further explained that the nurse and/or other medical professionals needed on the trip would be funded by the district. Finally, he explained that the money allotted for each grade level, determined by the enrollment for the year, would not roll over into the next school year if any funds were left unused.

Administrative Regulation 707-3

- Mr. Rasmus again reviewed the updates to this Administrative Regulation document related to the use of school facilities. He shared that this document outlines the fee structure for use by groups in four different classifications and detailed the types as outlined in the document. Going further, Mr. Rasmus explained some of the language about other fees and why some fees would be applied for usage, dependent on custodial cost, etc. He also explained the new requirement for groups to submit a refundable deposit. Closing his report, Mr. Rasmus explained that in the future, the entire process would be put into the new program, Master Library and that the program would prompt and outline the fees for the requester at the time of the request, according to this updated Administrative Regulation.

BUSINESS MANAGER REPORT

- Mrs. Holloway had previously submitted her report for the Board's consideration but wanted to remind the Board and public that there would be a Finance Committee meeting in May to review the 2023-2024 Budget. She also explained that she had begun the Request for Proposals process for the Food Services contract and had put an advertisement in two newspapers as well as sent out five letters to contractors, as per state guidelines. Mrs. Holloway shared that she had heard back from three contractors expressing interest in the bid request. Closing her remarks, she shared that there would be a bid meeting for all prospective vendors on April 20, 2023 at the High School Cafeteria.

BOARD MINUTES

March 13, 2023 Board Meeting Minutes

A motion by Brynn Clark and seconded by William Berger that the Millville Area School Board consider and approve the March 27, 2023 Board Meeting Minutes.

The motion carried by voice vote. 7 Yea; 0 Nay; 2 Absent

EXPENDITURES

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve the April 10, 2023 general expenditures in the amount of \$339,305.27 and athletic expenditures in the amount of \$830.00.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

NEW BUSINESS

Set Graduation Date for the Class of 2023

A motion by Heather Mausteller and seconded by Michael Farrell that the Millville Area School Board consider and approve the Class of 2023 graduation ceremony to be held Friday, June 2, 2023, at 7:00 pm. Baccalaureate Service and Award Ceremony to be held on Wednesday, May 31, 2023 at 7:00 PM. Both events will be held in the Jr. Sr. High School Auditorium.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Revised 2022-2023 District Calendar

A motion by Brynn Clark and seconded by William Berger that the Millville Area School Board consider and approve the following revision to the 2022-23 District Calendar: May 31, 2023 - June 2, 2023 which were formerly denoted as full school student days for all K-12 students will now be denoted as Early Dismissals for the High School only for the purposes of high school final exams while the Elementary School will remain in session for the entire school day.

- Mrs. Mausteller asked if this revision would require the district to do two transportation runs on the proposed days. Mr. Rasmus answered that it would require that, adding that the Board had approved this practice for the 2023-2024 school year calendar. Mrs. Holloway added that the estimated cost for the additional transportation would be about \$4,000.

The motion carried by roll call vote. 6 Yes; 1 No (H. Mausteller); 2 Absent

Financial Audit

A motion by Brynn Clark and seconded by Michael Farrell that the Millville Area School Board accept the annual Financial Audit report issued by David D. Snodgrass, CPA, for the financial year ending June 30, 2022.

- Mrs. Myers thanked Mrs. Holloway for the work done to bring the school district up to the current year with the financial audit.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Elementary Field Trip - 4th Grade

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve an Elementary Field Trip for 4th Grade to go to Harrisburg, PA to visit the State Capital Building on April 18, 2023.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Updated 2022-2023 Student Handbook

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve the updated 2022-2023 Student Handbook.

- Mrs. Myers asked if the rest of the information such as personnel names and other details would be updated later. Mr. Rasmus answered that the handbook would be updated in its entirety in the summer, but there was a need to update the Attendance Policy from some changes made during Co-Vid that were not updated for this school year.

After the discussion, the motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Memorial Award Donation

A motion by Michael Farrell and seconded by Heather Mausteller that the Millville Area School Board consider and approve the acceptance of a donation of \$1,000 for the Eugene "Fuzzy" Buehler Memorial Awards.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Updated Engineering CTE Course for the 2023-2024 Millville High School Course Selection Guide

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board consider and approve the updated and additional Engineering Career and Technology Education courses to be included within the 2023-2024 Millville Area High School Course Selection Booklet based on recommendations from personnel.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Foreign Exchange Student

A motion by William Berger and seconded by Michael Farrell that the Millville Area School Board approve SOPHIA THERESA, as a foreign exchange student from Germany, to begin classes in the 2023-2024 school year.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

MOU Bucknell University – Program Placement

A motion by Brynn Clark and seconded by Heather Mausteller that the Millville Area School Board consider and approve the Memorandum of Understanding with Bucknell University for a Program Placement Agreement designating Millville Area School District as a practicum, student teaching, observation, or other professional development site for University students in early childhood, K-12, and secondary education, and other University programs.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Millville Little League Facility Use

A motion by William Berger and seconded by Michael Farrell that the Millville Area School Board consider and approve permission for Millville Little League to use the High School Boys Baseball Field for Teener League home games on Saturday, April 15, 2023 at 10:00 am; Thursday, April 27, 2023 at 5:30 pm; Wednesday, May 3, 2023 at 5:30 pm; Friday, May 12, 2023 at 5:30 pm; Saturday, May 13, 2023 at 10:00 am; Tuesday, May 23, 2023 at 5:30 pm; and Thursday, May 25, 2023 at 5:30 pm. As per Board Policy 707 Use of School Facilities, dates and times may need to be adjusted to prioritize district-sponsored events.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

PERSONNEL

Technology Coordinator Stipend for Additional Services

A motion by Susan Myers and seconded by Brynn Clark that the Millville Area School Board consider and approve an additional monthly stipend of \$1,111 for additional technology coordination services rendered by NOAH ADAMS, Assistant Technology Coordinator beginning April 1, 2023 until the earlier of June 30, 2023 or a Technology Director is named.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Stipend

A motion by Susan Myers and seconded by Heather Mausteller that the Millville Area School Board consider and approve a stipend in the amount of \$100 per week for LORI NAFUS for maintaining the responsibilities of the Substitute Caller concurrent with her role as Transportation Coordinator/ Accounts Payable.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Substitute Approval

A motion by Brynn Clark and seconded by Heather Mausteller that the Millville Area School Board consider and approve MICHELE THOMAS as a day-to-day substitute teacher in the 2022-2023 school year, clearances on file.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

CSIU Guest Teacher Substitute

A motion by Heather Mausteller and seconded by Susan Myers that the Millville Area School Board consider and approve SUSAN KRAMER, as a CSIU Guest Teacher Substitute. Clearances on file.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

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Elementary Special Education Teacher

A motion by Susan Myers and seconded by Michael Farrell that the Millville Area School Board consider and approve the employment of AALIAH DUBE, as Elementary Special Education Teacher, pending verification on her certification, at Bachelor's Step I with a prorated salary of \$51,975.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Appoint Mentor Teacher

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board consider and approve EMILY BLOOM as teacher mentor to new teacher AALIAH DUBE from April 10, 2023 to April 10, 2024.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Hire Custodian

A motion by Susan Myers and seconded by Michael Farrell that the Millville Area School Board consider and approve hiring CASSANDRA REINER, as a full-time custodian, at the hourly rate of \$11.40. Clearances on file.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Hire Groundskeeper

A motion by Michael Farrell and seconded by Susan Myers that the Millville Area School Board approve ROSS STERNHAGEN, as Full Time Groundskeeper, at the hourly rate of \$15.50, clearances on file.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Modification of Co-Curricular Appointment

A motion by Susan Myers and seconded by Greg Hemsarth that the Millville Area School Board consider and approve a modification to the appointment of MARY SCHRADER as Jr. High School Student Council Advisor whereby the teacher will be recognized as Jr. High Student Council Co-Advisor for a stipend of \$522 for the 2022-23 School Year.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

Jr. High Student Council Co-Advisor

A motion by Greg Hemsarth and seconded by Susan Myers that the Millville Area School Board consider and approve SHAWNA SCHROY, as a Jr. High Student Council Co-advisor for the 2022-2023 school year, effective March 13, 2023 at a Co-Curricular stipend of \$234.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

After School Tutoring Personnel

A motion by Heather Mausteller and seconded by Susan Myers that the Millville Area School Board consider and approve SARA FINK as After-School Tutoring Personnel at her compensatory rate per hour to supervise students participating in the After-School Tutoring Program through the remainder of the 2022-23 school year (Funded via ESSERS Subsidy).

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

ADJOURNMENT:

A motion by Heather Mausteller and seconded by Michael Farrell to adjourn the meeting. The meeting adjourned at 7:52 p.m.

Chelsea Rosenberger
Assistant Board Secretary