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MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING  
MONDAY, JUNE 12, 2023

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The Millville Area School Board held their regular meeting on Monday, June 12, 2023 in the Millville Jr./Sr. High School Library beginning 7:02 pm.

**ROLL CALL**

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

Also present were Joseph Rasmus, Whitney Holloway, Dee Davis, Alexa Longacre, Jeremy Winn, Edward Sanders, Noah Adams, and Chelsea Rosenberger.

**GUEST RECOGNITION AND COMMENTS**

*Gwen Utt, Emily Bloom, Amber DiRado, and Megan Hippenstiel signed the register but did not wish to speak.*

**SUPERINTENDENT REPORT**

*Revised Secondary Academic Schedule*

- Mr. Rasmus shared with the Board that the administrative team has been working on the schedule for the 2023-2024 school year. He explained that the rotation schedule for 7<sup>th</sup> and 8<sup>th</sup> grade is under consideration as well as the STEM program being utilized. Mr. Rasmus added that the teachers gave feedback about the existing STEM program and the lack of student engagement in it. As a result, he and Mr. Winn would be looking into another curriculum to use or potentially create a curriculum locally. Additionally, Mr. Rasmus shared that the team has considered adding a Guidance rotation for the junior high school grades.
- Next, Mr. Rasmus explained that the team has looked into the current double periods model for math and ELA because they have not been used as purposefully as they could be. He believed that this could be a great opportunity to hit the reset and re-examine the ways the double periods could be used in the future.
- Then, Mr. Rasmus reviewed the changes to the shared Related Arts teachers schedules, being that those teachers would now have their Elementary classes in the afternoon and the High school classes in the morning. This change allows for more elective offerings in the high school.
- Mr. Rasmus then explained for the Board about some Secondary Course Curriculum development being undertaken, specifically in the Career and Technical Education department.

*Revised Elementary Academic Schedule endeavors to achieve the following*

- Mr. Rasmus reviewed some proposed changes to the Elementary schedule. He explained that the teachers were involved in this process along the way. They would now have large group and small group blocks of time in their Math and ELA allotments during the day. Additionally, the goal would be to align two grade groups at the same time so that the Learning Support Teacher would be able to work with the appropriate students at the same time.
- Additionally, the district would be looking to add a Math Interventionist position that would be included in the proposed final budget for consideration at this Board meeting. Mr. Rasmus said that a few things needed to be changed and then, he would release that information to the teachers and public if approved.

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Food Service Transition

- Mr. Rasmus explained that he and Mrs. Holloway met with Metz, the new Food Service provider, and with current Cafeteria staff to discuss the change. He reported that the current staff seemed to be excited for the new direction. Going further, Mr. Rasmus shared his experience conducting the exit interview with Nutrition, Inc. He explained that they would be taking their “intellectual property” such as recipes, etc. but that the meeting went well overall.

MASD Comprehensive Planning Process

- In May, Mr. Rasmus met once again with the Comprehensive Planning Committee to discuss the Needs Assessments for the PVAAS score data completed in the 2021-2022 school year.
- Additionally, the teachers completed a data review and submitted some assessments at a May Act 80 day that the leadership team would be reviewing.

**BUSINESS MANAGER REPORT**

- Mrs. Holloway had previously submitted her report for the Board’s consideration but wanted to highlight some items about the proposed final 2023-2024 Budget being presented for the Board’s consideration and approval. She explained that not much had changed from the initial proposed final budget. However, some changes made were some supply costs were cut, a Math Interventionist position was put into the ESSER III allocation, there were some minor changes in the taxable base, and the cost of property insurance increased by almost \$17,000, which was now reflected in the final budget. She explained that the cause of this increase in insurance cost could be due to some claims by the district in the last year.
- Additionally, Mrs. Holloway shared that this proposed budget was calculated with the Board approving a tax increase to the index at 5.3%.
  - Mr. Hemsarth asked if the property insurance must be put out to bid. Mrs. Holloway answered that there are only a few vendors allowed by the state. Also, she shared that it is hard to get the data necessary for a bid because it changes so readily. She added that she would reach out to a local school who is currently changing their insurance provider to find out some more information if desired.

**BOARD MINUTES**

May 22, 2023 Board Meeting Minutes

A motion by Brynn Clark and seconded by Gena Maize that the Millville Area School Board consider and approve the Millville Area School District Board of Education May 22, 2023 board meeting minutes. The motion carried by voice vote. 8 Yea; 0 Nay; 1 Absent

**EXPENDITURES**

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board consider and approve the June 12, 2023 general expenditures in the amount of \$154,441.52 and athletic expenditures in the amount \$108.00.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

**NEW BUSINESS**

Homestead and Farmstead Exclusion Resolution

A motion by Heather Mausteller and seconded by William Berger that the Millville Area School Board consider and approve the 2023-2024 Homestead and Farmstead Exclusion Resolution.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

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MASD 2023-2024 Final Operating Budget

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board consider and approve the Millville Area School District's 2023-24 Final General Operating Budget with total expenditures of \$14,862,701. In support of the budget, the following taxes will be enacted: 1.2% Earned Income Tax and a 2.8065 mil increase in real estate taxes to equal 55.7586 mil. The motion carried by roll call vote. 6 Yes; 2 No (S. Farr and H. Mausteller); 1 Absent

Commitment of Budgetary Reserves

A motion by Greg Hemsarth and seconded by William Berger that the Millville Area School Board approve the proposed commitment of budgetary reserves for OPEB funded liabilities in the amount of \$1,106,393; Uncompensated leave liability in the amount of \$265,618; Future extraordinary assessment from Columbia-Montour Vocational Technical School in the amount of \$100,000; Post Retirement Benefits due to increasing PSERS rates in the amount of \$640,146 and Technology reserve in the amount of \$250,000. All commitment amounts estimated based upon consistent application of past periods methodologies and ratios - final commitment amounts by category to be adjusted and established based upon results of fiscal year-end financial accounting close procedures and financial statement audit. The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

2023-2024 Depositories

A motion by Heather Mausteller and seconded by Brynn Clark that the Millville Area School Board approve the depositories for the 2023-2024 fiscal year as: First Columbia Bank, PSDLAF, Bank of New York Mellon, and RBC Capital. The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

2023-2024 Insurance Coverage

A motion by Brynn Clark and seconded by Michael Farrell that the Millville Area School Board approve the insurance policies for the 2023-2024 fiscal year in the amount of \$127,129. The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Request to Seek Bids for Transportation Services

A motion by Brynn Clark and seconded by Gena Maize that the Millville Area School Board is needed to consider and approve accepting requests for bids for transportation services beginning with the 2023-2024 school year. The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Motion to Combine Policy Action

A motion by Greg Hemsarth and seconded by William Berger that the Millville Area School Board combine the following action regarding approval of updated School Board policies. The motion carried by voice vote. 8 Yea; 0 Nay; 1 Absent

- A motion by Heather Mausteller and seconded by Greg Hemsarth that the Millville Area School Board consider and approve the following combined recommended action:
  - A motion is needed to consider and approved the second and final reading of revised MASD Board Policy: 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability and its corresponding Administrative Regulations 251-AR-0 Homeless Students; 251-AR-2 Procedural Safeguards Notice of Denial of Enrollment; and 251-AR-3 Enrollment Complaint.
  - A motion is needed to consider and approve suspending MASD board policy 009 Formulation of Policies in order to approve the first and final reading of proposed

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MASD Board Policy 103 - Discrimination/Title IX Sexual Harassment Affecting Students.

- o A motion is needed to consider and approve suspending MASD board policy 009 Formulation of Policies in order to approve the first and final reading of proposed MASD Board Policy 104 - Discrimination/Title IX Sexual Harassment Affecting Staff.

The combined motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Retire MASD Board Policies 248 & 348

A motion by Greg Hemsarth and seconded by Gena Maize that the Millville Area School Board consider and approve retiring the currently active MASD Board Policy 248 Unlawful Harassment (Pupils) and MASD Board Policy 348 Unlawful Harassment (Employees) as they no longer reflect the Title IX federal requirements.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Pennsylvania FFA Foundation Grant

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board consider and approve with gratitude the Pennsylvania FFA grant in the amount of \$500 for the MASD FFA Chapter, \$500 for a student project and \$1,000 for professional development for the Briggs & Stratton Summer Conference.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Donation Acceptance

A motion by Susan Farr and seconded by Greg Hemsarth that the Millville Area School Board consider and approve with gratitude a donation from Fran's Dairy Bar in the amount of \$50 for the FFA chapter.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Disabled Veterans Real Estate Tax Exemption

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board consider and approve Real Estate Tax Exemption for disabled veteran Ronald Stevens.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Disposal Approvals

A motion by Heather Mausteller and seconded by Susan Farr that the Millville Area School Board consider and approve the disposal of obsolete Math and Algebra textbooks, a Delta Belt/Disc Sander beyond repair in the high school wood shop, and obsolete computer equipment as delineated on the attached disposal requests.

- o Mrs. Maize asked what happens to the items approved for disposal, if any were recycled. Mr. Rasmus answered that most items would be thrown away. Mr. Adams added that the computer parts would be recycled, as possible.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

2023-2024 Legal Representation

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board approve Sweet, Stevens, Katz & Williams LLP to provide legal services for the 2023-2024 school year. For routine matters, the standard hourly rate for chargeable time is \$170/hour for attorneys and \$130/hour for legal assistants. Fees for non-routine matters are \$200/hour for attorneys and \$130/hour for legal assistants.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

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2023-2024 KidVentures Therapy Service Provider Agreement

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve the 2023-2024 Service Provider Agreement between Millville Area School District and KidVentures Therapy, Inc.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

2023-2024 Safety Net Counseling Agreement

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve the agreement between Millville Area School District and Safety Net Counseling for the provision of Intensive Behavioral Health Services in the 2023-2024 school year.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

MOU - CSIU for Project Aware Impact Grant

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve the Memorandum of Understanding between the Central Susquehanna Intermediate Unit and the Millville Area School District implementation of the plans described in the "Project Aware Impact Grant," working to create sustainable infrastructures of support to address the growing mental health needs of students and staffing shortages in school-based mental health.

- Mr. Hemsarth asked that if the administrative team is already stretched so thin, how will we get all of the information together for this grant. Mrs. Davis answered that the CSIU has called for very little information in actuality, clarifying that this approval is simply to be included in the grant as a whole. Mr. Rasmus added that if at any point the amount of work becomes too rigorous, the district can pull out of the grant. However, he clarified that the approval was needed at that time to see what could come from our participation in the grant.
- Mrs. Davis then added an example of what this grant could be used for in the future is the recently purchased and completed Youth Mental Health training that must be completed again. She explained that the district paid for this expense previously, however, this grant could cover this expense in the future and the CSIU would be doing the majority of the reporting for the grant.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

HVAC Preventative Maintenance Services Bid

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board bid the contract for HVAC Preventative Maintenance Services beginning with the 2023-2024 school year.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Fire Company Carnival Facility Use

A motion by Brynn Clark and seconded by Michael Farrell that the Millville Area School Board consider and approve the request to use the walk-in freezers to store ice cream for the Millville Fire Company carnival from June 27 through July 11, 2023, certificate of liability insurance and refundable deposit received.

- Mrs. Myers shared her concern about the district giving out FOB access to outside individuals.
- Mrs. Maize asked what all this request would entail. Mr. Rasmus answered that there were two names on the request form so only those two individuals would have the ability to use them and therefore, have access to the building. He added that there had been an incident in the past where freezers were left open. He clarified for the Board that this approval would be for those specific individuals to have access and that the access point would not be passed around. Mr. Adams added that the FOB access given to them would only work for the

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kitchen access point. Finally, Mr. Rasmus added that if there were to be an issue, the district does have camera access.

The motion carried by roll call vote. 7 Yes; 1 No (S. Myers); 1 Absent

Prioritized Motion #1 – Fire Company Parking Lot Use

A motion by Greg Hemsarth and seconded by Gena Maize that the Millville Area School Board consider and approve the inclusion of a prioritized motion that was not included within the board meeting agenda that has been posted and accessible to district stakeholders.

The motion carried by voice vote. 8 Yea; 0 Nay; 1 Absent

Prioritized Motion #2 – Fire Company Parking Lot Use

A motion by William Berger and seconded by Gena Maize that the Millville Area School Board consider and approve the request from the Millville Fire Company to use all district parking lots for the Millville Carnival from June 30, 2023 through July 8, 2023, pending receipt of refundable security deposit.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Prioritized Motion #3 – Fire Company Parking Lot Use

A motion by Gena Maize and seconded by Michael Farrell that the Millville Area School Board consider and approve amending the minutes of the June 12, 2023 board meeting to reflect the inclusion of the aforementioned prioritized agenda item.

- Mr. Hemsarth questioned why the district would need to have usage requests for the parking lot. Mr. Rasmus commented that there has been issues in the past and events happening on the grounds that were not approved in advance.
- Mr. Hemsarth asked if this type of request had been received previously. Mr. Rasmus answered that this was not done before, but due to the issues in the past, we asked that this come before the Board.

The motion carried by voice vote. 8 Yea; 0 Nay; 1 Absent

Varsity Basketball/Cheerleading Uniforms

A motion by Michael Farrell and seconded by Brynn Clark that the Millville Area School Board consider and approve the purchase of Varsity Boys Basketball, Varsity Girls Basketball, and Cheerleading Uniforms per budget and cycle replacement protocol.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Athletic Field Trip

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve an athletic field trip on June 12-14, 2023 to the Montgomery Area Sports Complex to participate in a Cheerleading camp.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

**PERSONNEL**

Special Event Stipend

A motion by Susan Myers and seconded by Brynn Clark that the Millville Area School Board consider and approve a stipend for STEPHANIE ADAMS in the amount of \$100 for services rendered at a special event.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

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School Employee Driver Approvals

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve employee AMANDA HARDING, SARAH HESS and LINDSEY ALLEGAR-SHULTZ, as drivers of Millville Area School District vehicles.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Approval of Additional Local Advisory Committee Member

A motion by Greg Hemsarth and seconded by Brynn Clark that the Millville Area School Board consider and approve the membership of the following individual to the Local Advisory Committee (LAC): LIZ CHAMURIS.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

FMLA

A motion by Susan Myers and seconded by Susan Farr that the Millville Area School Board consider and approve FMLA for employee #230 beginning on May 23, 2023 through May 30, 2023 . The FMLA will run concurrent with the use of sick time or unpaid time if there are no available paid days.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Administrator Transition Agreement

A motion by Greg Hemsarth and seconded by Gena Maize that the Millville Area School Board consider and approve the Administrator Transition Agreement between Millville Area School District and the newly appointed Secondary Principal Jeremy Winn for transitional days in June 2023 to acclimate himself to the district at a daily per diem rate of \$365.38.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Resignation - D. Charles

A motion by Greg Hemsarth and seconded by Gena Maize that the Millville Area School Board consider and approve acceptance of the resignation notice from DENNIS CHARLES, as Assistant Softball Coach, effective June 8, 2023.

The motion carried by roll call vote. 8 Yes; 0 No; 1 Absent

Motion to Combine Coach Personnel Approval

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board combine the following action regarding approval of Coach personnel for the 2023-2024 school year.

The motion carried by voice vote. 8 Yea; 0 Nay; 1 Absent

- A motion by Susan Myers and seconded by Gena Maize that the Millville Area School Board consider and approve the following combined recommended action:
  - A motion is needed to consider and approve MIRANDA PELL and DANA SARNOSKI, Co-Coaches for Jr. High Softball, pending clearances, and MICHAEL FARRELL, MARY ZULTEVICZ, JEN ROGERS, and NICOLE WHITENIGHT, as Volunteer Assistant Jr. High Softball coaches for the 23-24 fall sports season, pending receipt of all clearances.
  - A motion is needed to consider and approve RICK RIERA-GOMEZ, as Head Girls Soccer Coach, and DAVID KOLK, MIKE MIGUELEZ, and CHASE LAUBACH, as Volunteer Assistant Girls Soccer Coaches for the 23-24 Fall Sports season, pending receipt of all clearances.
  - A motion is needed to consider and approve KOLTEN SMITH, as Boys Basketball Assistant Coach and WILL HOLDREN, as Boys Basketball Volunteer Assistant Coach for the 2023-24 winter sports season, pending receipt of clearances.

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- A motion is needed to consider and approve RICK DAVIS, as Head Girls Basketball Coach; SHERRY KAKALEY, as Girls Basketball Assistant Coach; and DONNA DAVIS and NICOLE WHITENIGHT, as Girls Basketball Volunteer Assistant Coaches, for the 2023-24 winter sports season. Clearances on file.
- A motion is needed to consider and approve WYATT SMITH and ZACH WHITENIGHT, as Junior High Boys Basketball Co-coaches, for the 2023-24 winter sports season. Clearances on file.
- A motion is needed to consider and approve MICHAEL FARRELL and MIRANDA PELL, as Junior High Girls Basketball Volunteer Assistant Coaches, for the 2023-24 winter sports season, pending receipt of clearances.
- A motion is needed to consider and approve SARAH HESS, as Head Cheerleading Coach, for the 2023-24 winter sports season. Clearances on file.

The combined motion carried by roll call vote. 7 Yes; 0 No; 1 Abstention (M. Farrell); 1 Absent

**ADJOURNMENT:**

A motion by Heather Mausteller and seconded by Susan Farr to adjourn the meeting. The meeting adjourned at 7:55 p.m. Immediately following the meeting, the Board held an Executive Session for personnel matters.

Chelsea Rosenberger  
Assistant Board Secretary