

The Millville Area School Board held their regular meeting on Monday, January 23, 2023 in the Millville Jr./Sr. High School Library beginning 7:00 pm, followed by an executive session.

ROLL CALL

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

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

GUEST RECOGNITION AND COMMENTS

No guests signed the register or asked to speak.

SUPERINTENDENT'S REPORT

Secondary Business Education

- Mr. Rasmus began by explaining on the recent resignation of our Secondary Business Teacher and how this would affect our students as the district seeks to find a certified teacher to fill the role. He explained that he has worked with local colleges and universities as well as some nontraditional avenues to find applicants/teachers for the role and has so far been unable to locate a candidate. However, in the absence of a candidate, the students still need to be educated in those classes. Therefore, Mr. Rasmus explained that the administrative team was working with the High School Guidance department to situate students needing the Business electives in comparable online classes with our Millville Virtual Academy for the second semester of the school year.
- Mr. Rasmus went on to say that the previous Business teacher had eight courses in a given day with students. The students in those classes that are graduation requirements for the district have been placed in the MVA equivalent for the coursework. For electives, the Guidance department spoke with the students to determine whether they wanted to pick another elective with a different teacher in the district or be enrolled in the equivalent class in the Millville Virtual Academy. He concluded this discussion by explaining that the Accounting program CTE program we have with the Pennsylvania Department of Education requires that a certificated teacher teach the classes. Some students who are considered "completers" in that Accounting CTE program must take those courses to complete the program.

ADMINISTRATIVE REPORTS

Mr. Sanders – Elementary School

- Mr. Sanders had previously submitted his report, but wanted to read an email he received from a librarian looking at 3rd grade reading data. The email stated that Millville had ranked as the 2nd highest third grade reading score in the area being studied. The board thanked him for sharing the email.

Mrs. Gregory – High School

- Mrs. Gregory had previously submitted her report, and no additional questions were asked.

Mrs. Longacre – School Psychologist

- Mrs. Longacre had previously submitted her report but wanted to highlight that starting this week, the Elementary school would be holding data meetings for grades Kindergarten through 6th. She wanted to commend the teachers for working hard to complete the diagnostics in a timely manner.

Mr. McWilliams – Buildings & Grounds

- Mr. McWilliams had previously submitted his report but wanted to mention the upcoming retirement of the groundskeeper, Mr. Gerald Cutchall, that he would be missed.

Mr. Adams – Technology

- Mr. Adams had previously submitted his report, and no additional questions were asked.

JANUARY 9, 2023 BOARD MEETING MINUTES

A motion by Heather Mausteller and seconded by Susan Farr that the Millville Area School Board approve the January 9, 2023 Board meeting minutes.

The motion carried by voice vote. 6 Yea; 0 Nay; 3 Absent

EXPENDITURES

A motion by Greg Hemsarh and seconded by Heather Mausteller that the Millville Area School Board approve the January 23, 2023 general fund expenditures in the amount of \$268,677.34, cafeteria expenditures in the amount of \$14,225.97 and athletic expenditures in the amount of \$1,338.00.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

PAY EXPENDITURES BETWEEN SCHOOL BOARD MEETINGS

A motion by Greg Hemsarh and seconded by Michael Farrell that the Millville Area School Board approve allowing the Business Manger to pay expenditures with due dates prior to the next school board meeting to prevent late fees with approval at the following school board meeting.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

PSBA PRINCIPALS OF GOVERNANCE AND LEADERSHIP

A motion by Greg Hemsarh and seconded by Michael Farrell that the Millville Area School Board approve the adoption of the Pennsylvania School Boards Association’s Principles for Governance and Leadership as detailed below.

WHEREAS, Pennsylvania school boards are committed to providing every student the opportunity to grow and achieve; and

WHEREAS, our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom.

NOW, THEREFORE BE IT RESOLVED, that we will...

LEAD RESPONSIBLY:

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth

ACT ETHICALLY:

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize that school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively

PLAN THOUGHTFULLY:

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change

- Develop a comprehensive financial plan and master facilities plan that anticipate short- and long-term needs

- Allocate resources to effectively impact student success

EVALUATE CONTINUOUSLY:

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans

COMMUNICATE CLEARLY:

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication

ADVOCATE EARNESTLY:

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials

GOVERN EFFECTIVELY:

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration adopted this 23 day of January, 2023.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

COLUMBIA MONTOUR CHAMBER OF COMMERCE CODE OF CONDUCT

A motion by Michael Farrell and seconded by Susan Farr that the Millville Area School Board approve the Columbia Montour Chamber of Commerce Code of Conduct as detailed below. The Code of Conduct is intended to promote decorum, professionalism, and collaboration amongst school officials, leading to greater productivity and encouraging community participation. In accepting this code of conduct, the Millville Area Board of Education pledges to actively participate in the best interests of the Millville Area School District, conduct themselves professionally, and be open in the decision-making process.

CODE OF CONDUCT FOR ORGANIZATIONAL REPRESENTATIVES

WHEREAS, active civic engagement, discussion, and debate are hallmarks of American society, essential to the functioning of all levels of governmental and non-governmental institutions; and

WHEREAS, conduct and communication by many elected and other governing officials has become increasing polarized and unprofessional at all levels; and

WHEREAS, this behavior does not encourage collaboration and does not support the health and wellbeing of the entities they represent; and

WHEREAS, this behavior discourages public engagement in decision-making processes essential to the functioning of governmental and non-governmental organizations; and

WHEREAS, a decrease in civic engagement is detrimental to the functioning of all levels of governmental and non-governmental institutions, as well as to the communities served by such organizations.

NOW THEREFORE, I/we adopt this Code of Conduct to foster collaborative, productive civil discourse in the decision-making process and encourage it in others.

Purpose: This Code of Conduct identifies principles for elected and appointed representatives (representative) of any government or non-profit entity (entity), while exercising their office, for effective collaboration in serving the best interests of the entity and its stakeholders.

Therefore, signatories of this Code of Conduct commit themselves to ethical, businesslike, and lawful conduct, without conflict of interest, including proper use of authority and appropriate decorum when acting as representatives, regardless of the venue or platform.

Participation. Acceptance of an elected or appointed position includes a commitment of active participation in the entity and the decision-making process. Representatives should participate in a majority of meetings established by the entity.

Act in the best interests of the entity and its stakeholders. Recognizing that stewardship of the entity's stakeholders must be their primary concern, representatives will work for the common good of the stakeholders of the entity and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before them.

Conduct at meetings. The professional and personal conduct of representatives while exercising their office must be above reproach and avoid even the appearance of impropriety. Representatives shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other representatives of the entity, including staff, as well as the public.

Difficult questions, challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate and discussion. However, free debate does not require, nor justify, belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

The governing body of the entity will not tolerate inappropriate behavior of these types during its meetings.

Open discussion. Discussions by the governing body which result in official actions by that body should involve all members (and the public for public entities), except when expressly permitted by Pennsylvania's Sunshine Act or established policies of the entity.

Respect for process. Representatives shall perform their duties in accordance with the processes and rules of order established by the entity.

It is the responsibility of the chair of the governing body to keep the comments of members on track during public meetings. Representatives should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced respectfully and with reason, following procedures outlined in parliamentary procedure.

The governing body will encourage different points of view in order to make good decisions and cultivate a sense of group responsibility, putting the emphasis on collective decisions versus individual decisions.

Advocacy. Representatives shall represent the official policies or positions of the entity to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, representatives shall explicitly state they are not representing their entity, nor will they allow the inference that they do.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

RETIREMENT - CUTCHALL

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board consider and approve accepting the notice of retirement from Gerald Cutchall, effective the end of the 2022-2023 school year.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

COLUMNAR STEP ADVANCEMENT

A motion by Michael Farrell and seconded by Greg Hemsarth that the Millville Area School Board consider and approve the columnar step advancement of Susan Laayouni to Masters +15, as a result of satisfactory completion of continued education requirements, as per the CBA.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

UNPAID LEAVE OF ABSENCE

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board consider and approve an unpaid leave of absence for employee #988, to begin January 23, 2023 and extend to March 6, 2023.

MILLVILLE AREA SCHOOL DISTRICT

Millville Area School Board Meeting Minutes

January 23, 2023

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

RESIGNATION - GARDNER

A motion by Susan Farr and seconded by Heather Mausteller that the Millville Area School Board consider and approve acceptance of the resignation notice from Brittany Gardner as Designated Secondary Building Substitute, effective January 19, 2023.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

CSIU GUEST TEACHER SUBSTITUTE

A motion by Greg Hemsarh and seconded by Susan Farr that the Millville Area School Board consider and approve ELIZABETH LEE, as a CSIU Guest Teacher Substitute. Clearances on file.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

APPOINT CSIU BOARD DIRECTOR

A motion was needed to nominate and approved a representative to the CSIU Board to complete a three-year term on the CSIU Board of Directors through June 30, 2025.

- Mrs. Myers asked the board members if anyone would be interested in the position, explaining the dates and times of the meetings for those members who were unclear.
- With no immediate interest, Mrs. Myers asked that Mr. Rasmus send the board a list of the committees and members of the committees as they stand currently for the board's consideration and possible reconfiguration of members.

A motion to table the recommended action was made by Greg Hemsarh and seconded by Michael Farrell.

The motion to table carried by voice vote. 6 Yea; 0 No; 3 Absent

TRANSPORTATION DRIVER APPROVAL

A motion by Greg Hemsarh and seconded by Michael Farrell that the Millville Area School Board consider and approve the Rhinard Transportation Driver, Julie Shultz, pending completion of mandated training for the 2022-2023 school year.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

BLOOMSBURG UNIVERSITY STUDENT PRACTICUM/INTERNSHIP PLACEMENT

A motion by Heather Mausteller and seconded by Susan Farr that the Millville Area School Board consider and approve Bloomsburg University Student Practicum/Internship Placement of Briahna Heintzelman (Master of Education in Educational Leadership (PK-12 School Counseling)) with co-op Guidance Counselor Amber Uranko, from approximately January 30, 2023 through May 2023.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

SUBSTITUTE - HORNER

A motion by Greg Hemsarh and seconded by Michael Farrell that the Millville Area School Board consider and approve Veronica Horner, as a day-to-day teacher substitute, clearances on file.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

ADJOURNMENT:

A motion by Heather Mausteller and seconded by Michael Farrell to adjourn the meeting. The meeting adjourned at 7:32 p.m.

Chelsea Rosenberger
Assistant Board Secretary