

The Millville Area School Board held their regular meeting on Monday, February 13, 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, Heather Mausteller, Susan Myers, and Jessica Whitmoyer

Also present were Joseph Rasmus, Whitney Holloway, Dee Davis, Edward Sanders, Bonnie Gregory, Alexa Longacre (via Zoom), Noah Adams, Matthew McWilliams and Chelsea Rosenberger.

GUEST RECOGNITION AND COMMENTS

A presentation by Nutrition, Inc. was postponed. No either guests signed the register or wished to speak.

SUPERINTENDENT'S REPORT

CTE Program Updates

- Mr. Rasmus began his report by thanking the Millville Area School District Board of Education for their time and dedication to the school and community. He holds the highest regard for the board and the countless hours they devote as a board member.
- Then, Mr. Rasmus shared some updates on the CTE program, reviewing his submitted report. He highlighted the recent Curriculum Committee meeting held on Wednesday, February 8, 2023. At the meeting, there was discussion about the Engineering CTE program being reworked from a four-year program to a three-year program. In addition, the Board had recently hired a new Secondary Business teacher to take over the Accounting CTE program. At the present, Mr. Rasmus explained that the classes left by the vacancy of the previous teacher were being covered online through the Millville Virtual Academy.

Adjusted Related Arts Schedules: Districtwide Implications

- As the schedule currently stands, Three Related Arts teachers split their time between the Elementary school (morning) and the High School (afternoon). At the Curriculum Committee meeting the previous week, Mr. Rasmus proposed the idea that these teachers flip flop the building they are in during the time of day so that next year those teachers would be at the High School in the morning and the Elementary school in the afternoon. By making this change, the high school is able to allot for 18 new elective classes in the schedule, including a much-needed 8th grade physical education rotation.

Quaker Time HS Proposed Changes

- Mr. Rasmus explained that another proposed change for the 2023-2024 school year would be moving the Quaker Time block to the end of the day instead of the first period of the day where it has been for the last two school years. This proposed change would also ensure that students who are participating in athletics needing to leave before the end of the school day do not miss core instruction. In addition, students who participate in ACE and STEM classes at Bloomsburg University during the school day would have access to more electives.

After School Tutoring: Addressing Learning Gap

- Mr. Rasmus shared with the board that the school district was planning to start an after school tutoring program districtwide in March of 2023 to address the learning gap for students from the pandemic. At the Curriculum Committee meeting the previous week, some board members felt it would be necessary to have transportation available for any students participating. After a cursory discussion with Mr. Rhinard, a district transportation contractor, Mr. Rasmus felt that having transportation available for students participating in the after school tutoring program would be possible.

MASD Phase 1 School: Comprehensive Plan due November 2023

- Mr. Rasmus explained that our district's comprehensive plan would be due in November of 2023. Either he or Ms. Rosenberger would be reaching out to board members for their interest in serving on the Steering Committee for this plan.

District Building Access and Facilities Usage

- Mr. Rasmus went on to explain that the Policy Committee would be meeting Wednesday, February 22, 2023 to begin updating policies, to include Policy 707 for Facilities Use. In addition to this, the board had on the agenda in this meeting a motion to consider the program MasterLibrary for the management of school facility use as well as maintenance requests. This program would also utilize a calendar available to the community for internal and external usage requests. Mr. Rasmus wanted to thank Mr. Noah Adams, Interim Technology Director, for his work to acquire this program.

School Safety – Cisco DUO Software

- Recently, the district and other neighboring school districts had experienced cyber security concerns as well as phishing. Mr. Rasmus explained that Mr. Noah Adams had inquired about a program up for consideration on the agenda that evening called Cisco DUO with the ability to enhance the district's cyber security efforts with a multi-step authentication system. Mr. Rasmus further explained that there were multiple ways to go about this process. One way to do this was by having employees download and install an application on their personal device from Cisco DUO that would enable the multi-factor authentication process. The other way would be for the district to purchase low-cost technology for the sole purpose of the authentication process.
 - To this, Mr. Adams added that very soon the need for this technology would no longer be an option and that the district would be required by our insurance company to enable this.
 - In response, Mrs. Brynn Clark commented that she was familiar through her job of the multi-factor authentication process, but having MFA would not safe guard the district from phishing attempts. Mr. Adams confirmed that having MFA would not protect the district from phishing. Mrs. Clark then added that in order for the district to have full coverage, the MFA would have to be on both district staff log-ins as well as on their email. To this, Mr. Adams responded that the district is still in conversation with the insurance company to know the full scope of the needs.
 - Mr. Greg Hemsarth then asked if perhaps the board was moving forward with the acquisition of MFA prematurely and should instead wait for more information. Mrs. Clark then asked for clarification if the district had staff utilizing a VPN or are the staff members keeping their files on their computers. Mr. Adams answered by explaining that members of the administrative team have the access remotely and that this acquisition would put the district on par with neighboring schools.
 - Mrs. Clark then asked if the district had looked into potential free options through Google. In response, Mr. Adams said that the free options available would not cover all factors needed. Mrs. Clark added that she would like to see the district research some other options that would be more cost effective and also for training for staff on what to watch out for in scams and phishing emails, mentioning a program she uses at her job that sends out a "phishing" test once a month to see how users will react. Mr. Rasmus asked her to please forward any information about this type of training to the administrative team.

School Safety – Raptor: Reunification

- Mr. Rasmus shared with the board that the district was looking into the process of how to reunify families with their students in the event of an emergency situation. He mentioned the district had previously purchased the Raptor Software program to check in and verify visitors to the school district, but it also had the ability to streamline this process. This program would allow teachers to "check" in their students on a personal device.

Act 80 Days – Elementary and Secondary

- Mr. Rasmus shared the Act 80 Agendas for the last two building-specific Act 80 days with mandated updates to Act 126 training for the Pennsylvania Department of Education and Google Certification training for staff members.

Conclusion

- When Mr. Rasmus asked for further clarification or for questions from the board, Mr. Hemsarth asked about the Raptor program and the fact that the Raptor program would be on staff's personal devices as well as the concern with this for student data.

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- Mr. Rasmus answered that the system could also be web-based and not on staff's personal devices, but yes, it does pull data from Sapphire, our student information system. To this, Mr. Hemsarth asked how vulnerable the district would be if someone with malicious intent took hold of a staff member's device. Mr. Adams answered that he was not sure if the application would save the user's password or ask them to login every time to the program. Mr. Rasmus answered that we would look into this and plan to get information on this for the board. He also added that the Center for Safe School was prompting and suggesting school districts to utilize the Raptor program for this purpose.

BUSINESS MANAGER'S REPORT

- Mrs. Holloway had previously submitted her report to the board and did not have anything more to add. She did review the items on the report and highlighted the status of the recent check washing scam the district had fallen victim to. The district had to close the previous bank account and open a new one with new checks to rectify the situation.

JANUARY 23, 2023 BOARD MEETING MINUTES

A motion by William Berger and seconded by Jessica Whitmoyer that the Millville Area School Board approve the January 23, 2023 board meeting minutes.

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

FEBRUARY 2, 2023 SPECIAL BOARD MEETING MINUTES

A motion by Heather Mausteller and seconded by Greg Hemsarth that the Millville Area School Board approve the February 2, 2023 special 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 approve the February 13, 2023 general fund expenditures in the amount of \$201,524.88, athletic expenditures in the amount of \$1,449, and cafeteria expenditures in the amount of \$15,338.83.

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

REVISED 2022-2023 DISTRICT CALENDAR

A motion by Heather Mausteller and seconded by Brynn Clark that the Millville Area School Board approve the following revisions to the 2022-2023 District Calendar: February 21, 2023 and March 13, 2023 which were formally denoted as snow makeup days will be recognized as instructional days for faculty, staff, and students as a result of school cancellation on January 23, 2023 and January 25, 2023.

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

CSIU 2023-2024 PRELIMINARY GENERAL OPERATING BUDGET

A motion by Brynn Clark and seconded by Michael Farrell that the Millville Area School Board approve the CSIU 2023-2024 Preliminary General Operating Budget.

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

DONATION ACCEPTANCE

A motion by Greg Hemsarth and seconded by Susan Farr that the Millville Area School Board approve with gratitude a gift card donation in the amount of \$50 from Weis Markets for the FFA doughnut fundraiser.

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

POSITIVE PAY AGREEMENT

A motion by Brynn Clark and seconded by Michael Farrell that the Millville Area School Board approve the First Columbia Bank & Trust Co. Positive Pay Agreement.

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

MASTER LIBRARY

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board approve the acquisition of MasterLibrary software to be used for scheduling and maintenance requests of all district facilities in the 2023-2024 school year at a cost of \$4,300.00.

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

CISCO DUO

A motion by William Berger and seconded by Heather Mausteller that the Millville Area School Board approve the acquisition and implementation of Cisco DUO software to be utilized for multi-factor authentication for the remainder of the 2022-2023 school year at a price of \$13.60/user/year (prorated) and then ongoing in subsequent school years.

- Mrs. Susan Farr questioned if this motion should be tabled due to previous discussion. Mrs. Brynn Clark agreed with this idea.
 - Mrs. Heather Mausteller asked if it would be possible to approve the program for now and switch to another program in the future if needed.
 - Mrs. Clark explained that the onboarding process would be too involved to switch programs later. Then, she asked when the district's insurance contract expires.
 - Mrs. Whitney Holloway answered that the district would be putting the insurance contract out to bid but that it would be up for renewal as of July 1, 2023.
- Mr. Greg Hemsarth then asked if the program would include student devices.
 - Mr. Noah Adams answered that student devices would not be a concern at the moment because they do not have access to sensitive data.
 - Mr. Hemsarth asked in follow up what data the teachers would have on their devices that would need this security.
 - Mrs. Dee Davis answered that teachers have student data, including medical information on the students they teach as well as IEP documentation, etc.

After this discussion, a motion to table was made by Brynn Clark and seconded by Susan Farr tabling the motion to approve the acquisition and implementation of Cisco DUO software to be utilized for multi-factor authentication for the remainder of the 2022-2023 school year at a price of \$13.60/user/year (prorated) and then ongoing in subsequent school years.

The motion to table carried by voice vote. 8 Yea; 0 No; 1 Absent

THE MEADOWS AGREEMENT

A motion by Brynn Clark and seconded by Greg Hemsarth that the Millville Area School Board approve the agreement with The Meadows Psychiatric Center, for the 2023-2024 and 2024-2025 school years, in the event services are needed.

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

STUDENT CONFERENCES AND COMMUNITY-BASED INSTRUCTION

A motion by William Berger and seconded by Brynn Clark that the Millville Area School Board approve a trip to the PMEA Region Orchestra Festival on March 9-11, 2023 at Bloomsburg University, a trip to Washington, D.C. for U.S. Government and Politics on April 24, 2023, and a trip to the Columbia County Conservation District for the Women in Agriculture and Conservation Conference on March 22, 2023.

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

BUILDING USE – TEEN STAR AUDITIONS

A motion by Heather Mausteller and seconded by Michael Farrell that the Millville Area School Board approve use of the high school auditorium, music practice rooms, and sound system on April 20, 2023 from 8:00 a.m. until 3:00 p.m. for First Columbia Teen Star Auditions.

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

2023-2024 MILLVILLE HIGH SCHOOL COURSE BOOKLET

A motion by Brynn Clark and seconded by Jessica Whitmoyer that the Millville Area School Board approve the 2023-2024 Millville High School Course Booklet.

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

2023-2024 MILLVILLE MIDDLE SCHOOL COURSE BOOKLET

A motion by Greg Hemsarh and seconded by Brynn Clark that the Millville Area School Board approve the 2023-2024 Millville Middle School Course Booklet.

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

CSIU 2023-2024 DRIVER EDUCATION INSTRUCTION AND END COURSE SKILL TEST MOU

A motion by Brynn Clark and seconded by Greg Hemsarh that the Millville Area School Board approve 2023-2024 MOU between the CSIU and Millville Area School District for the CSIU to conduct the behind-the-wheel instruction and administer the End of Course Skills Test to students within the Millville School District.

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

2023-2024 MASD SCHOOL CALENDAR

A motion by William Berger and seconded by Jessica Whitmoyer that the Millville Area School Board approve the 2023-2024 MASD School Calendar.

- Mrs. Heather Mausteller questioned why there were three days marked as vacation days on the calendar for the Bloomsburg Fair when last year there were only two.
 - After a brief discussion, Mr. Rasmus assured the board that it would be rectified.
- In follow up, Mrs. Mausteller asked why so many days were marked as Act 80 days.
 - Mr. Rasmus explained that the Collective Bargaining Agreement for teachers denotes the amount of student days and teacher contracted days. After counting the days, he added that this count was correct to correlate with the CBA.
 - Mrs. Brynn Clark added that the amount of Act 80 days was a concern for her as well. Other board members shared in this concern.
- Mrs. Susan Myers then requested that the calendar be changed to reflect two days of vacation for the Bloomsburg Fair as well as the rest of the school year be moved back a day to accommodate this change.

After the aforementioned discussion, a motion to table was made by Heather Mausteler and seconded by Brynn Clark tabling the motion to approve the 2023-2024 MASD School Calendar.

The motion to table carried by voice vote. 8 Yea; 0 No; 1 Absent

CONTRACTS BIDS – 2023-2024

A motion by William Berger and seconded by Jessica Whitmoyer that the Millville Area School Board approve the combined recommended action as detailed below.

- **Waste Removal Bid** – A motion is needed to bid the waste removal contract beginning with the 2023-2024 school year.
- **Transportation Bid** – A motion is needed to bid the transportation contract beginning with the 2023-2024 school year.
- **Food Services Bid** – A motion is needed to bid the food services contract beginning with the 2023-2024 school year.
- **Copier Services Bid** – A motion is needed to bid the copier services contract beginning with the 2023-2024 school year.

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- **Propane Services Bid** – A motion is needed to bid the propane services contract beginning with the 2023-2024 school year.
- **Insurance Services Bid** – A motion is needed to bid the insurance services contract beginning with the 2023-2024 school year.

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

APPROVE DISTRICT AUDITOR

A motion by Heather Mausteller and seconded by Michael Farrell that the Millville Area School Board approve Richard Snodgrass, CPA, as the district's local auditor to complete the Fiscal Year End Audit and Single Audit of 2021-2022 school year at a cost of \$16,000.

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

OTIS AGREEMENT

A motion by Brynn Clark and seconded by Jessica Whitmoyer that the Millville Area School Board approve the agreement with Otis to provide online subscription site licensing for professional development, at the cost of \$2,800.

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

RESIGNATION - DAVIS

A motion by Jessica Whitmoyer and seconded by Greg Hemsarth that the Millville Area School Board approve acceptance of the resignation notice from Donna Davis as Jr. High Girls Basketball Co-Coach, effective January 25, 2023.

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

RESIGNATION

A motion by Heather Mausteller and seconded by Jessica Whitmoyer that the Millville Area School Board approve the combined recommended action as detailed below.

- **Resignation - Pell** – A motion is needed to consider and approve acceptance of the resignation notice from Miranda Pell as Jr. High Girls Basketball Co-Coach, effective January 25, 2023.
- **Resignation - Smith** – A motion is needed to consider and approve acceptance of the resignation notice from Wyatt Smith as Jr. high Boys Soccer Coach, effective February 1, 2023.
- **Resignation - Ritter** – A motion is needed to consider and approve acceptance of the resignation notice from Steve Ritter as after school detention monitor, effective January 23, 2023.

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

CSIU GUEST TEACHER SUBSTITUTE

A motion by Susan Myers and seconded by Brynn Clark that the Millville Area School Board approve Keeli Pighetti, as a CSIU Guest Teacher Substitute. Clearances on file.

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

APPOINT CSIU BOARD DIRECTOR

A motion by Jessica Whitmoyer and seconded by Susan Farr that the Millville Area School Board nominate Susan Myers, as a representative to the CSIU Board to complete a three-year term on the CSIU Board of Directors through June 30, 2025.

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

AFTER-SCHOOL DETENTION MONITORS

A motion by Susan Myers and seconded by Greg Hemsarth that the Millville Area School Board approve the following teachers to serve as After-School Detention Monitors at a compensated rate of \$25 per hour to supervise students assigned to after-school detention through the remainder of the 2022-2023 school year: Mercedes Sylvester, Leslie Berger, Jillian Yevics, Shawna Schroy, Brianna Lingafelt, and Lynea Gregory.

- Mrs. Heather Mausteller voiced a concern that the board had previously approved teachers for this under an MOU with teachers' association but not with the support staff, adding her belief that we could not approve the support staff personnel listed in the motion. Furthermore, she made a recommendation that the board approve only the professional staff until another agreement could be made with the support staff union.

After the brief discussion, the amended motion was made with approval from Mrs. Myers and Mr. Hemsarth to approve the following teachers to serve as After-School Detention Monitors at a compensated rate of \$25 per hour to supervise students assigned to after-school detention through the remainder of the 2022-2023 school year: Jillian Yevics, Shawna Schroy, Brianna Lingafelt, and Lynea Gregory.

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

2022-2023 GAME STAFF

A motion by Brynn Clark and seconded by Heather Mausteller that the Millville Area School Board consider and approve Rick Riera-Gomez and Lynea Gregory as game staff for the 2022-2023 school year, retroactive to January 27, 2023.

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

UNPAID LEAVE OF ABSENCE

A motion by Susan Myers and seconded by Greg Hemsarth that the Millville Area School Board consider and approve an unpaid leave of absence for employee #664, to begin immediately following an FMLA leave on or about April 5, 2023 and extending to May 11, 2023. Employee will be personally responsible for employee and employer share of medical, dental, and vision costs.

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

HIPAA PRIVACY AND SECURITY OFFICER APPOINTMENT RESOLUTION

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board approve the resolution to appoint Whitney Holloway as the HIPAA Privacy Officer and HIPAA Security Officer for the Millville Area School District.

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

RETIREMENT - CUTCHALL

A motion by Greg Hemsarth and seconded by Michael Farrell that the Millville Area School Board consider and approve revising the date of retirement for Gerald Cutchall, from March 1, 2023 to June 2, 2023.

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

SUBSTITUTE APPROVAL

A motion by Brynn Clark and seconded by Greg Hemsarth that the Millville Area School Board consider and approve utilizing student teacher candidate, Ryan Pangretic, as a day to day teacher substitute, as outlined in the Bloomsburg University Student Teacher as Substitute Teacher Verification policy under PA Act 91, pending receipt of all necessary documentation.

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

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DEDICATED DAILY SECONDARY SUBSTITUTE - MORISCO

A motion by Susan Farr and seconded by Greg Hemsarh that the Millville Area School Board consider and approve Peter Morisco as a Dedicated Daily Secondary Substitute for the 2022-2023 school year. Clearances on file.

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

GIRLS JH SOCCER COACHES

A motion by Brynn Clark and seconded by Greg Hemsarh that the Millville Area School Board consider and approve the following Jr. High Girls Soccer Coaches for the 2022-2023 Spring Sports season: Head Coach, Rick Riera-Gomez; Assistant Coach, Austan Owens; and Volunteer Coaches, Rachel Allbeck, David Kolk, Chase Laubach, and Mike Miguelez. Pending receipt of all mandatory clearances.

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

JR. HIGH FIELD HOCKEY COACHES

A motion by Susan Myers and seconded by Brynn Clark that the Millville Area School Board consider and approve hiring Kimberly Diltz as the Jr. High Field Hockey Head Coach and Karen Osborne as a Jr. High Volunteer Assistant Field Hockey Coach for the 2022-2023 spring sports season. Clearances on file.

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

JR. HIGH BOYS SOCCER COACHES

A motion by Heather Mausteller and seconded by Greg Hemsarh that the Millville Area School Board consider and approve Peter Morisco as the Jr. High Boys Soccer Coach for the 2022-2023 spring sports season. Clearances on file.

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

MENTOR TEACHERS

A motion by Greg Hemsarh and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve Danielle Fritz and Emily Bloom as teacher co-mentors to new teacher Sara Fink and Jestine Myers as teacher mentor to new teacher Gerard Mattive, for the 2022-2023 school year.

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

BOYS VARSITY SOCCER COACHES

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve Peter Morisco as the Boys Varsity Soccer Head Coach and Conner Musser as the Boys Varsity Assistant Coach for the 2023-2024 fall sports season. Clearances on file.

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

ADJOURNMENT:

A motion by Heather Mausteller and seconded by Susan Farr to adjourn the meeting. The meeting adjourned at 8:36 p.m.

Chelsea Rosenberger
Assistant Board Secretary