
MILLVILLE AREA SCHOOL DISTRICT

330 East Main Street
Millville, PA 17846

MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, MARCH 27, 2023

The Millville Area School Board held their regular meeting on Monday, March 27, 2023 in the Millville Jr./Sr. High School Library beginning 7:03 pm.

ROLL CALL

The following Board members answered roll call: William Berger, Susan Farr, Michael Farrell, Gena Maize, Heather Mausteller, Susan Myers, and Jessica Whitmoyer.

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

GUEST RECOGNITION AND COMMENTS

Gwen Utt, Robert Strozyk, Emily Bloom, Wendy Faatz, and Matthew Wardecker signed the register, but no guests wished to speak.

ADMINISTRATOR REPORTS

- Mrs. Gregory, Mrs. Longacre, Mr. McWilliams, and Mr. Adams had all previously submitted their administrative reports. No additional questions were asked.
 - Mrs. Longacre did want to add to her report that she and Mrs. Davis had recently met with the auditors for the Special Education audit completed earlier in the school year. The feedback from the auditors was that they were very pleased with the work and thoroughness of all submitted documentation, noting it as a model for other school districts.
- Mr. Rasmus wanted to highlight an agenda item for the consideration of the Board that evening. He explained that recently the Board had approved the new policy 236.1 Threat Assessment at the recommendation of the Pennsylvania Department of Education. In addition, the district had recently seen an increase in the amount of threatening incidents and has taken each situation very seriously. On the agenda for the Board's consideration, Mr. Rasmus explained that the district is looking to acquire the Threat Assessment Module of the Navigate360 platform which will allow the Threat Assessment Team to consistently document all incidents following an online promulgated form. Utilizing this platform, the district will have all necessary documentation when repeated instances happen and can see previous steps taken with fidelity.

REPRESENTATIVE REPORTS

Central Susquehanna Intermediate Unit – Susan Myers

- Mrs. Myers shared that she was approved and welcomed to the CSIU Board as the Millville Representative at their recent meeting.

Columbia-Montour Area Vocational Technical School – William Berger & Jessica Whitmoyer

- Mr. Berger shared with the Board that CMAVTS has been accepting applications for the position of Special Education Director. He explained that the school has additionally garnered the services of Mr. Tom Templeton to facilitate the search for the open Administrative Director position, and the process is underway. Mr. Berger further explained that CMAVTS had recently held a Ground Breaking Ceremony for the building project. He concluded by adding that the

school has received applications for acceptance from 8th grade students in the sending school districts. The team is in the process of reviewing the applications.

FINANCIAL REPORTS

The monthly financial reports were previously submitted, and no additional questions were asked.

BOARD MINUTES

March 13, 2023 Board Meeting Minutes

A motion by Susan Farr and seconded by Heather Mausteller that the Millville Area School Board consider and approve the March 13, 2023 Board Meeting Minutes.

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

EXPENDITURES

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve the March 27, 2023 general fund expenditures in the amount of \$270,514.74 and athletic expenditures in the amount of \$170.00.

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

OLD BUSINESS

Right-to-Know Chemical Compliance Program Proposal

A motion by William Berger and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the proposal from JMSI Environmental Corp to provide a 3 Year Right to Know compliance program in accordance with PA Law 1984-159 Worker and Community Right-to-Know Act to Millville Area School District, for inventorying, inspecting, and reporting of all hazardous chemicals over three years (22-23 school year, 23-24 school year, and 24-25 school year) as well as a training session for all employees exposed to chemical materials as part of their daily duties at a total cost of \$8,040 (\$2,680 per year).

- Mrs. Farr asked for clarification on the start date of the proposed services, being that the proposal said school years instead of fiscal years. Mr. McWilliams answered that it was for three years.

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

2023-2024 MASD School Calendar

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve the 2023-2024 Millville Area School District Calendar.

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

NEW BUSINESS

Secondary Curricular Excursions

A motion by Michael Farrell and seconded by Susan Farr that the Millville Area School District consider and approve the curricular excursion to the Columbia County Conservation District/Shikellamy State Park for the High School Envirothon on April 25, 2023 and the curricular excursion to the Math 24 Competition on May 16, 2023.

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

Interlocal Agreement with TIPS USA

A motion by William Berger and seconded by Michael Farrell that the Millville Area School Board consider and approve an interlocal agreement with The Interlocal Purchasing System (TIPS) for cooperative purchasing from competitively bid contracts for goods and services. TIPS is a purchasing cooperative sponsored by the Region VIII Education Service Center (ESC8) located in Pittsburg, TX, and is governed by the Region 8 ESC Board of Directors. All awarded contracts through TIPS have been awarded under the Competitively Bid Process.

- Ms. Maize asked if this Cooperative group was utilized in other school districts. Mr. Rasmus answered that it has been used at other school districts as another procurement manager. He added that procuring vendors through this cooperative would satisfy the district's obligation to put out items to bid. This agreement assures that all vendors are vetted and are of good quality.
- Mrs. Mausteller shared her concern that the district should be cautious when not considering local vendors by not putting contracts out to bid.

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

Investment Grade Audit Agreement Contract: Schneider Electric Buildings America

A motion by William Berger and seconded by Susan Farr that the Millville Area School Board consider and approve a Conceptual Development Audit to be implemented via The Interlocal Purchasing System (TIPS) Master Agreement Contract #220104 (Energy Savings Performance Contracts) for comprehensive energy-related improvements within the Millville Area School District. Accordingly, the Board approves the IGA Agreement Contract with Schneider Electric Buildings Americas, Inc. at a cost of \$0.

- Mrs. Mausteller asked for clarification that approval of this agreement would not hold the district to any financial obligation or an assurance that the district would be moving forward on the solar project. Mr. Wardecker, Schneider Electric Representative, answered that Mrs. Mausteller was correct that this agreement did not come with any commitment or cost to the district. He added that if the district moved forward in the process, there would be another step.

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

Agriculture Occupational Advisory Committee Members

A motion by William Berger and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the membership of the following individuals to the Agriculture Occupational Advisory Committee (OAC): BRIAN KINNEY (Weis Markets) and CODY LEHMAN (Soil Bound Farms).

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

Fishing Derby Facility Use

A motion by Jessica Whitmoyer and seconded by Michael Farrell that the Millville Area School Board consider and approve allowing the Sons of the American Legion to host a Fishing Derby at the pond on May 13, 2023.

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

Donation Acceptance

A motion by Heather Mausteller and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve acceptance of a donation in the amount of \$2,000 from The Women's Center, Inc. of Columbia/Montour for participation in the Be the Change prevention program that focuses on bullying, teen dating violence, and self-esteem.

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

J.P. Mascaro EITC Fund Donation

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve acceptance of a \$27,200 EITC fund donation from J. P. Mascaro, to continue to implement STEM instructional programs, for the 2022-2023 school year.

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

Updated Business and Technology Education Courses for the 2023-2024 Millville Area High School Course Selection Guide

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

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

Early College Enrollment Agreement with Commonwealth University

A motion by Jessica Whitmoyer and seconded by Michael Farrell that the Millville Area School Board consider and approve the Memorandum of Understanding between Millville Area School District and Commonwealth University for Early College Enrollment in the 2023-2024 school year.

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

Memorial Award Donation

A motion by Susan Farr and seconded by Gena Maize that the Millville Area School Board consider and approve the acceptance of a donation of \$400 for the Mary Ann Marshman Memorial Scholarship.

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

Elementary Field Trip – 5th Grade

A motion by Jessica Whitmoyer and seconded by Michael Farrell that the Millville Area School Board consider and approve an Elementary Field Trip for 5th Grade to go to Lake Tobias on May 7, 2023.

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

Second Reading MASD Board Policy 115 Career and Technical Education (CTE)

A motion by William Berger and seconded by Heather Mausteller that the Millville Area School Board consider and approve the second and final reading of revised MASD Board Policy 115: Career and Technical Education (CTE).

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

Second Reading MASD Board Policy 707: Use of School Facilities

A motion by William Berger and seconded by Susan Farr that the Millville Area School Board consider and approve the second and final reading of revised MASD board policy 707 Use of School Facilities.

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

Second Reading MASD Board Policy 121: Field Trips

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve the second and final reading of revised MASD Board Policy: 121 Field Trips.

- Mrs. Farr asked for clarification on the language in the policy stating that individuals chaperoning/volunteering for field trips would need clearances, sharing a concern that not all parents may be able to get them. Mr. Rasmus explained that this is a state requirement for individuals supervising children, however, there are no fees associated with the volunteer clearances individuals would be asked to acquire.

- Mrs. Whitmoyer then asked if a figure was decided for the contribution made by the school district towards field trips. Mr. Rasmus explained that this amount would be included in the revised Administrative Regulation document and that the administrative team would need to look over the figures and present an updated document to the board. Mrs. Myers affirmed that the whole board would need to see that updated administrative regulation document once finalized.
- In clarification, Mr. Rasmus asked the Board what information they would like to see to help inform their decision. Mr. Berger answered that they would need to see an approximate average estimate. Mrs. Farr added that the board would like that figure to include transportation cost.
- Mrs. Whitmoyer then asked how the district calculates the number of buses taken on a field trip. To this, Mr. Rasmus answered that based on the age of the student, this calculation could vary, suggesting that perhaps the better figure to include in the administrative regulation document would be a per pupil expenditure that the district would subsidize. Mrs. Myers then reiterated that the Board needs to see some figures before finalizing a decision.

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

CSIU Agreement for LETRS Professional Development

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve the agreement with the Central Susquehanna Intermediate Unit to provide Lexia LETRS® (Language Essentials for Teachers of Reading and Spelling) professional development to professional staff in the 2023-2024 school year, at a cost not to exceed \$23,750.

- Mr. Rasmus shared with the Board that after a review of the financials, the administrative team was able to determine that this cost could be covered with the use of grant money.
- Mrs. Mausteller asked for clarification if this would be for one time only or if the district would have to pay for every year this training must be offered. Mr. Rasmus answered that this cost is for one year of the training and that the district would look into some grant money to continue to cover this cost in the future. Mrs. Mausteller shared her concern about continuing to find ways to cover this cost in the future.
- Guest Mr. Bob Strozyk then asked for clarity on the purpose of this training for teachers. Mr. Rasmus answered that this training is to explore the science of reading, adding that this was not a new resource for student use. This purchase would be, essentially, graduate level coursework to teach professional staff the science of reading. He further explained that teachers can earn extra credit hours towards their Act 48 hours. Being that Millville Area School District is under the state cohort Phase 1, we have to plan as part of the district's Comprehensive Plan how the district will offer a structured literacy professional development to teachers.
- Ms. Maize then asked if this training would all be conducted on Act 80 days. Mr. Rasmus answered that yes, it would be completed on Act 80 days, but if teachers would like to earn the additional credit hours towards their Act 48 hours, they would need to put in additional time outside of the Act 80 days to complete the graduate level coursework.
- Mrs. Myers then asked what does the district do when Professional staff, who are required to have this training, are absent. Mr. Rasmus said that he does not have an answer for that at this time. He shared that he has been in communication with the president of the teachers' association to work on a plan for this issue, explaining that as it currently stands, there is no language in the Collective Bargaining Agreement to combat this problem.
- Mrs. Myers closed the discussion by sharing her concern with the fact that the district is paying this amount of money and the professional staff may be absent on the days when the training is offered.

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

Penn Literacy Proposals for Professional Development

A motion by Jessica Whitmoyer and seconded by Susan Farr that the Millville Area School Board consider and approve the proposals with the Penn Literacy Network to provide comprehensive professional development to professional and administrative staff in the 2023-2024 school year, at a total cost of \$58,800.

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

Delaware Valley University Articulation Agreement

A motion by Heather Mausteller and seconded by Michael Farrell that the Millville Area School Board consider and approve the articulation agreement between Delaware Valley University and Millville Area Junior Senior High School whereby Millville Area Junior Senior High School students successfully completing the Agriculture Science curriculum can earn credits that can be transferred to Delaware Valley University and applied toward their degree requirements.

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

Combined Motion: Prioritized Agenda Item (Navigate 360 Threat Assessment Acquisition)

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve the combined recommended action as follows:

- Prioritized Agenda Item #1 - Threat Assessment

A motion is needed to 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.

- Prioritized Agenda Item #2 - Threat Assessment

A motion is needed to consider and approve the acquisition of Navigate 360 CSTAG Behavioral Threat & Suicide Case Management Subscription for a 36 month term for \$4,110.00 - Subscription service begins on 7/1/2023 and ends on 6/30/2026.

- Prioritized Agenda Item #3 - Threat Assessment

A motion is needed to consider and approve amending the minutes of the March 27, 2023 general board meeting to reflect the inclusion of the aforementioned prioritized agenda item.

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

PERSONNEL

Substitute Approvals

A motion by Jessica Whitmoyer and seconded by Michael Farrell that the Millville Area School Board consider and approve utilizing student teacher candidates, SYDNEY DERR and GEORGIA GRIFFIN, as day to day teacher substitutes, 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. 7 Yes; 0 No; 2 Absent

Volunteer Aide

A motion by Susan Myers and seconded by Heather Mausteller that the Millville Area School Board consider and approve appointing MERRILL CHRISTY, as a Volunteer Aide in the Elementary School for the 2022-2023 school year, clearances on file.

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

CSIU Guest Teacher Substitutes

A motion by Gena Maize and seconded by Susan Myers that the Millville Area School Board consider and approve JOANNA CAMPBELL and ALBRA HEINEMAN, as CSIU Guest Teacher Substitutes. Clearances on file.

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

2022-2023 Game Staff

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve NATHAN WATSON and CARRIE CHARLES as game staff for the 2022-23 year, retroactive to March 17, 2023.

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

FMLA

A motion by Susan Myers and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve updating intermittent FMLA for employee #162 beginning March 14, 2023 for approximately 4 weeks returning on or about April 12, 2023.

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

FMLA

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve FMLA for employee #763 beginning on or about May 11, 2023 through June 30, 2023 pending the receipt of a doctor certification necessitating the leave. The FMLA will run concurrent with the use of sick time and personal days.

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

FMLA

A motion by Susan Myers and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve FMLA for employee #710 beginning on or about March 7, 2023 through March 24, 2023 pending the receipt of a doctor certification necessitating the leave. 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. 7 Yes; 0 No; 2 Absent

Softball Volunteer Assistant Coach

A motion by Jessica Whitmoyer and seconded by Michael Farrell that the Millville Area School Board approve CARRIE CHARLES as a Softball Volunteer Assistant Coach, pending receipt of all clearances.

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

Junior High Girls Basketball Coach

A motion by Michael Farrell and seconded by Susan Farr that the Millville Area School Board consider and approve BEN CLARK as the Junior High Girls Basketball Head Coach for the 2023-2024 Winter Sports season. Clearances on file.

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

ADJOURNMENT:

A motion by Heather Mausteller and seconded by Susan Farr to adjourn the meeting. The meeting adjourned at 7:58 p.m. Immediately following the meeting, an Executive Session was held for personnel matters.

Chelsea Rosenberger
Assistant Board Secretary