

MIFFLINBURG AREA SCHOOL DISTRICT
Mifflinburg, Pennsylvania 17844-0285
Regular Meeting
Board Minutes
August 8, 2023 – 6:30 p.m.

CALL TO ORDER – President McClintock called the meeting to order at 6:40 p.m.

OPENING PROCEDURES – President McClintock led the group in a pledge to the flag.

ROLL CALL found the following in attendance:

<u>Board Members:</u>	Mindy Benfer	Wendy McClintock
	Tom Eberhart	Brandon Straub
	Francis Gillott	Melissa Wagner
	Dennis Keiser	Janell Weaver
		Amy Wehr

Administration: Kenneth Dady, Superintendent
Renee Jilinski, Business Administrator
School Police Officers - 1

Others: Tammy L. Boop, Board Secretary
Peter Geipel, IT Network Engineer
Austin White, Solicitor
Justin Strauser, The Daily Item
Jonna Zimmerman, New Hire
Lois Roth, Food Service Director

APPROVAL OF MINUTES – The Board minutes of June 13, 2023 are presented for approval.

Motion by Wendy McClintock and seconded by Tom Eberhart to approve the minutes of June 13, 2023 as presented. Motion #1 carried.

PUBLIC PARTICIPATION ON AGENDA ITEMS – None

President McClintock announced that an Executive Session was held prior to the start of the regular meeting for personnel and legal matters.

SUPERINTENDENT’S REPORT

- College Early Enrollment – There is no policy change required for students that plan to attend an academic institution.
- Policy 003 – Functions – This policy will be revised and available as a first read at the September Board Meeting.

- PSBA Years of Service Certificate – Dr. Dady recognized Board Member, Dennis Keiser for his twelve years of service on the Board.
- Middle States – The district will allow this accreditation to lapse at the end of the 2023-2024 school year.

EDUCATION COMMITTEE REPORT – Mr. Eberhart

1. 2023-2024 Bus Routes – Attachment 6.1

The administration recommends approving the 2023-2024 bus routes as listed on Attachment 6.1.

Motion by Tom Eberhart and seconded by Janell Weaver to approve the 2023-2024 bus routes as presented. Motion #2 carried.

2. Policy Review – Attachment 6.2

The administration recommends approving the review of Policy 001 - Name & Classification.

Motion by Tom Eberhart and seconded by Janell Weaver to approve the review of Policy 001-Name & Classification. Motion #3 carried.

3. Policy-First Reading – Attachment 6.3

The administration recommends approving the first reading of Policy 002-Authority and Powers.

Motion by Tom Eberhart and seconded by Melissa Wagner to approve the first reading of Policy 002 – Authority & Powers as presented. Motion #4 carried.

4. Policies – Final Reading– Attachment 6.4

The administration recommends approving the final reading of the following policies:

- 325 - Dress Code - Administrative Employees
- 425 - Dress Code - Professional Employees
- 525 - Dress Code - Support Staff
- 707 - Use of Facilities

Motion by Tom Eberhart and seconded by Janell Weaver to approve the final reading of Policies 325, 425, 525 and 707 as presented. Motion #5 carried.

5. Course Change

The administration recommends approving a change to the PIMS/state course code for pre-algebra studies. This will allow any students that need assistance to take this course, preparing them to take Pre-algebra as their next course.

Currently: S02002: General Mathematics - Special Education
Changing it to: 02039 Mathematics – General

Motion by Tom Eberhart and seconded by Janell Weaver to approve the recommended course change. Motion #6 carried.

6. Next Century Agreement – Outdoor Education – Attachment 6.6

The administration recommends approving an agreement with Next Century for the Outdoor Education Program for the 2023-2024 school year.

Motion by Tom Eberhart and seconded by Janell Weaver to approve an agreement with Next Century for Outdoor Education. Vote by roll call was: Yes – Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr. Results: Unanimous. Motion #7 carried.

7. Next Century Tutoring Agreement – Attachment 6.7

The administration recommends approving an agreement with Next Century for tutoring services for the 2023-2024 school year.

Motion by Tom Eberhart and seconded by Janell Weaver to approve an agreement with Next Century for tutoring services. Vote by roll call was: Yes – Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr, Benfer. Results: Unanimous. Motion #8 carried.

8. Kidsworks Agreement - Attachment 6.8

The administration recommends approving an agreement with Kidsworks for OT/PT services for the 2023-2024 school year.

Motion by Tom Eberhart and seconded by Amy Wehr to approve the Kidsworks Agreement as presented. Vote by roll call was: Yes – Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart. Results: Unanimous. Motion #9 carried.

9. E-Therapy Agreement – Attachment 6.9

The administration recommends approving a renewal agreement with E-Therapy for the 2023-2024 school year.

Motion by Tom Eberhart and seconded by Janell Weaver to approve the renewal agreement with E-therapy as presented. Vote by roll call was: Yes – Keiser, McClintock, Weaver, Wehr, Benfer, Eberhart. No – Straub, Wagner. Results: 7 yes, 2 no. Motion #10 carried.

10. 2023-2024 CMSU Support Prevention Specialist Agreement – Attachment 6.10

The administration recommends approving an agreement with CMSU for the district's support prevention specialist as presented.

Motion by Tom Eberhart and seconded by Janell Weaver to approve an agreement with CMSU for a support prevention specialist. Vote by roll call was: Yes – McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser. Results: Unanimous. Motion #11 carried.

11. New Story Agreements – Attachment 6.11

The administration recommends approving five tuition agreements with New Story for services for the 2023-2024 school year.

Motion by Tom Eberhart and seconded by Janell Weaver to approve the tuition agreements as presented. Vote by roll call was: Yes – Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock. Results: Unanimous. Motion #12 carried.

PROPERTY COMMITTEE REPORT – Mr. Straub had no report.

FINANCE COMMITTEE REPORT – Mrs. Weaver

12. Financial Reports/ Ratification of Expenditures – Attachment 8.1

The administration recommends approving all financial reports as presented, subject to audit, and ratification of the expenses for the month of June 2023.

Motion by Janell Weaver and seconded by Tom Eberhart to approve the financial reports as presented. Vote by roll call was: Yes – Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub. Results: Unanimous. Motion #13 carried.

13. 2023-2024 Bayada Agreement – Attachment 8.2

The administration recommends approving an agreement with Bayada for in-school nursing services for the 2023-2024 school year.

Motion by Janell Weaver and seconded by Tom Eberhart to approve the 2023-2024 Bayada Agreement as presented. Vote by roll call was: Yes – Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner. Results: Unanimous. Motion #14 carried.

14. Willow Stone Farm Prom Contract – Attachment 8.3

The administration recommends approving a contract with Willow Stone Farm for hosting the 2024 Prom.

Motion by Janell Weaver and seconded by Dennis Keiser to approve a contract with Willow Stone Farm for the 2024 Prom. Vote by roll call was: Yes – Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver. Results: Unanimous. Motion #15 carried.

15. Ratification of Contracts – Attachment 8.4

The administration recommends ratifying the following contract for the 2023-2024 school year:

CSIU Guest Teacher

Motion by Janell Weaver and seconded by Amy Wehr to approve a contract for the 2023-2024 Guest Teacher Program. Vote by roll call was: Yes – Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr. Results: Unanimous. Motion #16 carried.

16. Berkheimer Resolution – Attachment 8.5

The administration recommends approving a resolution with Berkheimer for the collection of 2023 Limestone Township Real Estate and Per Capita Taxes beginning September 1, 2023.

Motion by Janell Weaver and seconded by Dennis Keiser to approve a resolution Berkheimer as presented. Vote by roll call was: Yes – Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr, Benfer. Results: Unanimous. Motion #17 carried.

PERSONNEL COMMITTEE REPORT – Mrs. Wehr

17. Resignations/Retirements

The administration recommends accepting the following resignations/retirements:

Resignation - Dan Prosseda, Spanish teacher at the high school effective at the end of the 2022-2023 school year.

Resignation - Dominic Bragalone, Guidance Counselor at the middle school effective June 22, 2023.

Resignation - Marcella Hess, Category 2 Aide at the high school effective at the end of the 2022-2023 school year.

Resignation - Kristen Showalter, Category 2 Aide at the intermediate school effective at the end of the 2022-2023 school year.

Resignation - Kathy Finsterbush, food service employee effective July 25, 2023.

Resignation - Holly Radel, food service employee effective July 21, 2023.

Resignation - Sadie Breon, School Psychologist effective September 15, 2023.

Resignation - Duane Snayberger, golf coach effective immediately.

Resignation - Nancy Walter, Limestone Township tax collector effective July 31, 2023.

Retirement - Lauren Larned-Phibbs, LPN at the intermediate school effective November 10, 2023.

Retirement - Lois Roth, Food Service Director effective December 31, 2023.

Motion by Amy Wehr and seconded by Janell Weaver to accept the recommended resignations. Motion #18 carried.

18. 2023-2024 Mentors – Attachment 9.2

The administration recommends approving the 2023-2024 mentors as presented.

Motion by Amy Wehr and seconded by Francis Gillott to approve the 2023-2024 mentors as presented.

Motion by Amy Wehr and seconded by Janell Weaver to table this motion until the September Board Meeting. Motion #19 carried.

19. FMLA Leave

The administration recommends approving intermittent FMLA leave for the following employees:

Employee #24-001 beginning August 23, 2023

Employee #24-002 beginning August 23, 2023

Employee #24-003 beginning July 23, 2023

Motion by Amy Wehr and seconded by Janell Weaver to approve the recommended FMLA leaves. Motion #20 carried.

20. Election of School Solicitor

The administration recommends retaining the legal services of Attorneys. J. David Smith and Austin White of the McCormick Law Firm of Williamsport. The fee structure for the 2023-2024 school year is listed below. These are the same rates as the 2022-2023 school year.

- Professional Services - \$155.00 per hour
- Paralegal Time - \$75.00 per hour
- Attendance at Board Meetings - \$375.00 per meeting, plus mileage
- Reimbursement of all out-of-pocket expenses

Motion by Amy Wehr and seconded by Francis Gillott to retain the legal services of the McCormick Law Firm as presented. Vote by roll call was: Yes – Gillott, Keiser, McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart. Results: Unanimous. Motion #21 carried.

21. Election of Nine-Month Employees – Attachment 9.5

In accordance with the Letter of Intent issued at the close of each school year, it is necessary to re-elect the aides, food service personnel and all non-instructional substitutes for the ensuing school year. A list of nine-month employees is attached.

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended list of nine-month employees. Motion #22 carried.

22. Approval of Substitutes – Attachment 9.6

The administration recommends the approval of the attached list of substitutes for the ensuing school year. All new employees have provided the District with copies of the necessary background checks to comply with all state regulations.

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended list of substitute teachers, nurses, and guest teacher for the 2023-2024 school year. Motion #23 carried.

23. Event Personnel Salary Scale

The administration recommends approving the 2023-2024 Event Personnel Salary schedule as presented:

Football, Basketball \$ 52.00
Football (2 JH/JV games) \$ 48.00
Football (1 JH/JV game) \$ 36.00
Boys/Girls Soccer, Field Hockey \$ 46.00
JH Basketball/Wrestling (1 game/match) \$ 34.00
JH Basketball (3 games) \$ 48.00
JH Basketball (2 games) \$ 42.00
JH/Varsity Wrestling (together) \$ 48.00
Per Hour \$ 12.00

Motion by Amy Wehr and seconded by Francis Gillott to approve the 23-24 event personnel salary schedule as presented. Vote by roll call was: Yes – Keiser, McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott. Results: Unanimous. Motion #24 carried.

24. Event Personnel

The administration recommends approving the following as event personnel for the 2023-2024 school year:

Scheduler
Brian Fee

Event Personnel
Bob Sampsell
Bryan Hauck
Harry Hubbert
Tom Hackenberg
Marie Hubler
Ty Stroup
Brian Fee

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended event personnel for the 23-24 school year. Motion #25 carried.

25. 2023-2024 Game Managers Salary Schedule – Attachment 9.9

The administration recommends approving the 2023-2024 Game Manager Salary Schedule as presented.

Motion by Amy Wehr and seconded by Francis Gillott to approve the 23-24 game manager salary schedule as presented. Vote by roll call was: Yes – McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser. Results: Unanimous. Motion #26 carried.

26. Fall Game Managers

The administration recommends approving the following as game managers for the 2023 Fall sports season:

Tammy Bollinger - Cross Country
Heather Landis - Boys' Soccer
Stacy Reitenbach, Jennifer Haines, Wendy Warren - Substitutes

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended game managers for the 2023 fall sports season. Motion #27 carried.

27. Coaches

The administration recommends approving the following coach for the 2023-2024 sports season:

Rob Maurer, Golf - \$2,888
Chris Snyder, Junior High Boys' Basketball - \$1,987

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended coaches as presented. Vote by roll call was: Yes – Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock. Results: Unanimous. Motion #28 carried.

28. Volunteer Coaches

The administration recommends approving the following volunteer coaches for the 2023-2024 sports season:

Golf - Robert Rascoe, Emil Stenger, Adam Snayberger
Field Hockey - Rachel Erickson
Football - Ryan Shuck, Jeff Wagner, Luke Flickinger, Cody Botts, Jordan Wagner
Boys' Soccer - Tyler Bailey
Junior High Football - Travis Delcamp
Junior High Softball - Ron Hernandez, Gary Heimbach, Tom Tucker, Kelsey Crabb

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended volunteer coaches for the 2023-2024 sport season. Motion #29 carried.

29. Bus Drivers – Attachment 9.13

The administration recommends approving the attached list of bus drivers for the 2023-2024 school year.

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended list of bus drivers for the 2023-2024 school year. Motion #30 carried.

30. Bus Monitors

The administration recommends approving the following as bus monitors for the 2023-2024 school year:

Kathleen DeForge
Miranda Myer
Stephanie Oberdorf
Elisha Steffen
Sonya Knepp
Beth Hamilton
Leann Yearger

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended bus monitors for the 23-24 school year. Motion #31 carried.

31. Creation of a Position – ACCESS Program Clerk

The administration recommends approving the creation of an ACCESS Program Clerk Position.

Motion by Amy Wehr and seconded by Francis Gillott to approve the creation of an ACCESS Program Clerk position. Motion #32 carried.

32. Job Description – ACCESS Program Clerk – Attachment 19.16

The administration recommends approving a job description for the ACCESS Program Clerk position.

Motion by Amy Wehr and seconded by Francis Gillott to approve the ACCESS Program Clerk job description as presented. Motion #36 carried.

33. To Be Hired

The administration recommends approving the following staff for the 2023-2024 school year:

Alison Lorson, Williamsport as the Non-Traditional Education Coordinator. Her salary for this position will be set at \$85,000 for the 2023-2024 school year.

Sarah Hawksworth, Lewistown as an ELA Teacher at the high school - Step 8, Masters' Degree - \$63,475

Margaret Neary, Philadelphia as an ELA Teacher at the high school - Step 5, Masters' Degree +30 - \$61,250

Jonna Zimmerman, Millmont as a math intervention teacher at the middle school - Step 1, Bachelors' Degree - \$54,000

Lauren Burns, Lewisburg as a fourth-grade teacher at the intermediate school - Step 1, Bachelors' Degree - \$54,000

Stephen Aguirre, Lewisburg as a Spanish Teacher at the high school - Step 1, Bachelors' Degree - \$54,000

Sherry Sundberg, New Berlin as a full-time food service secretary - Level 5 of the Secretary salary scale, \$31,142.58

Miriana Bachorski, Mifflinburg as a Category 2 Aide at the intermediate school - Level 1 of the Category 2 Aide pay scale, \$13.30 per hour

Kellie Arnold, Mifflinburg as a food service employee - Level 1 of the Food Service salary scale, \$12.00 per hour

Amber Davis, New Berlin as a food service employee - Level 1 of the Food Service salary scale, \$12.00 per hour

Tunesha Straub, Millmont as a food service employee - Level 4 of the Food Service salary scale, \$13.11 per hour

Clara Kuhns, Middleburg as a food service employee - Level 1 of the Food Service salary scale, \$12.00 per hour

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended staff for the 2023-2024 school year as presented. Vote by roll call was: Yes – Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub. Results: Unanimous. Motion #33 carried.

34. School Psychologist – Attachment 9.19

The administration recommends approving a one-year contract with Marie Driscoll, School Psychologist.

Motion by Amy Wehr and seconded by Francis Gillott to approve a one-year contract with Marie Driscoll as presented. Vote by roll call was: Yes – Weaver, Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner. Results: Unanimous. Motion #34 carried.

35. Staff Transfer

The administration recommends approving the following staff transfers:

Joe Veley from a maintenance person to a custodian at the middle school. His salary for this position will be set at Level 13 of the custodian pay scale, \$39,404.81, pro-rated for the remainder of the 2023-2024 school year.

Ethan Miller from a custodian at the middle school to a maintenance person. His salary for this position will be set at Level 1 of the maintenance salary scale, \$35,060.00, pro-rated for the remainder of the 2023-2024 school year.

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended transfers as presented. Vote by roll call was: Yes – Wehr, Benfer, Eberhart, Gillott, Keiser, McClintock, Straub, Wagner, Weaver. Results: Unanimous. Motion #35 carried.

36. Staff Transfer – Information Item Only

Angela Confair will transfer from a math intervention teacher at the middle school to a 6th grade math teacher at the middle school.

LEGISLATION – Mrs. Benfer had no report.

SUN AREA CAREER AND TECHNOLOGY CENTER – Mr. Gillott had no report.

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT – Mr. Keiser announced that the next meeting will be August 16, 2023. Contract negotiations are still ongoing.

INSURANCE TRUST – Mrs. Jilinski had no report.

FEDERAL PROGRAMS – Dr. Mattocks had no report.

COMMUNICATIONS AND ANNOUNCEMENTS

Dr. Dady held a meeting with local businesses to discuss the possibility of co-ops and internships for our students.

A few district administrators took on the girls' bowling team in a game of bowling and lost badly.

Going forward, Legislation, SUN Tech, CSIU, Insurance Trust, and Federal Programs agenda items will only be included on Work Session agendas.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT – With there being no further business to come before the Board, on a motion by Wendy McClintock the meeting was adjourned at 8:00 p.m. Motion #37 carried.

Respectfully Submitted,

Tammy L. Boop
School Board Secretary

All supporting documents not contained herein are maintained in a separate file at the Administration Office.