

**MIFFLINBURG AREA SCHOOL DISTRICT**  
**Mifflinburg, Pennsylvania 17844-0285**  
**Regular Meeting – Intermediate School LGI**  
**Board Minutes**  
**May 2, 2023 - 7:30 p.m.**

CALL TO ORDER – President McClintock called the meeting to order at 7:32 p.m.

OPENING PROCEDURES – President McClintock called for a moment of silent meditation after which she 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 - ABSENT	Janell Weaver
		Amy Wehr

Administration: Kenneth Dady, Superintendent  
Renee Jilinski, Business Administrator  
Peter Geipel, IT Director  
School Police Officers - 1

Others: Tammy L. Boop, Board Secretary  
Austin White, Solicitor  
Carl Emery and Daughter  
Kurt Fetterolf  
Jim Diehl, Standard Journal

APPROVAL OF MINUTES – The minutes of April 11, 2023 are presented for approval.

Motion by Wendy McClintock and seconded by Tom Eberhart to approve the minutes of April 11, 2023 as presented. Motion #1 carried.

**SUPERINTENDENT’S REPORT**

- Dr. Dady announced the unexpected passing of Mr. Larry Hornberger, third grade teacher. The district expresses their deepest sympathies to Mr. Hornberger’s family.
- Dr. Dady presented the Community & Family Survey Results. Survey results moving forward will be discussed at the May 23, 2023 Board Meeting.
- The Board discussed expenses for National competitions. An Administrative Guideline will be created to outline expenses. The registration fee for the girls’ bowling team traveling to Nationals will be paid by the district.

- The Board discussed an MOU with Bucknell University. This will be an agenda item at the May 23, 2023 Board Meeting.
- CSIU LPN Career Center MOU – Mr. Allen will gather more information for the May 23<sup>rd</sup> Board Meeting.
- Mr. Rich Strausburg provided a 2023-2024 scheduling update for the high school. A final scheduling update will be provided at the May 23, 2023 Board Meeting.

**PUBLIC PARTICIPATION ON AGENDA ITEMS – None**

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

**EDUCATION COMMITTEE REPORT – Mr. Eberhart**

**1. Graduating Class of 2023 – Attachment 5.1**

The administration recommends approving the attached list of seniors for graduation, pending meeting all necessary requirements.

Motion by Tom Eberhart and seconded by Janell Weaver to approve the list of seniors for graduation. Motion #2 carried.

**2. Out of State Travel**

The administration recommends approving a trip to Dayton, Ohio for the members of the girls' bowling team to compete in national competition.

Motion by Tom Eberhart and seconded by Francis Gillott to approve a trip to Dayton, OH for the girls' bowling team as presented. Motion #3 carried.

**3. FFA Field Trips**

The administration recommends approving the following trips for the members of the FFA. All costs will be covered by the FFA and/or participants. District transportation will be used.

June 13-15, 2023 - Activities Week at Penn State University  
 June 19-21, 2023 - Summer Tour - Northeast, PA and Western New York - Touring ag related facilities, farms, and educational/college visits

Motion by Tom Eberhart and seconded by Francis Gillott to approve the recommended trips for the members of the FFA. Motion #4 carried.

**4. Policies – Final Reading – Attachment 5.4**

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

328 - Administrative Employees' Compensation Plan – Effective 7/1/2023  
626 - Federal Fiscal Compliance (attachments only)  
827 - Conflict of Interest

Motion by Tom Eberhart and seconded by Francis Gillott to approve the final reading of the recommended policies as presented. Motion #5 carried.

5. MOU – Police Departments – Attachment 5.4

The administration recommends approving memorandum of understandings with the Mifflinburg Police Department and the Pennsylvania State Police. These MOUs will be in effect from July 1, 2023 through June 30, 2025.

Motion by Tom Eberhart and seconded by Melissa Wagner to approve MOUs with the police departments as presented. Motion #6 carried.

PROPERTY COMMITTEE REPORT – Mr. Straub had no report.

FINANCE COMMITTEE REPORT – Mrs. Weaver

6. Financial Update – Renee Jilinski

Mrs. Jilinski provided the following updates:

- It appears that the district will qualify for CEP for the 2023-2024 school year. More information will follow.
- A PSERS Representative was on-site on April 26, 2023. All coaches PSERS status will be updated by June 30, 2023.
- Mrs. Jilinski has begun working with the new auditors.
- There are a large number of financial reports and budgetary transfers listed for approval at this meeting. The reason for the large amount is because of Mrs. Jilinski working independently for the past few months.

7. Financial Reports/Ratification of Expenditures – Attachment 7.2

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

Motion by Janell Weaver and seconded by Amy Wehr to approve the financial reports as presented for the month of March 2023. Vote by roll call was:  
Yes - Benfer, Eberhart, Gillott, McClintock, Straub, Wagner, Weaver, Wehr.  
Absent – Keiser. Results: 8 yes, 1 absent. Results: 8 yes, 1 absent. Motion #7 carried.

8. Budgetary Transfers – Attachment 7.3

The administration recommends approving the recommended budgetary transfers for the month of May 2023.

Motion by Janell Weaver and seconded by Tom Eberhart to approve the recommended budgetary transfers as presented. Vote by roll call was: Yes – Eberhart, Gillott, McClintock, Straub, Wagner, Weaver, Wehr, Benfer. Absent – Keiser. Results: 8 yes, 1 absent. Motion #8 carried.

9. DTAC Agreement – Attachment 7.4

The administration recommends approving a two-year agreement with DTAC for therapeutic health services.

Motion by Janell Weaver and seconded by Francis Gillott to approve a two-year agreement with DTAC as presented. Vote by roll call was: Yes – Gillott, McClintock, Wagner, Weaver, Wehr, Benfer, Eberhart. No – Straub. Absent: Keiser. Results: 7 yes, 1 no, 1 absent. Motion #9 carried.

10. New Story Tuition Agreements – Attachment 7.5

The administration recommends approving three tuition agreements with New Story to provide extended school years services.

Motion by Janell Weaver and seconded by Tom Eberhart to approve the tuition agreements with New Story as presented. Vote by roll call was: Yes – McClintock, Straub, Wagner, Weaver, Wehr, Benfer, Eberhart, Gillott. Absent – Keiser. Results: 8 yes, 1 absent. Motion #10 carried.

11. Election of a Depository

The administration recommends the appointment of the Mifflinburg Bank & Trust Company of Mifflinburg as the District's depository for the ensuing school year.

Motion by Janell Weaver and seconded by Francis Gillott to approve Mifflinburg Bank and Trust, Co. as the district's depository for the 23-24 school year. Vote by roll call was: Yes – Straub, Wagner, Weaver, Wehr, Benfer, Gillott, McClintock. \*Abstained – Eberhart. Absent – Keiser. Results: 7 yes, 1 abstention, 1 absent. Motion #11 carried.

\*Mr. Eberhart is employed by Mifflinburg Bank & Trust Co.

12. Investment Strategies

The administration recommends that the district continue its investment program with the following:

Mifflinburg Bank & Trust Co., East Chestnut Street, Mifflinburg  
PA School Liquid Asset Fund, PO Box 597, Pottstown  
PA Local Government Investment Trust, PO Box 1472, Valley Forge  
Fulton Bank, Fulton Financial Advisors, Mifflinburg

Motion by Janell Weaver and seconded by Francis Gillott to approve the district's investment strategies as presented. Vote by roll call was: Yes – Wagner, Weaver, Wehr, Benfer, Gillott, McClintock, Straub. \*Abstained – Eberhart. Absent: Keiser. Results: 7 yes, 1 abstention, 1 absent. Motion #12 carried.

\*Mr. Eberhart is employed by Mifflinburg Bank & Trust Co.

## PERSONNEL COMMITTEE REPORT – Mrs. Wehr

### 13. Resignations/Retirement

The administration recommends accepting the following resignations and retirement:

Resignation - Katlyn Fertig as a library media aide at the intermediate school effective April 28, 2023

Resignation - Jeanne Castagnola as a food service secretary effective July 31, 2023

Retirement - James Bowes as a food service employee at the high school effective June 1, 2023

Motion by Amy Wehr and seconded by Francis Gillott to accept the recommended resignations and retirement. Motion #13 carried.

### 14. Creation of a Position

The administration recommends approving the creation of a K-5 Dean of Students Position. This position will follow the Negotiated Teachers' Contract.

Motion by Amy Wehr and seconded by Francis Gillott to approve the creation of a K-5 Dean of Students Position as presented. Motion #14 carried.

### 15. Job Description – K-5 Dean of Students

The administration recommends approving a job description for K-5 Dean of Students.

Motion by Amy Wehr and seconded by Francis Gillott to approve a job description for K-5 Dean of Students as presented. Motion #15 carried.

### 16. Substitutes

The administration recommends approving the following substitutes for the remainder of the school year:

Kyley Hoffmaster, Mifflinburg - Guest Teacher  
Matthew Farrand, Milton - Guest Teacher  
Stephany Gormley, Lewisburg – Guest Teacher  
Joshua Keefer, Lewisburg - Teacher  
Dominic Bragalone, Duboistown - Guidance Counselor

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended substitutes as presented. Motion #16 carried.

17. FMLA Leave

The administration recommends approving FMLA leaves for the following staff:

Employee #23-008 beginning April 24, 2023  
Employee #23-009 beginning May 10, 2023  
Employee #23-010 beginning May 5, 2023

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended FMLA leaves as presented. Motion #17 carried.

18. ESY Staff

The administration recommends approving the following staff for the summer extended school year program:

**TEACHERS**

Hope Laudenslager  
Katelynn Walls  
Suzy DiPasquale  
Mackenzie Bilger  
Kami Bickel  
Tami Herrold  
Caitlynn Bergenstock  
Jessica Engleman  
Ang Gramly  
Kelly Sheesley  
Linda Fry  
Kiersten Kissinger  
Kim Bridge-LPN

**PARAPROFESSIONALS**

Chloe Gemberling  
Kathleen DeForge  
Beth Hamilton  
Deb Cogan  
Leilani Witmer  
Elisha Steffen  
Laurie Snook-Troester  
Nicole Weidman  
Oleysa Siewers  
Andres Macias  
Linda Johnson  
Kristen Showalter  
Anne Heimbach  
Lisa Sampsell  
Miranda Myer

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended staff for the summer ESY program. Motion #18 carried.

19. 2023 Summer Crew

The administration recommends approving the following staff and students as the 2023 Summer Work Crew:

Kami Bickel - Teacher  
Chloe Gemberling - Paraprofessional  
Hakeem Haines - Student  
Riley Clark - Student  
Sadie Zimmerman - Student

Cash Kurtz – Student  
Mason Rodrigues - Student

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended staff and students for the 2023 summer crew. Motion #19 carried.

## 20. Coaches

The administration recommends approving the following Junior High Coaches for the Fall 2023 sports season:

Dustin Martin - Head Junior High Football - \$2393  
Anthony Caruso - Assistant Junior High Football - \$2025  
Zachary Kurtz - Assistant Junior High Football - \$2025  
Al Fluman - Junior High Softball - \$1987  
Cowell Gemberling - Junior High Girls' Basketball - \$2229  
Melissa Everitt - Junior High Girls' Basketball - \$2791

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended coaches for the 2023 Fall sports season. Vote by roll call was: Yes – Weaver, Wehr, Benfer, Eberhart, Gillott, McClintock, Straub, Wagner. Absent – Keiser. Results: 8 yes, 1 absent. Motion #20 carried.

## 21. Volunteer Coaches

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

Football - Cody Botts, Jordan Wagner, Jeff Wagner  
Golf - Robert Rascoe, Emil Stenger  
Boys' Soccer - Tyler Bailey  
Girls' Soccer - Rachel Bingaman  
Field Hockey - Rachel Erickson  
Junior High Softball - Ron Hernandez, Gary Heimbach, Charles Tucker,  
Kelcie Crabb, Scott Sampsell  
Cheerleading - Melanie Ulmer

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended volunteer coaches for the 2023 Fall sports season. Motion #21 carried.

## 22. Appointment of School Dentist

The administration recommends approving Dr. David Vitunac as the school dentist for the ensuing school year.

Motion by Amy Wehr and seconded by Francis Gillott to approve Dr. David Vitunac as the district's dentist of record for the 2023-2024 school year. Vote by roll call was: Yes – Wehr, Benfer, Eberhart, Gillott, McClintock, Straub, Wagner, Weaver. Absent – Keiser. Results: 8 yes, 1 absent. Motion #22 carried.

## 23. To Be Hired

The administration recommends approving the following staff:

Dominic Bragalone of Duboistown, PA as a guidance counselor at the middle school. His salary for this position will be set at Step 1 of the Masters' Degree pay scale, \$55,950, plus an extended contract. Effective July 1, 2023.

Joshua Keefer of Lewisburg as a learning support teacher at the middle school. His salary for this position will be set at Step 1 of the Bachelors' Degree pay scale, \$54,000. Effective for the start of the 2023-2024 school year.

Chloe Gemberling, New Berlin as a Category 2 Aide at the high school. Her salary for this position will be set at Level 1 of the Category 2 Aide pay scale, \$13.30 per hour. Effective for the start of the 2023-2024 school year.

Chelsey Royer of Millmont as a Category 1 Aide at the intermediate school. Her salary for this position will be set at Level 1 of the Category 1 Aide pay scale, \$12.50 per hour. Effective immediately.

Shauna Klingler of Lewisburg as a Category 2, Life Skills, Aide at the middle school. Her salary for this position will be set at Level 1 of the Category 2 Aide pay scale, \$13.30 per hour. Effective immediately.

Motion by Amy Wehr and seconded by Francis Gillott to approve the recommended staff as presented. Vote by roll call was: Yes – Benfer, Eberhart, Gillott, McClintock, Straub, Wagner, Weaver, Wehr. Absent – Keiser. Results: 8 yes, 1 absent. Motion #23 carried.

LEGISLATION – Mrs. Benfer had no report.

SUN AREA CAREER AND TECHNOLOGY CENTER - Mr. Gillott announced that the SUN Certificate Ceremony will be held on May 24 at 6:30. Rain date will be May 25, 2023.

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT – Mr. Keiser had no report.

INSURANCE TRUST – Mrs. Jilinski reported that following:

- 2023-2024 final rates have been established with an 9.1% increase
- The Geisinger Wellness Program will continue in the 2023-2024 school year
- There will be a premium share for professional staff that are currently enrolled in the PPO 250 and PPO 500 for the 2023-2024 school year
- The 2023-2024 school year will include a funding holiday

FEDERAL PROGRAMS – Dr. Mattocks announced that the District Planning Meeting will be held on Thursday, May 4, 2023 beginning at 4:00 p.m.

COMMUNICATIONS AND ANNOUNCEMENTS - None



PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

OLD BUSINESS - None

NEW BUSINESS

24. 2023-2024 Scheduled Board Meetings & Work Sessions

The following is a list of Board Meeting and Work Session dates for the 2023-2024 school year. Action to approve these dates and advertise accordingly is recommended.

**Board Meetings**

July 2023 - No Scheduled Meeting  
August 8, 2023  
September 12, 2023  
October 10, 2023  
November 14, 2023  
December 5, 2023 – Reorg Mtg  
January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024

**Work Sessions**

July - No Scheduled Work Session  
August 1, 2023  
September 5, 2023  
October 3, 2023  
November 7, 2023  
December - No Work Session  
January 4, 2024 - **Thursday**  
February 6, 2024  
March 5, 2024  
April 4, 2024 - **Thursday**  
May 7, 2024  
June 4, 2024

Motion by Wendy McClintock and seconded by Tom Eberhart to approve the 2023-2024 school board meeting and work session dates as presented. Motion #24 carried.

25. Cancel Work Session

The administration recommends canceling the May 16, 2023 Work Session.

Motion by Wendy McClintock and seconded by Amy Wehr to cancel the May 16, 2023 work session. Motion #25 carried.

ADJOURNMENT – With there being no further business to come before the Board, on a motion by Wendy McClintock the meeting was adjourned at 9:32 p.m.

Respectfully Submitted,

Tammy L. Boop  
School Board Secretary

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