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MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, FEBRUARY 12, 2024

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The Millville Area School Board held their regular meeting on Monday, February 12, 2024 in the Millville Jr./Sr. High School Library beginning 7:05 pm. Prior to the meeting, the Board held an Executive Session to discuss contractual personnel matters.

**1. ROLL CALL**

The following Board members answered roll call: William Berger, Matthew Deihl, Susan Farr, Greg Hemsarth, Gena Maize, Heather Mausteller, Susan Myers and Jessica Whitmoyer.

Also present were Joseph Rasmus, Superintendent; Whitney Holloway, Business Manager; Edward Sanders, Elementary Principal; Matthew McWilliams, Supervisor of Buildings and Grounds; Matthew Mills, Secondary Principal; and Chelsea Rosenberger, Assistant Board Secretary.

**2. GUEST RECOGNITION AND COMMENTS**

*Guests Matthew Wardecker and Christopher Sassaman all signed the register but did not request to speak.*

**3. SUPERINTENDENT'S REPORT**

Board Recognition

- Mr. Rasmus began his report by recognizing the Board for their service and time supporting the district. He shared a word of appreciation and presented them each with a certificate of recognition.

Transportation Committee

- Mr. Rasmus discussed the noted items from the Transportation Committee meeting. He explained that items for the upcoming contract bid were discussed. Additionally, he explained the methods for transportation reimbursement calculations and shared the total reimbursement with the Board for the 2021-2022 school year from the state. In conclusion, Mr. Rasmus shared that the administrative team would be reviewing the routes this spring for efficiency and safety.

Policy Committee

- Then, Mr. Rasmus reviewed the items discussed at a recent Policy Committee meeting. He shared the reasons for some of the recommended policy updates.
- He shared that there would be a Curriculum Committee coming up soon to garner information for professional development in the 2024-2025 school year, lesson planning, and a review of the Secondary and Elementary schedules.

Revised District Calendar

- Next, Mr. Rasmus explained the proposed changes to the 2023-2024 school calendar before the Board for consideration that evening. He reviewed the “open campus” model and what it would mean for students and families. Going further, Mr. Rasmus discussed the high school finals model and how this proposed change would affect this plan. He concluded by explaining that all of the changes would be explained and communicated clearly with families before the end of the school year.

New Technology for 2024-2025 School Year:

- Mr. Rasmus began by reviewing some technology procedures to start in the 2024-2025 school year. He shared that the purpose of these changes is to recover some of the cost due to the misuse of

technology. At the next Board meeting, Mr. Rasmus said Mr. Savage will share some reports to overview the costs involved.

- Mr. Rasmus explained that there will be a fee due every year for the use of school devices. He shared that the student fee would be \$35 for the year, with students who are on the reduced lunch rate at \$20 for the year. For families with multiple students in the district, we would subtract \$10 from the base rate for each additional student in the family. If there is damage to the district-issued device over the course of the year and the damage is determined to be non-accidental, the family will need to pay the full charge for the repair of the device. However, the yearly fee will only cover damages up to \$300 per year. After that point, Mr. Rasmus explained the family would have to pay for all damages made for the remainder of that school year. Finally, he shared that the fees charged would be non-cumulative and would be collected on a year-to-year basis. After calculating the average cost in repairs per year, Mr. Rasmus shared that these charges would help the district to break even on coverage of the costs. Additionally, the district is looking into returning the fees previously collected and still maintained by the district.
  - Mr. Hemsarh asked if the fees would be annual for students.
  - Mr. Rasmus answered that it would be yearly.
  - Mr. Hemsarh asked if the cases could be replaced when they are broken because a good deal of the damage may be from the old, damaged cases. He explained that many have broken zippers from the students filling the pockets and using them like a backpack.
  - Mr. Rasmus answered that we would look into that and give some guidance to the technology department on how to handle this issue.

#### **4. BUSINESS MANAGER'S REPORT**

- Mrs. Holloway had previously submitted her report but wanted to highlight the analysis report on Food Service submitted for the consideration of the Board. She explained that overall, they were seeing an increase in participation by students compared to last year. For breakfast participation, the district increased by 39% overall, and for lunch, the district increased by 8% overall.

#### **5. APPROVAL OF BOARD MINUTES**

##### 5.1 January 22, 2024 Board Meeting Minutes

A motion by Greg Hemsarh and seconded by Susan Farr that the Millville Area School Board approve the January 22, 2024 Millville Area School District Board meeting minutes.

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

#### **6. BUDGET AND FINANCE**

##### 6.1 Expenditures

A motion by Greg Hemsarh and seconded by Heather Mausteller that the Millville Area School Board consider and approve January 31, 2024 through February 12, 2024 general fund expenditures in the amount of \$179,326.34 and athletic expenditures in the amount of \$1,512.00.

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

##### 6.2 Property Tax Agreement between the Millville Area School District and Journey Bank

A motion by Greg Hemsarh and seconded by Matthew Deihl that the Millville Area School Board consider and approve the Property Tax Agreement between the Millville Area School District and Journey Bank, whereby the bank will accept tax collection payments from residents of Madison Township, Greenwood Township, Pine Township, and Millville Borough on behalf of the Millville Area School District for a \$1950 annual fee.

- Ms. Maize asked if this was in the budget.
- Mrs. Holloway explained that this agreement was for the next year, so yes, it would be placed in the budget.

- Mrs. Mausteller commended Mrs. Holloway for the work done and the money brought back to the district by collecting and managing the taxes in district.

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

6.3 CSIU 2024-2025 Preliminary General Operating Budget

A motion by Heather Mausteller and seconded by Susan Farr that the Millville Area School Board consider and approve the CSIU 2024-2025 Preliminary General Operating Budget.

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

6.5 Transportation Bid

A motion by Gena Maize and seconded by Greg Hemsarth that the Millville Area School Board put the transportation contract to bid for the 2024-2025 school year.

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

**7. POLICY**

7.2 First Reading MASD Board Policies

A motion by Heather Mausteller and seconded by Greg Hemsarth that the Millville Area School Board consider and approve the first readings of the revised Millville Area School District Board Policies, as reviewed by the Policy Committee.

- Mrs. Mausteller asked the Policy Committee members if there was anything to note in these policy updates.
- Mr. Hemsarth answered that most of the changes were minor and not anything substantive.

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

**8. CURRICULUM / EDUCATIONAL**

8.1 Revised 2023-2024 MASD School Calendar

A motion by Susan Farr and seconded by Matthew Deihl that the Millville Area School Board consider and approve the following revisions to the 2023-2024 District Calendar: February 20, 2024 which was formally denoted as a snow makeup day will be recognized as an instructional day for faculty, staff, and students as a result of school cancellation on January 23, 2024. On May 30, May 31, and June 3, the Millville Jr Sr. High School will be operating on an "Open Campus Schedule" for grades 9, 10, 11, and 12 and a regular schedule for grades 7 and 8. When operating on an open campus schedule, 9-12 students may be excused from school at the conclusion of final exams. On May 30, 31 and June 3, the Millville Elementary will be operating on a regular schedule.

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

8.2 2024-2025 Millville Middle School Course Booklet

A motion by Gena Maize and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the 2024-2025 Millville Middle School Course Booklet.

- Ms. Maize asked what the changes were to the course booklet for next school year.
- Mr. Rasmus answered that not many changes were made but that the rotations were left open and undefined at this time. In the future, they would be more specific.
- Mr. Mills commented that they were looking into the rotations, but the course booklet was needed to be approved in order to start the course selection process for next year.

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

8.3 Secondary Curricular Excursions & Field Trips

A motion by Heather Mausteller and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the Secondary curricular excursions and trips as presented.

- 8.3 A - February 23, 2024 - Area Public Speaking Contest - Ms. Guise
- 8.3 B - March 20, 2024 - Women In Agriculture Conference - Ms. Guise
- 8.3 C - March 24-26, 2024 - FFA State Leadership Conference - Ms. Guise
- 8.3 D - April 16, 2024 - Regional Public Speaking Contest - Ms. Guise
- 8.3 E - April 18, 2024 - Youth In Philanthropy Closing Ceremony - Mrs. Uranko

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

8.4 Elementary Curricular Excursion

A motion by Gena Maize and seconded by Susan Farr that the Millville Area School Board consider and approve a Curricular Excursion trip for the 4th Grade class to Camp Victory for the Greenwood Environmental Center on May 23, 2024.

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

8.5 FFA Field Trips Transportation Agreement

A motion by Greg Hemsarth and seconded by Gena Maize that the Millville Area School Board consider and approve an agreement between Millville Area School District, Benton Area School District, and Northwest Area School District for transportation cost and responsibilities associated with FFA related field trips.

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

8.6 Agriculture Grants

A motion by Greg Hemsarth and seconded by Heather Mausteller that the Millville Area School Board consider and approve with gratitude the Pennsylvania FFA grant in the amount of \$1,000 and the Susquehanna River Basin Commission 2023 Stream & Watershed Enhancement Grant Program in the amount of \$2,000 for the agriculture program.

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

**9. BUILDINGS AND GROUNDS**

9.1 Facility Use - Teen Star Auditions

A motion by Heather Mausteller and seconded by Susan Farr that the Millville Area School Board consider and approve use of the high school auditorium, music practice rooms, and sound system on April 11, 2024 from 3:30-8:00 p.m. and April 13, 2024 from 8:30 a.m. until 3:30 p.m. for Journey Bank Teen Star Auditions, at the scheduled usage fee consistent with Administrative Regulation 707 AR-3 District Facilities Fee Schedule.

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

**10. PERSONNEL AND ACTIVITIES**

10.2 Memorandum of Understanding Dedicated Building Substitutes

A motion by Susan Myers and seconded by Gena Maize that the Millville Area School Board consider and approve the Memorandum of Understanding between the Millville Area Education Association and the Millville Area School District to appoint qualified professionals to serve as designated day-to-day substitutes within each school building at the rate of \$125 per day, effective February 12, 2024, for the remainder of the 2023-2024 school year.

The motion carried by roll call vote. 7 Yes; 1 No (G. Maize); 1 Absent

Prioritized Motion #1A – Appoint Designated Substitutes

A motion by Greg Hemsarh and seconded by Heather Mausteller that the Millville Area School Board 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.

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

Prioritized Motion #1B – Appoint Designated Substitutes

A motion by Susan Myers and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the appointment of SARAH WILDT and ANTOINETTE CERMINARO as Dedicated Building Substitutes for the 2023-2024 school year.

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

Prioritized Motion #1C – Appoint Designated Substitutes

A motion by Greg Hemsarh and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve amending the minutes of the February 12, 2024 board meeting to reflect the inclusion of the aforementioned prioritized agenda item.

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

Combined Consent 10.3 – 10.7

A motion by Greg Hemsarh and seconded by Susan Myers that the Millville Area School Board consider and approve the following recommended action:

○ 10.3 Support Staff Personnel 2023-2024

- A motion is needed to consider and approve the Support Staff personnel recommendations for the 2023-2024 school year as presented.
  - 10.3 A - A motion is needed to consider and approve an employment status change for ASHLEY ZERBY as a Full-Time Health Room Assistant to Part-Time Health Room Assistant, effective immediately.
  - 10.3 B - A motion is needed to consider and approve the notice of resignation from TANIA DROBNY as Paraprofessional, effective February 8, 2024, and the appointment as Substitute Paraprofessional for the remainder of the 2023-2024 school year.

○ 10.4 Substitute Personnel 2023-2024

- A motion is needed to consider and approve the slate of substitute personnel for the 2023-2024 school year as presented.
  - Long Term Substitute
    - 10.4 A - Consider and approve the appointment of EMILY CULVER as a long-term substitute teacher for the remainder of the 2023-2024 school year, retroactive to December 19, 2023, at prorated Bachelor's Step 1 salary, clearances on file.
  - Professional Substitutes
    - 10.4 B - Consider and approve the appointment of SARAH WILDT as a day-to-day substitute teacher for the 2023-2024 school year. Clearances on file.
  - CSIU Guest Teacher Substitutes
    - 10.4 C - Consider and approve JUSTIS MILLER and MYTHRI GALPOTTHAWELA as CSIU Guest Teachers for the 2023-2024 school year, clearances on file.
  - Support Staff Substitutes
    - 10.4 D - Consider and approve EMILY MILLHEIM as a Paraprofessional Substitute for the 2023-2024 school year, at the hourly rate of \$10.25, clearances on file.

○ 10.5 Mentor – Flook

- A motion is needed to consider and approve SONJA FLOOK as teacher mentor to EMILY CULVER, for the remainder of the 2023-2024 school year.



o 10.6 School Employee Driver Approval

- A motion is needed to consider and approve employee KLOHE FAATZ and KATIE KISSINGER, as drivers of school district vehicles.

o 10.7 Transitional Support - Payroll

- A motion is needed to consider and approve CHERYL MUSSELMAN to provide periodical transitional support and training at an hourly rate of \$22.56 to the newly appointed Administrative Assistant for Payroll/Benefits.

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

10.8 Track & Field Co-Op with Northwest ASD

A motion by Jessica Whitmoyer and seconded by Susan Myers that the Millville Area School Board consider and approve allowing Millville Area School District to enter into a Cooperative Agreement with Northwest Area School District (NASD) for Track and Field beginning in the Spring 2024.

- o Mrs. Mausteller shared a concern that this was not moved on by the Co-Curricular Committee.
- o Mr. Mills answered that since the last Co-Curricular Committee, the administrative team reached out to all of the surrounding schools and none of them said yes. We were moving forward after that research was completed.
- o Mrs. Mausteller then asked how transportation cost would be covered.
- o Mr. Rasmus answered that since Northwest is not a bordering school, the district does not have to provide transportation for this cooperative agreement.
- o Mrs. Mausteller raised her concern about having students carpooling for transportation.

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

**CLOSING DISCUSSION**

- Ms. Maize asked if the Board could be given a report detailing the district expenditures to date against the budget for the total year for transparency of finances.
  - Mrs. Holloway answered that this report would be included in the financial reports at the second meeting of the month.
- o Ms. Maize then asked if the Board could be sent an updated list of Board Committees.
  - Mrs. Myers answered that she sent the updated list to Ms. Rosenberger to forward to the Board.

**11. ADJOURNMENT**

A motion by Heather Mausteller and seconded by Susan Farr to adjourn the meeting. The meeting adjourned at 7:50 p.m.

Chelsea Rosenberger  
Assistant Board Secretary