

MIFFLINBURG AREA SCHOOL DISTRICT
Mifflinburg, Pennsylvania 17844-0285
Board Minutes
Intermediate School LGI
March 12, 2024 – 6:30 p.m.

CALL TO ORDER – President Eberhart called the meeting to order at 6:45 p.m.

OPENING PROCEDURES – President Eberhart called for a moment of silent meditation after which he led the group in a pledge to the flag.

ROLL CALL found the following in attendance:

<u>Board Members:</u>	Mindy Benfer	Joshua Moser
	Tom Eberhart	Tyler Snook
	Carl Emery	Brandon Straub
	Jodi Marshall	Melissa Wagner
		Troy Zimmerman

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
Justin Strauser, The Daily Item
Reporter from Standard Journal
Others:

APPROVAL OF MINUTES - The minutes of February 22, 2024 are presented for approval.

Motion by Tom Eberhart and seconded by Jodi Marshall to approve the minutes of February 22, 2024 as presented. Motion #1 carried.

President Eberhart announced that an Executive Session was held prior to the regular meeting for legal matters.

ITEMS TO BE ADDED TO THE AGENDA

President Eberhart announced that a revision was made to agenda item #10.17.

PUBLIC PARTICIPATION ON AGENDA ITEMS

SUPERINTENDENT’S REPORT

POLICY COMMITTEE REPORT – Mr. Zimmerman

1. Policies – First Reading – Attachment 6.1

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

- 204 - Attendance
- 205 - Postgraduate Students
- 206 - Assignment Within the District
- 207 - Confidential Communications of Students
- 209 - Health Examinations/Screenings
- 209.1 - Food Allergy Management
- 209.2 - Diabetes Management
- 210 - Use of Medication
- 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 211 - Student Accident Insurance
- 214 - Class Rank
- 215 - Promotion, Acceleration and Retention
- 216 - Student Records
- 216.1 - Supplemental Discipline Records
- 254 - Educational Opportunities for Military Children

Motion by Troy Zimmerman and seconded by Jodi Marshall to approve the first reading of the recommended policies. Motion #2 carried.

2. Policies – Final Reading – Attachment 6.2

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

- 200 - Enrollment of Students
- 201 - Admission of Students
- 202 - Eligibility of Non-Resident Students
- 203 - Immunizations of Communicable Diseases
- 203.1 - HIV Infection
- 918 - Title I and Family Involvement

Motion by Troy Zimmerman and seconded by Jodi Marshall to approve the final reading of the recommended policies. Motion #3 carried.

EDUCATION COMMITTEE REPORT – Mr. Moser

3. Educational Plans – Attachment 7.1

The administration recommends approving the following educational plans:

- Comprehensive Plan
- Academic Standards and Assessment Requirements
- Gifted Education Plan Assurance
- Induction Plan

Two-Year Induction Plan
Professional Development Plan
Student Services Assurance

Motion by Josh Moser and seconded by Jodi Marshall to approve the recommended educational plans as presented. Motion #4 carried.

4. Approval of Novel – Attachment 7.2

The administration recommends approving the following novel for use in Grade 7:

Newbery Award winning novel *The Westing Game* by Ellen Raskin

Motion by Josh Moser and seconded by Jodi Marshall to approve the recommended novel as presented. Motion #5 carried.

5. CSIU's Drivers Education Program – Attachment 7.3

The administration recommends approving the 2024-2025 Drivers' Education Program as presented.

Motion by Josh Moser and seconded by Jodi Marshall to approve the 2024-2025 CSIU's Drivers Education Program as presented. Motion #6 carried.

6. New Story Student Tuition Agreement – Attachment 7.4

The administration recommends approving a student tuition agreement with New Story as presented.

Motion by Josh Moser and seconded by Jodi Marshall to approve the New Story Tuition Agreement as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #7 carried.

7. High School Band Trip

The administration recommends approving a trip for the members of the high school marching band to see the Philadelphia Orchestra perform at Verizon Hall in the Kimmel Center in Philadelphia on April 5, 2024. All costs will be covered by the Mifflinburg Area Band Boosters. Rohrer Bus will provide transportation.

Motion by Josh Moser and seconded by Jodi Marshall to approve a trip for the high school marching band as presented. Motion #8 carried.

8. Dual-Enrollment Opportunity Without Credit

The administration recommends approving a dual-enrollment opportunity for a high school student.

Motion by Josh Moser and seconded by Melissa Wagner to approve a dual-enrollment opportunity for a high school student as presented. Motion #9 carried.

PROPERTY COMMITTEE REPORT – Mr. Straub had no report.

FINANCE COMMITTEE REPORT – Mrs. Benfer

9. Financial Reports/Ratification of Expenditures – Attachment 9.1

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

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the financial reports as presented for the month of December 2023. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Results: Unanimous. Motion #10 carried.

10. Budget Transfers –Attachment 9.2

The administration recommends approving the recommended budget transfers.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the recommended budget transfers. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #11 carried.

11. Budgetary Reserve Transfer

The administration recommends approving the transfer of \$120,000 from the budgetary reserve for the IT fiber, firewall and point-to-point wireless upgrades for the district.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the transfer of \$120,000 from the budgetary reserve as recommended. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #12 carried.

12. Admission Prices – Junior High Events

The administration recommends increasing the price of junior high events to \$3 for adults and \$2 for students. Current price is \$2 for adults and \$1 for students. Season passes for adults and students would not increase in price.

Motion by Mindy Benfer and seconded by Tyler Snook to approve an admission price increase for junior high events as presented. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #13 carried.

13. SpyGlass Agreement – Attachment 9.5

The administration recommends approving an agreement with SpyGlass for technology services.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve an agreement with SpyGlass as presented. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser. Results: Unanimous. Motion #14 carried.

14. Purchase of Two Transportation Vans

The administration recommends approving the purchase of two transportation vans with an amount for both vans shall not to exceed \$100,000 in total. The funds for this purchase will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the purchase of two transportation vans. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #15 carried.

15. Purchase of High School Band Uniforms

The administration recommends approving the purchase of high school band uniforms with an amount not to exceed \$50,000. The funds for this purchase will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the purchase of high school band uniforms as presented. Vote by roll call was: Yes – Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub. Motion #16 carried.

16. Purchase of Sousaphones

The administration recommends approving the purchase of three sousaphones with an amount not to exceed \$30,000 in total. The funds for this purchase will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the purchase of three sousaphones as presented. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #17 carried.

17. Purchase of Zero-Turn Mowers

The administration recommends approving the purchase of two zero-turn mowers with an amount not to exceed \$32,000 total. The funds for this purchase will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the purchase of two zero-turn mowers as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #18 carried.

18. Purchase of Safety Items

The administration recommends approving the purchase of safety items with an amount not to exceed \$11,000. The funds for this purchase will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Tyler Snook to approve the purchase of safety items as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #19 carried.

19. Three-Year Locker Replacement Project – Attachment 9.11

The administration recommends approving a three-year locker replacement project at the middle school.

Phase One

The purchase of middle school lockers for the 6th and 7th grade wings with an amount not to exceed \$153,000 as per the proposal. The funds for this purchase will come from the 2023-2024 budget. This project is expected to be completed during the Summer of 2024.

Phase Two

The purchase of middle school lockers for the 8th grade wing with an amount not to exceed \$55,000 as per the proposal. The funds for this purchase will come from the 2024-2025 budget. This project is expected to be completed during the Summer of 2025.

Phase Three

The purchase of middle school lockers for the gym area with an amount not to exceed \$84,000 as per the proposal. The funds for this purchase will come from the committed fund balance. This project is expected to be completed during the Summer of 2026.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve a three-year locker replacement project as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #20 carried.

20. Transfer of Funds

The administration recommends approving the transfer of \$1,250,000 from the general fund to the capital reserve fund for capital projects. These funds will come from the 2023-2024 budget.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the transfer of \$1,250,000 from the general fund to the capital reserve fund for capital projects as presented. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #21 carried.

PERSONNEL COMMITTEE REPORT – Mrs. Marshall

21. Resignations

The administration recommends accepting the following resignations:

Gina Craven, Category 2 Aide at the intermediate school effective March 1, 2024
Miranda Myer, bus monitor effective immediately
Renee Fultz, fall head varsity cheer coach effective immediately
Jennifer Anderson, fall assistant varsity cheer coach effective immediately
Lacey Delosier, winter assistant varsity cheer coach effective immediately

Motion by Jodi Marshall and seconded by Josh Moser to approve the recommended resignations. Motion #22 carried.

22. Substitutes

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

Taunya Bingaman, Mifflinburg - Aide
Rachael Murphy, Muncy - Teacher
Macy Kravil, Selinsgrove – Teacher
Logan Wenrick, Penns Creek – Guest Teacher

Motion by Jodi Marshall and seconded by to approve the recommended substitutes for the remainder of the school year. Motion #23 carried.

23. Deduct Days

The administration recommends approving 3.5 deduct days for Employee #24-018.

Motion by Jodi Marshall and seconded by Melissa Wagner to approve deduct days for Employee #24-018 as presented. Motion #24 carried.

24. Uncompensated Leave

The administration recommends approving an uncompensated leave for Employee #24-019 beginning on or around April 14, 2024 and continuing until the end of the 2023-2024 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve an uncompensated leave for Employee #24-019 as presented. Motion #25 carried.

25. Volunteer Coaches

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

Brian Holohan - Girls' Lacrosse
Zachary Diehl - Boys' Lacrosse
Janelle Hicks - Junior High Field Hockey

Motion by Jodi Marshall and seconded by Melissa Wagner to approve the recommended volunteer coaches as presented. Motion #26 carried.

26. Game Manager

The administration recommends approving Quinn Erdley as a game manager for boy's lacrosse.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve Quinn Erdley as a game manager for boys' lacrosse. Motion #27 carried.

27. Musical Staff

The administration recommends approving the following as pit staff for the 2024 musical:

Employees
Chris Gorman
Scott Carey
Matt Labar
Kelsey Hurst
Tyler Kerstetter

Vendors
John Hollister
Parker Konkle
Ted DiCola
Todd Hunter
Ang Laubach

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended pit staff as presented for the Spring musical. Motion #28 carried.

28. Job Description – Library Aide/Non-Traditional Education Secretary – Attachment 10.8

The administration recommends approving the Library Aide/Non-Traditional Education Secretary Job Description.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the job description as presented for Library Aide/Non-Traditional Education Coordinator. Motion #29 carried.

29. Library Aide/Non-Traditional Education Secretary

The administration recommends approving the part-time library aide position at the high school to become a full-time, 12-month position titled Library Aide/Non-Traditional Education Secretary. This position will be effective July 1, 2024 and will be incorporated into the 2024-2025 budget. Kathy Kuhns will be the personnel to remain in this position. Her salary for this position will be set at Level 1 of the Secretary pay scale, \$28,040.00 for the 2024-2025 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a full-time, 12-month Library Aide/Non-Traditional Education Secretary position effective July 1, 2024 and Kathy Kuhns will fill this position as presented. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #30 carried.

30. School Police Officers

The administration recommends approving the current, four, part-time School Police Officer positions to become full-time, ten-month benefit eligible positions effective July 1, 2024 at a new hourly rate of \$31. These positions will be incorporated into the 2024-2025 budget.

Motion by Jodi Marshall and seconded by Melissa Wagner to approve the current, four, part-time School Police Officer positions to become full-time, ten-month positions as presented. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser. Results: Unanimous. Motion #31 carried.

31. Bocce Ball Head Coach Salary

The administration recommends approving the bocce ball head coach salary for the 2024-2025 school year in the amount of \$2,047. This position will be incorporated into the 2024-2025 budget.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the bocce ball head coach salary as presented. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #32 carried.

32. Creation of an Assistant Bowling Coach Position

The administration recommends approving the creation of an assistant bowling coach position.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the creation of an assistant bowling coach position. Motion #33 carried.

33. Assistant Bowling Coach Salary

The administration recommends approving the assistant bowling coach salary for the 2024-2025 school year in the amount of \$2,047. This position will be incorporated into the 2024-2025 budget.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the salary for the assistant bowling coach as presented. Vote by roll call was: Yes – Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub. Results: Unanimous. Motion #34 carried.

34. Girls' Wrestling Coaches Salary

The administration recommends approving coaches' salaries for girls' wrestling program for the 2024-2025 school year. These positions will be incorporated into the 2024-2025 budget.

Head Varsity Coach - \$5,207

Assistant Coach - \$3,720

Junior High Coach - \$2,047

Motion by Jodi Marshall and seconded by Mindy Benfer to approve salaries as presented for the girls' wrestling coaches. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #35 carried.

35. Salary Adjustment – Stipend Position

The administration recommends approving a salary adjustment for the following stipend position for the 2023-2024 school year:

Theresa Kirchner-Koch - Student Government Advisor, from \$884.75 to \$1769.50

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a salary adjustment for the recommended stipend position as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #36 carried.

36. Creation of an Occupational Therapist Position

The administration recommends approving the creation of an Occupational Therapist position. This position will be incorporated into the 2024-2025 budget.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the creation of an Occupational Therapist position. Motion #37 carried.

37. To Be Hired

The administration recommends approving the following staff:

Tabitha Gessner of Lewisburg as a full-time ACCESS Clerk effective March 25, 2024. Salary for this position will be set at Level 13 of the Secretary pay scale, \$38,564.81 for the remainder of the 2023-2024 school year.

Destiny Sterling of New Berlin as a Category 2 Aide. Her salary for the position will be set at Level 1 of the Category 2 Aide pay scale, \$13.30 per hour.

Emily Ewing of Mifflinburg as the full-time, Intermediate School LPN. Salary for this position will be set at Level 5 of the LPN/Aide pay scale, \$22/per hour for the remainder of the 2023-2024 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended staff as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #38 carried.

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

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT – Mr. Eberhart

38. 2024-2025 CSIU Operating Budget – Attachment 12.1

The administration recommends approving the 2024-2025 CSIU Operating Budget as presented.

Motion by Tom Eberhart and seconded by Jodi Musser to approve the 2024-2025 CSIU Operating Budget as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #39 carried.

39. CSIU Representative

The Board recommends appointing Tom Eberhart to serve as the CSIU Representative for a three-year term beginning July 1, 2024. Motion #40 carried.

Motion by Tom Eberhart and seconded by Mindy Benfer to appoint Tom Eberhart as the CSIU Representative as presented. Motion #40 carried.

COMMUNICATIONS AND ANNOUNCEMENTS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT – With no further business to come before the Board, on a motion by Jodi Marshall and seconded by Tyler Snook, the Board adjourned the regular meeting and entered into Executive Session for a student matter. Motion #41 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.