

MIFFLINBURG AREA SCHOOL DISTRICT
Mifflinburg, Pennsylvania 17844-0285
Regular Meeting
Board Minutes
June 11, 2024 – 6:30 p.m.

CALL TO ORDER – President Eberhart called the meeting to order at 6:57 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
Danielle Dressler, Director of Student Services
School Police Officers - 1

Others: Tammy L. Boop, Board Secretary
Ben Dunkelberger, IT Staff
Tammy Bollinger, IT Staff
Austin White, Solicitor
Justin Strauser, The Daily Item
Reporter from Standard Journal
Others: 3

EXECUTIVE SESSION:

June 4, 2024 – Executive Session – Prior to Work Session - This meeting was held for personnel matters.

June 11, 2024 – Executive Session – Prior to School Board Meeting – Mrs. Dressler presented the annual safety report.

June 11, 2024 – Executive Session – After the School Board Meeting – This meeting was held for safety, personnel and legal matters.

APPROVAL OF MINUTES – The minutes of the May 7, 2024, and May 14, 2024 meetings are presented for approval.

Motion by Tom Eberhart and seconded by Jodi Marshall to approve the minutes of May 7 and May 14, 2024 as presented. Motion #1 carried.

CHANGES OR ADDITIONS TO THE AGENDA

10.12 – Early Intervention Transportation Agreement – Change motion to read – The administration grants permission for Dr. Dady to approve a transportation agreement for the Early Intervention Program once it is developed and submitted.

11.12 – ESY Paraprofessionals – Remove Chelsey Royer’s name from this list.

11.14 – To Be Hired – Elicia Shallenberger will be working at the middle school not the intermediate school.

PUBLIC PARTICIPATION ON AGENDA ITEMS – None

SUPERINTENDENT’S REPORT

Policy 223 – This policy is a student only policy. Searches referred to in this policy only pertains to students.

Architect of Record – Dr Dady announced that he would like to conduct an RFP for an Architect of Record for the district.

POLICY COMMITTEE REPORT – Mr. Zimmerman

1. Policies – First Reading - Attachment 7.1

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

- 213 - Grading of Student Progress
- 217 - Graduation Requirements
- 222 - Smoking/Tobacco Use
- 223 - Use of Motor Vehicle
- 224 - Care of School Property
- 227 - Controlled Substance Paraphernalia
- 228 - Student Government
- 434 - Sick Leave - Professional Staff
- 707 - Use of Facilities

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

2. Policies – Final Reading – Attachment 7.2

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

218.2 - Terroristic Threats

218.3 - Discipline of Students Convicted/Adjudicated of Sexual Assault

225 - Students and the Police

226 - Searches

626 - Procurement Federal Programs (Attachment Only)

828 - Fraud

829 – Whistleblowing

Motion by Troy Zimmerman and seconded by Tyler Snook to approve the final reading of the recommended policies.

Motion by Troy Zimmerman and seconded by Tyler Snook to amend the original motion and approve the final reading of the recommended policies except for Policy 226.

Motion #3 carried.

Policy 226 will be brought back to the Board at the August 2024 Board Meeting for a final reading.

EDUCATION COMMITTEE REPORT – Mr. Moser

3. Fellowship of Christian Athletes Club

The administration recommends approving the creation of a Fellowship of Christian Athletes Club as presented by the students.

Motion by Josh Moser and seconded by Jodi Marshall to approve the creation of a Fellowship of Christian Athletes Club as presented by the students. Motion #4 carried.

4. Ratify FFA Trips

The administration recommends ratifying the following FFA Summer Trips:

June 3 to June 5, 2024 - FFA Summer Tour - multiple educational tours in West Virginia

June 11 to June 15, 2024 - FFA State Convention - Penn State University

All costs were covered by the participants and/or FFA. District transportation was used.

Motion by Josh Moser and seconded by Jodi Marshall to ratify the recommended FFA trips as presented. Motion #5 carried.

5. Booster Clubs – Attachment 8.3

The administration recommends approving the following clubs as Booster Clubs for the 2024-2025 school year:

Intermediate School HSA
Middle School HSA
Band Boosters

Motion by Josh Moser and seconded by Mindy Benfer to approve the recommended clubs as booster clubs for the 2024-2025 school year. Motion #6 carried.

PROPERTY COMMITTEE REPORT – Mr. Straub

6. Donation – Attachment 9.1

The administration recommends accepting the donation of a fryer for the marching band food stand from the band boosters.

Motion by Brandon Straub and seconded by Jodi Marshall to accept the donation of a fryer for the marching band food stand as presented. Motion #7 carried.

7. Chiller – Attachment 9.2

The administration recommends accepting the quote from Johnson Control to rebuild the chiller.

Motion by Brandon Straub and seconded by Jodi Marshall to accept the quote from Johnson Control to rebuild the chiller as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #8 carried.

8. Van – Attachment 9.3

The administration recommends approving the purchase of one (1) van from Peoria/PFVT Motors, LLC in the amount of \$65,002.

Motion by Brandon Straub and seconded by Jodi Marshall to approve the purchase of one van as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #9 carried.

FINANCE COMMITTEE REPORT – Mrs. Benfer

9. Financial Reports / Ratification of Expenditures – Attachment 10.1

The administration recommends approval of all financial reports as presented, subject to audit, and ratification of the expenses for the month of April 2024.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the financial reports for the month of April 2024 as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #10 carried.

10. Budget Transfers – Attachment 10.2

The administration recommends approving the recommended budget transfers for the month of June.

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

11. End-Of-Year Budget Transfers

The administration requests permission to make end-of-year budget transfers for unanticipated funds that may be received and/or not to have any over-expenditures in a particular category. The state auditors have recommended this procedure.

Motion by Mindy Benfer and seconded by Jodi Marshall to grant permission to make end-of-year budget transfers as recommended. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #12 carried.

12. Property/Casualty, Cyber Liability and Sports Accident Insurance – Attachment 10.4

The administration recommends accepting the following insurance quotes for the 2024-2025 school year:

Premium Quotes 2024-25 (\$244,370)

Utica National – Property/Casualty - \$129,582

CRC/Chubb – Cyber Liability: \$9,958.00

A-G Administrators – Student Accident - \$17,820

Key Risk - Workers’ Compensation - \$87,010

Expiring Premiums 2023-24 (\$229,633) - Expiring

Utica National – Property/Casualty - \$117,148

CRC/Chubb – Cyber Liability: \$9,608

A-G Administrators – Student Accident - \$15,495
Key Risk - Workers’ Compensation - \$87,382

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the recommended insurance quotes for the 2024-2025 school year. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser. Results: Unanimous. Motion #13 carried.

13. Rohrer Transportation Agreement – Attachment 10.5

The administration recommends approving a 5-year transportation agreement with Rohrer. This agreement will be in effect from July 2024 through June 2029.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve a 5-year agreement with Rohrer as presented. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #14 carried.

14. Revised 2024-2025 Adult Meal Prices

The administration recommends approving the 2024-2025 adult meal price from \$2.50 that was originally approved in May 2024 to \$2.90.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the revised adult meal price for the 2024-2025 school year. Vote by roll call was: Yes – Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub. Results: Unanimous. Motion #15 carried.

15. 2024-2025 Food Service Vendors

The administration recommends approving the following vendors to provide food to the School Breakfast Program and the National School Lunch Program for the 2024-2025 school year.

The awarded vendors have submitted the lowest price for goods, and have agreed to our terms, delivery, and payment schedule as outlined in the bid(s).

Produce Vendor: Seashore Fruit and Produce Co – *Vineland, NJ*
NEW VENDOR for 2024-2025

Milk Vendor: Harrisburg Dairies—*Harrisburg, PA*
NEW VENDOR for 2024-2025

Bread Vendor: Schmidt Bakery—*Baltimore, MD*
Current Vendor (They were the only vendor to submit a bid for bread products.)

Grocery Vendors: Bid was done through a cooperative purchasing group—CAFCO, Lancaster-Lebanon IU13. Three grocery vendors were awarded the bid, allowing us to get the lowest pricing offered on all grocery items.

Feeser's—*Harrisburg, PA*

Driscoll Foods—*Wayne, NJ*

NEW VENDOR for 2024-2025

Gold Star Foods—*Ontario, CA*

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the recommended food service vendors for the 2024-2025 school year. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #16 carried.

16. Bayada ESY Agreement – Attachment 10.8

The administration recommends approving an agreement with Bayada for ESY nursing services.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve an agreement with Bayada as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #17 carried.

17. Lackawanna College Agreement – Attachment 10.9

The administration recommends approving an agreement with Lackawanna College for the 2024-2025 school year.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve an agreement with Lackawanna College as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #18 carried.

18. ACCESS Program – Attachment 10.10

The administration is requesting permission to participate in the PA School Based ACCESS Program (SBAP).

Motion by Mindy Benfer and seconded by Jodi Marshall to grant permission to participate in the PA School Based ACCESS Program. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #19 carried.

19. CSIU School Psychologists Agreements – Attachment 10.11

The administration recommends approving two agreements with the CSIU for School Psychologist services. One is for an intern and the other is for a school psychologist.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve agreements with the CSIU for school psychologist services. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #20 carried.

20. Early Intervention Transportation Agreement – Attachment 10.12

The administration grants permission for Dr. Dady to approve a transportation agreement for the Early Intervention Program once it is developed and submitted.

Motion by Mindy Benfer and seconded by Jodi Marshall to grant permission for Dr. Dady to approve a transportation agreement for the Early Intervention Program as presented. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #21 carried.

21. Approval of Agreements

The administration recommends granting permission for Dr Dady to sign annual agreements prior to the next board meeting. The agreements will be ratified at the August Board Meeting.

Motion by Mindy Benfer and seconded by Jodi Marshall to grant permission for Dr. Dady to sign annual agreements prior to the next board meeting. Motion #22 carried.

22. Legal Services – Attachment 10.14

The administration recommends granting permission for the Superintendent to utilize the Carl Beard Law Group for legal services for specific personnel items.

Motion by Mindy Benfer and seconded by Jodi Marshall to grant permission for the Superintendent to utilize the Carl Beard Law Group for legal services as presented. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Marshall, Moser. No – Emery. Results: 8 yes, 1 no. Motion #23 carried.

PERSONNEL COMMITTEE REPORT – Mrs. Marshall

23. Resignations

The administration recommends accepting the following resignations:

Joe Stanford as a member of the marching band staff effective immediately.

Rachel Diehl as a Category 1 Aide at the intermediate school effective at the end of the 2023-2024 school year.

Debra Cogan as a Category 1 Aide at the intermediate school effective at the end of the 2023-2024 school year.

Lacey Delosier as a library media aide at the middle school effective at the end of the 2023-2024 school year.

Jeremy Walter as a learning support teacher at the middle school effective at the end of the 2023-2024 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to accept the recommended resignations. Motion #24 carried

24. Coaches

The administration recommends approving the following coaches for the 2024-2025 sports season:

Kala Pennycoff - Fall Cheer - \$1860
Autumn Shuck - Girls' Varsity Wrestling - \$5207
Kami Bickel - Unified Bocce - \$2047
Dustin Botts - Assistant Bowling - \$2047

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended coaches for the 2024-2025 sport season. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #25 carried.

25. Game Managers

The administration recommends approving the following game managers for the 2024 Fall sports season:

Dave Oberlin - Varsity Football & JH Softball
Jonathan Fetterolf - JH/JV Football
Ann Kay - Girls' Soccer
Heather Landis - Boys' Soccer
Tammy Bollinger - Field Hockey & Cross Country
Stacy Reitenbach - Substitute

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended game managers for the 2024 Fall Sports season. Vote by roll call was: Yes – Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub. Results: Unanimous. Motion #26 carried.

26. Marching Band Staff

The administration recommends approving the following staff for the 2024-2025 marching band season:

Deb Rapson
Lori Rodichok

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended marching band staff. Motion #27 carried.

27. 2024-2025 Salary Increase

The administration recommends approving the following salary increases for the 2024-2025 school year:

4% - Renee Jilinski, Business Administrator

4% - Dr. Ken Dady, Superintendent

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended salary increases for the Business Administrator and Superintendent. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #28 carried.

28. Extending an Offer of Employment

The administration recommends authorizing the Superintendent to extend an offer of employment pending official Board approval to potential candidates for unfilled vacancies.

Motion by Jodi Marshall and seconded by Mindy Benfer to authorize the Superintendent to extend an offer of employment pending Board approval to potential candidates for unfilled vacancies. Motion #29 carried.

29. Support Staff Salary Level Movement

The administration recommends approving one salary level movement for support staff members for the 2024-2025 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a one salary level movement for support staff members for the 2024-2025 school year. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #30 carried.

30. Summer Intern

The administration recommends changing the status of Isaac Keefer from a volunteer intern position to a paid intern position at \$12.00 per hour. 50% of the salary will be paid by the Office of Vocational Rehabilitation.

Motion by Mindy Benfer and seconded by Mindy Benfer to change the status of Isaac Keefer from a volunteer intern to a paid intern as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #31 carried.

31. MOA – Swim Coach – Attachment 11.9

The administration recommends approving an MOA with MAEA for the addition of a swim coach to the Collective Bargaining Agreement.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve an MOA for swim coach as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #32 carried.

32. MOA – Occupational Therapist – Attachment 11.10

The administration recommends approving an MOA with MAEA for the Occupational Therapist position.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve an MOA for occupational therapist. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #33 carried.

33. MOU – CSIU MTSS – Attachment 11.11

The administration recommends approving a MOU with the CSIU for MTSS coaching services.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve an MOU with the CSIU for MTSS coaching services. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #34 carried.

34. ESY Staff

The administration recommends approving the following paraprofessionals for the Summer ESY Program:

Elisha Steffen
Ellie Hackenberg
Kathleen DeForge

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended paraprofessionals for the summer ESY program. Motion #35 carried.

35. School Psychologist Agreement – Attachment 11.13

The administration recommends approving a one-year agreement with Marie Driscoll, school psychologist.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a one-year contract with Marie Driscoll as presented. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser. Results: Unanimous. Motion #36 carried.

36. To Be Hired

The administration recommends approving the following staff for the 2024-2025 school year:

Cassandra Bohannon, Hughesville, occupational therapist - Step 3 - Masters' Degree - \$59,750

Kylee Weaver, Mifflinburg, ELA teacher at the middle school - Step 1 - Bachelors' Degree - \$55,000

Mindy Raker, Danville, autistic support teacher at the intermediate school - Step 7 - Bachelors' Degree - \$61,150

Lauren Woollam, Pottsville, kindergarten teacher at the elementary school - Step 1 - Bachelors' Degree - \$55,000

Kylee Carey, Mifflinburg, 4th grade teacher at the intermediate school – Step 1 – Bachelors' Degree - \$55,000

Miranda Roush, Middleburg, 5th grade teacher at the intermediate school – Step 6 – Masters' Degree - \$62,825

Laura Valle-Torres, Mifflinburg, administrative assistant at the high school - Level 1 Administrative Assistant pay scale, \$36,720

Taunya Bingaman, Mifflinburg, Category 1 aide at the intermediate school - Level 2 of the Category 1 Aide pay scale, \$12.86/hour

Elicia Shallenberger, Lewisburg, Category 2 aide at the middle school - Level 2 of the Category 2 Aide pay scale, \$13.66/hour

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended staff for the 2024-2025 school year as presented. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #37 carried.

37. Staff Transfer

The administration recommends approving the transfer of Kelly Heimbach from a Category 2 aide at the intermediate school to a Category 1 aide at the intermediate school. Her hourly rate will change from \$13.30/hour to \$12.50/hour.

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

38. Tenure – (Information Item Only)

The Tenure Act of 1996, requires all professional staff hired after June 1, 1996 to serve three years of satisfactory teaching experience prior to the granting of tenure. The following staff members have been granted tenure at the end of the 2023-2024 school year:

Kaitlyn Carey
Faith Deegan
Tawnya Pliska
Kristi Stahl
Samantha Strohecker
Cheyenne Vega
Katelyn Walls

39. Staff Transfer – Information Item Only

Kara Tucker will transfer from an autistic support teacher at the intermediate school to a learning support teacher at the high school.

COMMUNICATIONS AND ANNOUNCEMENTS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Mr. Jeff Kiss expressed the urgency for the track project to begin. In August, it will be three years since he came to the Board asking them to consider a track project.

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT – on a motion by Jodi Marshall and seconded by Mindy Benfer, the Board met in executive session for safety, legal and personnel matters. Motion #39 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.