
MILLVILLE AREA SCHOOL DISTRICT

330 East Main Street
Millville, PA 17846

MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, NOVEMBER 11, 2024

The Millville Area School Board held their regular meeting on Monday, November 11, 2024 in the Millville Jr./Sr. High School Library beginning 7:02 pm.

1. ROLL CALL

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

Also present were Joseph Rasmus, Superintendent; Whitney Holloway, Business Manager; Matthew Mills, Secondary Principal; Brandon Gordner, Elementary Principal; Dee Davis, Director of Student Services; Alexa Longacre, Director of Interventional Support; Matthew McWilliams, Supervisor of Buildings and Grounds; Dyson Savage, Technology Coordinator; and Chelsea Rosenberger, Assistant Board Secretary.

2. GUEST RECOGNITION AND COMMENTS

Guests Tarah Kishbach, Katie Downs, Megan Hippenstiel, Heidi Brandt, Brittany Fisher, Lindsey Shultz, Gwen Utt, Wendy Faatz, Klohe Faatz, and Alex Cavallini all signed the register but did not request to speak.

3. SUPERINTENDENT'S REPORT

Class of 2024 Gift

- Mr. Rasmus began his report by sharing a piece of artwork created by a local artist, commissioned by the Millville High School Class of 2024 as a gift to the school. He wanted to thank the Class of 2024 for the generous donation.

PA Ready Index

- Mr. Rasmus then shared that the PA Ready Index information would be coming out later that week to school districts. He explained that the PA Ready Index was a tool for evaluating students for career readiness based on academic performance, student progress, graduation rates, attendance, rigorous courses, career readiness benchmarks, early indicators of success, industry based learning credentials, and post-secondary success rates. Additionally, the district shares their career objectives and artifacts from each student related to career readiness.

SRO Follow Up

- Mr. Rasmus then shared with the board that he and Mr. Greg Hemsarh, board member, met with the Hemlock Township supervisors and representatives from the Hemlock Township Board regarding the district's contract for school resource officer services. He explained that they discussed the considerable cost for this contract to the district. The Hemlock Township representatives shared a cost breakdown spreadsheet with Mr. Rasmus, which he shared with the Board. Mr. Rasmus asked if the Board would like to propose forming a Committee to discuss this matter and meet with community members. Finally, Mr. Rasmus shared that he received the request for proposals documentation from the solicitor and that he was awaiting feedback from the Hemlock Township Board about a proposed extension to the contract.

Policy Committee: Monday, November 4, 2024

- Mr. Rasmus shared that the Policy Committee met on November 4, 2024 to discuss some proposed policy changes as well as the newly updated Transportation Guidelines. He explained that this meeting was a good, open discussion with community members present. Mr. Rasmus reviewed the policies that were discussed, including the new policy on sponsorship, which was formed from the recommendation of the Co-Curricular Committee. He shared that this policy was put together from a few other district policies because PSBA did not have a template to utilize. Finally, he read the newly updated Transportation Guidelines for the public that were being proposed.

Districtwide Act 80 Day – Friday, November 8, 2024

- Mr. Rasmus reviewed the professional development presented to professional staff at the most recent Act 80 Day on November 8, 2024. He shared that the Elementary School staff received LETRs training from the CSIU; High School staff received Collins Writing training from the Penn Literacy Network; Guidance Counselors and Social Worker received training focused upon anxiety related small group interventions; and Career and Technical Education teachers were engaged in aligning CTE course offerings to task grids as well as evaluating core course alignment with CTE courses.

4. BUSINESS MANAGER REPORT

- Mrs. Holloway had previously submitted her report for the consideration of the Board but shared that this was a busy time of the year with numerous reports that have to be submitted. She explained that the Annual Financial Report was due to the state by the end of the month.

5. APPROVAL OF BOARD MINUTES

5.1 October 28, 2024 Board Meeting Minutes

A motion by Greg Hemsarh and seconded by Heather Mausteller that the Millville Area School Board approve the October 28, 2024 Millville Area School District Board meeting minutes.

- Mr. Berger commented that the roll call needed to be corrected as he was listed as being present although he was absent.

The motion carried by voice vote. 7 Yea; 0 Nay; 2 Absent

6. BUDGET AND FINANCE

6.1 Expenditures

A motion by Greg Hemsarh and seconded by Gena Maize that the Millville Area School Board consider and approve the November 11, 2024 general fund expenditures in the amount of \$57,621.90 and athletic expenditures in the amount of \$607.00.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

6.2 PSBA Travel Accident Insurance

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve providing PSBA Travel Accident Insurance for board members and administrators with basic coverage; complimentary to board members and \$14.70 annually for administrators, with the option to individually self-purchase 24-hour coverage.

The motion failed by roll call vote. 3 Yes; 4 No (M. Deihl; G. Hemsarh; G. Maize; J. Whitmoyer); 2 Absent

6.3 Pay November Expenditures

A motion by Greg Hemsarh and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve allowing the Business Manager to pay November 2024 expenditures incurred that are due prior to the December 4, 2024 meeting with final approval at the December meeting.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

6.4 Music Award Donation

A motion by Gena Maize and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the acceptance of a donation of \$500 for a Music Award, given to a graduating senior involved in either vocal or instrumental music who shows a lifelong commitment to music.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

7. POLICY

7.1 First Reading Revised/New MASD Board Policies/Administrative Regulations

A motion by Greg Hemsarh and seconded by Gena Maize that the Millville Area School Board consider and approve the first readings of the revised and new Millville Area School District Board Policies and Administrative Regulations, as recommended by PSBA and the Policy Committee.

- **7.1 A** - Policy 006 - Meetings
- **7.1 B** - Board Operations Guideline - 006-BOG-0 - Publish, Post and Notify

- 7.1 C - Policy 801 - Public Records
- 7.1 D - Administrative Regulation - 801-AR-1 - Disclosure/Production of Certain Records
- 7.1 E - Policy 830 - Security of Computerized Personal Information/Breach Notification
- 7.1 F - Administrative Regulation - 830-AR-0 - Security of Computerized Personal Information/Breach Notification
- 7.1 G - Policy 830.1 - Data Governance - Storage/Security
- 7.1 H - Administrative Regulation - 830.1-AR-0 - Data Storage and Security
- 7.1 I - Policy 903 - Public Comment
- 7.1 J - Administrative Regulation - 903-AR-1 - Presiding Officer Statement
- 7.1 K - Policy 913.1 - Commercial Partnerships and Sponsorships

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

8. DISTRICT OPERATIONS

8.2 Updated Student 2024-2025 Student Handbook Language

A motion by Greg Hemsarth and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve updated language to the 2024-2025 Student Handbooks relative to district-provided transportation.

- Ms. Maize asked if there was a definition of a childcare program in this language.
 - Mr. Rasmus answered that the Committee wanted to know the accreditation status for each program rather define a childcare program.
- Ms. Maize asked what the process was for a facility to become approved by the Board.
 - Mr. Rasmus answered that the district would ask for a letter requesting consideration and their accreditation documentation. He added that because the programs can vary so greatly in their accreditation type, coming up with a form might not be the most appropriate manner.
 - Ms. Maize clarified if the facility or the parent would be providing the documentation.
 - Mr. Rasmus answered that the facility would provide this information and that the process would be placed on our school district website, contingent upon Board approval.
- Ms. Maize then asked if the language could mention that the district must have the seating to accommodate this transportation request.
 - Mr. Rasmus answered that this was inherent in the guidelines now. He clarified that if any of the programs requested transportation that the district could not provide, this language did allow the district the ability to say no.
- Ms. Maize commented that the language in number six of the guidelines did not seem all-inclusive to the situations that may present.
 - Mr. Rasmus explained that the programs would have to follow the district calendar.
 - Mr. Hemsarth added that the listing in point six does open the district to interpretation.
 - Mr. Rasmus answered that the list could be removed from that point so that it simply referred back to the district calendar.
- Ms. Maize then asked how the approval process would be communicated to the parent after they make the request.
 - Mr. Rasmus answered that the Transportation Coordinator would be facilitating that communication after the transportation is set up.
 - Ms. Maize asked for clarification how it would be documented.
 - Mr. Rasmus clarified that a phone call would be made followed up by a letter.
- Ms. Maize then asked where the approved list of facilities would be kept for the public to know.
 - Mr. Rasmus answered that it would be on the Board agenda and then on the transportation page of the website.
- Mrs. Mausteller asked about number five in the language where it spoke on seating capacity, whether the district would be regularly reviewing the numbers for capacity concerns.
 - Mr. Rasmus answered that the Transportation Coordinator would be reviewing that regularly and that the district would account for a seat for each student who is assigned to a bus every day, whether they physically ride every day or not.
 - Mrs. Mausteller clarified if this would be on a pre-established bus route and not created especially for this additional transportation.
 - Mr. Rasmus assured her that this would be only utilizing pre-established bus routes.

- Mrs. Mausteller shared a concern about number three in the language that says students must be attending five days a week to receive transportation as she felt it was discriminatory for parents who could not afford to send their students all five days a week.
 - Mr. Rasmus explained that the solicitor reviewed this language and did not feel it was a civil liberty concern as long as the language was applied consistently.
- Mrs. Mausteller then asked if a program is cancelled late in the day for unexpected reasons, what the district's responsibility is for those students.
 - Mr. Berger commented that it would fall under an emergency situation.
 - Mrs. Mausteller asked what the district would do with those students and if the district should have a backup plan in place for scenarios like this.
 - Mr. Rasmus answered that the district is most concerned about student safety and that the last statement of the guidelines would cover this concern. In the event of an emergency, Mr. Rasmus explained, the parents must call the school.
 - Mr. Hemsarh asked if it would be reasonable to create an agreement with the approved schools outlining what the expectations would be in these situations and who to contact.
 - Mr. Rasmus answered that we could work through some of these scenarios but the notification would fall back on the parent to the school.

After the discussion, the motion carried by roll call vote. 6 Yes; 1 No (H. Mausteller); 2 Absent

8.3 Approval of Accredited Before/After School Care Facilities

A motion by Jessica Whitmoyer and seconded by Gena Maize that the Millville Area School Board consider and approve placing the following before and after school care facilities on the approved list for transportation, as per the updated Transportation Guidelines: BLUEBIRD ATELIER PROGRAM (Hosted at Greenwood Friends School) and the LEARNING TREE (Millville location).

- Mrs. Mausteller asked if we had the appropriate documentation for these facilities.
 - Mr. Rasmus answered that yes, the documentation was received and provided to the Board.
- Mrs. Myers asked if this approval would be reevaluated annually.
 - Mr. Rasmus answered that yes, this would be a list re-approved every year because the programs may change in accreditation, location, etc.

The motion carried by roll call vote. 6 Yes; 1 No (H. Mausteller); 2 Absent

8.4 - 2024-2025 Transportation Contract - Sharon Kitka

A motion by William Berger and seconded by Greg Hemsarh that the Millville Area School Board consider and approve the 2024-2025 Transportation of School Pupils Contract with Sharon Kitka, Independent Contractor.

- Ms. Maize asked for clarification on this motion.
 - Mr. Rasmus answered that the district utilizes this contractor for specialized transportation. He explained that he had a conversation with the contractor about the difference between miles unloaded and loaded for reimbursement reporting. Finally, he shared that the contractor was receptive to the changes in the contract.
- Mr. Hemsarh asked why this was not with the regular transportation contract.
 - Mr. Rasmus answered that this is a separate contract with another company.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

8.5 2024-2025 Athletic Handbook

A motion by Greg Hemsarh and seconded by Gena Maize that the Millville Area School Board approve the updated 2024-2025 Athletic Handbook.

The motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

9. CURRICULUM / EDUCATIONAL

9.1 Curricular Excursions & Field Trips

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

- **9.1 A - November 13, 2024 - Diversity Conference - Uranko**

- **9.1 B - November 15, 2024 - Eastern Cultures Lunch Experience - Marshman**
- **9.1 D - November 18, 2024 - County Band Auditions - Sweeney**
- **9.1 E - November 19, 2024 - BU Math Competition - Schrader**
- **9.1 F - November 24, 2024 - District Band/Orchestra Auditions - Sweeney**
- **9.1 G - November 26, 2024 - Senator For a Day Trip - Hemsarth**
- **9.1 H - December 6, 2024 - 8th Grade CMAVTS Trip - Uranko**
- **9.1 I - December 6, 2024 - Tree Fest Chorus Performance - Sweeney**

-Ms. Maize asked if all of the trips were budgeted.

-The Board reviewed and discussed the status of the trips as presented for those budgeted versus not budgeted. After the discussion, the motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

10. PERSONNEL AND ACTIVITIES

Combined Consent (10.1, 10.2, 10.3, 10.5)

A motion by Heather Mausteller and seconded by Greg Hemsarth that the Millville Area School Board consider and approve the combined recommended action as presented.

- **10.1 Leave of Absence**
 - A motion is needed to consider and approve a leave of absence for employee #422, to begin November 12, 2024 and extending up to 6 weeks. This leave of absence will be both paid and unpaid.
- **10.2 Leave of Absence**
 - A motion is needed to consider and approve a paid leave of absence for employee #832 beginning on November 21, 2024 through January 3, 2025. The leave of absence will run concurrent with the use of sick time.
- **10.3 Unpaid Leave**
 - A motion is needed to consider and retroactively approve a half (0.5) unpaid leave day, November 5, 2024 for employee 1047.
- **10.5 Additional Transportation Driver Approval**
 - A motion is needed to consider and approve the additional Rhinard Transportation Driver, BRITTANY MUSSELMAN for the 2024-2025 school year. Clearances and necessary documentation on file.

The combined motion carried by roll call vote. 7 Yes; 0 No; 2 Absent

10.4 Additional Co-Curricular Personnel 2024-2025

A motion by Susan Myers and seconded by Gena Maize that the Millville Area School Board consider and approve the additional Co-Curricular Personnel recommendations for the 2024-2025 school year as presented.

- **10.4 A - Security Staff**
 - **Corey Whitmoyer** - Appoint as Security staff for the 2024-2025 school year. Clearances on file.
- **10.4 B - Coaching Staff**
 - **Jarrod Noss** - Accept the notice of resignation as Boys Varsity Assistant Coach, effective November 5, 2024.
 - **Rebecca Richards** - Appoint as Junior High Girls Basketball Assistant Coach for the 2024 fall athletic season, retroactive to November 4, 2024.
 - **Clarissa Winter** - Appoint as Boys Varsity Assistant Coach for the 2024-2025 winter athletic season. Pending receipt of clearances and all necessary documentation.

The motion carried by roll call vote. 6 Yes; 0 No; 1 Abstention (J. Whitmoyer); 2 Absent

CLOSING DISCUSSION

- Ms. Maize asked when the transportation changes would take effect.
 - Mr. Rasmus answered that it may take a few days to make this transportation available.
- Ms. Katie Downs, parent, wanted to thank the Board for their consideration and work towards these updated transportation guidelines. She asked if Mrs. Mausteller's questions could be addressed in future Transportation Committee meetings.
 - Mr. Rasmus answered that yes, everything is a work in progress and can be reevaluated at any time as necessary.

MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, NOVEMBER 11, 2024

- Mrs. Mausteller commented that her concerns were for moving forward and for the big picture of district needs.
- Ms. Downs thanked the board members who reached out to her and for those asking questions.
- Mr. Gordner then asked to give a shout out to Ms. Harding and all those who participated in the Veterans Day assembly earlier that day. He explained that it was heartwarming and well received.
- Ms. Maize asked about the schedule for Committees and if those who have not recently met will be scheduled to meet soon.
 - Mr. Rasmus commented that the guidance from the Board previously was that the Committee meetings were scheduled as needed for different concerns that arise.
- Ms. Maize also asked about scheduling a date with PSBA for full Board training.
 - Mr. Rasmus answered that we were reaching out to schedule a date.

11. ADJOURNMENT

A motion by Heather Mausteller and seconded by Greg Hemsarth to adjourn the meeting. The meeting adjourned at 7:58 pm. Immediately following the meeting, the Board met for an Executive Session to discuss negotiation matters.



Whitney Holloway, Board Secretary



Chelsea Rosenberger, Assistant Board Secretary