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MINUTES OF THE MILLVILLE SCHOOL DISTRICT BOARD MEETING

MONDAY, JANUARY 13, 2025

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The Millville Area School Board held their regular business meeting on Monday, January 13, 2025 in the Millville Jr./Sr. High School Library beginning 7:11 pm. Prior to the meeting, the Board met for an Executive Session to discuss legal and personnel matters.

**1. ROLL CALL**

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

Also present were Joseph Rasmus, Superintendent; Whitney Holloway, Business Manager/Board Secretary; Dee Davis, Director of Student Services; Brandon Gordner, Elementary Principal; Matthew Mills, Secondary Principal; Alexa Longacre, Director of Interventional Supports; Dyson Savage, Director of Technology; and Chelsea Rosenberger, Board Recording Secretary.

**2. GUEST RECOGNITION AND COMMENTS**

*Guests Matthew Wardecker, Katie Downs, Alex Cavallini, Heather Cavallini, Chris Rebeck, Christopher Sassaman, Benjamin Allbeck, Jamie Allbeck, Wendy Faatz, Klohe Faatz, and Lindsey Shultz all signed the register but did not request to speak.*

**3. SUPERINTENDENT'S REPORT**

2023-2024 Data Presentation

- Mr. Rasmus began his report by sharing a data presentation with the Board for their consideration. He explained that he would give more information on the topic later.

PHEAA Student Teacher Agreement

- Mr. Rasmus shared with the Board that an agreement with the Pennsylvania Higher Education Assistance Agency (PHEAA) was on the agenda for that meeting. He explained that if the Board approves this agreement, the district would be the conduit for funds via a stipend given to student teachers who have applied for and meet the eligibility criteria, as determined by PHEAA. Additionally, he shared that this would afford our cooperative teachers a stipend as well. Mr. Rasmus said that he was recommending this agreement to the Board for consideration.

Board Policy 115 - CTE

- Mr. Rasmus then shared with the Board that the Pennsylvania Interscholastic Athletics Association (PIAA) recently updated their guidance about students who were attending CTE programs at other schools and athletics. He explained that as a result, the district policy 115 related to CTE programming would need to be updated to state that students attending other schools in their CTE programs would have to go through the PIAA transfer waiver process for athletic participation consideration.

Sponsorship Levels/Guidelines

- Then, Mr. Rasmus explained to the Board that over the last year, there has been considerable conversation in multiple committee meetings and subsequent board meetings regarding sponsorships, adding that many other schools engage in these partnerships with local businesses for signage, banners, name recognition, etc. in exchange for financial support. He commented that most recently, the Co-Curricular committee met to discuss and propose a procedure and levels for

sponsorship to the Board for consideration. He concluded by reviewing the levels and sponsorship items available at each level with the Board and those present.

Tennis Donation Supplies

- Mr. Rasmus concluded his report by sharing with the Board and those present some information about a recent donation of tennis supplies from Mr. Mike Woolcock. He thanked Mr. Woolcock for his generosity to the district.

**4. BUSINESS MANAGER'S REPORT**

- Mrs. Holloway had previously submitted her report for the consideration of the Board. She commented that she would be providing a delinquent tax report to the county next month as it is due and noted for the Board that there has been an increase in on time tax payments this year compared to last year.

**5. APPROVAL OF BOARD MINUTES**

5.1 December 4, 2024 Reorganizational Board Meeting Minutes

A motion by Jessica Whitmoyer and seconded by Gena Maize that the Millville Area School Board approve the December 4, 2024 Millville Area School District Board reorganizational meeting minutes. The motion carried by voice vote. 6 Yea; 0 Nay; 3 Absent

5.2 December 4, 2024 Board Meeting Minutes

A motion by Gena Maize and seconded by Heather Mausteller that the Millville Area School Board approve the December 4, 2024 Millville Area School District Board meeting minutes. The motion carried by voice vote. 6 Yea; 0 Nay; 3 Absent

**6. BUDGET AND FINANCE**

6.1 Expenditures

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve December 5, 2024 through January 13, 2025 general fund expenditures in the amount of \$683,482.06, cafeteria expenditures in the amount of \$33,838.01 and athletic expenditures in the amount of \$4,246.00.

- Ms. Maize asked if all of the hotspots were accounted for, noting the larger number listed on the report than she believed we still maintained.
- Mr. Savage answered that yes, all of the hotspots were accounted for and that the number was reduced.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

6.2 Disabled Veterans Real Estate Tax Exemption

A motion by Jessica Whitmoyer and seconded by Gena Maize that the Millville Area School Board consider and approve Real Estate Tax Exemption for disabled veterans ROLLAND ECKROTH and GORMON EARNEST.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

6.3 Bulk Envelope Purchase

A motion by Heather Mausteller and seconded by Gena Maize that the Millville Area School Board consider and approve a bulk envelope purchase from BIRD PRINTING in the amount of \$1,366.00.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

6.4 Journey Bank/Foundation of the Columbia Montour Partnership EITC Donation

A motion by William Berger and seconded by Gena Maize that the Millville Area School Board consider and approve acceptance of a \$13,800 EITC fund donation from Journey Bank, in partnership with the Foundation of the Columbia Montour Chamber towards STEAM related programming, for the 2024-2025 school year.

- Ms. Maize asked for clarification on this item.
- Mr. Rasmus answered that the district has received EITC funding previously from other donors. He explained that the district received this funding from Journey Bank through partnership with the Foundation of the Columbia Montour Chamber of Commerce towards STEAM related programming, adding that the district would most likely be receiving the same funding in the next school year.
- Mr. Berger confirmed that we have received funding like this before and that a letter including a budget for this donated funding was including in the Board packet.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

**7. POLICY / GOVERNANCE**

7.1 PSBA Principles of Governance and Leadership

A motion by Gena Maize and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the adoption of the Pennsylvania School Boards Association's Principles for Governance and Leadership as detailed below.

- WHEREAS, Pennsylvania school boards are committed to providing every student the opportunity to grow and achieve; and WHEREAS, our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom.
- NOW, THEREFORE BE IT RESOLVED that we will...
  - LEAD RESPONSIBLY:
    - Prepare for, attend and actively participate in board meetings
    - Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
    - Participate in professional development, training and board retreats
    - Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth
  - ACT ETHICALLY:
    - Never use the position for improper benefit to self or others
    - Avoid actual or perceived conflicts of interest
    - Recognize that school directors do not possess any authority outside of the collective board
    - Accept that when a board has made a decision, it is time to move forward collectively and constructively
  - PLAN THOUGHTFULLY:
    - Implement a collaborative strategic planning process
    - Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
    - Develop a comprehensive financial plan and master facilities plan that anticipate short- and long-term needs
    - Allocate resources to effectively impact student success
  - EVALUATE CONTINUOUSLY:
    - Make data-informed decisions
    - Evaluate the superintendent annually
    - Conduct a board self-assessment on a recurring basis
    - Focus on student growth and achievement

- Review effectiveness of all comprehensive and strategic plans
- COMMUNICATE CLEARLY:
  - Promote open, honest and respectful dialogue among the board, staff and community
  - Acknowledge and listen to varied input from all stakeholders
  - Promote transparency while protecting necessary confidential matters
  - Set expectations and guidelines for individual board member communication
- ADVOCATE EARNESTLY:
  - Promote public education as a keystone of our commonwealth
  - Engage the community by seeking input, building support networks and generating action
  - Champion public education by engaging local, state and federal officials
- GOVERN EFFECTIVELY:
  - Establish and adhere to rules and procedures for board operations
  - Develop, adopt, revise and review policy routinely
  - Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
  - Remain focused on the role of governance, effectively delegating management tasks to the administration adopted this 13th day of January, 2025

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

#### 7.2 First and Final Reading of MASD Board Policies & Attachments

A motion by Heather Mausteller and seconded by William Berger that the Millville Area School Board consider and approve suspending MASD board policy 009 Formulation of Policies in order to approve the first and final reading of the proposed MASD Board Policies, as recommended by PSBA, per fiscal compliance updates from the Pennsylvania Department of Labor and Industry.

- 7.2 A - Policy 610 - Purchases Subject to Bid/Quotation
- 7.2 B - Policy 611 - Purchases Budgeted
- 7.2 C - Policy 626 Procurement Attachment

- Mrs. Myers commented that the language updates came from the federal government to update the legal rates for bidding requirements.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

### **8. ADMINISTRATIVE ITEMS**

#### 8.1 2024-2025 and 2025-2026 Legal Representation

A motion by Gena Maize and seconded by Jessica Whitmoyer that the Millville Area School Board approve Sweet, Stevens, Katz & Williams LLP to provide legal services for the 2024-2025 school year and the 2025-2026 school year. For routine matters, the standard hourly rate for chargeable time is \$200/hour for attorneys and \$150/hour for legal assistants. Fees for non-routine matters are \$220/hour for attorneys and \$150/hour for legal assistants.

- Mrs. Myers explained that these solicitors are utilized for special education needs.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

#### 8.2 Sponsorship Guidelines & Sponsorship Levels

A motion by Jessica Whitmoyer and seconded by Heather Mausteller that the Millville Area School Board consider and approve the Sponsorship Guidelines and levels of sponsorship as presented.

- Mrs. Mausteller asked if the district has a vendor in mind for the banners described.
- Mr. Rasmus answered that the Co-Curricular Committee decided to include the cost of the banners in the total cost of each level for the sponsor.

- Mrs. Mausteller than asked if a sponsor wants a banner at an outside venue that is damaged, would they have to pay to have it replaced.
- Mr. Mills answered that these costs were included in the price, so the district would take care of that in those cases.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

8.3 PHEAA PA Student Teacher Support Program Agreement

A motion by Gena Maize and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the agreement with the Pennsylvania Higher Education Assistance Agency (PHEAA) detailing the participation of the Millville Area School District in the PA Student Teacher Support Program, as outlined in the agreement.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

8.4 Approval of Accredited After School Care Facility

A motion by William Berger and seconded by Heather Mausteller that the Millville Area School Board consider and approve placing Greenwood Friends School after school program on the approved list for transportation, as per Transportation Guidelines: GREENWOOD FRIENDS SCHOOL.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

8.5 Stipend for Additional Responsibilities to Support Payroll and Benefits

A motion by William Berger and seconded by Heather Mausteller that the Millville Area School Board postpone the recommended action as presented to the January 27, 2025 business meeting.

- A motion is needed to consider and approve a stipend in the amount of \_\_\_\_\_ to Ms. Whitney Holloway for providing necessary support to maintain payroll and benefits services from March 8, 2024 to current.

The motion to postpone carried by voice vote. 6 Yea; 0 Nay; 3 Absent

**9. CURRICULUM / EDUCATIONAL**

9.1 Curricular Excursions & Field Trips

A motion by Jessica Whitmoyer and seconded by Gena Maize that the Millville Area School Board consider and approve the curricular excursions and trips as presented. District will sponsor field trip costs up to the \$20 per student threshold, as indicated in the Millville Area School District Administrative Regulation 121-AR-1: Field Trips, Curricular Excursions, and Community Based Instruction.

- 9.1 A - January 17, 2025 (and January 13, 2025) - County Band Festival - Sweeney
- 9.1 B - January 21, 2025 - WVIA Scholastic Scrimmage - Schrader
- 9.1 C - February 18, 2025 - YIP Spring Conference - Uranko
- 9.1 D - February 21, 2025 - FFA Leadership Development Events - Hall

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

9.2 Revised 2024-2025 MASD School Calendar

A motion by Gena Maize and seconded by Heather Mausteller that the Millville Area School Board consider and approve the following revisions to the 2024-2025 District Calendar: January 17, 2025 and February 13, 2025 which were formerly 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 December 5, 2024 and December 16, 2024. As a result of this change, the end of the second marking period will now be January 17, 2025.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

9.4 Out of District CTE Enrollment

A motion by Heather Mausteller and seconded by Jessica Whitmoyer that the Millville Area School Board consider and approve the enrollment of AJ VARNER within the Health Sciences CTE program at the Benton Area School District at the designated tuition rate for the 2024-2025 School Year. In the event that the MASD student disenrolls from the aforementioned CTE program of study or deviates from the prescribed scope and sequence of the approved program of study, their enrollment status will be reconsidered.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

**10. BUILDINGS AND GROUNDS**

10.1 Blue Quake Soccer Facility Use - Spring 2025

A motion by William Berger and seconded by Matthew Deihl that the Millville Area School Board consider and approve allowing Blue Quake Soccer to use the Elementary Gymnasium on February 1, 2025 and continuing on Saturdays through March for their practices, with usage fees for custodial coverage and facilities. Pending receipt of \$100 refundable deposit, consistent with Administrative Regulation 707 AR-3 District Facilities Fee Schedule.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

10.2 Bloomsburg School of Dance Facility Use - May 2025

A motion by Jessica Whitmoyer and seconded by Gena Maize that the Millville Area School Board consider and approve allowing Bloomsburg School of Dance to use the High School Auditorium/Band Room for their Spring Dance Recital and rehearsals from Tuesday, May 6, 2025 through Saturday, May 10, 2025, as outlined in the requests, with a usage fee of \$500 (\$100 per day) and any associated personnel costs as well as refundable deposit, consistent with Administrative Regulation 707 AR-3 District Facilities Fee Schedule.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

10.3 Guaranteed Energy Savings Project - Schneider Electric

A motion by William Berger and seconded by Heather Mausteller that the Millville Area School Board consider and approve an energy services contract with Schneider Electric Buildings Americas Inc. for a guaranteed energy savings project encompassing HVAC upgrades to the High School and Elementary School for projected costs not to exceed \$2,546,777.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

**11. PERSONNEL AND ACTIVITIES**

11.1 Columnar Step Advancement

A motion by Gena Maize and seconded by William Berger that the Millville Area School Board consider and approve the columnar step advancement recommendations as presented, as a result of satisfactory completion of continued education requirements, in accordance with the CBA.

- 11.1 A - Nicole Hall - Masters
- 11.1 B - Aimee Diehl - Masters

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

11.2 Retirement - G. Watts

A motion by Gena Maize and seconded by Susan Myers that the Millville Area School Board consider and approve accepting with gratitude, the notice of retirement from GAILEN WATTS, effective June 9, 2025.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

11.3 Teacher Conference - CASE Institute

A motion by Gena Maize and seconded by William Berger that the Millville Area School Board consider and approve NICOLE HALL to attend the CASE Institute Conference in Summer 2025 for total costs not to exceed \$3,750. All expenses will be subsidized by grants (PAAE Grant \$1,500, CASE Grant \$1250, and PA FFA Foundation Grant \$1,000).

- Mr. Rasmus took the moment to complement Mrs. Hall for her work in seeking out these grants to obtain financial support for this conference.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

11.4 Cafeteria Worker - Swisher

A motion by Gena Maize and seconded by Heather Mausteller that the Millville Area School Board consider and approve the appointment of NELLY SWISHER as Cafeteria Worker at the rate of \$12.00 per hour.

The motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

Combined Consent (11.5 - 11.10)

A motion by William Berger and seconded by Susan Myers to consider and approve the combined recommended action as presented.

- 11.5 CSIU Guest Teacher Substitutes
  - A motion is needed to approve SKYLER KRISS and RYAN COLLER, as CSIU Guest Teacher Substitutes for the 2024-2025 school year. Clearances on file.
- 11.6 Teacher Substitute - T. Yeager
  - A motion is needed to consider and approve TAYLOR YEAGER, as a day-to day teacher substitute for the 2024-2025 school year, retroactive to December 17, 2024. Clearances on file.
- 11.7 Spring Co-Curricular Personnel 2024-2025
  - A motion is needed to consider and approve the additional Co-Curricular Personnel recommendations for the 2024-2025 school year as presented.
- 11.8 Commonwealth University Student Teachers Approval
  - A motion is needed to consider and approve the Commonwealth University Student Teacher Placements as presented.
    - 11.8 A - Kelsey Diaz (Early Childhood (PK-4)) - with cooperative teacher Tiffany Anderson from January 28, 2025 through May 9, 2025.
    - 11.8 B - Rhett Mowery (Mid Level Ed (4-8)) - with cooperative teacher Blaine Eddy from January 28, 2025 through May 9, 2025.
    - 11.8 C - Evan Collins (Early Childhood (PK-4)) - with cooperative teacher Heidi Brandt from January 28, 2025 through May 9, 2025.
    - 11.8 D - Catherine Strayer (Early Childhood (PK-4)) - with cooperative teacher Chandra Johnson from January 28, 2025 through May 9, 2025
    - 11.8 E - Mae Adams (Special Education (PK-12)) - with cooperative teacher Danielle Fritz from January 28, 2025 through March 20, 2025.
- 11.9 Student Practicum/Internship Placement
  - A motion is needed to consider and approve the Student Practicum/Internship Placement of LAURA CASHNER (Undergraduate Intern), in cooperation with the CMSU and district administration, for the 2024-2025 school year.
- 11.10 Volunteer Personnel
  - A motion is needed to consider and approve the list of Volunteer Personnel for the 2024-2025 school year as presented. Current clearances and Volunteer Forms on file.
    - Katie Downs

The combined motion carried by roll call vote. 6 Yes; 0 No; 3 Absent

### CLOSING DISCUSSION

- Mr. Christopher Rebeck asked to address the Board. He explained that he had some information for the Board and asked if a Committee has been formed for the school resource officer contract. He explained that he gleaned information regarding third party vendors for this coverage and that they are legal in Pennsylvania. Mr. Rebeck shared that one officer would be the full time officer, with another as a backup but that only one salary has to be paid for by the district. Through his research, Mr. Rebeck learned that several other schools handle their security officer coverage in this manner, including CMAVTS. He added that a judge simply has to sign off when making an arrest but that the officers are retired police officers. In conclusion, Mr. Rebeck hoped that the bid could be written so that third parties can participate.
  - Mr. Rasmus explained that the district has started a Safety Committee and that we would like to have all community members participate.
  - Mr. Rebeck reiterated the cost savings to the district following this plan.
- Mr. Rebeck then commented that he saw the teacher contract was approved and asked if the changes were highlighted so that the public could note the changes.
  - Mr. Rasmus answered that it was not currently highlighted but that it could be rectified to show the changes in that way.
- Mr. Rebeck then commented on the fact that teachers did not receive back pay for their contract but that the Board was considering payment to the Business Manager in retrospect for work she did, adding that it did not seem fair.
- Mr. Rebeck then asked about the budget process and when to expect this available to the public.
  - Mrs. Holloway answered that this would be completed by the end of May, per state regulation.
  - Ms. Maize asked if there would be a Finance Committee meeting scheduled, possibly in the first or second week of March.
  - Mrs. Holloway answered that yes, we can have that scheduled for that time because many needed figures would be in for budget calculations by that point.
- Mr. Rasmus then commented about the number of mifi hotspots previously noted in the meeting. He explained that the current number of active units should be 11.
  - Mr. Savage confirmed that previously there were 34 hotspots and now the district scaled it back to 11 total.
  - Mr. Diehl asked if all of the hotspots still in use were for students.
  - Mr. Savage answered that about half were being used for students.

### 11. ADJOURNMENT

A motion by Heather Mausteller and seconded by Gena Maize to adjourn the meeting. The meeting adjourned at 7:56 pm.

  
Whitney Holloway, Board Secretary

  
Chelsea Rosenberger, Board Recording Secretary