



Committee Of The Whole Agenda

Thursday, June 18, 2026 at 6:30 PM

**MIFFLIN COUNTY SCHOOL DISTRICT
ADMINISTRATION BUILDING
201 EIGHTH STREET, HIGHLAND PARK
LEWISTOWN, PA 17044-1197**

Mission Statement: *Educate each student to meet life's challenges.*

1. OPENING ITEMS

1.A. **Call To Order**

1.B. **Roll Call**

2. COMMUNICATION REPORTS

2.A. **School Board Secretary**

2.B. **School Board Members**

2.C. **Superintendent**

2.D. **Chief Academic Officer**

2.E. **Chief Operations Officer**

- During Executive Session tonight there will be a presentation on the School Safety and Security Practices Report.

2.F. **Director of Buildings and Grounds**

2.G. **Mifflin County Academy of Science and Technology**

2.H. **Ad Hoc Committee Reports**

- 6/8/2026 - Athletics Committee Meeting - notes attached

3. PUBLIC COMMENT

Public comment at this point in the agenda should pertain only to items listed on the agenda. Please state your first and last name and the town you reside in. Comments will be limited to 5 minutes.

4. CONSENT AGENDA

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for Board approval by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to ensure an extensive and thorough review. Items

may be removed from the consent agenda at the request of any board member.

4.A. Approval of Minutes

- Approval of minutes of the Budget Work Session meeting held on 5/7/2026.
- Approval of minutes of the Budget Work Session Voting meeting held on 5/18/2026.
- Approval of minutes of the Committee of the Whole meeting held on 5/21/2026.
- Approval of minutes of the Special Voting meeting held on 5/21/2026.
- Approval of minutes of the Regular Board meeting held on 5/28/2026.

4.B. Policies and Curriculum

Nothing at this time.

4.C. Custodial/Maintenance

Nothing at this time.

4.D. Finance

1. Review of Treasurer Reports for month ended May 31, 2026
 - a. Kish Bank
 - b. PSDLAF / PSDMAX
 - c. Capital Projects Fund (PLGIT)
 - d. Athletic Project
2. Review of listing of bills for payment
3. Review of Revenue and Expense Summaries
4. Real Estate and Per Capita Tax Collector Report
5. Informational: Multi-Sports Facilities Expenses/Foundation Receipts
6. Recommend approval of 2025-2026 budget transfer
7. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 18,04-0108C-,000
8. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 18,11-0325--,000
9. Per Capita Tax Exoneration Requests from former Burnham Borough Tax Collector retroactive to December 31, 2025 (if received - all other collectors received and approved)
10. Informational: 2026-2027 Budget Progression

4.E. Cafeteria

- Approval of the Cafeteria Financial Report for **May 2026**.
- Authorization to pay Cafeteria Bills for **May 2026**.

4.F. Transportation

Approval of the following Transportation items:

Recommended Drivers:

- **Chase M. Comp** - Krise Transportation

4.G. Student Related

Nothing at this time.

4.H. Personnel

Approval of all personnel items listed below and on the attached personnel sheet.

- Recommend approval for **THOMAS G. WHITE, JR**, Director of Buildings and Grounds, to carry over unused vacation days from the school year 25-26 to be used before December 31, 2026.

- Recommend approval for **VANCE S. VARNER**, Superintendent, to carry over unused vacation days from the school year 25-26 to be used before December 31, 2026.

4.I. Athletics and Activities

Nothing at this time.

4.J. Consent Agenda Approval

Approval of Consent Agenda Items 4A - 4I as presented.

5. BOARD ACTION/ROLL CALL ITEMS

5.A. Resignation of Coach

Approve the resignation of Andrew Baker as the Girls Basketball Head JV Coach and First Assistant Varsity Coach for the 2026-2027 school year.

5.B. MOU with AMCE for Adding Coaching Staff

Approval of the attached MOU between MCSD and AMCE for the addition of coaching staff for Girls Wrestling and Jr. High Baseball beginning with the 2026-2027 school year.

5.C. Special Counsel for District

Approve the renewal of the Terms of Engagement with Saxton & Stump as the District's special counsel for the period of July 1, 2026 through June 30, 2027.

5.D. Job Descriptions

Approval of the updated job descriptions below:

- Assistant to the Coordinator of Transportation
- Helpdesk Analyst
- MIS Manager
- MIS Manager/PIMS
- Network Administrator
- School Psychologist
- Systems Analyst
- Systems Support Specialist
- Webmaster Coordinator

5.E. Hiring of Emergency Permit Teacher

Approve hiring Meghan P. Smith as an Autistic Support Teacher at LES pending receipt of her emergency permit from PDE.

6. OTHER BUSINESS

7. PUBLIC COMMENT

Public comment at this point in the agenda may pertain to any district-related items. Please state your first and last name and the town you reside in. Comments will be limited to 5 minutes.

8. EXECUTIVE SESSION

8.A. May Executive Sessions

- Executive Session held on 5/7/2026 at 8:19 PM - 8:42 PM for student-related and personnel items.

- Executive Session held on 5/21/2026 at 10:18 PM - 10:34 PM for personnel items.
- Executive Session held on 5/28/2026 at 8:43 PM - 9:42 PM for personnel and legal items, and 10:31 PM - 12:12 AM for personnel and contractual items.

8.B. Convene into Executive Session

8.C. Reconvene to Regular Session

9. ADJOURNMENT BY PRESIDENT



Building and Grounds Report June 18, 2026

ITEM	DESCRIPTION	START	COMPLETE
Mifflin County Middle School	<p>The Terrazzo stairs that lead up from the cafeteria need repairs.</p> <p>1) This project is started.</p>	11/1/2025	8/14/2026
Lewistown Intermediate School	<p>The emergency generator is 38 years old. It is getting difficult to find repair parts.</p> <p>1) We are working on ordering a new generator for MCSD personnel to install when school is out. 2) The new unit was ordered in early January. Delivery is expected in August.</p>	1/5/2026	10/14/2026
Administration Building	<p>The steam boiler in the Administration Building is dated to 1994. The cast iron is deteriorating. It needs to be replaced.</p> <p>1) The boiler is ordered. The lead time is 3 weeks. 2) The condensate pump is also ordered. The lead time is 7-11 weeks. 3) This started on 6/17/2026.</p>	1/5/2026	10/15/2026
East Derry Elementary School	<p>The eastern 25% of the school roof is dated to 2001. It will need to be replaced or coated soon.</p> <p>1) I am working on applying for Public School Facility Improvement Grant funds to do the work. The grant is 75% grant and requires 25% matching funds. 2) If successful, the work would commence in 2027 since the funding would be late 2026. 3) We will monitor the roof condition and move the timeline as necessary. 4) I received an email on 5/27/26 confirming a complete application with no further information needed at that time.</p>	1/5/2026	8/15/2027

Strodes Mills Elementary	<p>The domestic water storage tank at the Strodes Mills School needs to be updated.</p> <ol style="list-style-type: none"> 1) The tank is original to the building and needs to be replaced. I am working on calculations and design that will meet the DEP required chlorine contact times. 2) This work requires DEP approval and a permit amendment. 3) The DEP permit application for the new tank is submitted. 4) MCSD installed a new water main from the well pit into the school. 	1/5/2026	8/15/2027
Mitchell Field	<p>Now that the new sports fields are in operation, it's time to discuss the future of Mitchell Field. It is 5.2 acres in Lewistown Borough. The access is poor. The fences, bleachers, drainage, and lighting are all antiquated and need updating.</p> <ol style="list-style-type: none"> 1) The current recommendation from the Grounds Committee is to evaluate and then remove the poor-condition sheds, visitor bleachers, and the light structures. Anything of value would be sold on Municibid. 	Ongoing	
HVAC Districtwide	<p>MCSD has 10 remaining JACE (Java Application Control Engine) controllers that need to be updated. The last time to buy date is set for 12-31-2026, and support will end in 2028.</p> <ol style="list-style-type: none"> 1) Parts are ordered and we are scheduling this work with NRG. 2) This is in progress. 	5/1/2026	8/14/2026
IVEC Playground Equipment	<p>Part of the playground equipment at IVEC needs to be replaced. The equipment dates to 1999 and was moved from another school.</p> <ol style="list-style-type: none"> 1) The new equipment was ordered on 4/27/26. There is an estimated 4-5 week lead time. We hope to see the equipment in early June. 2) The old equipment and footers have been removed in preparation for the new installation. 	4/27/2026	8/14/2026
MCJH bathroom floor renovation.	<p>The epoxy floor coating is peeling in 12 bathrooms.</p> <ol style="list-style-type: none"> 1) The materials are ordered, and scheduling is in process. 2) This project has started. 		

<p>Paving Project</p>	<p>The approved paving projects are out for bid.</p> <ol style="list-style-type: none"> 1) The playground and both entrances at EDES are in need of paving. 2) The parking area along the field and the bus lane at SMES need paving repairs. 3) The project has been advertised. A mandatory pre-bid meeting was scheduled for 5/19/26 at 10 am. 4) Bids are due June 1, 2026, at 2 pm. 5) The project was awarded to Big Rock Construction Group. The bid amount was \$230,392.50. The approved total budget was \$270,000. 	<p>5/1/2026</p>	<p>08/7/2026</p>
<p>Marcal Field</p>	<p>Install a sidewalk along the parking lot.</p> <ol style="list-style-type: none"> 1) This is planned for late June. 	<p>6/1/2026</p>	<p>8/7/2026</p>
<p>MCMS stage lighting.</p>	<p>The stage lighting and house lights need to be updated.</p> <ol style="list-style-type: none"> 1) We have one COSTARS estimate on the lighting upgrade. 2) We have a second company working on a proposal, and we are pricing some of the house lighting components for possible MCSD installation. 3) I am still working with a second company on this. I do not have a final number, but it looks like this will come in under the budgeted number. 	<p>5/1/2026</p>	<p>8/14/2027</p>
<p>MCMS stage floor.</p>	<p>The stage floor needs to be replaced. There are many repairs and soft spots.</p> <ol style="list-style-type: none"> 1) Awaiting quotes on this. 	<p>5/1/2026</p>	<p>8/14/2027</p>
<p>MCHS Auditorium</p>	<p>Some sprinkler components above the auditorium ceiling are starting to seep and show corrosion. This has been an ongoing issue throughout the MCHS. We have inspected the school and replaced piping in about 20 locations. Due to accessibility, we were able to conduct a limited inspection above the auditorium ceiling. Some of the piping is blocked by lighting, ductwork, and other obstructions. As a cost-saving measure during construction, the catwalks were removed from the plan.</p> <ol style="list-style-type: none"> 1) We are working with a sprinkler company to assess possible repairs. 2) We plan to do further inspections. 	<p>Ongoing</p>	

	<p>3) This is complete. A total of 9 sprinkler head assemblies were replaced.</p>		
<p>MCHS scoreboard.</p>	<p>Board consideration of the following items to be purchased from the Capital Improvement Fund.</p> <ol style="list-style-type: none"> 1) New scoreboard and video board in the MCHS gym. This will include shot clocks that will be required in the future. \$155,000 2) I have been in touch with Kish Bank. 	<p>Ongoing</p>	

MCSO Athletics Committee: Meeting Minutes

Date: June 8, 2026

Time: 3:02 PM – 3:50PM

Attending: Vance Varner, Clint Aurand, Kelly Campagna, Bobby Lepley, Orris Knepp, Mark Baker, Terry Styers, Erin Barlup, Brent Erb, and Lindsay Gehman

1. Auxiliary Staff Moving Forward

- Mr. Lepley explained the training he would like the auxiliary staff to receive. He also explained that the training would be different based on the job. Some examples were scorekeepers and clock operators. Mr. Lepley also suggested hiring event staff occur once a year, at the beginning of school open for three weeks to join. New members would then be approved at the September board meeting with a training in October.
-

2. Admissions Fees / Generating Revenue

- Mr. Lepley suggested bringing admission fees back. Adults \$5, students \$2, seniors and veterans free, and possibly bringing Renaissance cards back. Mr. Lepley also suggested opening the gates at 6:00 PM. It was stated to open later due to safety issues and golf carts moving through the plaza area while moving visiting football equipment. This would be a proactive approach to prevent any incidents from occurring. Mr. Lepley explained revenue and the cost of officials.
 - Mr. Styers suggested keeping it consistent by either charging or not charging for all sports.
 - A conversation occurred regarding rental fees and distinguishing between groups affiliated with Mifflin County and those that are not.
 - Mr. Aurand stated that the district increased its insurance liability requirements.
 - Mr. Styers suggested a “football jamboree” but was unsure how that would work with the PIAA.
 - Mr. Erb suggested that the softball team do the same.
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3. MC Wall of Champions

- Mr. Styers requested that the runners at the New Balance Nationals be recognized.
 - Mr. Styers also questioned why other high schools wore their high school uniforms but Mifflin County couldn't.
 - Mr. Lepley is going to try to find out.
 - A discussion occurred regarding the cross-country team not being allowed to go to states.
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4. Net Steps and Priorities

- Mr. Varner requested the updated Athletic Regulations be submitted to him by July 13th at 3:00 PM.
- Mr. Aurand suggested coming up with a schedule for the Athletic Committee meetings in December.

Minutes submitted by: Lindsay E. Gehman

Title: Confidential Secretary to the Chief Operations Officer

Date: June 15, 2026

Budget Work Session Agenda Thursday, May 7, 2026

1. OPENING ITEMS

A. Call to Order - **A budget meeting of the Board of Education of the Mifflin County School District was held on Thursday, May 7, 2026 at 6:00 pm at the Administration Building, 201 Eighth Street, Highland Park, Lewistown, Pennsylvania.**

B. Roll Call

Mark R. Baker - Present (Entered the meeting at 6:23 pm)
Erin N. Barlup - Present
Jessica E. Baumgardner - Present
Paula R. Dickson - Present (Entered the meeting at 6:38 pm)
Brent A. Erb - Present
Zeb I. Harshbarger - Present
R. Brian Ketchem - Absent
E. Terry Styers - Present
Cody L. Wian - Present

Others in Attendance

Mr. Vance S. Varner, Superintendent
Mr. Clint Aurand, Chief Operations Officer
Mr. Steven F. DeArment, Chief Academic Officer
Mrs. Melinda Kenepf, Retiring Chief Financial Officer
Mrs. Jennifer Wingard, Incoming Chief Financial Officer
Mr. Thomas G. White, Jr., Director of Buildings and Grounds
Mrs. Nicole M. Lewis, Board Secretary
Mr. Orris Knepp, Knepp & Snook
Mr. Doug Cunningham, Director of Technology
4 visitors

2. COMMUNICATIONS/REPORTS

A. School Board Secretary - **Nothing at this time.**

B. School Board Members

- **Mr. Wian provided the rest of the fiscal year PSBA training dates.**

C. Superintendent - **Nothing at this time.**

D. Public Comment Period - **Nothing at this time.**

3. 2026-2027 Budget Discussion - **Mrs. Kenepf presented information during the budget discussion addressing the following topics:**

- **2026-27 Budget Timeline**
- **The Big Picture**
- **Progression**
- **Expenses**
 - **Payroll**
 - **Personnel**
 - **Health Insurance**
 - **Health Insurance History**
 - **Retirement Expense**
 - **Tuition Expense**
 - **Charter School Rates**
 - **Outstanding Debt**
 - **Debt Service**
 - **History of Real Estate Mills**
 - **Real Estate Mills**
 - **2026-2027 State Property Tax Reduction Allocation**
 - **Property Tax Discussion**
- **Total Expenses by Object Code**
- **Fund Balance**
- **Capital Reserve**
- **Academy Fund Balance**
- **Looking Ahead**
- **Where We Are**

- **Mr. Wian would like to see where the biggest savings area is year-over-year. Mrs. Kenepf explained where the savings came from before the stadium project.**
- **Mr. Erb wanted to know how many years the fund balance had been used to cover the deficit. Mrs. Kenepf stated 2023-2024 and 2024-2025.**
- **Mr. Baker asked what we could do to lower expenses and if there was anything we could do to lower cyber charter costs. Mr. Styers stated that we have been improving our programs to keep students enrolled. Mr. Varner stated that we have a robust program to offer various learning pathways.**
- **Mr. Wian suggested raising taxes and increasing revenues, as all expenses are increasing. Mr. Varner clarified that we do not have to raise taxes to the maximum.**
- **Mr. Harshbarger stated that decreasing expenses looks like furloughing teachers, which we do not want to do.**
- **Mr. Styers stated that we do not want to decrease the Fund Balance super low, and asked what the minimum balance we could safely take it down to. Mrs. Kenepf advised that we would not go lower than 8%, and we do not want to deplete assigned fund balances either.**
- **Mr. Erb asked if the adequacy fund could be increased. Mrs. Kenepf advised that it would remain at \$2.5 million per year.**
- **Mr. Erb asked if we are anticipating classroom renovations for the increasing special education population that we are seeing. Mr. White advised that we are not anticipating any at this time and that it is very fluid. Mr. Aurand explained the dropping enrollment numbers. Mr. Varner explained that Alpha classes are alleviating classroom teachers' workload. He also stated that any additional cuts would be detrimental to education.**

- **Mr. Erb asked how many retirements we are anticipating over the next two years. Mr. DeArment stated that we have been seeing 3-4 retirements and 3-4 resignations throughout each year.**
- **Mrs. Barlup questioned negotiating insurance rates. Mrs. Kenepp advised that our broker does this for us. Mrs. Barlup suggested exploring different brokers.**
- **Mrs. Baumgardner stated her concern about increasing taxes for the older population. Mr. Wian suggested finding a smaller increase that would be less detrimental.**
- **Mr. Harshbarger stated that he wanted to see different options that would not involve tax increases. Mrs. Barlup added that she would like to see options that do not affect the classrooms.**
- **Mr. Wian suggested shopping around for different insurance plans. Mrs. Barlup explained different funding options for insurance plans and feels we should negotiate pricing.**
- **Mr. Wian asked what Administration needed from The Board and what The Board needed from Administration to make solid decisions. Mr. Harshbarger stated that, right now, it looks like a tax increase and spending cuts. Mrs. Baumgardner stated that it is a bad look for the district to increase taxes when the public was promised there would not be a tax increase due to the stadium project. Mrs. Kenepp clarified that the proposed tax increase would not be due to the stadium project but to standard district operating expenses.**
- **Mr. Wian stated he would like to find a happy medium. Mr. Styers admitted that the past board members did not plan for long-term success.**
- **Mr. Baker stated that we do not make a product where we can pass the cost along to the consumer, or in this case, the taxpayers. We have to find revenue somewhere. He also stated that he wishes we could spend less on cyber charter schools. Mr. Erb asked if cyber charter enrollment would drop if we started allowing boundary exemptions. Mr. Aurand explained that we would face diversity-related issues in the schools.**

4. OTHER BUSINESS

- **Mr. Erb brought up issues with the secondary student handbook and feels the district should follow progressive discipline instead of going from 0-100 when reacting to disciplinary concerns. He feels we should adopt a step-by-step, flowchart-style discipline structure, as the current one does not ensure fairness. He also feels that there is a communication failure with the document, as the handbook is not written for students and parents. He stated that there are formatting issues, inconsistent rules, excessive legal language and that the important information is buried. He would like to see a student- and parent-friendly handbook that makes discipline more consistent and understandable. Mr. Erb suggested a complete redesign by creating a handbook that students and parents can understand.**
- **Mr. Styers asked Mr. Erb why he thinks people do not understand it and stated that they are not required to read it. Mr. Varner stated that students sign off that they know where to find the handbook, should they need it.**
- **Mr. Knepp advised that ignorance of the law is not an excuse. He advised against changing the handbook because anything missed will be caught by a lawyer if the handbook is challenged.**

- Mr. Styers asked if this had been brought to Mr. Aurand's attention before today. Mr. Aurand stated that he first heard about this issue at the board table this evening.
- Mrs. Barlup stated that we should write the handbook for our lowest-level audience.
- Mr. Erb stated that discipline is not considered on a case-by-case basis. Mr. Varner stated that if we are going to be consistent, we cannot have a discipline flowchart and also take situations on a case-by-case basis.
- Mr. Styers pointed out that, even if the handbook was half the length that it is now, it would not be read.
- Mr. Baker stated that 84 pages is a lot to digest and explained how the review of the handbook was done while he was an instructor at The Academy.
- Mr. Aurand reiterated that some of the items in the handbook are required by policy, and that the district would like it to be less than 84 pages, but it is simply not possible.
- Mrs. Barlup suggested reviewing areas that are not required to make it simpler to read.
- Mr. Wian suggested, since the document is digital, that we hyperlink the policies that are required to be in the handbook. Mr. Aurand reiterated that some of our policies require certain items to be posted in the handbook. Mrs. Dickson asked if we could review those policies to see if they could be hyperlinked rather than fully included in the handbook. Mr. Knepp stated that some statutes require that policies be in handbooks. He stated that there are reasons policies must be in student handbooks and that the range of actions is grouped together.
- Mr. Styers requested an executive session for student-related and personnel topics at the end of the meeting.

5. PUBLIC COMMENT

A. Public Comment Period - **Nothing at this time.**

6. ADJOURNMENT BY PRESIDENT

A. Adjourn - **With no further business before the Board, the meeting adjourned at 8:17 pm.**

Respectfully Submitted,



Nicole M. Lewis, Board Secretary

Budget Work Session Voting Meeting Minutes

Monday, May 18, 2026

1. OPENING ITEMS

A. Call to Order - A budget meeting of the Board of Education of the Mifflin County School District was held on Monday, May 18, 2026 at 6:00 pm at the Mifflin County High School Auditorium, 501 Sixth Street, Highland Park, Lewistown, Pennsylvania.

B. Roll Call

Mark R. Baker - Present (Entered the meeting at 6:05 pm)

Erin N. Barlup - Present

Jessica E. Baumgardner - Present

Paula R. Dickson - Present

Brent A. Erb - Present

Zeb I. Harshbarger - Present

R. Brian Ketchem - Present

E. Terry Styers - Present

Cody L. Wian - Present

Others in Attendance

Mr. Vance S. Varner, Superintendent

Mr. Clint Aurand, Chief Operations Officer

Mrs. Melinda Kenepp, Retiring Chief Financial Officer

Mrs. Jennifer Wingard, Incoming Chief Financial Officer

Mr. Thomas G. White Jr., Director of Buildings and Grounds

Mrs. Nicole M. Lewis, Board Secretary

Mr. Doug Cunningham, Director of Technology

172 citizens

2. COMMUNICATIONS/REPORTS

A. School Board Secretary

- **Reminder to the public to please sign in on the sign-in sheets sitting on the table right outside of the auditorium.**

B. School Board Members

- **Mr. Wian asked for the procedure to remove items A-V for consideration. Mr. Varner suggested that Mr. Wian make a motion to remove the items before the start of discussion under Budget Action Options.**

C. Superintendent

- **Nothing at this time.**

D. Public Comment Period

- **Adam Runk, Lewistown - Budget Issues**
- **Monica Cox, Belleville - Budget Cuts & Class Sizes**
- **Diane Stewart, Lewistown - Budget Numbers**
- **Lane Hunter, Lewistown - Budget**
- **Del Fuller, AMCE - Personnel & Staffing Numbers**
- **Carson Moore, McClure - Pay-to-Play**
- **Jasey Zerby, McClure - Budget Cuts**
- **Lacy Carmany, Lewistown - Leveraging Assets**
- **Ashlie Crosson, Reedsville - Funding vs. Pointing Fingers**
- **Kari Coble, Lewistown - Educational Cuts**

3. 2026-2027 Budget Action Options

- **Mrs. Kenepp presented another budget review addressing the following topics:**
 - **Where We Are**
 - **Updates from Our Last Discussion**
 - **Payroll**
 - **General Fund Budget Functions**
 - **General Fund Object Categories**
 - **Revenue Budget**
 - **Revenue History**
 - **Revenue vs. Expense History**
 - **Local Revenue**
 - **State Revenue**
 - **Federal Revenue**
 - **The Bottom Line - There is a \$2,527,901 deficit.**
 - **Options**
 - **Utilizing the Fund Balance to Cover Deficit**
 - **General Fund and Capital Reserve Balances were presented.**
 - **Raising Revenues**
 - **Various tax increase options were presented.**
 - **Lowering Expenses**
 - **The list provided to the board on the agenda are only options for cost-savings.**
- **Mr. Wian made a motion to remove the recommended budget cut list from consideration, second by Mr. Styers.**
- **ROLL CALL VOTE: YES - 9 members present, motion added to the agenda for approval.**

Recommend approval to remove options A-V from consideration.

Motion by Mrs. Barlup, second by Mrs. Baumgardner to approve newly added item.

ROLL CALL VOTE: YES - 9 members present, motion carried unanimously.

A. Budget Savings Option 1

Recommend approval of Option 1 to be included in the proposed final budget: Eliminate Outdoor School, for an anticipated budget savings of \$110,000.

B. Budget Savings Option 2

Recommend approval of Option 2 to be included in the proposed final budget: Athletic Ticket Sales (10,000 spectators @ \$5/spectator), for an anticipated budget savings of \$50,000.

C. Budget Savings Option 3

Recommend approval of Option 3 to be included in the proposed final budget: Pay-to-Play (500 students @ \$100/student), for an anticipated budget savings of \$50,000.

D. Budget Savings Option 4

Recommend approval of Option 4 to be included in the proposed final budget: Eliminate proposed full-time social studies and full-time tech ed positions from MCJH; maintain split tech ed and social studies position, for an anticipated budget savings of \$98,875.

E. Budget Savings Option 5

Recommend approval of Option 5 to be included in the proposed final budget: Eliminate proposed full-time social studies and split computer and math position at MCMS; maintain split social studies and computer position, for an anticipated budget savings of \$98,875.

Budget Savings Option 6

Recommend approval of Option 6 to be included in the proposed final budget: Eliminate a building sub position, for an anticipated budget savings of \$98,875.

G. Budget Savings Option 7

Recommend approval of Option 7 to be included in the proposed final budget: Do not fill the open 1st grade position at LES. Eliminate a 1st grade position from LES. Projected class size increase from 16.83 to 20.20, for an anticipated budget savings of \$98,875.

H. Budget Savings Option 8

Recommend approval of Option 8 to be included in the proposed final budget: Eliminate a 5th grade position at LIS. Projected class size increase from 20.55 to 22.60 (2026-2027) and 25.60 (2027-2028), for an anticipated budget savings of \$75,605.

I. Budget Savings Option 9

Recommend approval of Option 9 to be included in the proposed final budget: Eliminate the new EDES principal position, for an anticipated budget savings of \$169,560.

Budget Savings Option 10

Recommend approval of Option 10 to be included in the proposed final budget: Do not replace the open SMES principal position. Implement Elementary Principal Option 2, for an anticipated budget savings of \$169,560.

K. Budget Savings Option 11

Recommend approval of Option 11 to be included in the proposed final budget: Eliminate the Principal position at the Academy, for an anticipated budget savings of \$94,080.

L. Budget Savings Option 12

Recommend approval of Option 12 to be included in the proposed final budget: Eliminate all field trips. Eliminate an HRA position. FURLOUGH, for an anticipated budget savings of \$39,518.

M. Budget Savings Option 13

Recommend approval of Option 13 to be included in the proposed final budget: Eliminate a second building sub position. FURLOUGH, for an anticipated budget savings of \$64,728.

N. Budget Savings Option 14

Recommend approval of Option 14 to be included in the proposed final budget: Eliminate a third building sub position. FURLOUGH, for an anticipated budget savings of \$74,617.

O. Budget Savings Option 15

Recommend approval of Option 15 to be included in the proposed final budget: Eliminate a fourth building sub position. FURLOUGH, for an anticipated budget savings of \$65,594.

P. Budget Savings Option 16

Recommend approval of Option 16 to be included in the proposed final budget: Eliminate a fifth building sub position. FURLOUGH, for an anticipated budget savings of \$103,778.

Q. Budget Savings Option 17

Recommend approval of Option 17 to be included in the proposed final budget: Eliminate a 2nd grade position at LES. Projected class size increase from 17.33 to 20.80. FURLOUGH, for an anticipated budget savings of \$69,053.

R. Budget Savings Option 18

Recommend approval of Option 18 to be included in the proposed final budget: Eliminate a 3rd grade position at LES. Projected class size increase from 17.83 to 21.40. FURLOUGH, for an anticipated budget savings of \$65,655.

S. Budget Savings Option 19

Recommend approval of Option 19 to be included in the proposed final budget: Eliminate the proposed new IV Kindergarten position. Projected class size increase from 17.80 to 22.25. FURLOUGH, for an anticipated budget savings of \$98,875.

T. Budget Savings Option 20

Recommend approval of Option 20 to be included in the proposed final budget: Eliminate a 3rd grade position at IV. Projected class size increase from 20.00 to 25.00. FURLOUGH, for an anticipated budget savings of \$65,717.

U. Budget Savings Option 21

Recommend approval of Option 21 to be included in the proposed final budget: Eliminate a Kindergarten position at SMES. Projected class size increase from 17.25 to 23.00. FURLOUGH, for an anticipated budget savings of \$66,147.

V. Budget Savings Option 22

Recommend approval of Option 22 to be included in the proposed final budget: Eliminate a 4th grade position at LIS. Projected class size increase from 23.24 to 25.60. FURLOUGH, for an anticipated budget savings of \$75,283.

4. OTHER BUSINESS

- **Mr. Erb applauded student athletes who spoke during public comment. Mr. Aurand explained charging for tickets for sporting events.**
- **Mr. Erb suggested fundraising and parents paying for Outdoor School, rather than the district paying for it. Mr. Wian asked who paid in the past when students could not. Mr. Varner explained that the board promoted equality for all students and took care of the expense.**
- **Dr. Ketchem asked if the Fund Balance is enough to cover the deficit this year. He suggested a 5-10 year plan and switch from being reactive to proactive. Mr. Varner explained budget timeline requirements and what we need to know for the budget. Dr. Ketchem stated that it is hard to make a decision right now without future numbers. Mrs. Kenepf explained that the numbers were provided at the first budget meeting. Dr. Ketchem stated that we can only increase so much at a time. Mr. Varner explained the projected expense increases over the next two years. Dr. Ketchem asked what the minimum amount would be for the Fund Balance that would be comfortable. Mrs. Kenepf advised that there isn't a benchmark, but the ESSERS money that was saved from COVID could be used. This is about \$11 million dollars.**

- **Mr. Baker stated that we cannot fix what happened in the past, but if we do not do something now, we will be in this same spot next year. We need to do a better job of planning for the future. Discussions need to occur long before the three budget meetings in May. He reiterated that he is not in favor of any of the budget cuts that were presented. He feels that we need to maintain a healthy fund balance, increase taxes, and find cost savings without detriment to the students. He then thanked Mrs. Kenepp on providing a list of options, which is what the board asked for.**
- **Mr. Erb stated that now is the time to look for savings.**
- **Mr. Varner explained that the administration team would build a budget using the fund balance for approval on Thursday so that we can move forward with working on the final budget. In June, the tax increase options will be provided for a vote.**
- **Mr. Baker reiterated that we need to have these discussions long before May of each year.**

5. PUBLIC COMMENT

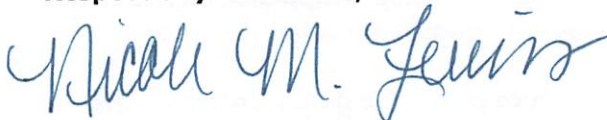
A. Public Comment Period

- **Adam Runk, Lewistown – Need to Raise Taxes**
- **Diane Stewart, Lewistown – Micromanagement of Board to Administration, Need to Raise Taxes, Public Attendance at Meetings**
- **Christina Arentz, McClure – Replace Teachers Who Do Not Care with Those That Do**
- **Erica Snyder, Lewistown – Forward Thinking**
- **Carson Moore, McClure – Pay-to-Pay, Obesity**
- **Josh Looney, Reedsville – Encouraged Board to Work with Administration on Cuts, Need to Raise Taxes**
- **Amanda Baker, Yeagertown - Attrition Concerns**
- **Courtney Singer, Lewistown – Cost-Per-Student, Need to Increase Taxes**
- **Dana Moore, Lewistown – Appalled at Proposals Presented, Pay-to-Play, Need to Increase Taxes Now**
- **Kim Manganaro, Lewistown – Need to Increase Taxes and Pull From Other Funds**

6. ADJOURNMENT BY PRESIDENT

A. Adjourn – **With no further business before the Board, the meeting adjourned at 8:07 pm.**

Respectfully Submitted,



Nicole M. Lewis, Board Secretary

**Special Voting Meeting Minutes
Thursday, May 21, 2026
6:00 PM**

**Administration Building Board Room
201 Eighth Street
Highland Park
Lewistown, PA 17044**

1. OPENING ITEMS

A Special Voting Meeting of the Mifflin County School District was held Thursday evening, May 21, 2026, at 6:30 pm at the Administration Building, 201 Eighth Street, Highland Park, Lewistown, PA.

1.A. Call To Order

1.B. Roll Call

MARK R. BAKER - Absent
ERIN N. BARLUP - Present
JESSICA E. BAUMGARDNER - Present
PAULA R. DICKSON - Absent
BRENT A. ERB - Present
ZEB I. HARSHBARGER - Present
R. BRIAN KETCHEM - Present
E. TERRY STYERS - Present
CODY L. WIAN - Present

Mark R. Baker entered the meeting at 7:17 pm.
Paula R. Dickson entered the meeting at 7:18 pm.

Others in Attendance

Mr. Vance S. Varner, Superintendent
Mr. Steven DeArment, Chief Academic Officer
Mr. Clint N. Aurand, Chief Operations Officer
Mrs. Melinda Kenepp, Retiring Chief Financial Officer
Mrs. Jennifer Wingard, Incoming Chief Financial Officer
Mr. Thomas G. White Jr., Director of Buildings & Grounds
Mrs. Laura Hicks, Academy Director
Mrs. Nicole M. Lewis, Board Secretary
Mr. Orris Knepp, Knepp & Snook
Mr. Doug Cunningham, Director of Technology
22 citizens

2. COMMUNICATION REPORTS

2.A. School Board Secretary

- Nothing at this time.

2.B. School Board Members

- **Mr. Harshbarger** read a statement regarding disinformation on social media.

2.C. Superintendent

- Nothing at this time.

3. PUBLIC COMMENT

- **Diane Stewart, Lewistown** - Cut options and transparency
- **Bonnie Wood, Lewistown** - Thanked board members
- **Arika Pellman, Lewistown** - Encouraged a tax increase and fund balance combination
 - **Mr. Varner** explained that a tax increase is not being voted on this evening.

4. ROLL CALL ITEMS

4.A. 2026-2027 Proposed Final General Fund Budget

Approve the 2026-2027 Proposed Final General Fund Budget in the amount of \$106,062,122. Motion made by Cody Wian and seconded by Jessica Baumgardner.

ROLL CALL VOTE:

Erin Barlup: No
Jessica Baumgardner: Yes
Brent Erb: No
Zeb Harshbarger: No
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes

Yes: 4, No: 3

Failed.

- After the first budget vote, a recess was called at 6:41 pm.
- The meeting was called back into session at 7:18 pm.

Revote on 2026-2027 Proposed Final General Fund Budget with Full Board. Motion made by Mark Baker and seconded by Jessica Baumgardner.

- **Mrs. Baumgardner** asked if the board could still make changes to the budget even if it is voted on this evening. **Mrs. Barlup** asked if any line item could be changed. **Mr. Varner** stated yes.
- **Mr. Baker** asked if the district is in a deficit, surplus, or even for this year. **Mrs. Kenepp** advised that the district would be in a surplus. She then explained that some bills come in through October that are paid for 2025-2026.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes

Yes: 9, No: 0

Passed.

Approve 2026-2027 Proposed Final General Fund Budget. Motion made by Cody Wian and seconded by E. Terry Styers.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: No
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes

Yes: 8, No: 1

Passed.

5. OTHER BUSINESS

- Nothing at this time.

6. PUBLIC COMMENT

- **Kim Manganaro, Lewistown** - Wants to know why the board is voting no
- **Jasey Zerby, McClure** - Commended the community for attending these meetings, issue is still cutting teachers
- **Diane Stewart, Lewistown** - Long-Range Planning, Academy Project
- **Galen Charles, Yeagertown** - Keep Academy project on the table
- **Bonnie Wood, Lewistown** - Questions for the board
 - **Mr. Varner** offered to speak with Ms. Wood at a scheduled time to answer her questions.

7. EXECUTIVE SESSION

8. ADJOURNMENT BY PRESIDENT

With no further business before the Board, the meeting adjourned at 7:35 pm.

Respectfully Submitted,



Nicole M. Lewis



Committee Of The Whole Meeting Minutes

Thursday, May 21, 2026 at 6:00 PM

1. **OPENING ITEMS**

1.A. **Call To Order**

The Committee Of The Whole of the Mifflin County School District was held Thursday, May 21, 2026 at 6:00 PM at the Administration Building Board Room, 201 Eighth Street, Highland Park, Lewistown, PA 17044.

1.B. **Roll Call**

Mark Baker:	Present
Erin Barlup:	Present
Jessica Baumgardner:	Present
Paula Dickson:	Present
Brent Erb:	Present
Zeb Harshbarger:	Present
R. Brian Ketchem:	Present
E. Terry Styers:	Present
Cody Wian:	Present

Others in Attendance

Mr. Vance S. Varner, Superintendent
Mr. Steven DeArment, Chief Academic Officer
Mr. Clint N. Aurand, Chief Operations Officer
Mrs. Melinda Kenepf, Retiring Chief Financial Officer
Mrs. Jennifer Wingard, Incoming Chief Financial Officer
Mr. Thomas G. White Jr., Director of Buildings & Grounds
Mrs. Laura Hicks, Academy Director
Mrs. Nicole M. Lewis, Board Secretary
Mr. Orris Knepp, Knepp & Snook
Mr. Doug Cunningham, Director of Technology
22 citizens

2. **COMMUNICATION REPORTS**

2.A. **School Board Secretary**

- Nothing at this time.

2.B. **School Board Members**

- Mr. Baker stated that today was a prime example of why getting rid of the 500 rule was the right thing to do.
- Mr. Erb congratulated the Softball girls.
- Mrs. Baumgardner commented on MCS D's talented students.

- Mrs. Barlup stated that there were lots of great projects at the Art Show.
- Mr. Baker stated that he was impressed by the students at The Academy doing amazing things.

2.C. **Superintendent**

- There is a typo on the personnel sheet, Under Mentors, #1, Ms. Donaldson is recommended to be a mentor for Mrs. Craig, 6th grade ELA, not 8th grade ELA. It will be corrected on the May 28th personnel sheet
- At next week's board meeting, Rebecca ConnerMiller and the TSA Fashion Design Team will be attending.
- The MCMS Newsletter is called the Pack Post
 - We are proud to share that the Pack Post has been named a 2025 Honorable Mention recipient in the Pennsylvania School Public Relations Association Excellence in Education Communications Contest. This year's contest included more than 200 entries from across the state, making this recognition especially meaningful.
 - Assistant Principal Luke Strawser is the point person for the Pack Post
 - Great Job, MCMS!
- After tonight's meeting, we will need to have an executive session at the end of the meeting for personnel topics.

2.D. **Chief Academic Officer**

- Nothing at this time.

2.E. **Chief Operations Officer**

- Nothing at this time.

2.F. **Director of Buildings and Grounds**

- Nothing at this time.

2.G. **Mifflin County Academy of Science and Technology**

- Programs from The Academy Awards night were handed out to all board members.

2.H. **Ad Hoc Committee Reports**

- 4/28/26 - Evaluation Committee meeting - notes attached.
- Dr. Ketchem reviewed a summary of the meeting minutes.

3. **PUBLIC COMMENT**

Public comment at this point in the agenda should pertain only to items listed on the agenda. Please state your first and last name and the town you reside in. Comments will be limited to 5 minutes.

- **Becky Wagner, McClure** - Hiring Madeline Marsh as a School Psychologist
- **Del Fuller, AMCE** - Began speaking about an item that was not on the agenda (electives that can be cut if teacher positions are eliminated). **Mr. Harshbarger** advised Mr. Fuller to wait until the 2nd public comment.

4. **CONSENT AGENDA**

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for Board approval by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to ensure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

4.A. **Approval of Minutes**

- Approval of minutes from the Committee of the Whole meeting held on April 16, 2026.
- Approval of minutes of the Regular Board meeting held on April 23, 2026.

4.B. **Policies and Curriculum**

- Approval of the following draft policies as a **second/final reading**, to replace the board's previously adopted board policies of the same number if they exist:
 - **140 - Charter Schools** - minimal updates from PSBA
 - **236.1 - Threat Assessment** - minimal updates from PSBA
 - **805 - Emergency Preparedness and Response with Attachment** - minimal updates from PSBA
 - **805.2 - School Security Personnel** - minimal updates from PSBA
 - **810 - Transportation** - minimal updates from PSBA

4.C. **Custodial/Maintenance**

- Nothing at this time.

4.D. **Finance**

1. Review of Treasurer Reports for month ended **April 30, 2026**
 - a. Kish Bank
 - b. PSDLAF / PSDMAX
 - c. Capital Projects Fund (PLGIT)
 - d. Athletic Project
2. Review of listing of bills for payment
3. Review of Revenue and Expense Summaries
4. Real Estate and Per Capita Tax Collector Report
5. Informational: Multi-Sports Facilities Expenses/Foundation Receipts
6. Recommend budget transfers for 2025-2026 fiscal year
7. Recommend approval of Offer on Repository on property map number 17 ,21-0518-- ,000
8. Recommend approval of Offer on Repository on property map number 04 ,05-0112-- ,000
9. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2024-2025 real estate tax on parcel 19 ,09-0102-- ,027
10. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2018-2022 real estate tax on parcel 16 ,10-0100-- ,020
11. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 20 ,13-0503B- ,063
12. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 08 ,20-0237-- ,001
13. Per Capita Tax Exoneration Requests from former Burnham Borough Tax Collector retroactive to December 31, 2025 (if received - all other collectors received and approved)
14. Informational: Results of 2025 Upset Sale

- Mrs. Kenepf presented 4D.
- Mr. Wian asked if the Kish Benefits line item was \$3,600 per month. Mrs. Kenepf confirmed that it was.

4.E. Cafeteria

Recommended Motion(s):

- Approval of the Cafeteria Financial Report for April 2026.
- Authorization to pay Cafeteria Bills for April 2026.

4.F. Transportation

Recommended Drivers:

1. **Shotzberger, Brad L.** - BGJ Enterprise LLC - Retroactive approval to begin 5/11/2026.

4.G. Student Related

- Nothing at this time.

4.H. Personnel

Recommended Motion(s):

- Approval of all personnel items listed below and on the attached personnel sheet.
- Recommend that **JENNIFER L. WINGARD** be elected School Board Treasurer for an annual term effective July 1, 2026 - June 30, 2027.
- Mr. Baker asked if the Act 93 increase was already included in the new Athletic Director's salary. It was confirmed that the starting salary show on the personnel sheet was for the 2026-2027 school year. Mr. Baker then asked how we came to this salary. Mr. Harshbarger advised that the hiring team compared the salaries of other districts, and this salary was lower than all of them.
- Mr. Wian asked about the hiring of the teachers on Emergency Permit. Mr. Aurand explained the hiring process.
- Mr. Wian asked for #8 under the Resignations section of the Personnel Sheet be pulled to Roll Call.

4.I. Athletics and Activities

- Nothing at this time.

4.J. Consent Agenda Approval

Recommended Motion(s):

- Approval of Consent Agenda Items 5A - 5I as presented.

5. **BOARD ACTION/ROLL CALL ITEMS**

5.A. Application for Flexible Instruction Days

Recommended Motion(s):

- Approval to submit the Mifflin County School District 2026-2027 Application for Flexible Instruction Days. Once approved, this application will be valid for 3 years.
- Mr. DeArment explained that we do not intend to use FID days district-wide. We are able to use this for one school if there happens to be an emergency, and we are able to arrange a FID day for those students.

- Mr. Baker asked how many days this would give the district. Mr. DeArment advised that this allows for 5 FID days.

5.B. **Employee A - 05282026 Termination**

Recommended Motion(s):

- Retroactive termination of Employee A – 05282026 effective 05/02/2026.

- Mr. Varner advised that this is an Executive Session topic.

5.C. **Renaming of Ad Hoc Committee**

Recommended Motion(s):

- Approval to rename the Ad Hoc Evaluation Committee to the Ad Hoc Performance, Recognition, and Development Committee.

5.D. **2026-2027 Proposed Athletic Regulations**

Recommended Motion(s):

- Approval of the 2026-2027 Athletic Program Regulations (attached).

- Mr. Styers asked if Administration received a revised copy of the Athletic Regulations from the Athletic Director. Mr. Varner explained that an item on page 9 was added.
- Mrs. Barlup asked if the new candidate for the Athletic Director position was able to contribute. Mr. Aurand advised that this was a collaborative effort and any further discussion regarding the Athletic Regulations can be discussed at the Athletic Committee Meeting.
- Mr. Baker asked if the Head Varsity Coach is in charge of all other coaches in the sport. Mr. Varner advised that yes, this is how it should be.
- Mr. Styers stated that he does not want coaches to be casual about bringing in volunteer coaches.

5.E. **Approval of Paving Bids**

Recommended Motion(s):

- Authorize the Director of Buildings and Grounds to review the bids and award the paving project to the lowest responsible bidder within the approved budget. The bids are due June 1, 2026 at 2:00 pm. The bids will be reported to the board.

5.F. **Authorization for Signatures on Contracts, Etc.**

Recommended Motion(s):

- Authorization of the following:

Authorize the following Central Office Administrators to sign contracts on behalf of the Mifflin County School District for July 1, 2026, through June 30, 2027 (any monetary limitation on the individual's signatory authority is in parentheses after their name):

1. **Vance S. Varner** - Superintendent (\$100,000.00)
2. **Thomas G. White, Jr.** - Director of Buildings and Grounds - also authorized to sign documents on behalf of MCSD for the sale and purchase of registered vehicles and equipment. (\$50,000.00 - a second signature is required by the superintendent if over \$50,000.00 with a cap of \$100,000.00)
3. **Incoming Athletic Director** - (\$5,000.00)
4. **Cindi L. Marsh** - Director of Student Services - authorized to sign for approval of daily rates and other program costs for student placements outside of and within MCSD

5. **Doug R. Cunningham** - Director of Information Systems - authorized to sign for approvals of software packages/programs and E-Rate submissions
6. **Steven F. DeArment** - Chief Academic Officer - authorized to sign for approvals of supplemental services, online accounts, etc., with Textbook purchases, instructional programs, professional development programs, etc.

5.G. **New Teachers' Supplemental Work**

Recommended Motion(s):

- Approval for teachers hired for the start of the 2026-2027 School Year to perform supplemental work during June, July, and August 2026, if needed.
- Mr. DeArment advised that training sessions are provided in the summer. With this approval, we will be able to offer these training sessions to our new teachers.

5.H. **Transfer Rescinded**

Recommended Motion(s):

- Approval of Nicole Lewis's rescinding transfer from the HR Generalist position to the Business Education teacher at MCJHS for the start of the 26-27 SY. Nicole will remain as HR Generalist.

5.I. **Board Secretary Resignation Rescinded**

Recommended Motion(s):

- Approval of Nicole Lewis's rescinding the resignation as Board Secretary that was to take effect July 31, 2026. Nicole will remain as Board Secretary for the Mifflin County School District. Betsy Casner will no longer be Board Secretary for MCSD.

5.J. **Mentor Assignment Retracted**

Recommended Motion(s):

- Nicole M. Lewis will no longer be transferring to the Business Teacher position at MCJHS for the 26-27 school year. Please retract Candace H. Fry as her mentor.

5.K. **Job Descriptions**

Recommended Motion(s):

- Approval of the updated job descriptions for Certified Occupational Therapy Assistant (COTA), Physical Therapist, Speech Language Pathologist, and Occupational Therapist.
- Mrs. Barlup asked what changes were made. Mr. Varner stated that he believes the job descriptions were just old and needed to be reapproved. He will have a solid answer for the next meeting.

5.L. **MOUs with Lewistown Police Department**

Recommended Motion(s):

- Approval of the updated Memoranda of Understanding (MOU) as per Chapter 10/Safe Schools Provisions with Lewistown Police Department effective July 1, 2026.
- Mr. Aurand explained that this is required every 2 years.

5.M. **MOUs with Mifflin County Regional Police Department**

Recommended Motion(s):

- Approval of the updated Memoranda of Understanding (MOU) as per Chapter 10/Safe Schools Provisions with the Mifflin County Regional Police Department effective July 1, 2026.

5.N. **SRO Agreement with Borough of Lewistown**

Recommended Motion(s):

- Approval of the SRO Agreement as per Chapter 10/Safe Schools Provisions with the Borough of Lewistown effective July 1, 2026.

5.O. **First Assistant Girls Basketball Coach**

Recommended Motion(s):

- Approval of Andrew T. Baker as the First Assistant Girls Basketball Coach for the Winter 2026 season of the 2026-2027 school year. Andrew has 10 years of experience and will be paid \$3920.00.
- Mr. Baker advised that he would like to abstain from voting for this item.

5.P. **Metz Culinary Management Agreement Renewal**

Recommended Motion(s):

- Approval of renewal of the food service management agreement with Metz Culinary Management for the period of July 1, 2026 – June 20, 2027.
- Mrs. Baumgardner asked if the district has explored other food service options. Mrs. Kenepf explained the RFP process and that Metz won the bid for 5 years. We are, however, required to renew the contract each year.
- Mrs. Barlup asked how Metz won the RFP. Mrs. Kenepf discussed the Evaluation Rubric and that she will provide copies to the board.
- Dr. Ketchem asked how we keep the conversation moving to offer less processed food, and when this change should be expected. Mrs. Kenepf advised that there is a committee that meets and provides input on the food that is being offered. She advised that she will obtain more information for the board.

5.Q. **Hiring of School Psychologist**

Recommended Motion(s):

- Approval of hiring MADELINE E. MARSH as a School Psychologist for Mifflin County School District, beginning at the start of the 26-27 SY, at a salary of \$70,583, which is Master's + 45 on the salary scale.

5.R. **MCAST 2026-2027 Final Budget Proposal**

Recommended Motion(s):

- Approval of the 2026-2027 Mifflin County Academy of Science and Technology General Fund Budget in the amount of \$4,106,032.00.
- Mrs. Barlup asked if the board would receive supporting documentation to go along with this recommendation. Mrs. Kenepf advised that she will have the documentation for next week's meeting.

5.S. **School Photography Services for 2026-2029**

Recommended Motion(s):

- Award School Photography Services for the Mifflin County School District to Strawbridge Studios Inc., from July 1, 2026 through June 30, 2029.

- Mr. Wian asked how many vendors submitted interest. Mr. Hosterman explained that he created a team in which all members reviewed and scored each submission. It was determined that Strawbridge was very experienced in working with the size of our district, the tiered pricing with or without commission options for the schools, the compatibility with Skyward, the quality of photos, and the flexibility of senior portrait scheduling were all included in the award.
- Mr. Hosterman stated that there were 5 responses to the RFP.
- Dr. Ketchem asked what Mr. Hosterman learned from this methodical RFP process. Mr. Hosterman stated that it was very nice to have a full team that came together to agree on a choice.
- Mrs. Barlup stated that we would have cost savings from other vendors if ID cards were given out for free. Mr. DeArment advised that our ID cards have a barcode on the back of them for attendance and lunches.
- Mr. Varner advised that we will choose not to opt for commission and give those savings back to the parents. He also advised that the sporting RFP process will occur in June.

6. OTHER BUSINESS

- Mr. Harshbarger read a statement regarding Mrs. Barlup's conduct after a school board meeting in April. Discussion occurred. Mrs. Barlup apologized for how she handled herself, but did not apologize for expressing her opinions. Mr. Harshbarger advised that he would move forward with submitting a censure against Mrs. Barlup.
- Mr. Baker asked about building leaders in each of the schools. Mr. Aurand explained that all elementary schools and MCMS have building leaders and when they are able to complete their building leader duties.
- Mrs. Baumgardner expressed concern regarding attrition affecting course offerings. Mr. Aurand explained how enrollment affects class availability. Mr. Varner explained that attrition also avoids furlough. Mr. DeArment explained the courses that were brought up and whether they were being offered for next school year. Mr. Wian asked what the class size would have to be for MCSD to offer the course. Mr. DeArment said between 6 and 8 students would need to show interest.
- Mrs. Barlup asked if the board voted on a full tax increase, what the net dollar amount would be that MCSD receives. Mrs. Kenepf presented the amounts MCSD would receive for each increase option. Mrs. Barlup asked for evaluations of current Administrative positions and for consideration of salary freezes. She also suggested cutting the Supervisor of Special Education and Fiscal Technician positions. Mr. Varner explained that Fiscal Technicians are protected by their union, and it would not be responsible of the district to cut anything in Special Education. Mrs. Barlup asked where cuts could be made in Administration. Mr. Varner stated that there isn't a position in Administration we could cut, as Administration already runs on a very lean staff. Mrs. Barlup asked what other things could then be cut. Mrs. Kenepf explained that we would obtain funds by increasing revenue, not cutting expenses. Mr. Baker expressed his agreement in using our new facilities for other events. Mr. White explained that we could, but we would need a new policy so fees could be charged.
- Mr. Varner also expressed his concern of being told that he should not expect the \$2.5 million dollars in Adequacy Funds for the 2027-2028 school year. Mr. Erb asked how the state could get away with not paying those funds. Mrs. Kenepf explained that they would not, but it would take the school districts re-suing the state as they did in the past. Mr. Knepp explained the suing procedure. Mr. Varner stated that we should still be concerned about not having enough funds even if the district did

receive the Adequacy Funds. Mrs. Barlup reiterated that she would like to see a list of Administrative cuts.

- Mr. Aurand explained that the debt service is due to the renovations that were required years ago because things weren't being taken care of when they should have been. Mr. White added that we are getting to the point of needing to make repairs again.
- Mrs. Barlup said that we need to take a balanced approach and find cuts before raising taxes. Mrs. Baumgardner stated that we will still have a deficit even if we fully raise taxes.
- Mr. Wian asked about an RFP process for different insurance quotes. Mrs. Kenepf advised that this year, the district has a 113% utilization rate. Due to this, we are not going to get a better rate with another insurance company. We are able to shop other brokers, but this does not change our high utilization rate.
- Mr. Baker stated we have to use a combination of money from the Fund Balance, raising taxes, looking for cost savings, and finding alternate revenue sources to get us back to a financially secure place. Dr. Ketchem stated that we need to start "forward-planning" instead of being reactive. Mr. Styers asked if what was done in the past had worked. If it has not, it is not the Administration being top-heavy.
- Mrs. Baumgardner suggested moving 9th grade to MCHS and 8th grade to MCMS to stop operating a full building, which would save money. Dr. Ketchem also suggested Jr. ROTC.
- Dr. Ketchem suggested that the board start voting, after 9:00 pm during each meeting, to continue discussion or not, so that everyone is mindful of each others time. Mr. Harshbarger stated that the board has an obligation to get through the posted agenda. He suggested limiting board discussion on voting items as a way to cut down on time.

7. PUBLIC COMMENT

Public comment at this point in the agenda may pertain to any district-related items. Please state your first and last name and the town you reside in. Comments will be limited to 5 minutes.

- **Diane Stewart, Lewistown** - Expressed frustration that the budget discussion has been going on for two meetings and that the public had to wait until the softball game was over for the meeting to continue. Stated that there aren't any positions in Administration that can be cut. Expressed that Mr. Varner is an exceptional Superintendent for MCSD, no matter where he lives. Stated that the board should keep in mind that they voted for two new sports for next year and then has turned around and wants to cut Administration. Commended Mr. Baker and Mrs. Baumgardner on their questions and ideas. Finally, expressed that she is embarrassed for this board.
- **Kerry Clancy-Burns, Reedsville** - Gave a shout-out to Mr. Hosterman for putting together the entire photography RFP process. Stated she appreciated learning that in-person AP Statistics will be offered next year.
- **Jasey Zerby, McClure** - Expressed how much she cares for the district. Stated that we do not have enough space to combine schools. Wants the board to keep in mind that attrition affects other areas as well and feels that the board is not listening to the staff members. Expressed that the Director of Student Services and Supervisor of Special Education positions are both needed, and, if anything, more positions are needed in the Special Education department.

- **Ashlie Crosson, Reedsville** - Spoke about the effects of attrition, such as coordinators of certain subjects or department heads. Stated that local taxes are an investment in our town. Would like the board to keep in mind that bringing events to our new facilities comes with additional costs that may not be thought of right now.
- **Becky Wagner, McClure** - Stated that it is absurd to think that Special Education is double-staffed, and suggested that the board members take a walk in Administration's shoes for one day.
- **Kim Manganaro, Reedsville** - Stated she does not have a problem with raising taxes to support our students. Expressed her support for the Administration team.
- **Courtney Singer, Lewistown** - Stated that some of the board members seem to be sticking their heads in the sand about raising taxes. Stated that the board members were elected to make the hard decisions for the children.
- **Del Fuller, AMCE** - Suggested that the board embrace the fact that we all benefit from an educated society.

8. **EXECUTIVE SESSION**

8.A. **April Executive Session(s)**

- Executive Session held on 04/16/2026 at 7:31 PM - 8:48 PM for personnel items.
- Executive Sessions held on 04/23/2026 at 9:03 PM - 9:09 PM for personnel items, and 10:12 PM - 10:54 PM for personnel and contractual items.

8.B. **Convene into Executive Session**

- The board convened into Executive Session at 10:18 pm.

8.C. **Reconvene to Regular Session**

- N/A

9. **ADJOURNMENT BY PRESIDENT**

- With no further business before the Board, the meeting adjourned at 10:12 pm.

Respectfully Submitted,



Nicole M. Lewis, Board Secretary



Regular Board Meeting Minutes

Thursday, May 28, 2026 at 6:00 PM

1. **OPENING ITEMS**

1.A. **Call To Order** - The Regular Board Meeting of the Mifflin County School District was held Thursday, May 28, 2026 at 6:00 PM at the Administration Building Board Room, 201 Eighth Street, Highland Park, Lewistown, PA 17044.

1.B. **Roll Call**

Mark Baker:	Present
Erin Barlup:	Present
Jessica Baumgardner:	Present
Paula Dickson:	Present
Brent Erb:	Present
Zeb Harshbarger:	Present
R. Brian Ketchem:	Present
E. Terry Styers:	Present
Cody Wian:	Present

Others in Attendance

Mr. Vance S. Varner, Superintendent
Mr. Steven DeArment, Chief Academic Officer
Mr. Clint N. Aurand, Chief Operations Officer
Mrs. Melinda Kenepf, Retiring Chief Financial Officer
Mrs. Jennifer Wingard, Incoming Chief Financial Officer
Mr. Thomas G. White Jr., Director of Buildings & Grounds
Mrs. Laura Hicks, Academy Director
Mrs. Nicole M. Lewis, Board Secretary
Mr. Orris Knepp, Knepp & Snook
Mr. Doug Cunningham, Director of Technology
citizens

2. **COMMUNICATION REPORTS**

2.A. **School Board Secretary**

- Nothing at this time.

2.B. **School Board Members**

- Mr. Wian visited Mrs. Zerby's classroom today at MCMS for Flight Day.
- Dr. Ketchem gave the Baccalaureate Service a commendation.
- Mrs. Dickson apologized to Mr. Varner for her comment last week regarding tax increases from those that do not live in Mifflin County.

2.C. **Superintendent**

- Recognition of Rebecca ConnerMiller - TSA Advisor and TSA Fashion Design Team (Emily Banks, Anna Krohn, Oak Yeater)
- Shout-out to Track & Field, Baseball, and Softball championship participants on great seasons.
- Copies of the Pawprint have been handed out to all Board Members.
- Mrs. ConnorMiller spoke about the award and how honored she is to be the recipient.
- This is the 3rd year that the TSA students are going to Nationals. The students explained the garments they created and the backstory.
- At the end of tonight's meeting, an executive session will need to be held for personnel and contractual topics.

2.D. **Chief Academic Officer**

- Nothing at this time.

2.E. **Chief Operations Officer**

- Nothing at this time.

2.F. **Director of Buildings and Grounds**

- Mr. White advised that the grant for the roof at EDES has moved on to the next step in the process. The state did not request additional documentation.
- Mr. Erb asked about the corrosion on the pipes at MCHS. Mr. White stated that he looked at those this morning, and they will be repaired over the summer.
- Mr. Erb asked about putting the items from Mitchell Field on MuniBid over the summer. Mr. White stated that he wasn't sure that could be done over the summer with the other projects that are ongoing.
- Mrs. Barlup asked about the status of the IVEC playground equipment. Mr. White reminded her that Option B was voted on at a previous meeting and it has been shipped.

3. **PUBLIC COMMENT**

- **Justin Barlup, Burnham** - Censure of Erin Barlup
- **Kelly Strausburg, Lewistown** - Photography Services with MCSD and Strawbridge

4. CONSENT AGENDA

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for Board approval by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to ensure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

4.A. **Approval of Minutes**

- Approval of minutes of the Committee of the Whole meeting held on April 16, 2026.
- Approval of minutes of the Regular Board meeting held on April 23, 2026.

4.B. **Policies and Curriculum**

Recommend approval of the following Policies and Curriculum items:

Approval of the following draft policies as a **second/final reading**, to replace the board's previously adopted board policies of the same number if they exist:

- **140 - Charter Schools** - minimal updates from PSBA
- **236.1 - Threat Assessment** - minimal updates from PSBA
- **805 - Emergency Preparedness and Response with Attachment** - minimal updates from PSBA
- **805.2 - School Security Personnel** - minimal updates from PSBA
- **810 - Transportation** - minimal updates from PSBA

4.C. **Custodial/Maintenance**

- Nothing at this time.

4.D. **Finance**

Approval of the following Financial items:

1. Review of Treasurer Reports for month ended **April 30, 2026**
 - a. Kish Bank
 - b. PSDLAF / PSDMAX
 - c. Capital Projects Fund (PLGIT)
 - d. Athletic Project
2. Review of listing of bills for payment
3. Review of Revenue and Expense Summaries
4. Real Estate and Per Capita Tax Collector Report
5. Informational: Multi-Sports Facilities Expenses/Foundation Receipts

6. Recommend budget transfers for 2025-2026 fiscal year
7. Recommend approval of Offer on Repository on property map number 17 ,21-0518-- ,000
8. Recommend approval of Offer on Repository on property map number 04 ,05-0112-- ,000
9. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2024-2025 real estate tax on parcel 19 ,09-0102-- ,027
10. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2018-2022 real estate tax on parcel 16 ,10-0100-- ,020
11. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 20 ,13-0503B- ,063
12. Recommend approval to exonerate Mifflin County Tax Claim Bureau from collecting delinquent 2025 real estate tax on parcel 08 ,20-0237-- ,001
13. Per Capita Tax Exoneration Requests from former Burnham Borough Tax Collector retroactive to December 31, 2025 (if received - all other collectors received and approved)
14. Informational: Results of 2025 Upset Sale
15. **Presentation and discussion of projected revenues, expenses, and general fund balance.**

- Mrs. Kenepf reiterated our conservative budgeting and advised that we have come out with a surplus every year, even though we have budgeted a deficit. She explained the unknowns of state funding.
- Mr. Baker asked about Per Capita Tax Rates. Mr. Knepp stated that he believes those are set by the state and that a certain percentage goes to the school district.
- Dr. Ketchem asked for an explanation on the meaning of a "surplus." Mrs. Kenepf advised that all buildings run reports to ensure that they stay within budget. This is done monthly. Mr. Varner explained that we do not operate on a "use it or lose it" mentality. If funds are leftover at the end of the year, those funds go back into the unspent funds.
- Dr. Ketchem asked how MCSD compares with other districts regarding taxes. Mrs. Kenepf presented the comparison to other districts, stating that we have the lowest increase of those around us. She explained that we will still be in a deficit with tax increases if the state funds are not awarded. She gave a detailed explanation of the 3% cumulative tax increase over the last 5 years.

- Dr. Ketchem stated that he hopes future conversations can include more than just "keeping the lights on."
- Mrs. Barlup asked if there was a way to maximize real estate revenue (ex. tax exonerations). Mrs. Kenepf advised that these are deteriorating properties that, the hope is, will be sold, renovated, and become tax-generating revenue properties. She stated that she will ask about the impact of the lost revenue.

4.E. **Cafeteria**

- Approval of the Cafeteria Financial Report for April 2026.
- Authorization to pay Cafeteria Bills for April 2026.

4.F. **Transportation**

- Approval of the following Transportation items:

Recommended Drivers:

- **Shotzberger, Brad L.** - BGJ Enterprise LLC - Retroactive approval to begin 5/11/2026.

4.G. **Student Related**

- Nothing at this time.

4.H. **Personnel**

- Approval of all personnel items listed below and on the attached personnel sheet:
 - Recommend that **JENNIFER L. WINGARD** be elected School Board Treasurer for an annual term effective July 1, 2026 - June 30, 2027.

4.I. **Athletics and Activities**

- Nothing at this time.

4.J. **Consent Agenda Approval**

- Approval of Consent Agenda Items 5A - 5I as presented.
- Motion made by Jessica Baumgardner and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: No
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 8, No: 1

Passed.

5. **BOARD ACTION/ROLL CALL ITEMS**

5.A. **Application for Flexible Instruction Days**

- Approval to submit the Mifflin County School District 2026-2027 Application for Flexible Instructional Days. Once approved, this application will be valid for 3 years.
- Motion made by Cody Wian and seconded by Brent Erb.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.B. Employee A - 05282026 Termination

- Retroactive termination of Employee A - 05282026 effective 05/02/2026.
- Motion made by Jessica Baumgardner and seconded by Erin Barlup.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.C. Renaming of Ad Hoc Committee

- Approval to rename the Ad Hoc Evaluation Committee to the Ad Hoc Performance, Recognition, and Development Committee.
- Motion made by Brent Erb and seconded by Jessica Baumgardner.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.D. 2026-2027 Proposed Athletic Regulations

- Approval of the 2026-2027 Athletic Program Regulations (attached).
 - Mrs. Barlup asked if these needed to be approved tonight. She wanted to ensure the incoming Athletic Director could contribute. Mr. Aurand stated that everyone who collaborated on the document is happy with it. Mr. Varner stated that the regulations can be changed at any time.
- Motion made by Jessica Baumgardner and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.E. Approval of Paving Bids

- Authorize the Director of Buildings and Grounds to review the bids and award the paving project to the lowest responsible bidder within the approved budget. The bids are due June 1, 2026 at 2:00 pm. The bids will be reported to the board.
- Motion made by Cody Wian and seconded by Mark Baker.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.F. **Authorization for Signatures on Contracts, Etc.**

- Authorize the following Central Office Administrators to sign contracts on behalf of the Mifflin County School District for July 1, 2026, through June 30, 2027 (any monetary limitation on the individual's signatory authority is in parentheses after their name):
 - **Vance S. Varner** - Superintendent (\$100,000.00)
 - **Thomas G. White, Jr.** - Director of Buildings and Grounds - also authorized to sign documents on behalf of MCSD for the sale and purchase of registered vehicles and equipment. (\$50,000.00 - a second signature is required by the superintendent if over \$50,000.00 with a cap of \$100,000.00)
 - **Incoming Athletic Director** - (\$5,000.00)
 - **Cindi L. Marsh** - Director of Student Services - authorized to sign for approval of daily rates and other program costs for student placements outside of and within MCSD
 - **Doug R. Cunningham** - Director of Information Systems - authorized to sign for approvals of software packages/programs and E-Rate submissions
 - **Steven F. DeArment** - Chief Academic Officer - authorized to sign for approvals of supplemental services, online accounts, etc., with Textbook purchases, instructional programs, professional development programs, etc.
- Motion made by Mark Baker and seconded by Brent Erb.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes

Yes: 9, No: 0

Passed.

5.G. **New Teachers' Supplemental Work**

- Approval for teachers hired for the start of the 2026-2027 School Year to perform supplemental work during June, July, and August 2026, if needed.
 - Mr. Baker asked what the number of additional days would be that the new teachers would work. Mr. DeArment said there is not a specific number of days, but there are a limited number of trainings scheduled, typically in August. These trainings are not required.
- Motion made by Jessica Baumgardner and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker:	Yes
Erin Barlup:	Yes
Jessica Baumgardner:	Yes
Paula Dickson:	Yes
Brent Erb:	Yes
Zeb Harshbarger:	Yes
R. Brian Ketchem:	Yes
E. Terry Styers:	Yes
Cody Wian:	Yes

Yes: 9, No: 0

Passed.

5.H. Transfer Rescinded

- Approval of Nicole Lewis's rescinding transfer from the HR Generalist position to the Business Education teacher at MCJHS for the start of the 26-27 SY. Nicole will remain as HR Generalist.
- Motion made by Cody Wian and seconded by Mark Baker.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.I. Board Secretary Resignation Rescinded

- Approval of Nicole Lewis's rescinding the resignation as Board Secretary that was to take effect July 31, 2026. Nicole will remain as Board Secretary for the Mifflin County School District. Betsy Casner will no longer be Board Secretary for MCSD.
- Motion made by Cody Wian and seconded by Mark Baker.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.J. Mentor Assignment Retracted

- Nicole M. Lewis will no longer be transferring to the Business Teacher position at MCJHS for the 26/27 school year, please retract Candace H. Fry as her mentor.
- Motion made by Cody Wian and seconded by Mark Baker.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.K. Job Descriptions

- Approval of the updated job descriptions for Certified Occupational Therapy Assistant (COTA), Physical Therapist, Speech Language Pathologist, and Occupational Therapist.
- Motion made by Cody Wian and seconded by Mark Baker.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.L. MOUs with Lewistown Police Department

- Approval of the updated Memoranda of Understanding (MOU) as per Chapter 10/Safe Schools Provisions with Lewistown Police Department effective July 1, 2026. Motion made by Mark Baker and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.M. MOUs with Mifflin County Regional Police Department

- Approval of the updated Memoranda of Understanding (MOU) as per Chapter 10/Safe Schools Provisions with Mifflin County Regional Police Department effective July 1, 2026.
- Motion made by Erin Barlup and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.N. SRO Agreement with Borough of Lewistown

- Approval of the SRO Agreement as per Chapter 10/Safe Schools Provisions with the Borough of Lewistown effective July 1, 2026.
- Motion made by Erin Barlup and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.O. First Assistant Girls Basketball Coach

- Approval of Andrew T. Baker as the First Assistant Girls Basketball Coach for the Winter 2026 season of the 2026-2027 school year. Andrew has 10 years of experience and will be paid \$3,920.00.
- Motion made by Paula Dickson and seconded by Jessica Baumgardner.

ROLL CALL VOTE:

Mark Baker: Abstain (With Conflict)
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 8, No: 0, Abstain (With Conflict): 1

Passed.

5.P. Metz Culinary Management Agreement Renewal

- Approval of renewal of the food service management agreement with Metz Culinary Management for the period of July 1, 2026 - June 30, 2027.
 - Mrs. Baumgardner stated that she is not satisfied with the nutrition or the quality of meals.
 - Mrs. Barlup stated that dietary restrictions are not being met and employees are paying for specific items out of pocket and submitting for reimbursement. Mr. Varner asked for details to be emailed to him regarding this. Mrs. Barlup stated she was not willing to share the details.
 - Mrs. Baumgardner stated that elementary students should be included in this committee as well, not just the secondary students.
 - Mr. Erb asked if the Food Service Committee Meeting could be moved to later in the year. Mrs. Kenepf advised that, if changes are requested, Metz would like to implement them while the school year is still occurring. Dr. Ketchem stated that he would like to be involved in the committee.
 - Mr. Erb asked what the status was of moving to scratch cooking. Mrs. Kenepf advised that we will incur higher costs if we switch to that cooking method.
- Motion made by Mark Baker and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker:	Yes
Erin Barlup:	No
Jessica Baumgardner:	No
Paula Dickson:	No
Brent Erb:	Yes
Zeb Harshbarger:	Yes
R. Brian Ketchem:	Yes
E. Terry Styers:	Yes
Cody Wian:	Yes

Yes: 6, No: 3

Passed.

5.Q. **Hiring of School Psychologist**

- Approval of hiring MADELINE E. MARSH as a School Psychologist for Mifflin County School District, beginning at the start of the 26-27 SY, at a salary of \$70,583, which is Master's +45 on the salary scale.
 - Mrs. Barlup stated that she is not in agreement with this hire due to nepotism. She stated that she feels this puts Mr. Evans in an awkward position. Mrs. Baumgardner, Mrs. Dickson, and Mr. Erb agreed with Mrs Barlup.
 - Mr. Baker stated that he does not have a problem with the person, just the chain of command.
 - Mr. Varner suggested that the building principal could complete the psychologist's evaluation.
 - Mr. Baker stated that he wants to make sure the evaluation is not completed by the Special Education office.
 - Dr. Ketchem asked what the depth of the recommendation was and if she was just offered the position because she was the only applicant. Mr. Aurand advised that she was the only applicant. There were two other applicants, but both declined. Explained that we are currently using a contracted service out of Pittsburgh to stay in compliance. Dr. Ketchem stated that it is important to fill the position for the student experience. Mr. Aurand stated that it is very important to have an individual working for the district every day, and that the contracted service is very expensive.
 - Mr. Aurand stated that we can change the chain of command. Mr. Erb stated he wanted the change in writing before it was voted on. Mr. Baker stated that he would like a process in place for any situation like this, not just this particular instance.
 - Mr. Styers asked Mr. Knepp if nepotism plays into this if the individual is fully certified and interviewed without any sort of influence. Mr. Knepp advised that yes, however, there will be an issue with the Bargaining Unit because the district has someone who is qualified and has chosen not to hire them. Neoptism would still be a concern, but there is another way to handle the concerns.
 - Mrs. Baumgardner stated that Mrs. Marsh signs off on the student evaluations. Mr. Knepp stated that if the parent of the student feels the evaluation is biased, the parents can request an independent evaluation. Mrs.

Baumgardner asked who pays for the individual evaluations. Mr. Knepp stated that the school district will take on the costs. Mrs. Baumgardner stated that she still has an issue with the chain of command and that this is not a good situation.

- Dr. Ketchem stated that we need to have the personnel to serve the students.
 - Mr. Knepp suggested that the board speak to Dr. Leigh Dalton with their questions.
 - Mr. Aurand explained that there are open School Psychologists all over the state and, if we table this, the individual may walk.
 - Dr. Ketchem stated that tabling this right now just piles on the items that need to be discussed later. Mr. Varner stated that we cannot change the motion right now because job descriptions would need to be changed.
 - Mr. Wian suggested that we fill the position and update the job descriptions at the June meeting, so that the individual will still be placed into the position.
 - Mr. Baker stated that a motion could be added under other business to amend the job descriptions.
- Motion to table item 5Q. Motion made by Brent Erb and seconded by Erin Barlup.

ROLL CALL VOTE:

Mark Baker:	No
Erin Barlup:	No
Jessica Baumgardner:	No
Paula Dickson:	Yes
Brent Erb:	No
Zeb Harshbarger:	No
R. Brian Ketchem:	No
E. Terry Styers:	No
Cody Wian:	No

Yes: 1, No: 8

Failed.

- Approval of hiring MADELINE E. MARSH as a School Psychologist for Mifflin County School District, beginning at the start of the 26-27 SY, at a salary of \$70,583, which is Master's +45 on the salary scale.
- Motion made by Cody Wian and seconded by E. Terry Styers.

ROLL CALL VOTE:

Mark Baker: Yes
 Erin Barlup: No
 Jessica Baumgardner: No
 Paula Dickson: No
 Brent Erb: Yes
 Zeb Harshbarger: Yes
 R. Brian Ketchem: Yes
 E. Terry Styers: Yes
 Cody Wian: Yes
 Yes: 6, No: 3

Passed.

5.R. MCAST 2026-2027 Final Budget Proposal

Approval of the 2026-2027 Mifflin County Academy of Science and Technology General Fund Budget in the amount of \$4,106,032. Motion made by Mark Baker and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
 Erin Barlup: Yes
 Jessica Baumgardner: Yes
 Paula Dickson: Yes
 Brent Erb: Yes
 Zeb Harshbarger: Yes
 R. Brian Ketchem: Yes
 E. Terry Styers: Yes
 Cody Wian: Yes
 Yes: 9, No: 0

Passed.

5.S. School Photography Services for 2026-2029

- Award School Photography Services for the Mifflin County School District to Strawbridge Studios Inc., from July 1, 2026, through June 30, 2029.
 - Mrs. Baumgardner asked for clarity regarding students not getting yearbooks if the bid does not go to Strawbridge. Mrs. Strausburg explained that there may not be parents that step up to create a yearbook for the students.
 - Mrs. Baumgardner asked if other companies that responded to the RFP could create yearbooks. Mr. Hosterman stated that the other companies had the ability to submit photos for a yearbook to be created, but they could not create the yearbooks. Mr. Wian suggested that this be a parameter that is included in future RFP evaluations.
 - Mr. Baker asked about the pricing options. Mr. Varner stated that MCSD would choose not to take a commission on the sale of photo packages to pass the savings on to the parents instead.
 - Mrs. Barlup voiced concern regarding no consideration for customer service. Mr. Hosterman stated that customer service was discussed during the RFP process.
- Motion made by Cody Wian and seconded by E. Terry Styers.

ROLL CALL VOTE:

Mark Baker:	Yes
Erin Barlup:	Yes
Jessica Baumgardner:	Yes
Paula Dickson:	Yes
Brent Erb:	No
Zeb Harshbarger:	Yes
R. Brian Ketchem:	Yes
E. Terry Styers:	Yes
Cody Wian:	Yes

Yes: 8, No: 1

Passed.

5.T. Resignation - Pulled from Personnel Sheet

- Approval of the resignation of LINDSEY M. WIAN from the position of Full-Time Emotional/Learning Support Paraprofessional at IVES with an end date of 6/30/2026 for personal reasons.
- Motion made by Jessica Baumgardner and seconded by Erin Barlup.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Abstain (With Conflict)
Yes: 8, No: 0, Abstain (With Conflict): 1

Passed.

5.U. Approval of Minutes - Budget Work Session Minutes - April 15, 2026

- Approval of Minutes - Budget Work Session Minutes - April 15, 2026. (This item was missed during the development of the Consent Agenda.)
- Motion made by Jessica Baumgardner and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
Erin Barlup: Yes
Jessica Baumgardner: Yes
Paula Dickson: Yes
Brent Erb: Yes
Zeb Harshbarger: Yes
R. Brian Ketchem: Yes
E. Terry Styers: Yes
Cody Wian: Yes
Yes: 9, No: 0

Passed.

5.V. Censure Resolution

- Approval of the attached Censure Resolution of Board Member, Erin Barlup.
 - Mr. Harshbarger called for an executive session for personnel and legal topics.
 - Executive Session: 8:43 pm - 9:41 pm.
 - Back in Session: 9:44 pm.
- Motion made by Jessica Baumgardner and seconded by Cody Wian.
- Motion made by Brent Erb and seconded by Mark Baker to table item 5V.

ROLL CALL VOTE:

Mark Baker:	Yes
Erin Barlup:	Yes
Jessica Baumgardner:	Yes
Paula Dickson:	Yes
Brent Erb:	Yes
Zeb Harshbarger:	Yes
R. Brian Ketchem:	Yes
E. Terry Styers:	No
Cody Wian:	Yes

Yes: 8, No: 1

Passed.

6. OTHER BUSINESS

- Discussion occurred regarding the change in job descriptions for the following positions:
 - Supervisor of Special Education
 - Director of Student Services
 - Building Principals
 - School Psychologists
- Changes were made to the agenda.
- Mr. Baker asked if he could give his granddaughter her diploma at graduation. Discussion occurred regarding protocol. Mr. Erb stated that there is no harm done. Mrs. Barlup suggested bringing this up earlier since the students have already practiced. Mr. Harshbarger allowed this per verbal confirmation.
- Mrs. Barlup stated that she did not mean to disrespect the district staff who are also parents in the district, but she would like to see more public engagement in RFP processes.

- Motion to add the following motion to be voted on: 5W: Motion to direct Administration to review the reporting structure of School Psychologists, to seek special counsel advisement, and to bring suggested changes to the board for approval at the June meeting.
- Motion made by Mark Baker and seconded by Brent Erb.

ROLL CALL VOTE:

Mark Baker: Yes
 Erin Barlup: Yes
 Jessica Baumgardner: Yes
 Paula Dickson: Yes
 Brent Erb: Yes
 Zeb Harshbarger: Yes
 R. Brian Ketchem: Yes
 E. Terry Styers: Yes
 Cody Wian: Yes
 Yes: 9, No: 0

Passed.

5.W.: Reporting Structure

- Motion to direct Administration to review the reporting structure of School Psychologists, to seek special counsel advisement, and to bring suggested changes to the board for approval at the June meeting.
- Motion made by Jessica Baumgardner and seconded by Cody Wian.

ROLL CALL VOTE:

Mark Baker: Yes
 Erin Barlup: Yes
 Jessica Baumgardner: Yes
 Paula Dickson: Yes
 Brent Erb: Yes
 Zeb Harshbarger: Yes
 R. Brian Ketchem: Yes
 E. Terry Styers: Yes
 Cody Wian: Yes
 Yes: 9, No: 0

Passed.

7. PUBLIC COMMENT

- **Abigail Baumgardner, Belleville** - Curriculum Cuts & Petition
- **Alessa Norris, Milroy** - Curriculum Cuts
- **Kim Manganaro, Lewistown** - Expressed the need to raise taxes.
- **Becky Wagner, McClure** - School Psychologist Hire and disappointment in the board members who voted against it.
- **Ashlie Crosson, Reedsville** - Attrition and Budget Increase
- **Del Fuller, AMCE** - Filling empty positions.
- **Jasey Zerby, McClure** - Thanked Mr. Wian for observing her classroom and the students that came forward and spoke. Gave a shout-out to the guidance counselors for Career Day. Stated that students should always be at the top of the mind.

8. EXECUTIVE SESSION

8.A. April Executive Session(s)

- Executive Session held on 04/16/2026 at 7:31 PM - 8:48 PM for personnel items.
- Executive Sessions held on 04/23/2026 at 9:03 PM - 9:09 PM for personnel items, and 10:12 PM - 10:54 PM for personnel and contractual items.

8.B. Convene into Executive Session

8.C. Reconvene to Regular Session

9. ADJOURNMENT BY PRESIDENT

- With no further business before the Board, the meeting was adjourned at 10:24 pm.

Respectfully Submitted,



Nicole M. Lewis, Board Secretary

Acco	Description	Acc	Description	2025-26 Year to Date	May 2025-26 Monthly Activity	2025-26 Current Budget	2025-26 FYTD %
51	FOOD SERVICE FUND						
6510	INT/INVESTMT/CHECK ACCT	000	NON CATEGORICAL	11,929.91	1,218.85	15,000.00	79.53
6600	REVENUE CLEARING ACCT	000	NON CATEGORICAL	0.00	0.00	0.00	0.00
6610	DAILY SALES REIMB PROGR	000	NON CATEGORICAL	330,194.15	37,943.20	312,878.00	105.53
6621	DAILY SALES ADULTS	000	NON CATEGORICAL	44,885.05	4,701.65	41,998.00	106.87
6622	DAILY SALES ALA CARTE	000	NON CATEGORICAL	190,293.30	19,382.50	198,947.00	95.65
6630	INCOME SPECIAL EVENTS	000	NON CATEGORICAL	6,879.65	814.03	6,500.00	105.84
6690	OTHER FOOD SERVICE REV.	000	NON CATEGORICAL	-34,312.46	-11,168.04	0.00	0.00
6920	"CONTRIB, DONATION PRIV"	000	NON CATEGORICAL	21,122.51	858.48	0.00	0.00
6930	GAIN/LOSS ON SALE ASSET	000	NON CATEGORICAL	0.00	0.00	0.00	0.00
6990	MISC. REVENUE	000	NON CATEGORICAL	64,998.20	8,031.80	54,000.00	120.37
7600	"SUBSIDY MILK ,LUNCH,BR"	000	NON CATEGORICAL	188,684.22	22,958.20	214,371.00	88.02
7810	REV.FOR SOC.SEC.PAYMENT	000	NON CATEGORICAL	43,635.56	7,096.03	42,650.00	102.31
7820	ST.SHARE/RETIREMT CONTR	000	NON CATEGORICAL	190,774.32	31,029.88	189,555.00	100.64
8531	SUBSIDY FEDERAL	000	NON CATEGORICAL	2,532,513.31	286,765.16	2,556,165.00	99.07
8533	VALUE OF DONATED COMM.	000	NON CATEGORICAL	296,978.31	15,996.69	153,938.00	192.92
8707	ARRA - NSL EQUIPMENT	000	NON CATEGORICAL	0.00	0.00	0.00	0.00
9310	TRANSFERS FROM G/F	000	NON CATEGORICAL	0.00	0.00	0.00	0.00
9400	"SALE,COMP FOR ASSETS"	000	NON CATEGORICAL	0.00	0.00	0.00	0.00
----	Revenue	---		3,888,576.03	425,628.43	3,786,002.00	102.71
0000		000	NON CATEGORICAL	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	111	SALARIES	3,692.40	461.55	4,000.00	92.31
3100	FOOD SERVICE	151	OFFICE/CLERICAL	33,621.90	4,329.00	37,403.00	89.89
3100	FOOD SERVICE	153	CLERICAL OVER-TIME	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	171	SALARIES	1,039,227.88	168,515.80	1,109,624.00	93.66
3100	FOOD SERVICE	172	SALARIES SUBSTITUTE	40,889.67	8,420.43	50,000.00	81.78
3100	FOOD SERVICE	173	SALARIES OVERTIME	3,239.83	805.88	2,000.00	161.99
3100	FOOD SERVICE	176	EE INSURANCE OPT OUT	34,105.86	5,684.31	36,000.00	94.74
3100	FOOD SERVICE	211	MEDICAL INSURANCE	242,156.95	21,571.76	246,922.00	98.07
3100	FOOD SERVICE	212	DENTAL INSURANCE	9,612.00	833.20	12,788.00	75.16
3100	FOOD SERVICE	213	LIFE INSURANCE	3,127.53	273.17	3,539.00	88.37
3100	FOOD SERVICE	214	INCOME PROTECTION	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	215	EYE CARE INSURANCE	2,013.25	181.40	2,027.00	99.32
3100	FOOD SERVICE	220	SOCIAL SECURITY	87,152.04	14,192.06	85,300.00	102.17
3100	FOOD SERVICE	230	RETIREMENT	362,763.27	62,649.84	379,109.00	95.69
3100	FOOD SERVICE	250	UNEMPLOYMENT COMP	2,310.28	376.58	2,230.00	103.60
3100	FOOD SERVICE	260	WORKMANS COMP.	5,774.12	941.02	5,575.00	103.57

Acco	Description	Acc	Description	2025-26 Year to Date	May 2025-26 Monthly Activity	2025-26 Current Budget	2025-26 FYTD %
51	FOOD SERVICE FUND						
3100	FOOD SERVICE	281	OPEB HEALTH BENEFTIS	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	290	SEVERENCE TO 403 B PLAN	0.00	0.00	10,000.00	0.00
3100	FOOD SERVICE	292	Employer Contribution to HSA	27,729.97	0.00	22,761.00	121.83
3100	FOOD SERVICE	329	CONSULTANTS / OTHER	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	411	DISPOSAL SERVICE	7,194.75	-1,989.24	10,500.00	68.52
3100	FOOD SERVICE	420	UTILITIES	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	430	REPAIRS & MAINT.	18,514.38	1,404.74	35,000.00	52.90
3100	FOOD SERVICE	460	EXTERMINATION SERVICES	1,441.53	991.53	500.00	288.31
3100	FOOD SERVICE	523	GEN. LIAB. INSURANCE	17,727.87	1,424.69	23,383.00	75.82
3100	FOOD SERVICE	525	BOND INSURANCE	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	530	COMMUNICATIONS/POSTAGE	1,055.57	13.32	1,500.00	70.37
3100	FOOD SERVICE	540	ADVERTISING	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	550	PRINTING AND BINDING	1,450.00	0.00	1,400.00	103.57
3100	FOOD SERVICE	572	MANAGEMENT-NONFOOD	155,043.45	15,505.40	151,785.00	102.15
3100	FOOD SERVICE	580	MILEAGE	343.00	0.00	200.00	171.50
3100	FOOD SERVICE	610	SUPPLIES	154,343.51	13,297.13	125,230.00	123.25
3100	FOOD SERVICE	631	FOOD PURCHASES	1,016,241.49	92,662.20	1,268,753.00	80.10
3100	FOOD SERVICE	632	MILK	226,390.10	24,693.11	0.00	0.00
3100	FOOD SERVICE	633	DONATED COMMODITIES	284,989.44	18,807.38	153,938.00	185.13
3100	FOOD SERVICE	634	SNACK PURCHASES	83,476.13	3,089.98	0.00	0.00
3100	FOOD SERVICE	740	DEPRECIATION	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	760	EQUIP INSTR REPL.	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	810	DUES & FEES	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	890	MISC. EXPENDITURES	5,201.46	456.00	4,535.00	114.70
3100	FOOD SERVICE	934	INDIRECT COST ALLOCAT	0.00	0.00	0.00	0.00
3100	FOOD SERVICE	939	OTHER FUND TRANSFERS	0.00	0.00	0.00	0.00
----	Expense	---		3,870,829.63	459,592.24	3,786,002.00	102.24
----	FOOD SERVICE FUND	---		17,746.40	-33,963.81	0.00	0.00
<hr/>							
	Grand Revenue Totals			3,888,576.03	425,628.43	3,786,002.00	102.71
	Grand Expense Totals			3,870,829.63	459,592.24	3,786,002.00	102.24
	Grand Totals			17,746.40	33,963.81	0.00	0.00
				Profit	Loss		

<u>CHECK</u>	<u>CHECK</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>AMOUNT</u>
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
05/12/2026	3028	HOY, AUTUMN	APRIL 2026 - REIMBURSE ICE PURCHASED FOR LIS SALAD BAR	27.00
05/12/2026	3029	MAKE IT PERSONAL	APRIL 2026	250.00
05/12/2026	3030	METZ CULINARY MANAGE	APRIL 2026	219,137.90
05/12/2026	3031	PECHT, SHERRY	APRIL 2026 REIMBURSE PURCHASE OF GF FOOD ITEMS	14.77
05/12/2026	3032	SITCH, REGINA	APRIL 2026 - REIMBURSE MILEAGE SEPT - DEC 2025 85.6 MI X .70/MI	59.92
05/12/2026	3032	SITCH, REGINA	APRIL 2026 - REIMBURSE MILEAGE JAN 1 - APR 13, 2026 39 MI X .725/MI	28.28
05/12/2026	3033	MIFFLIN COUNTY SCHOO	FEBRUARY 2026 GENERAL FUND REIMBURSEMENT	149,189.70
Totals for checks				368,707.57

Mifflin County School District		Meeting Date:	RBM 06/25/2026
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PERSONNEL			Updated 6/17/2026
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Resignations/Retirements:					
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#	NAME	POSITION	BUILDING	END DATE	REASON
1	Wagner, Morgan M.	5.50 hour Part-time Person-In-Charge – Satellite Kitchen – Lunch	The Academy	6/5/2026	Resigned - Other Employment
2	Sechler, Tamara C.	Head Indoor Track and Field Coach	MCS D	5/30/2026	Resigned - Personal Reasons
3	Fellows, Zoey E.	Guidance Secretary	MCHS	6/30/2026	Resigned - Personal Reasons
4	Stringer, Bonnie K.	Learning Support Teacher	LIS	7/7/2026	Resigned - Personal Reasons
5	Loht, Gregory A.	Auxiliary Staff	MCS D	6/9/2026	Resigned - Personal Reasons
6	Snyder, Patricia E.	Cafeteria Substitute	MCS D	6/17/2026	Resigned - Personal Reasons

Transfers:						
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#	NAME	FROM POSITION	BUILDING	TO POSITION	BUILDING	TRANSFER DATE
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Administration						
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1	O'Donnell, Nicole	Assistant Principal	LES	Assistant Principal (Salary - \$98,500)	EDES	07/01/2026
2	Mattey, Victoria S.	Assistant Principal	LIS & EDES	Assistant Principal (Salary - \$98,500)	LIS	07/01/2026
3	Zook, Travis H.	Assistant Principal	IVEC	Assistant Principal (Salary - \$98,500)	SMES	07/01/2026
4	Strausburg, Kelly J.	Title I Reading Teacher	LES	Assistant Principal (Salary - \$85,000)	LES	07/01/2026
5	Hartzler, Jennifer J.	Computer Teacher	LIS, EDES, SMES	Assistant Principal (Salary - \$85,000)	LIS	07/01/2026

6	Mix, Ermalinda A.	5th Grade Teacher	LIS	Assistant Principal (Salary - \$85,000)	IVEC	07/01/2026
Teachers						
1	Walters, Jenna L.	3rd Grade Teacher (Bubble)	IVEC	Kindergarten Teacher	IVEC	07/01/2026
2	Attick, Jordi L.	Displacement		3rd Grade Teacher (Bubble)	IVEC	07/01/2026
3	Palladino, Jamen J.	Autistic Support Teacher	IVEC	Technology Education Teacher	MCJHS	07/01/2026
4	Wagner-Ritchey, Jena R.	Displacement		4th Grade Teacher	LIS	07/01/2026
5	Myers, Madison P.	Displacement		Building Substitute Teacher	IVEC	07/01/2026
6	Curry, Sierra L.	Displacement		Building Substitute Teacher	SMES	07/01/2026
7	Wright, Noah K.	Health & Phys. Ed Teacher	MCJHS & EDES	Social Studies Teacher	MCJHS	07/01/2026
Maintenance/Custodians						
Para Professionals/Clerical						
1	Glover, Andrea D.	Full-Time Emotional Support Paraprofessional	IVEC	Full-Time Emotional/Learning Support Paraprofessional	IVEC	07/01/2026
2	McMaster, Kaycee M.	Full-Time Autistic Support Paraprofessional	LIS	Full-Time Autistic Support Paraprofessional	LES	07/01/2026

3	Kensinger, Christina J.	Full-Time Life Skills Support Paraprofessional	MCHS	Full-Time Autistic/Emotional Support Paraprofessional	LIS	07/01/2026
4	Walker, Stephanie M.	Displacement		Full-Time Autistic Support Paraprofessional	MCJHS	07/01/2026
5	Ritter, Denielle J.	Displacement		Full-Time Autistic Support Paraprofessional	MCJHS	07/01/2026
6	Tate, Amanda J.	Displacement		Full-Time Autistic Support Paraprofessional	MCJHS	07/01/2026
7	Mitchell, Gina R.	Full-Time Life Skills Support Paraprofessional	EDES	Full-Time Learning Support Paraprofessional	MCJHS	07/01/2026
8	Krepps, Kathy M.	Displacement		Full-Time Learning Support Paraprofessional	MCJHS	07/01/2026
9	Welsh, Heather A.	Displacement		Full-Time Learning Support Paraprofessional	MCJHS	07/01/2026
10	Hagans, Katlin M.	Displacement		Full-Time Life Skills Support Paraprofessional	MCJHS	07/01/2026
11	Hower, Stephanie M.	Displacement		Full-Time Life Skills Support Paraprofessional	MCJHS	07/01/2026
12	Royer, Kayla K.	Displacement		Full-Time Life Skills Support Paraprofessional	MCJHS	07/01/2026
13	Longwell, Brittany M.	Displacement		Part-Time Emotional Support Paraprofessional	MCJHS	07/01/2026
14	Hertzler, Amanda R.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
15	Bubb, Jennifer L.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
16	Gulick, Teresa L.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026

17	Mowery, Jaclyn M.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
18	Flick, Jeannine E.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
19	Schenker, Lisa E.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
20	Gwilym, Beth M.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
21	Russell, Marcy J.	Displacement		Full-Time Learning Support Paraprofessional	MCMS	07/01/2026
22	Snook, Shawna M.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
23	Goss, Leslie A.	Displacement		Full-Time Autistic/Life Skills Support Paraprofessional	MCMS	07/01/2026
24	Sheetz, Jamie D.	Displacement		Full-Time Learning Support Paraprofessional	MCMS	07/01/2026
25	Beers, Heidi M.	Displacement		Full-Time Emotional Support Paraprofessional	MCMS	07/01/2026
26	Dubler, Joseph N.	Displacement		Full-Time Emotional Support Paraprofessional	MCMS	07/01/2026
27	Fryer, Darrien N.	Full-Time Autistic Support Paraprofessional	IVEC	Full-Time Emotional Support Paraprofessional	IVEC	07/01/2026
28	Molinaro, Steven B.	Displacement		Full-Time Autistic Support Paraprofessional	LIS	07/01/2026
29	Davis, Shane A.	Displacement		Full-Time Life Skills Support Paraprofessional	MCHS	07/01/2026
30	Laub, Christina M.	Displacement		Full-Time Life Skills Support Paraprofessional	EDES	07/01/2026

Cafeteria Staff						
New Hires:						
#	NAME	POSITION	BUILDING	START DATE	SALARY	STEP
Teachers						
1	Bruner, Legend B.	Long-Term Substitute Reading Teacher	MCJHS	Start of the 2026-2027 School Year	\$52,133	Bachelor's, Step 2
2	Wilson, Miriah V.	Building Substitute Teacher	LES	Start of the 2026-2027 School Year	\$52,133	Bachelor's, Step 2
3	Matlack, Jared C.	Health & Phys. Ed. Teacher	MCJHS	Start of the 2026-2027 School Year	\$51,283	Bachelor's, Step 1

Maintenance/Custodians/Substitute Custodians						

Para Professionals/Clerical						
1	Hernandez-Martinez, Katalina J.	Part-Time Emotional Support Paraprofessional	MCJHS	Start of the 2026-2027 School Year	\$17.52/hr.	--

Cafeteria Staff/Cafeteria Substitutes						

All offers of employment are contingent upon candidate successfully passing the required background investigations, completion of pre-employment paperwork and obtaining the required level of education, licensure and/or endorsement prior to employment.

Mentors:						
#	TEACHER NAME	MENTOR FOR	MENTEE SCHOOL	MENTEE POSITION	STIPEND	MENTOR ONLY/FULL INDUCTION
1	Sunderland, Jeffrey S.	McClure, Darrin J.	MCMS	Health/P.E.	\$350	Mentor Only

Approval for 2026-2027 SY Pending Receipt of Emergency Permit						
#	NAME	POSITION	BUILDING			
1	Kutruff, Skylar K.	English Teacher	MCJHS			

Teacher Status Updates						
#	TEACHER NAME	FROM	BUILDING	TO	BUILDING	EFFECTIVE
1	Unger, Bobbi J.	ESL Teacher - Emergency Permit	MCJHS & MCHS	ESL Teacher - Fully Certified	MCJHS & MCHS	05/01/2026
2	Freed, Jennifer L.	Learning Support Teacher - Emergency Permit	MCMS	Learning Support Teacher - Fully Certified	MCMS	05/01/2026

Teachers to Receive Tenure

#	TEACHER NAME	POSITION	BUILDING			

Paid Athletics

#	COACH NAME	POSITION/SPORT	YEARS OF EXPERIENCE	SEASON	SALARY	START DATE

Volunteer Athletics

#	COACH NAME	POSITION/SPORT	SEASON	START DATE

Auxiliary Personnel

#	NAME	SCHOOL YEAR	START DATE

Extracurricular Activities Advisors

Note: Stipend according to CBA - paid twice a year (1/2 Dec and 1/2 May)

#	ADVISOR NAME	ACTIVITY/CLUB	BUILDING	YEARLY STIPEND	SCHOOL YEAR

Summer School 2026

#	NAME	POSITION			
1	Yearick, Abigail V.	Mathematics			
2	McCoy, Kayla E.	English/Language Arts			
3	Hackenberger, Jenna E.	Special Education			

Summer Custodial Help 2026

#	NAME				
1	Charles, Casey A.				
2	Ruble, Brittany A.				
3	Everly, Tina M.				
4	Stringfellow, Diane K.				

**Memorandum of Understanding
Between the
Mifflin County School District
And
Association of Mifflin County Educators**

This Agreement between the Mifflin County School District (hereinafter referred to as the District) and the Association of Mifflin County Educators (hereafter referred to as the Association) is entered into on the date of signature below.

It is understood and agreed upon that there is a Collective Bargaining Agreement (CBA) between the District and the Association dated and in effect from July 1, 2024 through June 30, 2029.

Appendix D in the CBA concerns Athletic Coaching Positions and the Salary Multiplier for each position.

The District and Association have agreed to add the following coaching positions and the accompanying salary multiplier to Appendix D to begin in the 2026-2027 school year:

Girls Wrestling Head Coach	4
Girls Wrestling First Assistant Coach	2.5
Girls Wrestling Assistant Coach	2
Girls Wrestling JH Head Coach	2.5
Girls Wrestling JH Assistant Coach	1.5
Girls Wrestling JH Assistant Coach	1.5
JH Baseball Coach	2.5
JH Baseball Assistant Coach	1.5

This position will be incorporated into a successor Collective Bargaining Agreement.

The parties hereto have set their hands and seals on the day and year indicated below.

Mifflin County School Board

Date



Association of Mifflin County Educators

May 20, 2026

Date

SAXTON & STUMP

LAWYERS AND CONSULTANTS

221 West Philadelphia Street, Suite 600 • York, PA 17401
P: (717) 846-9800 • F: (717) 843-6134

Direct Dial: (717) 849-4149
Email: ldalton@saxtonstump.com

May 27, 2026

Mr. Vance Varner, Superintendent
201 Eighth Street, Highland Park
Lewistown, PA 17044

RE: 2026-2027 Terms of Engagement

Dear Mr. Varner:

We have been proud to partner with the Mifflin County School District (“District”) to provide tailored advice that confronts your diverse needs. Saxton & Stump, with me as principal counsel, would be pleased and honored to continue to serve as Special Counsel to the District for the 2026-2027 fiscal year. The information below will summarize our proposed fee arrangement for the 2026-2027 fiscal year.

As in the past with limited exceptions, our fees will be based on hourly rates, with increments of 1/10 of an hour for time devoted to District matters. The scope of the legal services we provide you will be the same scope of services we provided to you previously, namely as solicitor for the District and any and all other services mutually agreed upon by all parties.

Historically, we have issued an annual re-engagement letter to the District establishing the applicable hourly rates for the next year. Please understand that the rate adjustments listed below are intended to remain consistent with our longstanding practices. As in the past, we do not require any retainer payment. Further, the fees listed below align with our continuing commitment to ensure that there is no market variation in rates across clients. In future years, hourly rates will be reviewed and adjusted periodically to reflect increased experience, the special expertise of the professionals, and the inflationary cost increases affecting our profession. Our proposed hourly rates are as follows:

Special Counsel Work

\$275.00 for Shareholders / Senior Counsel

\$240.00 for Associates

\$120.00 - \$160.00 for Paralegals or other professionals

Insurance Defense Work

When a claim or pre-claim is made, the defense costs for our work as your attorneys may be covered in part or in whole by your insurance company. In insurance defense work, most commonly in special education (due process complaints), employment, and other liability cases, the insurance company covering such defense costs typically only reimburses defense counsel fees at a reduced rate that they negotiate with the individual law firm. Thus, our regular rates for that work (outlined above) will be billed to you directly on an insurance matter until the deductible is met (at the fee rate prescribed by the insurance company). Thereafter, you are expected to pay our monthly bills at the rates listed above, and we then will (1) work directly with the insurance company to ensure appropriate updates, budgets, and case analyses; (2) monitor application of any insurance deductible and/or cost-sharing requirements; and (3) regularly submit claims for your reimbursement at the negotiated insurance rates on your behalf to the insurance company, with the appropriate insurance codes. In all cases in which insurance coverage may be available, the ultimate responsibility for payment of our charges will remain with you.

Bond Work and Fee

Any work we do as bond counsel will be billed on a flat fee basis with the fee to be determined at the time of issuance and will be dependent upon the size and type of issue.

Saxton & Stump operates as a Firm - a client who retains a particular lawyer in fact retains the entire Firm and has at his or her disposal all the expertise and resources that the Firm can bring to bear. Therefore, from time to time, I may seek assistance from or assign primary responsibility for a project to another lawyer who has significant experience in the area involved and who is for that reason in a position to do the work as efficiently as possible. In assigning work within the Firm, I will obviously strive as I always have to achieve the most efficient mix of seniority and expertise, with the goal of providing the most effective representation to our clients on an economical and cost-efficient basis.

It is Saxton & Stump's practice to forward periodic statements monthly. Invoicing terms are Net 15 unless another arrangement has been discussed and agreed to in advance.

We look forward to continuing to provide you and the District with the region's most responsive, collaborative, efficient, creative, and effective counsel. That said, please do not hesitate to contact me or a member of our firm if you should have any questions or comments regarding our ability to be:

- Responsive and reply to your inquiries within a 24-hour period;
- Collaborative in using our interactive team-based approach to provide you with the most comprehensive and up-to-date service;
- Efficient by staying abreast of upcoming policy and legislative developments;
- Creative in providing problem-solving legal support in the face of today's changing educational landscape; and
- Effective in offering tailored training and consultation that allows you to effectively implement the right approach in your district.

If this is acceptable to you, please kindly sign a copy of this letter where indicated and return it to me at your earliest convenience. By signing below, you are agreeing to the terms of this engagement letter. We value our partnership with the District and are very pleased to have this opportunity to be of service and to continue to work with you. Thank you!

Very truly yours,

SAXTON & STUMP

/s/: Leigh E. Dalton

Dr. Leigh E. Dalton, Esq.
Shareholder

I have read and understand the terms and conditions set forth in this letter and agree to them.

Accepted and agreed to on this _____ day of _____, 2026.

Mifflin County School District

Mr. Vance Varner, Superintendent

General Provisions

Except as modified by the accompanying engagement letter, the following provisions will apply to the relationship between Saxton & Stump and our clients:

The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client and counsel, witnesses, consultants, court personnel, and others; conferences among our personnel; factual investigation; legal research; responding to clients' requests to provide information to auditors in connection with reviews or audits of financial statements; drafting of letters, pleadings, briefs, agreements, and other documents; travel time; waiting time in court, closings, or elsewhere; and time in depositions and other discovery proceedings.

From time to time, internal conferences on a client's matter will take place among our personnel, and two or more may attend such conferences. It is our experience that this practice facilitates communication, improves the quality of the work, and ultimately is more efficient and economical.

In addition to our fees, we will be entitled to payment or reimbursement for disbursements and other expenses incurred on behalf of a client such as photocopying, messenger and delivery, air freight, computerized research, videotape recording, travel (including mileage, parking, airfare, lodging, meals, and ground transportation), long-distance telephone calls, telecopying, postage, court costs, transcripts, and filing fees. To the extent that we directly provide any of these services, we reserve the right to adjust the amount we charge, at any time or from time to time, as we deem appropriate, considering our direct costs, our estimated overhead allocable to the services, and outside competitive rates. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements (more than \$300) will not be advanced by our firm and will be the responsibility of, and paid directly by, the client.

Although we may, for a client's convenience, furnish estimates of fees or expenses that we anticipate will be incurred on a client's behalf, these estimates are subject to unforeseen circumstances and are by their nature inexact. We are not bound by any estimates except as otherwise expressly set forth in the engagement letter or otherwise agreed to by us in writing.

Either at the beginning or during our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any attorney or other employee of our firm is intended to be an expression of opinion only, based on information available to us at the time, and is not a promise or guarantee of any particular result.

A client shall have the right at any time to terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and disbursements and other expenses made or incurred on behalf of the client prior to the date of termination and for services rendered and expenses incurred after such

date to the extent they are required to protect our client's interests or as may be required by appropriate authorities.

We reserve the right to withdraw from our representation with our client's consent or without consent for good cause. "Good cause" may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts billed in a timely manner, the client's failure to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, impair an effective attorney-client relationship or would render our continuing representation inappropriate, unlawful, or unethical. If we elect to do so, the client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and disbursements and other expenses made or incurred on behalf of the client prior to the date of withdrawal and for services rendered and expenses incurred after such date to the extent they are required to protect our client's interests or as may be required by appropriate authorities.

We have found that our clients have become increasingly reliant upon various forms of electronic communication, such as e-mail, cellular telephones, other Internet communications, and electronic telefax (collectively, "Electronic Communications"), for purposes of day-to-day business communications. We note, however, that Electronic Communications may be inherently less secure than some traditional methods of communication (hard-wired telephones and telefax, U.S. mail, and commercial couriers, for example) and involve a risk of interception by unauthorized third parties. We understand that, because of the convenience and efficiency of Electronic Communications, you are willing to accept the risk of unauthorized interception and authorize us to communicate with you (and with others with whom we have dealings in connection with the matters we are handling for you) by means of Electronic Communications, unless you advise us in writing to the contrary.

We will maintain any necessary documents (including any electronic copies) relating to this matter in our client files. Once our engagement in this matter is concluded, we will send you notice advising that the engagement is over. You may thereafter direct us as to which, if any, of the documents in our files you wish us to make available to you. These documents will be delivered to you within a reasonable time after receipt of payment for outstanding fees and costs, subject to applicable rules of attorney conduct. We will retain any remaining documents in our files for a certain period, after which we will destroy them in accordance with our file retention guidelines.

Following the completion of this matter, the firm will not be precluded from accepting any other engagement on behalf of a client that may be adverse to you if such engagement is unrelated to the scope of our representation in this matter as described above and provided, of course, that any and all information that may be disclosed to the firm in the course of this matter shall not be disclosed to any former, current or future client of the firm.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>School Psychologist</p> <p>Job Description</p>
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Title: School Psychologist

Reports to: Director of Student Services or Supervisor of Special Education

Job Summary: School psychologists collaborate with teachers, administrators, families, and other professionals to create safe, supportive, and effective learning environments. They use their expertise in psychology and education to assess student needs, provide interventions, and promote overall student well-being and success.

Duties and Responsibilities:

1. Conduct psychological and academic assessments
2. Consult with school teams to individualize instruction and interventions
3. Promote and facilitate effective management of student and classroom behavior
4. Assist school teams in monitoring student progress through the collection and interpretation of student and classroom data
5. Promote positive education mental health practices in resolving individual, group, and system-level challenges in school mental health related areas
6. Assess student emotional and behavioral needs and subsequently inform appropriate supports
7. Provide individual and group counseling as necessary
8. Promote understanding of developmental expectations of children
9. Assess diverse learning needs and implement appropriate supports and/or services
10. Provide consultation to administrators, teachers, parents, students, and independent agencies on behalf of students provided special education, gifted education, or services to protected students with disabilities
11. Provide culturally responsive services to students and families from diverse backgrounds
12. Provide consultation regarding curricula and instructional modification and adaptation; classroom or facility adjustments to improve student engagement and learning
13. Provide consultation and direct services, which promote social-emotional functioning and learning for students with or without disabilities
14. Assess and improve school climate and school connectedness
15. Provide inclusive practices for all students, parents, and staff
16. Implement and reinforce school-wide positive behavioral supports, positive discipline, and restorative justice
17. Provide crisis prevention, intervention, and postvention services
18. Help families understand their child's learning and mental health needs

19. Assist families and students in navigating special education processes or transitioning between school and community learning environments
20. Enhance staff understanding and responsiveness to diverse cultures and backgrounds
21. Create safe, healthy, and supportive learning environments for all students that strengthen connections between home and school
22. Collaborate with teachers and parents to plan appropriate research-based instructional strategies
23. Generate and interpret useful student and school outcome data
24. Collect and analyze data on risk and protective factors related to student outcomes
25. Plan services at the district, building, classroom, and individual levels
26. Assist teams in ensuring fidelity of instructional, intervention, and assessment practices
27. Assist teams in utilizing assessment data for the purpose of selecting and determining the effectiveness of instruction and intervention
28. Assist teams in monitoring individual student and group progress in academics and behavior
29. Demonstrate professional ethics; model confidentiality of student and staff information
30. Provide school staff with professional development
31. Contribute to an integrated and effective program of pupil services as part of a multidisciplinary team
32. Coordinate the provision of special services and assessments through the TIU and other providers
33. Coordinate the multidisciplinary team process in conjunction with evaluation and re-evaluation
34. Coordinate special education identification procedures to comply with current federal and state standards
35. Perform related duties as assigned by administration

Qualifications:

Education: Master's Degree

Certification: Pennsylvania school psychologist certification

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel, and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the Association of Mifflin County Educators Collective Bargaining Agreement.

EVALUATION: Annually by the Director of Student Services, unless otherwise directed by the Superintendent.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>Management Information Systems (MIS) Manager-PIMS</p> <p>Job Description</p> <p>June 25, 2026 March 24, 2016</p>
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Title: Management Information Systems (MIS) Manager--PIMS

Supervised by: ~~Director of Information Systems~~

Reports to: Director of Information Systems

Duties and Responsibilities:

Student Management Systems

1. Support and maintain the Student Information System(SIS) in the following areas
 - a. Configure and maintain attendance and enrollment
 - b. Responsible for providing valid district data for child accounting report
 - c. Ensure security of all data
 - d. Configure and support high school, middle school, and elementary scheduling
 - e. Configure and support student transcripts and Course History
 - f. Maintain district courses curriculum and course files in SIS
 - g. Configure and support Discipline
 - h. Configure and support Attendance Letters
 - i. Configure and support the generation of report cards
 - i. Setup the files for grade input for the marking period
 - ii. Open the grading file for the teachers
 - iii. Print report cards for high school and middle schools
 - j. Generate reports as needed by SIS users.
 - k. Support the District nurses for access and entry of student health information
 - l. Support assigning student Lockers
 - m. Maintain user groups and file access in SIS security
 - n. Create SIS user accounts
 - o. Ensure fields for ESL and lunch status are updated for state PIMS reporting.
 - p. Responsible for year-end rollover tasks in SIS
2. Responsible for upgrading the SIS system software.
3. Responsible for providing District data for PIMS Reporting and auditor backup reports.
4. Maintain the Course file for the District – assigning the PIMS reporting numbers and make sure courses are marked and reported correctly for HQT and PVAAS
5. Responsible for reporting and verification of all of District PIMS submissions on time according to annually published PIMS reporting calendar.
 - a. Coordinate with appropriate district personnel to verify data submission is correct and complete.
 - b. Monitor changes to the PIMS calendar throughout the school year
 - c. Monitor additions for PIMS collections and coordinate as to where the data will come from.

- d. Review proposed changes for PIMS and comment if there would be a burden for our school district to comply with the change.
 - e. Internal Snapshots – make sure PIMS data is updated to website each internal snap.
 - f. Run PIMS reports and verify data
 - g. Print ACS for Superintendent to sign
6. Publish a PIMS reporting timeline for District
 7. Member of the District’s Data Quality Team
 8. Attend Monthly meeting of the state’s Data Quality Network
 - a. Invite others from the district’s Data Quality Team to attend based on agenda.
 - b. Monitor changes to PIMS and train users how to enter data for proper reporting to PIMS.
 9. Provide support to Child Accounting area
 - a. Monitor that Non-resident students are coded correctly in the SIS
 - b. Help determine if all paperwork is present for the auditors
 - c. Provide annual report of student membership for audit verification
 10. Support the Food Services Department
 - a. Maintain the District’s food service application
 - b. Provide immediate assistance to cashiers
 - c. Provide assistance for the application for the federal free and reduced lunch program as pertaining to use in the SIS.
 11. Business office
 - a. Responsible for maintaining the integrity of the District’s financial database
 - b. Provide 3rd level Support of all payroll operations, including:
 - i. Support the submission of direct deposit (on-line banking)
 - ii. Support the submission of retirement
 - iii. Support the submission of local tax
 - iv. Support the printing of checks
 - c. Support the submission of the budget and AFR to the appropriate state agency
 - d. Support personnel system and generate reports as requested
 - e. Reset online banking passwords as needed
 12. Install and support the District’s busing system
 13. Other duties as assigned by Supervisor

Network Services Support

1. Provide second level support for email problems
2. Provide second level support for Internet related problems

Helpdesk Support

1. Provide second-level support for staff and faculty in their use of the SIS and Financial Databases.

End-user Training

1. Provide training for District software applications as requested

Perform any duties as requested by the Director of Information Systems

Qualifications:

1. Education: Possess a Bachelor's ~~or Associate's Degree~~ in a computer related field or technical training certificate ~~and~~ or five to seven years of experience with specific types of hardware and software systems.
2. Experience: Five to seven years of experience with specific types of software systems in an educational setting preferred.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the ~~Technology Employees Compensation Plan~~, Association of Mifflin County Educators collective bargaining agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>Network Administrator</p> <p>Job Description June 25, 2026 January 28, 2016</p>
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Title: Network Administrator

Reports to: Director of Information Systems

Maintenance

1. Monitor all District network services on a continual basis, providing outage alerts when production systems are out of service. This may include work during non-standard hours in cases of emergency and/or to minimize the impact of downtime during work/school days.
2. Troubleshoot any problems related to the Local and Wide Area Networks, including the fiber optic system and related hardware (servers, storage, routers, etc.)
3. Maintain the operating systems, application software, and hardware of all District servers.
4. Maintain the physical environment for all network infrastructures (power, climate, and safety).
5. Assist the Director of Information Systems to maintain security and function of the District's Windows Active Directory environment.
6. Maintain the District's Exchange information (email) system.
7. Ensure the security and integrity of District network infrastructure and ensuring that security patches are applied. This may include work during non-standard hours to minimize the impact of downtime during work/school days.
8. Maintain the software and connectivity of the District's multi-function-devices (copiers).
9. Maintain the District's helpdesk system.
10. Maintain appropriate inventory of all network infrastructure assets.
11. Maintain the District's web filtering system.
12. Maintain the District's email filtering (SPAM) system.
13. Maintain the District's email archiving system.
14. Maintain the District's wireless networks.
15. Perform scheduled backups of data, and restore data from backups as needed.

16. Other duties as assigned by Supervisor.

Planning and Provisioning

1. Coordinate development of the District's WAN and LANs to meet the District's computing needs.
2. Install and configure any new or moved network infrastructure.
3. Plan and implement operating system upgrades for District servers and PCs.
4. Develop and implement a data storage and backup procedure.
5. Assist the Director of Information Systems in the development of policies relating to the storage of network based files by staff, faculty, and students.
6. Develop and implement a District disaster recovery plan.
7. Determine District wide software licensing requirements for desktop and server operating systems.
8. Other duties as assigned by Supervisor.

Data Systems Support

1. Assist Database Managers with the installation and maintenance of the student management system (SMS).
2. Assist Database Managers with the installation and maintenance of the District's SQL database servers.
3. Assist Database Managers with the installation and maintenance of the financial management system.
4. Other duties as assigned by Supervisor.

Web Services Support

1. Configure and maintain the District web servers (WWW, WWW2, and INTRANET).
2. Purchase and install SSL certificates for District websites.
3. Work with the Webmaster Coordinator to provide adequate web publishing services for staff, faculty, and students.
4. Serve as backup for the webmaster to be available to post emergency weather information to web site and send out emergency messages via alert system on a continual basis.
5. Other duties as assigned by Supervisor.

End-User Support

1. Provide support for Information Systems staff on all escalated issues.

Supervision

1. Assist Director of Information Systems when needed to supervise any vendor personnel when they are performing work on District property.

Minimum Requirements:

- * Bachelor's Degree in Information Technology, Computer Science or five (5) years of experience in managing network infrastructures, servers, software applications, Exchange and backup solutions.
- * Value added technology certifications a plus.
- * General physical knowledge of the Mifflin County Community

Qualifications:

- * Excellent written and oral communication skills required.
- * Possess effective interpersonal skills with the ability to communicate effectively with teachers, administrators and support staff.
- * Positive attitude and ability to participate in a team environment.
- * Available to work flexible hours at certain busy periods of the year.
- * Willingness to travel, give presentations and attend meetings at various hours.
- * Ability to provide personal, reliable vehicle for own travel requirements.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the ~~Technology Employees Compensation Plan~~, Association of Mifflin County Educators collective bargaining agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>School Psychologist</p> <p>Job Description</p>
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Title: School Psychologist

Reports to: Director of Student Services or Supervisor of Special Education

Job Summary: School psychologists collaborate with teachers, administrators, families, and other professionals to create safe, supportive, and effective learning environments. They use their expertise in psychology and education to assess student needs, provide interventions, and promote overall student well-being and success.

Duties and Responsibilities:

1. Conduct psychological and academic assessments
2. Consult with school teams to individualize instruction and interventions
3. Promote and facilitate effective management of student and classroom behavior
4. Assist school teams in monitoring student progress through the collection and interpretation of student and classroom data
5. Promote positive education mental health practices in resolving individual, group, and system-level challenges in school mental health related areas
6. Assess student emotional and behavioral needs and subsequently inform appropriate supports
7. Provide individual and group counseling as necessary
8. Promote understanding of developmental expectations of children
9. Assess diverse learning needs and implement appropriate supports and/or services
10. Provide consultation to administrators, teachers, parents, students, and independent agencies on behalf of students provided special education, gifted education, or services to protected students with disabilities
11. Provide culturally responsive services to students and families from diverse backgrounds
12. Provide consultation regarding curricula and instructional modification and adaptation; classroom or facility adjustments to improve student engagement and learning
13. Provide consultation and direct services, which promote social-emotional functioning and learning for students with or without disabilities
14. Assess and improve school climate and school connectedness
15. Provide inclusive practices for all students, parents, and staff
16. Implement and reinforce school-wide positive behavioral supports, positive discipline, and restorative justice
17. Provide crisis prevention, intervention, and postvention services
18. Help families understand their child's learning and mental health needs

19. Assist families and students in navigating special education processes or transitioning between school and community learning environments
20. Enhance staff understanding and responsiveness to diverse cultures and backgrounds
21. Create safe, healthy, and supportive learning environments for all students that strengthen connections between home and school
22. Collaborate with teachers and parents to plan appropriate research-based instructional strategies
23. Generate and interpret useful student and school outcome data
24. Collect and analyze data on risk and protective factors related to student outcomes
25. Plan services at the district, building, classroom, and individual levels
26. Assist teams in ensuring fidelity of instructional, intervention, and assessment practices
27. Assist teams in utilizing assessment data for the purpose of selecting and determining the effectiveness of instruction and intervention
28. Assist teams in monitoring individual student and group progress in academics and behavior
29. Demonstrate professional ethics; model confidentiality of student and staff information
30. Provide school staff with professional development
31. Contribute to an integrated and effective program of pupil services as part of a multidisciplinary team
32. Coordinate the provision of special services and assessments through the TIU and other providers
33. Coordinate the multidisciplinary team process in conjunction with evaluation and re-evaluation
34. Coordinate special education identification procedures to comply with current federal and state standards
35. Perform related duties as assigned by administration

Qualifications:

Education: Master's Degree

Certification: Pennsylvania school psychologist certification

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel, and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the Association of Mifflin County Educators Collective Bargaining Agreement.

EVALUATION: Annually by the Director of Student Services, unless otherwise directed by the Superintendent.

**Mifflin County
School District**

**201 Eighth Street, Highland Park
Lewistown, PA 17044**

Systems Analyst

Job Description

June 25, 2026

~~**March 24, 2016**~~

Title: Systems Analyst

Supervised by: Director of Information Systems

Reports to: Director of Information Systems

Job Summary: Systems analysis is a hybrid of information technology and business, to leverage both, knowledge of information technology and business to design better computer systems and processes for the district

Duties and Responsibilities:

1. Installing, coordinating, supporting and maintaining the VoIP phone systems and phones
2. Installing, coordinating, supporting and maintaining the Voice Mail systems
3. Coordinating, supporting and maintaining the Business Software
4. Coordinating, supporting and maintaining the Cafeteria Food Services Software and associated Point of Sale (POS) software
5. Maintain the MCSD imaging system for installing operating systems, software, security patches, configuration changes and upgrades
6. Analyzing systems hardware and software problems and developing technical solutions
7. Maintain warranty and maintenance contracts on all related hardware that reside on MCSD computers and laptops
8. Configuring, optimizing, fine-tuning, and monitoring operating system software
9. Analyzing and making recommendations for hardware and software standardization
10. Assist the Director of Information Systems and Network Administrator in coordinating and administering the design, installation and ongoing support of MCSD supported LANS and WAN
11. Coordinate technology related special projects as needed
12. Coordinate computer systems and laptop systems rollout
13. Supporting and maintaining the Antivirus/Spyware/Malware systems software
14. Perform other tasks as assigned by the Director for Information Systems

Qualifications:

Individuals must possess these skills, knowledge and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

1. Ability to orally communicate effectively in English with others in all levels of group and individual contacts.
2. Ability to communicate effectively in writing, using the English language.
3. Knowledge of instructing/presenting effectively to various audiences (i.e. teachers, administrators and support staff) using appropriate teaching techniques.
4. Ability to present oneself in a professional manner to include personal appearance and a pleasant demeanor to others.
5. Possess extensive knowledge of microcomputers and related technologies in an educational setting.
6. Ability to perform with efficiency at a high level of accuracy in all assigned duties.

Minimum Requirements:

- * Bachelor's Degree, or ~~Associates Degree~~, 5-7 years' experience in networking or related technology field.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the ~~Technology Employees Compensation Plan~~, Association of Mifflin County Educators collective bargaining agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

**Mifflin County
School District**

**201 Eighth Street, Highland Park
Lewistown, PA 17044**

Systems Support Specialist

Job Description

June 25, 2026

~~March 24, 2016~~

Title: Systems Support Specialist

Supervised by: Director of Information Systems

Reports to: Director of Information Systems

Job Summary:

Assist in the day-to-day administration, maintenance, and support of technology systems across the district.

Duties and Responsibilities:

Maintenance

1. Ensure the proper function of District provided technology (e.g. desktops, laptops, printers, SMART Boards, projectors, etc.)
2. Troubleshoot any problems related to the District's various Local Area Networks (LAN)
3. Maintain the physical environment for all network infrastructure (power, climate, and safety)
4. Troubleshoot network user and computer account issues
5. Ensure the availability of spare parts for troubleshooting and repair
6. Ensure that only District approved software is installed and updated annually on District computers
7. Maintain the District's technology inventory by assigning new inventory numbers as provided, and informing Information Systems staff of any equipment moves
8. Dispose of obsolete and non-repairable equipment compliant with state and federal regulations
9. Coordinate any hardware recalls with both end-users and vendors
10. Consult with third party technical support to resolve hardware, software, and warranty issues
11. Perform any duties as requested by the Director of Information Systems

Planning and Provisioning

1. Create and maintain images for District computers
2. Ensure compatibility of all software included in District computer images
3. Test all District images prior to their deployment to ensure proper function
4. Utilize and maintain the District's management console for repeated tasks and mass software deployment to District computers
5. Secure desktop system operating systems and applications through appropriate user permission settings
6. Create and maintain faculty and student Windows profiles
7. Create special Windows profiles in support of IEP, GIEP, and 504 students
8. Assist the Maintenance Department with the planning of internal wiring projects

9. Work with Information Systems staff, faculty, and administrators to provide support and planning for future technology projects
10. Recommend technology upgrades to the Director of Information Systems
11. Other duties as assigned by Supervisor

Services Support

1. Provide second level support for end-user problems (network, application, system, etc.)
2. Analyze incoming work orders using the District's ticket system and respond to tickets appropriately and in a reasonable timeframe
3. Document resolutions to problems and work completed through the District's ticket system
4. Install approved software as requested in accordance with District technology policies
5. Other duties as assigned by Supervisor

Supervision

1. Supervise non-District personnel, such as interns, to ensure security and quality
2. Supervise any vendor personnel when they are performing work on District property

Minimum Requirements:

Bachelor's degree in Information Science and Technology, Computer Science, or a related field is preferred OR an equivalent combination of Associate's degree with 2 – 3 years' experience.

Qualifications:

Working Knowledge:

- Windows OS
- Windows Server
- Group Policy
- Active Directory
- Software deployment
- User profiles
- TCP/IP and other networking protocols
- Hardware associated with computers, laptops, tablets, printers, interactive white boards and projectors

Technical Skills:

- Ability to quickly learn new technologies
- Aptitude for problem determination and resolution
- Commitment to teamwork and cooperation in the workplace
- Excellent verbal and written communication skills
- Ability to communicate specialized information to nonspecialized audiences

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.

- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Non-Exempt position; Benefits in accordance with the ~~Technology Employees Compensation Plan~~ Association of Mifflin County Education Support Professionals Association ESPA/PSEA/NEA Collective Bargaining Agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>Webmaster Coordinator</p> <p>Job Description June 25, 2026 January 28, 2016</p>
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Title: Webmaster Coordinator

Reports to: Director of Information Systems

District Web Presence

1. Responsible for content, security and appearance of the District’s primary web presence (www.mcsdk12.org)
 - a. MCSD main web site, including events calendar, 6 day cycle, etc.
 - b. Web Training Materials and Information
 - c. Nurses Site
 - d. Update provided data monthly in timely manner
 - e. Check presentation and readability in various browsers and platforms
2. Be available to post emergency weather information to web site and send out emergency messages via alert system on a continual basis
3. Develop and support the District INTRANET
4. Develop interactive web pages for information gathering purposes on the MCSD main web site
5. Prepare and post pertinent information and forms as provided to the District INTRANET
6. Present information to the public about educational activities in the MCSD relating to curriculum and standards
7. Respond to email feedback
8. Maintain basic web pages for schools
9. Develop and support the District Moodle/Share Point sites.
10. Other duties as assigned by Supervisor.

Site Development and Training

1. Train and support District approved Web Masters
2. Provide training and design support for District faculty and staff as needed, including trainings after school hours
3. Provide technical support for District approved software applications used to develop web pages (Microsoft FrontPage, Microsoft Office, FastStone, Photoshop Elements and Digital Photography Basics)

4. Convert hard copy materials to web pages and print friendly documents (i.e. handbooks, curriculum standards, Calendar, Strategic Plan, Program of Studies booklets, Plan Instruction, etc.)
5. Provide HTML support concerning web page development
6. Check school and teacher web sites for possible problems and compliance
7. Work with Administration and principals to coordinate their school web presence
8. Implement and continue to adhere to section 508 standards on District Websites and train others.
9. Other duties as assigned by Supervisor.

Curriculum Development and Support

1. Provide technical support for faculty that integrate the internet into curriculum when requested.
2. Create student INTRANET web sites in support of web development courses
3. Provide technical support to high school web development instructors
4. Provide support, guidance, and information for district purchased services.
5. Serve as liaison between web development course instructors and the Information Systems staff
6. Other duties as assigned by Supervisor.

Department Administration Assistance

1. Serve as a member of District Technology committees as needed.
2. Stay current with copyright laws and basic legal issues. ie. Section 508
3. Organize and inform the approved webmasters on job responsibilities.
4. Assist with Help Desk support as needed.
5. Other duties as assigned by Supervisor.

Minimum Requirements:

- * Bachelor's Degree, Associates Degree, or 5-7 years experience in Web Design or related technology field is preferred.
- * General physical knowledge of the Mifflin County Community

Qualifications:

- * Excellent written and oral communication skills required.
- * Possess effective interpersonal skills with the ability to communicate effectively with teachers, administrators and support staff.
- * Positive attitude and ability to participate in a team environment.
- * Available to work flexible hours at certain busy periods of the year.
- * Willingness to travel, give presentations and attend meetings at various hours.
- * Ability to provide personal, reliable vehicle for own travel requirements.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Non-Exempt position; Benefits in accordance with the ~~Technology Employees Compensation Plan~~ Association of Mifflin County Education Support Professionals Association ESPA/PSEA/NEA Collective Bargaining Agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

**Mifflin County
School District**

**201 Eighth Street, Highland Park
Lewistown, PA 17044**

**Assistant to the Coordinator of
Transportation**

Job Description

**June 25, 2026
~~September 5, 2024~~**

Title: Assistant to the Coordinator of Transportation

Reports to: Chief Operations Officer and Coordinator of Transportation

Job Summary: Assists in the operation of the District Transportation Department, which includes the safe and efficient transportation of students to and from school and to activities, and district personnel to various job-related activities.

1. Assists in administering a transportation program to meet all the requirements of the daily instructional program, extra-curricular activities, athletics, special education transportation and mandates of policy and code.
2. Serves as a source of current information regarding school bus transportation operations.
3. Assists in the verification of all driver's credentials for school district employees and drivers employed by the school bus contractors.
4. Assists in assigning bus contractors to routes.
5. Assists in maintaining a current driver's manual.
6. Maintains current files of all student transportation.
7. Stays informed of all safety laws/school bus regulations.
8. Assists in investigating all accidents involving school district vehicles and prepares necessary reports required by law.
9. Assists in ensuring that all students participate in school bus evacuations a minimum of two times per school year.
10. Assists and participates in school bus safety programs for district students.
11. Assists in preparing bus routes for all public, nonpublic and special education schools to which MCSD students are appropriately and legally assigned.
12. Assists in updating bus schedules for all public and nonpublic schools.

13. Coordinates with school principals and others responsible for planning special school trips.
14. Acts as a liaison with parents for complaints and special requests.
15. Assists in compiling all reports required by the state for reimbursement and or compliance.
16. Assists with contacting the contractors and MCSD drivers of road conditions for delays, closings or early dismissals of school.
17. Performs other tasks as assigned by the Chief Operations Officer, Coordinator of Transportation or Superintendent of Schools or his designee.
18. Assists in calculating the daily rates to be submitted to the School Board for approval on an annual basis.
19. Assists in the preparation and presentation of the MCSD student transportation budget to the Superintendent and the Board of School Directors each school year.
20. Other duties as assigned by Supervisor.

Minimum Requirements:

- High School Diploma
- General physical knowledge of the Mifflin County Community

Technology:

- Computer skills required
- Familiar with student transportation routing software

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Non-Exempt position; Benefits in accordance with the [Association of Mifflin County Education Support Professionals Association ESPA/PSEA/NEA Collective Bargaining Agreement](#), Excluding Benefits (1 – 6), 5 days a week, 4 hours per day.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Chief Operations Officer, unless directed otherwise by the Superintendent.

**Mifflin County
School District**

**201 Eighth Street, Highland Park
Lewistown, PA 17044**

Helpdesk Analyst

Job Description

June 25, 2026

~~**March 24, 2016**~~

Title: Helpdesk Analyst

Supervised by: Director of Information Systems

Reports to: Director of Information Systems

Department Administration Support

1. Enter and track department purchase orders
2. Perform analysis of department expenditures and prepare reports as requested
3. Verify, code, and enter purchases made on the department credit card
4. Process any bills and requests for payment that are received by the department
5. Track the balance of the department budget accounts as directed
6. Answer the department's primary phone line and route calls and take messages as needed
7. Prepare request for quotes (RFQ) for equipment as requested
8. Order parts and equipment as requested
9. Return replacement parts to all vendors as requested by Information Systems staff
10. Maintain an accurate inventory of all District phone lines and cell phones
11. Serve as first level support for any building or cell phone problems
12. Contact various vendors to schedule repair work as requested by the Director of Information Systems
13. Track and analyze District cell phone usage, preparing reports as needed
14. Type confidential disciplinary letters as requested for students who violate District usage policies
15. Enable and disable accounts for users who violate District usage policies
16. Create District ID badges for all employees, student teachers, and interns
17. Create business cards for District employees as requested
18. Maintain the inventory of office supplies
19. File appropriate paperwork for the department's purchases and licensing
20. Type, proofread, and distribute department correspondence as requested
21. Retrieve the PENNLINK email on a daily basis
22. Perform any duties as requested by the Director of Information Systems
23. Maintain current and past E-rate filings for the District
24. Other duties as assigned by Supervisor

Helpdesk Support

1. Maintain District inventory by processing additions and changes
2. Analyze incoming work orders and ensure basic troubleshooting is performed and essential information is gathered
3. Assign Information Systems staff to open technology work orders
4. Assign asset tag numbers to all new District technology equipment
5. Maintain the ink and toner cartridge inventory, filling requests as submitted
6. Perform analysis of printer consumable usage and prepare reports as requested
7. Provide first level support for end-user applications
8. Other duties as assigned by Supervisor

Network Systems Support

1. Create new user accounts for all students and substitutes
2. Reset passwords for staff, faculty, and students

Data Systems Support

1. Perform requested data entry into District data systems
2. Other duties as assigned by Supervisor

Minimum Requirements:

Associate's or Bachelor's degree with excellent Microsoft Office knowledge is preferred OR an equivalent of 2 – 3 years' experience in similar role.

Qualifications:

- Excellent writing and verbal communications skills.
- Proficient in Microsoft Excel and Word.
- Ability to learn other district related software.
- Strong organization skills.

Physical Demands:

- Ability to reach above and below the waist
- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Non-Exempt position; Benefits in accordance with the ~~Technology Employees Compensation Plan~~ Association of Mifflin County Education Support Professionals Association ESPA/PSEA/NEA Collective Bargaining Agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.

<p>Mifflin County School District</p> <p>201 Eighth Street, Highland Park Lewistown, PA 17044</p>	<p>Management Information Systems (MIS) Manager Job Description</p> <p>June 25, 2026 January 28, 2016</p>
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Title: Management Information Systems (MIS) Manager

Reports to: Director of Information Systems

Department/District Administration Support:

1. Perform any duties as requested by the Director of Information Systems.
2. Assists in maintaining database results by setting standards/controls.
3. Coordinating design and programming for needed software bridges, report design, data export/import.
 - a. School Messenger System (Skylert)
 - b. Testing Sites (Grade, MAP, and CDT)
 - c. Library Software (Destiny)
4. Advises Network Administrator of database performance problems.
5. Arranges project requirements in programming sequence by analyzing requirements, preparing a work flow chart, subject matter, programming method, and logic.
6. Confirms program operation by conducting test; modifying program sequence and/or codes.
7. Provides reference for Technical Support Team and Users by writing and maintaining user documentation; maintaining a help desk.
8. Protects operations by keeping information confidential.
9. Contributes to team effort by accomplishing related results as needed.

10. Develops and maintains applications and databases by evaluating client needs, analyzing requirements; developing software databases for reporting purposes.
11. Develops Intranet SQL database websites
12. Carries out fact finding and program analysis of problems; applies established procedures to bring resolution.
13. Provides technical advice and support to end-users. This includes creating reports, data analysis and correction, training, and problem solving.
14. Maintains security user database for Student, Financial, and helpdesk software.
15. Other duties as assigned by Supervisor.

Student Management and Financial System:

1. Support/maintain Systems for Student Management and Financial.
 - a. Ensure security of all data
 - b. Maintain user security for Staff, Families, and Students
 - c. Configure and support the generation of report cards
 - d. Generate queries and reports needed by Administrators
 - e. Import Test Student Scores
 - f. Provide training for both MCSD and Academy
2. Perform routine maintenance
3. Coordinate/process year-end rollover tasks
4. Create/maintain reporting databases
 - a. MCHS Ranking reports
 - b. Awards of Excellence grading reports
5. Other duties as assigned by Supervisor.

Network Services Support:

1. Assists Network Administrator with creating and maintaining Exchange user accounts and mailboxes.

2. Assists Network Administrator with restoring backup data files for staff and students.
3. Other duties as assigned by Supervisor.

Helpdesk Support:

1. Provide second-level support for staff, faculty, and students.
2. Other duties as assigned by Supervisor.

Minimum Requirements:

- Bachelor's Degree, ~~Associates Degree~~, or 5-7 years' experience in database management and programming or related technology field is preferred.
- Value added technology certifications a plus.
- General physical knowledge of the Mifflin County Community

Qualifications:

- Excellent written and oral communication skills required.
- SQL experience developing queries, tables, functions, and stored procedures, MS SQL Server Manager, ASP, MS Front Page, MS Web Expression, MS Access, Excel, and Word.
- Possess effective interpersonal skills with the ability to communicate effectively with teachers, administrators and support staff.
- Positive attitude and ability to participate in a team environment.
- Available to work flexible hours at certain busy periods of the year.
- Willingness to travel, give presentations and attend meetings at various hours.
- Ability to provide personal, reliable vehicle for own travel requirements.

Physical Demands:

- Ability to reach above and below the waist

- Use fingers to pick, feel and grasp objects
- Use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies, equipment and/or papers weighing no more than 50 lbs.
- Ability to walk/move throughout the work environment

Work Environment:

- Subject to inside/outside environmental conditions

Sensory Abilities:

- Visual acuity and auditory acuity

Temperament:

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service oriented
- Must be able to work in an environment with frequent interruptions

Cognitive Ability:

- Ability to follow written and verbal directions
- To read and write
- Communicate effectively
- Organize tasks
- Handle multiple tasks
- Exercise good judgment

Specific Skills:

- Must possess conflict mediation skills

TERMS OF EMPLOYMENT: Benefits in accordance with the ~~Technology Employees Compensation Plan~~, Association of Mifflin County Educators collective bargaining agreement, 260 days per year.

EVALUATION: ~~Annually by Supervisor~~ Annually by the Director of Information Systems, unless directed otherwise by the Superintendent.