

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent
Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer
Melinda K. Kenepp, Chief Financial Officer

Local Advisory Council
Federal Programs - Mifflin County School District
Thursday, May 6, 2021
10:00 am
Zoom

Minutes

In attendance: Jim Estep, Barbara Frankhouser, Aleta Kammerer, Martha Leister, Shelby Liebegott, Phil Lucas, Cindi Marsh, Frank Miller, Kevin O'Donnell, Rose Schulz, Michelle Siruc, Vance Varner, and Cristy Yoders

- I. Attendance Sign-In and Welcome/Approval of minutes from February 4, 2021
 - a. Dr. O'Donnell welcomed everyone to the meeting and asked for a motion to approve the minutes from the February 4, 2021 meeting. Mrs. Frankhouser made a motion to approve the minutes. The motion was seconded by Mr. Varner.

- II. Program Review
 - a. Title I, Improving Programs - \$2, 353, 399
 - The district underwent a consolidated review of its Title I, II, III, and IV programs. The Title I program at Lewistown Elementary was also specifically reviewed. Mr. Miller was pleased to report that the district met the requirements of all components.
 - Erin Derr, who was the monitor for the review, asked Mr. Miller if she could showcase the district's LAC agendas as a model for other districts at the PAFPC annual conference.
 - Mr. Miller said he hopes to receive the district's various allocations soon. Pennsylvania received a significant increase to its overall allocation, so he also anticipates seeing an increase in the district's allocations.
 - The census poor numbers have not yet been released, but they will also impact the district's allocation.

 - b. K Camp
 - This year's K camp is tentatively set for July 12-15. Dr. O'Donnell and Mr. Varner are working with Mrs. Wertz to get transportation set up, not only for K Camp, but also for summer tutoring and ESY. Unfortunately, there are only nine bus drivers available to provide transportation for the entire summer. However, the district is working with the bus contractors to see if more drivers would be willing to work.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer

Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

1. Homelessness

- Current student numbers
 - Mrs. Siruc said 89 students have been identified as homeless to date.
- P.A.W. Pantries
 - Mrs. Siruc was approached by the district's social work intern, Miranda Schifano, asking if it would be possible to create individual supply pantries at each building. Counselors and principals at East Derry Elementary, Strodes Mills Elementary, Mifflin County Middle School, and Mifflin County Junior High School elected to participate.
 - Mrs. Siruc used funds from the homeless account to purchase shoe racks, which will be hung on the doors in each guidance or nurse's office, to store the supplies.
 - The acronym, "P.A.W." was selected, which stands for Personal Hygiene and Wellness. Mrs. Siruc asked the Positive Vibes group if they would be willing to design a fun logo to bring visibility to the pantries.
- Current Needs
 - The pantry is currently in need of toothbrushes, toothpaste, body wash, especially body wash geared towards boys, hair brushes, 3-ring binders, and spiral notebooks.

2. Annual Title I Family Engagement Survey

- An annual Title I Family Engagement survey was sent out to each K-3 building.

3. MOU Transition Plan

- Mrs. Yoders said that the, Every Student Succeeds Act, mandated that districts and HeadStart programs create a Memorandum of Understanding. Mifflin County decided to include all of its early childhood programs in the MOU. The MOU will be updated on a bi-annual basis. Mrs. Yoders reviewed the MOU with attendees.
- Mr. Miller commended Mrs. Yoders for pulling the team together to create the MOU and for creating so many thoughtful activities.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent
Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer
Melinda K. Kenepp, Chief Financial Officer

4. District Parent Engagement Policy
 - Mr. Miller shared the district's parent engagement policy with attendees. In addition to having a district parent engagement policy, each K-3 building must also have its own policy.
 - Mr. Miller said he uses the May LAC meeting to create a draft of the policy for the following school year. During the recent federal programs review, the auditor recommended that the district add a statement to the policy, which outlines that 1% of Title I funds are allocated for parent engagement activities.
 - The local advisory council will vote on the draft during the next meeting in September. If anyone has any recommendations for changes, they can be sent to let Mr. Miller.

5. Title I Schoolwide Plans
 - May 2021 - Annual Meeting with Staff
 - Each K-3 building will hold an annual meeting later this month to update its Schoolwide Plan. A parent meeting will also be held in September to finalize the plan before it is submitted.

- c. Title II - Improving Teacher Quality
 - Mr. Miller reiterated that the district received \$313,474, as part of this year's Title II allocation.
 - Funds were used to pay the salary and benefits of several class size reduction teachers. The non-public schools also received an equitable share to be used for professional development.

- d. Title III - ESL
 - The district received \$11,287 in Title III funds.
 - The funds were used to purchase supplemental resources for EL students, which included iPads and headphones.

- e. Title IV
 - The district received an allocation of \$169,455 in Title IV funds. Mr. Miller anticipates seeing an increase in next year's Title IV allocation, as the district's Title I allocation is also predicted to increase.
 - Title IV funds continue to fund the salary and benefits of a district social worker, Nicole Frazier, and a counselor at Strodes Mills Elementary, Alexis DiDomenico. Funds are also used to pay for the AP testing fees for low income students and a 2-day smartboard training for new teachers.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer

Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

f. Rural & Low

- The district received \$94,526 as part of the Rural & Low-Income grant.
- The funds are used to pay for the contracted services of Christina Combs, a Master's Level Therapist Behavioral Therapist. Funds are also used to pay the salary and benefits of a class size reduction teacher.

g. Ready to Learn (State)

- The district received \$968,914, as part of the Ready to Learn grant.
- The funds are used to pay for the salary and benefits of the district's full day kindergarten teachers.

h. PA Commission on Crime and Delinquency School Safety and Security Grant (State)

1. Grant ID 33852, COVID Response & Preparation

- The district received \$315,606.
- Funds from this grant were used to purchase:
 1. 30 iPads to increase the amount of educational technology available for distance learning to ensure the continuity of education if remote learning becomes necessary at any point in the future due to the COVID 19 pandemic.
 2. Newsela, an Instructional Content Platform that brings together engaging, accessible content with integrated assessments and insights to supercharge reading engagement and learning in every subject.
 3. Educational technology related items and health and safety items (flash-drives, HDMI adapters, headsets, hotpots, monitors, batteries) to address the COVID 19 disaster emergency.
 4. Cleaning and sanitizing products that meet the centers for disease control and prevention or department of health criteria.
 5. Equipment, including personal protective equipment, thermometers, infrared cameras and other necessary items

2. Grant ID 31391, Mifflin County School District Trauma Team

- The district received a \$450,000 allocation.
- Funds from this grant were used to fund the following:
 - a Systems Level Psychologist for the 21-22 and 22-23 school years.
 - A project modification request was approved to change the title of the position to, "Mental Health Coordinator". Lauren Shields was hired to fill the

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent
Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer
Melinda K. Kenepp, Chief Financial Officer

- revised role. She is a doctoral student and will be working in the district three days a week.
 - A Master's Level Behavioral Therapist for the 21-22 and 22-23 school years.
 - A Licensed Social Worker for the 21-22 and 22-23 school years.
 - A project modification request was approved to also add SEL training for staff in the district.
3. Grant ID 31311, Mifflin County SRO
- The district received \$45,000 as part of this grant.
 - The funds were used to pay for the cost of an additional School Resource Officer, Eric Ettinger.
4. Grant ID 29390, Mifflin County School District Trauma Team
- The district received \$555,550 as part of this grant.
 - Funds were used to fund the following:
 - The salary of a Systems Level Psychologist for the 19-20 and 20-21 school years.
 - The cost of contracted services for a Master's Level Behavioral Therapist for the 2019-2020 and 2020-2021 school years.
 - The salary and benefits of a Licensed Social Worker for the 2019-2020 and 2020-2021 school years.
 - The cost of an additional School Resource Officer for the 2018-2019 school year.
 - A project modification request was approved to also pay for the cost of SEL training for district staff.
5. Grant ID 35164 – Security Software Protection
- The district received \$141,820 as part of this grant.
 - Funds were used to purchase Fortinac and FortiClient security software. The software provides security protection for all student and staff laptops, when on and off the district network.
 - The non-public schools also received an equitable share
- i. Elementary & Secondary School Emergency Relief Fund (ESSER I)
- The district received \$1,835,215 as part of this grant.
 - Funds will be used to:
 - maintain two elementary teaching positions for the 2020-2021 and 2021-2022 school years.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent
Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer
Melinda K. Kenepp, Chief Financial Officer

- maintain a middle school reading teaching position for the 2020-2021 and 2021-2022 school years.
 - maintain a high school English teaching position for the 2020-2021 and 2021-2022 school years.
 - maintain a high school guidance counselor position for the 2020-2021 and 2021-2022 school years.
 - maintain an elementary special education teaching position for the 2020-2021 and 2021-2022 school years.
 - hire an additional guidance counselor position at East Derry Elementary School for the 2020-2021 and 2021-2022 school years.
 - hire a new Alpha English teaching position for the 2020-2021 and 2021-2022 school years.
 - fund supplemental afterschool and summer learning programs.
 - purchase personal protective equipment/supplies to support the return of students and staff to in-person instruction.
 - purchase cleaning and sanitizing supplies to support the return of students and staff to in-person instruction.
 - purchase a data analysis system to analyze the impact of COVID-19 on student academic performance.
 - fund the salary and benefits of temporary technology staff salary to sanitize district laptops.
 - pay for the services of Mifflin County Regional Police and event staff for graduation.
purchase software that will allow laptops to go between home and school.
 - The non-public schools will also receive an equitable share.
- j. Elementary & Secondary School Emergency Relief Fund (ESSER II)
- The district will receive \$8,678,029 as part of this grant.
 - Funds will be used to:
 - maintain two elementary teaching positions for the 2022-2023 school year.
 - maintain a middle school reading teaching position for the 2022-2023 school year.
 - maintain a high school English teaching position for the 2022-2023 school year.
 - maintain a high school guidance counselor for the 2022-2023 school year.
 - maintain an elementary special education teaching position for the 2022-2023 school year.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer

Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

- maintain an additional guidance counselor at East Derry Elementary for the 2022-2023 school year.
 - maintain an Alpha English teaching position for the 2022-2023 school year.
 - provide supplemental afterschool and summer learning programs.
 - provide transportation for supplemental summer learning programs.
 - purchase personal protective equipment/supplies to support student/staff return to school and in-person instruction.
 - purchase cleaning and sanitizing supplies to support the return of students and staff to in-person instruction.
 - perform a district-wide network upgrade.
 - implement a district-wide one-to-one student initiative.
 - purchase teacher desktop and laptop replacements.
 - upgrade the district's power infrastructure for the one-to-one initiative.
 - purchase School Gate Guardian scanners.
 - fund overtime for the Technology Department to implement the one-to-one initiative.
 - fund additional custodial positions for the cleaning and sanitizing of buildings.
 - purchase an air handler control system.
 - purchase a storage sheds for PPE supplies.
 - hire an elementary technology facilitator.
 - hire a career pathways counselor/teacher.
 - pay for the cost of custodial substitutes.
 - hire a custodial floater for the 2020-2021, 2021-2022, and 2022-2023 school years.
 - Hire a maintenance floater for the 2020-2021, 2021-2022, and 2022-2023 school years.
 - hire a contact tracer.
 - Fund additional days for the school nurses.
 - provide supplemental intervention resources to account for the loss of learning time.
- k. Elementary & Secondary School Emergency Relief Fund (ESSER III)
- The district will receive \$17,046,068 as part of this grant.
 - Funds will be used to:
 - maintain two elementary teaching positions for the 2023-2024 school year.
 - maintain a middle school reading teaching position for the 2023-2024 school year.
 - maintain a high school English teaching position for the 2023-2024 school year.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer

Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

- maintain a high school guidance counselor position for the 2023-2024 school year.
- maintain an elementary special education teaching position for the 2023-2024 school year.
- maintain an additional guidance counselor position at East Derry Elementary for the 2023-2024 school year.
- maintain an Alpha English teaching position for the 2023-2024 school year.
- fund the salary and benefits of a career pathways facilitator for the 2023-2024 school year.
- fund the cost of custodial substitutes.
- continue to pay for the salary and benefits of a custodial floater for the 2023-2024 school year.
- continue to pay for the salary and benefits of a maintenance floater for the 2023-2024 school year.
- hire a COVID Coordinator for the 2020-2021 and 2021-2022 school years.
- maintain an EL teacher for the 2021-2022, 2022-2023, and 2023-2024 school years.
- hire a part-time Alpha Para for the 2021-2022, 2022-2023, and 2023-2024 school years.
- hire a Learning Management Software Educator for the 2021-2022, 2022-2023, and 2023-2024 school years.
- hire a Math/Science Alpha teacher for the 2021-2022, 2022-2023, 2023-2024 school years.
- hire a health room aide at the middle school for the 2021-2022, 2022-2023, and 2023-2024 school years.
- hire a technology facilitator for the 2021-2022, 2022-2023, and 2023-2024 school years.
- purchase Zoom licenses, MiFi, vision screeners, technology upgrades, Alpha curriculum for 2021-2022, 2022-2023, and 2023-2024, and an ESCO+ boiler at LES.
- provide supplemental intervention resources to account for the loss of learning time.
- pay teachers to conduct curriculum writing.
- cover the cost of professional development.
- provide supplemental afterschool and summer learning programs.
- provide transportation for supplemental summer learning programs.
- purchase personal protective equipment/supplies to support the return of students and staff to in-person instruction.
- purchase cleaning and sanitizing supplies to support the return of students and staff to in-person instruction.
- maintain 12 additional positions.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

- maintain a licensed social worker from PCCD Grant #31391 for the 2023-2024 school year.
- l. Continuity of Education Equity Grant
 - The district was awarded \$24,500 as part of this grant.
 - The grant funded the purchase of:
 - 35 additional laptops to ensure equitable access for learning for students with disabilities.
 - ten additional laptops ensure equitable access for learning for students with disabilities.
- m. Special Education COVID-19 Impact Mitigation Grant - \$52, 027
 - The district received \$52,027 as part of this grant.
 - Teachers will receive training in various software programs and supplemental resources to support students in synchronous learning. Students with vision impairment need touchscreen computers and zoom software so that they are able to access instructional resources remotely. The district is planning to purchase these items in order to ensure these students have access to FAPE:
 - Six Lenovo L15 touch screen laptops, one Zoomtext Magnifier/Reader, fifty network licenses, five Zoomtext Magnifier/Reader standalone licenses, and a Snap & Read 3-year license will be purchased.
 - Supplemental resources to support CCS services will also be purchased.
- n. Curriculum & Professional Development
 - Professional Development
 - Dr. O'Donnell said professional development will heavily target technology implementation next school year. About \$8,000,000 will be spent to purchase iPads and laptops for K-1 students. Students in 2nd-12th grades will all have laptops. Starting in 3rd grade, students will be able to take laptops home.
 - The district will be offering differentiated technology training to staff. Instead of using Class Dojo, the district will be switching to See Saw for K-1 and using Google Classroom 2nd-12th grades.
 - An elementary technology integrator position has been added. This person will support teachers in implementing technology in classrooms at the elementary level.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

- Summer Learning Opportunities
 - The district is still in the process of planning summer school and summer tutoring. The number of students wishing to attend has not yet been finalized. Once the numbers are cemented, the district will be able to figure out how many teachers and busses are needed. Dr. O'Donnell hopes to have this completed by the end of the month.
 - o. Comprehensive Planning
 - Phase II has been extended to November 30, 2021.
 - p. Other District Programs
 - Jim Estep – Superintendent
 - Mr. Estep is retiring in September. He thanked everyone for letting him serve the district for the past eleven years and share in all the great things that are happening within the school district. He added that the engagement of committee members has been vital and will continue to be vital. He feels confident that the leadership team left in charge will be more than competent, and that the district will be in good hands. He wishes continued success for kids in the district and positive relations between district members and community leaders.
- III. Agency Reports
- a. Aleta Kammerer – Communities that Care
 - Prevention Week is starting May 10.
 - The CTC created a video to highlight its initiative.
 - The Pawsitive Vibes group will be shared on the Commonwealth Prevention Alliance website.
 - The PAYS survey will be coming out again in the fall. Mr. Varner already gave secondary principals a heads up that the survey will be offered.
 - b. Shelby Liebegott – TIU
 - Second Step, Life Skills, and Project Yes are wrapping up. Sixteen students from Project Yes will be offered in-person summer camp this year.
 - c. Martha Leister – Tri County Drug & Alcohol
 - Counseling continues to be offered in a hybrid model.
 - Alcohol continues to be the #1 used substance in the area. Opiates are second.
 - There has been an increase in overdoses and overdose deaths throughout the pandemic. Fentanyl and a meth mix are causing the overdoses.

MIFFLIN COUNTY SCHOOL DISTRICT

201 Eighth Street - Highland Park
Lewistown, Pennsylvania 17044

TELEPHONE (717) 248-0148

FAX (717) 248-5345

James A. Estep Superintendent

Vance S. Varner, Chief Operations Officer Kevin J. O'Donnell, Jr., Chief Academic Officer

Melinda K. Kenepp, Chief Financial Officer

d. Nikki Knepp – Clear Concepts

- Mrs. Knepp could not attend the meeting, but she asked Mrs. Siruc to share an update on her behalf. SAP continues to be busy. The program will wind down as May progresses, but services will be available throughout the summer, if requested by students or parents.

IV. Future Meeting Dates

- The meeting dates for the the 2021-2022 school year will tentatively meet at the Downtown OIP at 11:30 am on September 16, 2021, November 4, 2021, February 3, 2022, and May 5, 2022.

V. Adjournment

- A motion to adjourn the meeting was made by Mrs. Frankhouser and seconded by Mrs. Liebegott.