

MIDD-WEST SCHOOL DISTRICT

Regular Meeting

Middleburg Elementary School

Large Group Conference Room

Monday, March 22, 2021

A QUALITY EDUCATION FOR ALL, FOR LIFE

I. **OPENING CEREMONY**

II. **CALL TO ORDER: 7:00 p.m.**

Mr. Victor L. Abate

III. **ROLL CALL:**

Mr. Victor L. Abate

BOARD OF SCHOOL DIRECTORS

PRESENT **ABSENT**

LATE ARRIVAL

Mr. Victor L. Abate, President

Mr. Donald D. Pinci, Vice President

Mr. Shawn A. Sassaman, Treasurer

Mr. Terry L. Boonie

Mrs. Julie R. Eriksson

Mr. Justin T. Haynes

Mrs. Wyona P. Lauver

Mr. Christopher T. Nesbit

Mrs. Sherryl L. Wagner

Mr. Richard J. Musselman, Superintendent (Non-Voting Member)

Ms. Allyson L. Folk, Secretary (Non-Member)

OTHERS

Mr. Joseph W. Stroup, Director of Curriculum and Instruction

Mr. Ryan L. Wagner, Business Manager

Attorney Orris C. Knepp, III, Solicitor

IV. **PUBLIC COMMENT ON AGENDA ITEMS**

Public comment is restricted to three (3) minutes per speaker and on the subject of Agenda Action Items only. Any individual who wishes to address the Board on an agenda item should contact the Board Secretary by 1:00 p.m. the day of the Board meeting at (570) 837-0046, Ext, 1100.

V. **STUDENT REPORTS**

Miss Makenna M. Dietz and Miss Liliana E. Shutt

VI. **SCHEDULED SPEAKERS**

Mr. Victor L. Abate

- 1) Mrs. Julie L. Lohr, Principal at Middleburg Elementary School and Miss Erin C. Sheedy, Principal at West Snyder Elementary School – Environmental Education/ Camp Mount Luther and Kindergarten Camp Presentation

VII. **CONSENT AGENDA**

All matters taken under this section are considered to be routine, and action will be taken with one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

VIII. **ITEMS FOR ACTION**

A. **BUSINESS AND FISCAL**

Mr. Shawn A. Sassaman

1. **MINUTES**

- a. Approval is recommended of the minutes of the February 22, 2021, regular meeting of the Mid-West School District Board of School Directors.
- b. Approval is recommended of the minutes of the March 8, 2021, work session of the Mid-West School District Board of School Directors.

2. **LIST OF BILLS**

Approval is recommended of the list of bills for the period February 23, 2021, through March 22, 2021.

3. **TREASURER'S REPORTS**

Approval is recommended for the Treasurer's Reports for the General Fund, Capital Reserve Fund, Capital Projects Fund, Food Service Fund and Activity Fund for the period ending February 28, 2021.

4. **BUS DRIVERS**

Approval is recommended for the following individuals as bus drivers for the 2020-2021 school year:

Weikel Busing, LLC

- Melisa S. Cook to be effective March 12, 2021
- Angelinque S. Godbolt to be effective March 12, 2021
- Mary A. Hayes to be effective March 10, 2021
- Kegan R. Pontius to be effective March 10, 2021

5. **BUS STOP**

Approval is recommended for the following bus stop:

776 Paxtonville Road, Middleburg

6. **AGREEMENT – DIVERSIFIED TREATMENT ALTERNATIVE CENTERS, LLC**

Approval is recommended of the Agreement with Diversified Treatment Alternative Centers, LLC, that appropriate individuals will be referred between the agencies named herein and that ongoing communication will

be maintained between the agencies in order to guarantee the most appropriate continuum of care for the consumer for DTAC's Partial Hospitalization Programs, IBHS, ARRTS Program, CSBBH and Extended Evaluation Services to be effective for two (2) years beginning on March 22, 2021.

7. **PROPOSAL FOR ADMINISTRATION AND COLLECTION OF PER CAPITA TAXES – BERKHEIMER TAX INNOVATIONS**

Approval is recommended of the proposal from Berkheimer Tax Innovations for the administration and collection of per capita taxes for the term January 1, 2021, through December 31, 2023, at \$.50 per bill (plus postage).

8. **QUOTES FOR DELL NOTEBOOKS**

Approval is recommended of the quotes to purchase 510 Dell Latitude 2-in-1 3190 (Pentium Processor) Notebooks at a per unit cost of \$479.25 from Global Data Consultants, LLC, in the total amount of \$244,417.50 and to purchase 60 Dell Latitude 3410 Notebooks at a per unit cost of \$568.00 from Global Data Consultants, LLC, in the total amount of \$34,080.00 for a total cost of \$278,497.50. *{These will be paid with ESSER 11 funds.}*

B. **POLICY AND PROGRAMS**

Mr. Donald D. Pinci

1. **FIELD TRIP**

Approval is recommended of the following field trip:

- a. Varsity Bowling Team – Mid-West High School – March 18, 2021, through March 19, 2021 – Pittsburgh, PA – 1 Student/2 Adults – Cost to Organization: \$0.00 – Cost to District: \$250.00

2. **2021-2022 SCHOOL CALENDAR – SECOND AND FINAL READING**

Approval is recommended of the 2021-2022 school calendar on second and final reading.

3. **NEW POLICY GUIDES**

Approval is recommended of the following new policy guides on second and final reading:

- 304 – Employment of District Staff
- 305 – Employment of Substitutes
- 306 – Employment of Summer School Staff
- 307 – Student Teacher/Interns
- 318 – Attendance and Tardiness

4. **NEW POLICY GUIDES**

Approval is recommended of the following new policy guides on first reading:

- 330 – Overtime
- 332 – Working Periods
- 338.1 – Compensated Professional Leaves
- 341 – Benefits for Part-Time Employees
- 343 – Paid Holidays

5. **REVISED POLICY GUIDES**

Approval is recommended of the following revised policy guides on second and final reading:

- 301 – Creating a Position
- 308 – Board Resolution *{Formerly titled Employment Contract}*
- 309 – Assignment and Transfer
- 311 – Reduction in Staff *{Formerly titled Suspensions and Furloughs}*
- 313 – Evaluation of Employees *{Formerly titled Evaluation of Administrative Employees}*
- 314 – Physical Examination
- 314.1 – HIV Infection
- 317 – Conduct/Disciplinary Procedures
- 319 – Outside Activities
- 320 – Freedom of Speech in Non-School Settings
- 321 – Political Activities
- 322 – Gifts
- 323 – Tobacco and Vaping Products *{Formerly Tobacco/Nicotine Use}*
- 324 – Personnel Files

6. **REVISED POLICY GUIDES**

Approval is recommended of the following revised policy guides on first reading:

- 302 – Employment of Superintendent/Assistant Superintendent
- 312 – Performance Assessment of Superintendent/Assistant Superintendent *{Formerly titled Evaluation of Superintendent}*
- 325 – Dress and Grooming
- 326 – Complaint Process
- 328 – Compensation Plans/Salary Schedules *{Formerly Compensation Plan}*
- 331 – Job Related Expenses
- 333 – Professional Development
- 334 – Sick Leave
- 335 – Family and Medical Leaves
- 336 – Personal Necessity Leave
- 337 – Vacation
- 338 – Sabbatical Leave
- 339 – Uncompensated Leave *{Formerly Uncompensated}*
- 340 – Responsibility for Student Welfare
- 342 – Jury Duty
- 347 – Workers’ Compensation Transitional Return-to-Work Program
- 351 – Drug and Substance Abuse

7. **REPEALED POLICY GUIDES**

Approval is recommended to repeal the following policy guides:

- 334.1 – Sick Leave Bank
- 346 – Workers’ Compensation
- 348 – Unlawful Harassment
- 352 – Bloodborne Pathogens – Exposure Control Program
- 425 – Dress and Grooming
- 426 – Complaint Process
- 428 – Salary Determination
- 429 – Substitute Compensation
- 431 – Job Related Expenses
- 434.1 – Sick Leave Bank
- 435 – Family and Medical Leaves
- 436 – Personal Necessity Leave
- 438 – Sabbatical Leave
- 438.1 – Compensated Professional Leaves
- 439 – Uncompensated Leave
- 440 – Responsibility for Student Welfare
- 442 – Jury/Court Duty
- 446 – Workers’ Compensation
- 448 – Unlawful Harassment
- 451 – Drug and Substance Abuse
- 452 – Bloodborne Pathogens – Exposure Control Program
- 525 – Dress and Grooming
- 526 – Complaint Process
- 528 – Salary Determination
- 529 – Substitute Compensation
- 530 – Overtime
- 531 – Job Related Expenses
- 532 – Working Periods
- 534 – Sick Leave
- 534.1 – Sick Leave Bank
- 535 – Family Medical Leaves
- 536 – Personal Necessity Leave
- 537 – Vacation
- 539 – Uncompensated Leave
- 541 – Benefits for Part-Time Personnel
- 542 – Jury Duty/Legal Leave
- 543 – Paid Holidays
- 546 – Workers’ Compensation
- 548 – Unlawful Harassment
- 551 – Drug and Substance Abuse
- 552 – Bloodborne Pathogens – Exposure Control Program

8. **MEMORANDUM OF UNDERSTANDING – GRAND CANYON UNIVERSITY**

Approval is requested of a Memorandum of Understanding between Middle-West School District and Grand Canyon University College of Nursing and Health Care Professions to allow a current RN to BSN student to fulfill the practicum/practice immersion experience.

C. **PERSONNEL**

Mr. Donald D. Pinci

1. **SECRETARY TO THE BOARD**

Approval is recommended to appoint Tiffany S. Summers as Secretary to the Board for a four-year term beginning on July 1, 2021, through June 30, 2025, in compliance with Section 404 of the Public School Code of 1949 at a monthly stipend of \$385.00.

2. **APPOINTMENTS**

a. **CO-CURRICULAR**

Approval is requested to appoint the following individual for the 2020-2021 school year:

Ashley M. Kuhns Vocal Director {Musical} MWHS \$3,049.00

b. **EXTRA-CURRICULAR**

Approval is requested to appoint the following individual for the 2020-2021 school year:

Andy L. Arnold Assistant Junior Varsity Baseball Coach MWHS \$2,691.00

c. **EXTRA-CURRICULAR**

Approval is requested to reappoint the following individuals for the 2021-2022 school year:

Mark P. Ferster	Boys Soccer Coach – Head	MWHS	\$4,056.00
Lori A. Goodling	Girls Soccer Co-Coach – Head	MWHS	\$2,028.00
Christopher S. Sauer	Girls Soccer Co-Coach – Head	MWHS	\$2,028.00
Jodie L. Sheaffer	Field Hockey Coach – Head	MWHS	\$4,056.00
Brian A. Beward	Golf Coach – Head	MWHS	\$3,380.00
Stanley L. Share	Cross Country Coach	MWHS	\$3,380.00
Jennifer L. Mason	Cheerleading Coach {fall season}	MWHS	\$1,111.00

d. **EXTRA-CURRICULAR – VOLUNTEERS**

Approval is recommended of the following individuals as volunteers for the 2020-2021 school year:

Mark P. Ferster	Volunteer Junior High Boys Soccer Coach	MWMS
Shayla E. Heckman	Volunteer Track & Field Coach	MWHS
Christopher S. Sauer	Volunteer Junior High Girls Soccer Coach	MWMS
Jeremy K. Sheaffer	Volunteer Baseball Coach	MWHS
Justin B. Yoder	Volunteer Baseball Coach	MWHS

e. **HOMEBOUND/IN-HOME INSTRUCTION INSTRUCTOR**

Approval is recommended of the following individuals as a homebound/in-home instruction instructor for the 2020-2021 school year at the hourly rate of \$23.00 as indicated in the Collective Bargaining Agreement:

Courtney P. Yerger

3. **ADDITION TO SUBSTITUTE LIST**

a. **CERTIFICATED**

Approval is recommended of the following individual as a certificated substitute at a rate of \$90.00 per day for the 2020-2021 school year:

Area of Certification

Brandi M. J. Goss Grades PK – 4

4. **SUMMER STUDY PROGRAMS**

- 1) As per Article VI., Section K., of the Collective Bargaining Agreement, the Administration has received an “Application for Summer Study Program” from Heidi J. Oldt to pursue a four-year Master’s Program in Educational Leadership with K-12 Principal Certification at Wilkes University beginning with the summer of 2021 contingent upon a satisfactory completion of the 2020-2021 school year.
- 2) As per Article VI., Section K., of the Collective Bargaining Agreement, the Administration has received an “Application for Summer Study Program” from Mandi L. Romig to pursue a four-year Master’s Program in Educational Leadership with K-12 Principal Certification at Wilkes University beginning with the summer of 2021 contingent upon satisfactory completion of the 2020-2021 school year.
- 3) As per Article VI., Section K., of the Collective Bargaining Agreement, the Administration has received an “Application for Summer Study Program” from Nichole J. Snyder to pursue a two-year Online Instruction Endorsement Program Plan certificate at Wilkes University beginning with the summer of 2021 contingent upon satisfactory completion of the 2020-2021 school year.

5. **TRANSFERS/CHANGE IN ASSIGNMENTS**

Approval is requested to accept the following transfers/change in assignments:

- 1) Dane S. Aucker as Middle School Principal at Midd-West Middle School to High School Principal at Midd-West High School to be effective on July 1, 2021, at an annual salary of \$97,200.00.
- 2) Joyce D. Bachman as part-time cafeteria worker (5 hours per day) at Midd-West Middle School to cafeteria cashier/cafeteria worker (5½ hours per day) at Midd-West Middle School to be effective on March 23, 2021.
- 3) Thor R. Edmiston as High School Principal at Midd-West High School to Director of Curriculum and Instruction for the Midd-West School District to be effective on July 1, 2021, at an annual salary of \$105,000.00.

4. **EMPLOYMENT AGREEMENT FOR SUPERINTENDENT OF SCHOOLS**

Approval is recommended of the Employment Agreement for Superintendent of Schools between Joseph W. Stroup and the Mid-West School District.

5. **DISCUSSION ON TAX COLLECTOR COMPENSATION**

6. **DISCUSSION ON ATHLETIC FIELD OPTIONS**

IX. **CLOSING CEREMONIES**

X. **PUBLIC COMMENT** Mr. Victor L. Abate

Comment from the public is limited to three (3) minutes per person, and at the discretion of the Board President.

XI. **SCHEDULED SPEAKERS** Mr. Victor L. Abate

XII. **REPORTS**

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| 1. | SUPERINTENDENT | Mr. Richard J. Musselman |
| 2. | DIRECTOR OF CURRICULUM AND INSTRUCTION | Mr. Joseph W. Stroup |
| 3. | BUSINESS AND FISCAL | Mr. Ryan L. Wagner |
| 4. | STUDENT ATHLETIC ACTIVITIES | Mrs. Bree A. Solomon |
| 5. | FOOD SERVICE OPERATIONS | Mr. John S. Rosselli |
| 6. | MAINTENANCE AND FACILITIES | Mr. Daniel E. Auman |
| 7. | INFORMATION TECHNOLOGY | Mr. Umberto G. Porzi |
| 8. | CENTRAL SUSQUEHANNA INTERMEDIATE UNIT | Mr. Victor L. Abate |
| 9. | SUN AREA TECHNICAL INSTITUTE | Mrs. Julie R. Eriksson |
| 10. | PSBA LIAISON | Mr. Donald D. Pinci |
| 11. | POLICY COMMITTEE | Mrs. Julie R. Eriksson |
| 12. | BUILDINGS AND GROUNDS COMMITTEE | Mr. Terry L. Boonie |
| 13. | TECHNOLOGY COMMITTEE | Mr. Justin T. Haynes |
| 14. | FINANCE/BUDGET COMMITTEE | Mr. Shawn A. Sassaman |
| 15. | PROFESSIONAL STAFF NEGOTIATION COMMITTEE | Mr. Shawn A. Sassaman |
| 16. | SUPPORT STAFF NEGOTIATION COMMITTEE | Mr. Donald D. Pinci |
| 17. | TRANSPORTATION COMMITTEE | Mr. Terry L. Boonie |

18. **BOARD AND/OR ADMINISTRATOR COMMENTS**

Mr. Victor L. Abate

XIII. **ADJOURNMENT**

Mr. Victor L. Abate

There being no further business, the regular meeting was adjourned at _____ p.m.