

MIDD-WEST SCHOOL DISTRICT

Special Meeting/ Work Session
West Snyder Elementary School
Cafeteria
Monday, February 13, 2017

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
- Mrs. Sherryl L. Wagner, Vice President
- Mr. Shawn A. Sassaman, Treasurer
- Mr. Ronald L. Hoffman
- Mr. Tony G. McKnight
- Mr. Christopher T. Nesbit
- Mr. Thomas J. Rubillo
- Mr. Jeremy M. Tittle
- Mr. Ronald E. Wilson
- 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. Michael A. Miller, 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. SCHEDULED SPEAKERS

Mr. Victor L. Abate

- 1) Ms. Krista M. Gardner, CPA, Stambaugh Ness, PC – Local Audit Report Fiscal Year Ending 2016
- 2) Mrs. Keri J. Morgan, Activities and Progress in the School-to-Work Transition Program

VI. ITEMS FOR ACTION

A. **BUSINESS AND FISCAL**

Mr. Shawn A. Sassaman

1. **BUS STOPS**

Approval is recommended for the following bus stops:

- 3394 Freeburg Road, Kreamer (van)
- 109 Drake Court, Middleburg (van)

May I have a motion to approve the bus stops as presented.

- Motion:
- Second:
- Discussion:
- Vote:
- Result:

2. **PENTELEDATA SERVICE AGREEMENT**

Approval is recommended of the Service Agreement between PenTeleData and the Mid-West School District to provide router maintenance to be effective for one (1) year beginning January 31, 2017, through January 31, 2018, at a cost of \$3,002.26.

May I have a motion to approve the Service Agreement between PenTeleData and the Mid-West School District as presented.

- Motion:
- Second:
- Discussion:
- Vote:
- Result:

3. **RESOLUTION – TAX COLLECTOR RATES**

Approval is recommended of the Resolution for tax collector rates for the period 2018-2022 as follows:

Real Estate Taxes (regular, interim and installment)

2018-2019	\$2.45 per bill
2019-2020	\$2.45 per bill
2020-2021	\$2.45 per bill
2021-2022	\$2.45 per bill

Per Capita Taxes

2018-2019	\$1.40 per bill
2019-2020	\$1.40 per bill
2020-2021	\$1.40 per bill
2021-2022	\$1.40 per bill

May I have a motion to approve the Resolution for tax collector rates as presented.

- Motion:
- Second:

Discussion:
Vote:
Result:

B. POLICY AND PROGRAM

Mrs. Sherry L. Wagner

1. 2016-2017 SCHOOL CALENDAR REVISION

Approval is recommended to make the following revision to the 2016-2017 school calendar:

January 11, 2017, as a vacation day

May I have a motion to approve the revision to the 2016-2017 school calendar as presented.

Motion:
Second:
Discussion:
Vote:
Result:

2. FIELD TRIPS

Approval is recommended of the following field trips:

- a. Select Concert Choir Students – Midd-West High School – Hughesville, PA – February 22, 2017, through February 24, 2017 – 2 Students/1 Adult – Cost to Organization: \$0.00 – Cost to District: \$607.93
- b. Girls/Boys Varsity Bowling Team – Midd-West High School – Lancaster, PA – March 2, 2017, through March 5, 2017 – 12 Students/2 Adults – Cost to Organization: \$0.00 – Cost to District: \$225.22
- c. Select Instrumental Student – Midd-West High School – Hershey, PA – March 9, 2017, through March 11, 2017 – 1 Student/1 Adult – Cost to Organization: \$0.00 – Cost to District: \$583.74J
- d. Girls/Boys Varsity Bowling Team – Midd-West High School – Lancaster, PA – March 16, 2017, through March 19, 2017 – 6 Students/2 Adults – Cost to Organization: \$0.00 – Cost to District: \$155.67

May I have a motion to approve the field trips as presented.

Motion:
Second:
Discussion:
Vote:
Result:

C. PERSONNEL

1. **APPOINTMENT**

a. **EXTRA-CURRICULAR**

Approval is requested to appoint the following individual for the 2016-2017 school year:

Stephen R. Elliott* Assistant Varsity Baseball Coach MWHS \$2,604.00

**Pending receipt of Act 34, 151, 114, 24 and 31*

May I have a motion to approve the individual as presented.

Motion:
Second:
Discussion:
Vote:
Result:

2. **ADDITION TO SUBSTITUTE LIST**

a. **CLASSIFIED/CUSTODIAL**

Approval is recommended of the following individual as a custodial substitute at a rate of \$7.25 per hour for the 2016-2017 school year:

Lisa M. Wagner

May I have a motion to approve the individual as presented.

Motion:
Second:
Discussion:
Vote:
Result:

3. **LEAVE OF ABSENCE**

Approval is recommended of the following medical leave of absence:

a. Mid-West High School – Effective: February 10, 2017, through approximately February 26, 2017

May I have a motion to approve the medical leave of absence as presented.

Motion:
Second:
Discussion:
Vote:
Result:

4. **TRANSFER/CHANGE IN ASSIGNMENT**

Approval is requested to accept the following transfer/change in assignment:

- 1) Celena R. Delong as personal care assistant for the Life Skills Support Program at Mid-West High School to transportation student aide/personal care assistant for the Life Skills Support Program at Mid-West Middle School to be effective on February 7, 2017.

May I have a motion to approve the transfer/change in assignment as presented.

Motion:
 Second:
 Discussion:
 Vote:
 Result:

D. **OTHER**

VII. **CLOSING CEREMONIES**

VIII. **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.

IX. **SCHEDULED SPEAKERS**

Mr. Victor L. Abate

X. **ADJOURNMENT**

Mr. Victor L. Abate

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

WORK SESSION

I. **CALL TO ORDER:** _____ p.m.

Mr. Victor L. Abate

II. **ROLL CALL:**

Mr. Victor L. Abate

<u>BOARD OF SCHOOL DIRECTORS</u>	<u>PRESENT</u>	<u>ABSENT</u>	<u>LATE ARRIVAL</u>
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- Mr. Victor L. Abate, President
- Mrs. Sherryl L. Wagner, Vice President
- Mr. Shawn A. Sassaman, Treasurer
- Mr. Ronald L. Hoffman
- Mr. Tony G. McKnight
- Mr. Christopher T. Nesbit
- Mr. Thomas J. Rubillo
- Mr. Jeremy M. Tittle
- Mr. Ronald E. Wilson
- 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. Michael A. Miller, Business Manager
Attorney Orris C. Knepp, III, Solicitor

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

IV. **ITEMS FOR WORK SESSION**

A. **BUSINESS AND FISCAL** Mr. Shawn A. Sassaman

1. **MINUTES**

- a. Approval is recommended of the minutes of the January 23, 2017, regular meeting of the Mid-West School District Board of Directors.
- b. Approval is recommended of the minutes of the February 13, 2017, special meeting of the Mid-West School District Board of Directors.
- c. Approval is recommended of the minutes of the February 13, 2017, work session of the Mid-West School District Board of Directors.

2. **LIST OF BILLS**

Approval is recommended of the list of bills for the period January 24, 2017, through February 27, 2017.

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 January 31, 2017.

4. **SPRING ATHLETIC TRANSPORTATION BIDS**

Approval is recommended of the spring athletic transportation bids in the amount of \$_____ as follows:

Hunters Valley, Inc.	\$_____
Narehood Transportation, LLC	\$_____
Spade Bussing, LLC	\$_____

5. **2017-2018 SUN AREA TECHNICAL INSTITUTE GENERAL OPERATING BUDGET**

Approval is requested of the 2017-2018 SUN Area Technical Institute General Operating Budget in the amount of \$6,608,363.00. *{The 2016-2017 budget was \$6,289,263.00.}*

6. **2017-2018 CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
PRELIMINARY GENERAL OPERATING BUDGET**

Approval is requested of the 2017-2018 Central Susquehanna Intermediate Unit Preliminary General Operating Budget in the amount of \$1,119,823.00. *{The 2016-2017 budget was \$1,073,846.00.}*

7. **CALIBRATION AGREEMENT**

Approval is requested of the Calibration Agreement between Keystone Scale, Inc., and the Mid-West School District to calibrate fourteen (14) scales throughout the District to be effective for one (1) year at a flat rate of \$600.00.

8. **SAFESCHOOLS ONLINE STAFF TRAINING SYSTEM SUBSCRIPTION**

Approval is recommended to purchase the SafeSchools Online Staff Training System for the Mid-West School District for on-line courses to use with staff and assist in tracking employees' completion of state required trainings for a three-year subscription beginning on July 1, 2017, at a cost of \$6,180.00.

9. **CONSULTING SERVICES AGREEMENT – GASB 45/GASB 75**

Approval is requested of the Consulting Services Agreement between Milliman, Inc., and the Mid-West School District to perform actuarial and consulting services related to retirement plan(s) for GASB 45/GASB 75 for audit years ending June 30, 2017, and June 30, 2018, at a cost not to exceed \$8,750.00.

B. **POLICY AND PROGRAMS**

Mrs. Sherryl L. Wagner

1. **2017-2018 SCHOOL CALENDAR – FIRST READING**

Approval is recommended of the 2017-2018 school calendar on first reading.

2. **PETS (PRE-EMPLOYMENT TRAINING SERVICE) PARTICIPATION**

Approval is requested to grant authorization for Mid-West High School students in the Life Skills Support Programs and School-to-Work Programs to participate in PETS (Pre-Employment Training Service) funded through the Office of Vocational Rehabilitation provided by United Cerebral Palsy for the remainder of the 2016-2017 school year.

3. **MULTI-HAZARD EMERGENCY OPERATIONS PLAN**

Approval is requested of the Multi-Hazard Emergency Operations Plan to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of the school district and its employees.

4. **MEMORANDUM OF UNDERSTANDING – FOSTER CARE TRANSPORTATION PROCEDURES**

Approval is requested of a Memorandum of Understanding with the Snyder County Children and Youth Services to satisfy requirements of Every Student Succeeds Act (ESSA) which requires that a Memorandum of Understanding be developed for the purpose of establishing transportation procedures for foster care youth enrolled in a LEA (Pre-K – 12) when a best interest determination indicates that the student should remain in the school or origin and alternative means of transportation to and from school have been fully explored and deemed unavailable.

5. **TRANSPORTATION PLAN – FOSTER CARE TRANSPORTATION PROCEDURES**

Approval is requested of a Transportation Plan between the Snyder County Children and Youth Services and the Midd-West School District to satisfy requirements of Every Student Succeeds Act (ESSA) which addresses transportation for foster care youth in a cost-effective way by establishing formal, written protocols and procedures to ensure that foster care youth can remain in their school or origin whenever possible.

C. **PERSONNEL**

Mrs. Sherryl L. Wagner

1. **APPOINTMENTS**

a. **EXTRA-CURRICULAR**

Approval is requested to appoint the following individual for the 2016-2017 school year:

_____ Assistant Junior Varsity Baseball Coach MWHS \$_____

b. **EXTRA-CURRICULAR – VOLUNTEERS**

Approval is recommended of the following individuals as volunteers for the 2016-2017 school year:

Greta E. Biddle	Track and Field Coach	MWHS
Ryan J. Swineford*	Varsity Baseball Coach	MWHS
Cameron K. Weaver	Track and Field Coach	MWHS

**Pending receipt of Act 151, 114, 24 and 31*

2. **LEAVE OF ABSENCE**

Approval is recommended of the following medical leave of absence:

- a. West Snyder Elementary School – Effective: March 1, 2017, through approximately March 5, 2017

D. **OTHER**

1. **DISCUSSION ON BASEBALL FIELD AT WEST SNYDER ELEMENTARY SCHOOL**
2. **DISCUSSION ON OUTSIDE BATTING CAGE AT WEST SNYDER ELEMENTARY SCHOOL**
3. **DISCUSSION ON PURCHASE OF TURF AERATOR**
4. **DISCUSSION ON REPAIR OF FOLDING PARTITION IN THE GYMNASIUM AT WEST SNYDER ELEMENTARY SCHOOL**

V. **CLOSING CEREMONIES**

VI. **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.

VII. **SCHEDULED SPEAKERS**

Mr. Victor L. Abate

VIII. **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. Michael A. Miller |
| 4. | STUDENT ATHLETIC ACTIVITIES | Mrs. Bree A. Solomon |
| 5. | FOOD SERVICE OPERATIONS | Mr. John S. Rosselli |
| 6. | MAINTENANCE AND FACILITIES | Mr. Gary L. Thomas |
| 7. | CENTRAL SUSQUEHANNA INTERMEDIATE UNIT | Mr. Victor L. Abate |
| 8. | SUN AREA TECHNICAL INSTITUTE | Mr. Ronald L. Hoffman |
| 9. | PSBA LIAISON | Mr. Ronald E. Wilson |
| 10. | POLICY COMMITTEE | Mr. Thomas J. Rubillo |
| 11. | BUILDINGS AND GROUNDS COMMITTEE | Mr. Thomas J. Rubillo |
| 12. | FINANCE/BUDGET COMMITTEE | Mrs. Sherryl L. Wagner |
| 13. | SUPPORT STAFF NEGOTIATION COMMITTEE | Mr. Jeremy M. Tittle |
| 14. | PROFESSIONAL STAFF NEGOTIATION COMMITTEE | Mrs. Sherryl L. Wagner |
| 15. | TRANSPORTATION COMMITTEE | Mr. Ronald L. Hoffman |
| 16. | BOARD AND/OR ADMINISTRATOR COMMENTS | Mr. Victor L. Abate |

IX. **ADJOURNMENT**

Mr. Victor L. Abate

There being no further business, the work session was adjourned at _____ p.m.