

MIDD-WEST SCHOOL DISTRICT

Regular Meeting

Middleburg Elementary School

Large Group Conference Room

Monday, June 26, 2017

A QUALITY EDUCATION FOR ALL, FOR LIFE

I. **EXECUTIVE SESSION: 6:15 p.m.**

II. **OPENING CEREMONY**

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

Mr. Victor L. Abate

IV. **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

V. **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.

VI. **SCHEDULED SPEAKERS**

Mr. Victor L. Abate

VII. **ITEMS FOR ACTION**

A. **BUSINESS AND FISCAL**

Mr. Shawn A. Sassaman

1. **MINUTES**

- a. Approval is recommended of the minutes of the May 22, 2017, regular meeting of the Midd-West School District Board of Directors.
- b. Approval is recommended of the minutes of the June 12, 2017, regular meeting of the Midd-West School District Board of Directors.
- c. Approval is recommended of the minutes of the June 12, 2017, work session of the Midd-West School District Board of Directors.

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

Motion:
Second:
Discussion:
Vote:
Result:

2. **LIST OF BILLS**

Approval is recommended of the list of bills for the period May 23, 2017, through June 26, 2017.

May I have a motion to approve payment of the list of bills chargeable against the funds and accounts indicated as presented and as included in the supporting documents.

Motion:
Second:
Discussion:
Vote:
Result:

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 May 31, 2017.

May I have a motion to approve the Treasurer's Reports for the funds listed for the period ending May 31, 2017, as presented.

Motion:
Second:
Discussion:
Vote:
Result:

4. **2017-2018 FINAL GENERAL FUND OPERATING BUDGET**

- a. Approval is recommended to adopt the 2017-2018 Final General Fund Operating Budget which includes expenditures totaling \$36,988,616.00.

May I have a motion to adopt the 2017-2018 Final General Fund Operating Budget as presented.

Motion:
Second:
Discussion:
Vote:
Result:

- b. Approval is recommended to levy the following taxes for the 2017-2018 Final General Fund Operating Budget at the rates specified and as set forth below:

Real Estate	70.112 mills (formerly 70.112)
Per Capita	\$5.00 per person (formerly \$5.00 per person)
Per Capita Section 511	\$5.00 per person (formerly \$5.00 per person)
Realty Transfer	1% (formerly 1%)
Earned Income	2.3% (formerly 2.3%)

May I have a motion to approve levying the taxes at the rates specified in the proposed budget as presented.

Motion:
Second:
Discussion:
Vote:
Result:

5. **2017 HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION**

Approval is recommended of the 2017 Homestead and Farmstead Exclusion Resolution authorizing homestead and farmstead exclusion real estate tax assessment reductions for the school year beginning July 1, 2017, under provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Tax Payer Relief Act (Act 1 of 2006).

May I have a motion to approve the 2017 Homestead and Farmstead Exclusion Resolution as presented.

Motion:
Second:
Discussion:
Vote:
Result:

6. **FINANCIAL INSTITUTIONS**

Approval is recommended of the following financial institutions as depositories for the period of July 1, 2017, through June 30, 2018:

Mifflinburg Bank & Trust
M&T Bank
M&T Investment Group (Manufacturers & Traders Trust Co.)

Pennsylvania Local Government Investment Trust (PLGIT)
Pennsylvania School District Liquid Asset Fund (PSDLAF)
PNC
Swineford National Bank/Fulton Financial Corporation

May I have a motion to approve the financial institutions as depositories as presented.

Motion:
Second:
Discussion:
Vote:
Result:

7. **RENEWAL OF CONTRACTS**

a. **STUDENT ACCIDENT INSURANCE**

Approval is recommended of the 2017-2018 Student Accident Insurance Program renewal proposal submitted by Kreighbaum Insurance, Inc., at a rate of \$40.00 for school-time coverage and a rate of \$144.00 for 24-hour coverage.

{The rate for 2016-2017 was \$40.00 for school-time and \$144.00 for 24-hour coverage.}

May I have a motion to approve renewing the 2016-2017 Student Accident Insurance Program as presented.

Motion:
Second:
Discussion:
Vote:
Result:

b. **DISTRICT INSURANCE POLICIES**

Approval is recommended to renew the following insurance policies through the Purdy Insurance Agency, Sunbury, PA, effective July 1, 2017, through June 30, 2018:

Wright Specialty Insurance Co.

<i>Property Insurance</i>	\$45,174.00
<i>General Liability</i>	\$10,526.00
<i>Automobile Liability</i>	\$ 7,026.00
<i>Boiler/Machinery</i>	\$ 4,840.00
<i>Excess Liability</i>	\$13,146.00
	\$80,712.00
	<i>{2016-2017: \$73,040.00}</i>

Western World Insurance Co.

<i>School Board Liability</i>	\$30,850.00
	<i>{2016-2017: \$35,187.00}</i>

CM Regent *{Formerly PSBA Insurance Trust}*
Worker's Compensation \$87,880.00
{2016-2017: \$84,821.00}

PSBA Insurance Trust
Volunteers Accident Insurance \$ 650.00
{2016-2017: \$675.00}

HISCOX Insurance Co.
Cyber Liability \$7,416.00
{2016-2017: \$7,266.00}

May I have a motion to approve renewing the insurance policies through Purdy Insurance Agency as presented.

Motion:
Second:
Discussion:
Vote:
Result:

8. **INTERSCHOLASTIC SPORTS ACCIDENT BASIC AND CATASTROPHIC INSURANCE POLICY**

Approval is recommended of the Interscholastic Sports Accident Basic and Catastrophic Insurance Policy with A-G Administrators, Inc., through the Purdy Insurance Agency, Sunbury, PA, to be effective August 1, 2017, through July 31, 2018, in the amount of \$5,000.00.

May I have a motion to approve the Interscholastic Sports Accident Basic and Catastrophic Insurance Policy as presented.

Motion:
Second:
Discussion:
Vote:
Result:

9. **AUTHORIZATION TO PAY JULY BILLS**

Approval is recommended to grant authorization to pay the bills that would normally come due during the month of July, with submission of a list of those bills to be presented for approval in August.

May I have a motion to grant authorization to pay the bills during the month of July as presented.

Motion:
Second:
Discussion:
Vote:
Result:

10. **FINAL BUDGET TRANSFERS**

Approval is recommended to grant authorization for the Administration to make final budget transfers, as needed, prior to closing the accounts in the 2016-2017 financial statements and provide a list of these transfers, if any, to the Board for ratification upon completion of the local audit for the 2016-2017 school year.

May I have a motion to grant authorization for the Administration to make final budget transfers, as needed, in the 2016-2017 financial statements as presented.

Motion:
Second:
Discussion:
Vote:
Result:

11. **FACSIMILE SIGNATURE AUTHORIZATION**

Approval is recommended to grant authorization for the following individuals to use the facsimile signature of the Board President and Board Treasurer for the 2017-2018 school year on behalf of the following funds as follows:

Activity Fund

Christine M. Edmiston, Susan E. Lessman and Kaitlin M. Rosselli

Capital Reserve and Capital Projects Funds

Christine M. Edmiston and Kaitlin M. Rosselli

Food Service Fund

Christine M. Edmiston, Michael A. Miller and John S. Rosselli

General Fund

Christine M. Edmiston, Susan E. Lessman and Kaitlin M. Rosselli

Payroll Fund

Christine M. Edmiston and Susan E. Lessman

May I have a motion to grant authorization for the individuals to use the facsimile signature plate as presented.

Motion:
Second:
Discussion:
Vote:
Result:

12. **2017-2018 AND 2018-2019 LETTER OF AGREEMENT – THE MEADOWS PSYCHIATRIC CENTER**

Approval is recommended of the Letter of Agreement between The Meadows Psychiatric Center and the Midd-West School District to

provide mental health and educational services to Mid-West School District students at a rate of \$65.00 per day for the 2017-2018 and 2018-2019 school years.

May I have a motion to approve the Letter of Agreement between The Meadows Psychiatric Center and the Mid-West School District as presented.

Motion:
Second:
Discussion:
Vote:
Result:

13. **2017-2018 LETTER OF AGREEMENT – BEACON LIGHT BEHAVIORAL HEALTH SYSTEM & BEACON LIGHT ADULT RESIDENTIAL SERVICES**

Approval is recommended of the Letter of Agreement between Beacon Light Behavioral Health System & Beacon Light Adult Residential Services to provide referral, treatment, discharge planning and establishing supports for clients and their caregivers to be effective July 1, 2017, through June 30, 2018.

May I have a motion to approve the Letter of Agreement between Beacon Light Behavioral Health System & Beacon Light Adult Residential Services as presented.

Motion:
Second:
Discussion:
Vote:
Result:

14. **YEARBOOK PHOTOGRAPHY SERVICES PROPOSALS**

- a) Approval is recommended to accept a proposal from Photography By Valrie, Middleburg, PA, to provide yearbook senior portrait photography services for the 2017-2018 school year with an option to extend additional years. *{No sitting fee}*
- b) Approval is recommended to accept a proposal from Photography By Valrie, Middleburg, PA, to provide yearbook events/activities, group and candid photography services for the 2017-2018 school year with an option to extend additional years.

May I have a motion to accept the proposals from Photography By Valrie as presented.

Motion:
Second:
Discussion:
Vote:
Result:

15. **RENEWAL QUOTE FOR DESTINY LIBRARY SOFTWARE SUBSCRIPTIONS**

Approval is recommended of the renewal quote for Destiny library software subscriptions for Middleburg Elementary School, West Snyder Elementary School, Mid-West Middle School and Mid-West High School from Follett School Solutions, Inc., for the 2017-2018 school year at a cost of \$6,396.00. *{Payment will be made from the 2017-2018 budget.}*

May I have a motion to approve the renewal quote for Destiny library software subscriptions as presented.

Motion:
Second:
Discussion:
Vote:
Result:

16. **CENTRAL SUSQUEHANNA REGIONAL GUEST TEACHER/EDUCATION MAJOR TRAINING CONSORTIUM AGREEMENT**

Approval is recommended of the Agreement between the Central Susquehanna Regional Guest Teacher/Education Major Training Consortium and the Mid-West School District to participate in the 2017-2018 Guest Teacher/Education Major Training Program due to the ongoing shortage of qualified substitute teachers in many disciplines and subject areas at a flat annual membership fee no greater than \$500.00.

May I have a motion to approve the Agreement between the Central Susquehanna Regional Guest Teacher/Education Major Training Consortium and the Mid-West School District as presented.

Motion:
Second:
Discussion:
Vote:
Result:

17. **2017-2018 IDEA-B AGREEMENT FOR THE DISTRIBUTION OF FUNDS**

Approval is requested of the 2017-2018 IDEA-B Agreement through the Central Susquehanna Intermediate Unit (CSIU) regarding the furnishing of certified personnel, facilities, materials and other services (in consultation with the Department of Education) needed to perform selected supplemental services in compliance with terms and conditions of the Department's most current IDEA Application Guidelines to be effective July 1, 2017.

May I have a motion to approve the 2017-2018 IDEA-B Agreement through the Central Susquehanna Intermediate Unite (CSIU) as presented.

Motion:
Second:

Discussion:
Vote:
Result:

18. **2017-2018 TUITION AGREEMENTS – NEW STORY**

Approval is recommended of the 2017-2018 Tuition Agreements between New Story and the Mid-West School District for two (2) students at the \$355.00 high rate per day for attendance and two (2) students at the \$270.00 low rate per day for attendance that includes all services to be effective on August 23, 2017, through June 1, 2018.

May I have a motion to approve the 2017-2018 Tuition Agreements between New Story and the Mid-West School District as presented.

Motion:
Second:
Discussion:
Vote:
Result:

19. **OCCUPATIONAL THERAPY AND PHYSICAL THERAPY SERVICES SCHOOL-BASED CONTRACT – KIDSWORK THERAPY CENTER**

Approval is recommended of the School-Based Contract between Kidswork Therapy Center and the Mid-West School District to provide occupational therapy and physical therapy services at a rate of \$75.00 per hour and \$20.00 per hour for travel between buildings for the 2017-2018 school year to be effective July 1, 2017, through June 30, 2018.

May I have a motion to approve the School-Based Contract with Kidswork Therapy Center as presented.

Motion:
Second:
Discussion:
Vote:
Result:

20. **DISPOSAL OF LISTED ASSETS**

Approval is recommended of the disposal of listed assets in the Mid-West School District to be sold through Municibid.

May I have a motion to approve the disposal of listed assets as presented.

Motion:
Second:
Discussion:
Vote:
Result:

B. **POLICY AND PROGRAMS**

Mrs. Sherryl L. Wagner

1. **2017-2018 MIDD-WEST MIDDLE SCHOOL STUDENT HANDBOOK**

Approval is recommended of the 2017-2018 Mid-West Middle School Student Handbook.

May I have a motion to approve the 2017-2018 Mid-West Middle School Student Handbook as presented.

Motion:
Second:
Discussion:
Vote:
Result:

2. **2017-2018 MIDD-WEST HIGH SCHOOL STUDENT HANDBOOK**

Approval is recommended of the 2017-2018 Mid-West High School Student Handbook.

May I have a motion to approve the 2017-2018 Mid-West High School Student Handbook as presented.

Motion:
Second:
Discussion:
Vote:
Result:

3. **2017-2018 ELEMENTARY PARENT/STUDENT HANDBOOK**

Approval is recommended of the 2017-2018 Parent/Student Handbook for Middleburg Elementary School and West Snyder Elementary School.

May I have a motion to approve the 2017-2018 Parent/Student Handbook for Middleburg Elementary School and West Snyder Elementary School as presented.

Motion:
Second:
Discussion:
Vote:
Result:

4. **ADDITION TO LIST OF SPONSORING EXCHANGE STUDENT ORGANIZATIONS**

Approval is recommended to add International Cultural Exchange Services to the list of Sponsoring Exchange Student Organizations to be effective for the 2017-2018 school year.

May I have a motion to approve the addition of International Cultural Exchange Services to the list of Sponsoring Exchange Student Organizations as presented.

Motion:
Second:
Discussion:
Vote:
Result:

C. **PERSONNEL**

Mrs. Sherryl L. Wagner

1. **SALARY RECOMMENDATION – SUPERINTENDENT OF SCHOOLS**

Approval is recommended of a salary adjustment for Richard J. Musselman, Superintendent of Schools, with a salary of \$131,380.40 to be effective on July 1, 2017.

May I have a motion to approve a salary adjustment for Richard J. Musselman as presented.

Motion:
Second:
Discussion:
Vote:
Result:

2. **SALARY RECOMMENDATION – BUSINESS MANAGER**

Approval is recommended of a salary adjustment for Michael A. Miller, Business Manager, with a salary of \$84,000.00 to be effective on July 1, 2017.

May I have a motion to approve a salary adjustment for Michael A. Miller as presented.

Motion:
Second:
Discussion:
Vote:
Result:

3. **SALARY RECOMMENDATIONS – ADMINISTRATIVE STAFF**

Approval is recommended of the 2017-2018 salaries for the following administrators, which have been determined by and fall within the Act 93 Agreement, to be effective July 1, 2017:

Dane S. Aucker	\$ 76,185.00
Jeremy D. Brown	\$ 75,550.00
Lee C. Bzdil	\$ 86,900.00
James C. Edmiston, III	\$ 52,033.00
Thor R. Edmiston	\$ 85,975.00
Cynthia L. Hutchinson	\$101,314.00
John S. Rosselli	\$ 38,125.00
Erin C. Sheedy	\$ 82,875.00
Bree A. Solomon	\$ 43,274.00
Joseph W. Stroup	\$101,105.00

Gary L. Thomas \$ 73,342.00

May I have a motion to approve the 2017-2018 salaries for the administrators as presented.

Motion:
Second:
Discussion:
Vote:
Result:

4. **SECRETARY TO THE BOARD STIPEND**

Approval is requested for the Secretary to the Board of a monthly stipend of \$385.00 for the term of July 1, 2017, through June 30, 2018.

May I have a motion to approve the monthly stipend for Secretary to the Board as presented.

Motion:
Second:
Discussion:
Vote:
Result:

5. **STIPEND TO DELIVER BOARD PACKETS**

Approval is requested for Jennifer L. Wilson to deliver Board packets for the 2016-2017 school year at a stipend of \$1,500.00.

May I have a motion to approve the stipend for the 2016-2017 school year as presented.

Motion:
Second:
Discussion:
Vote:
Result:

6. **APPOINTMENTS**

a. **EXTRA-CURRICULAR**

Approval is requested to reappoint the following individuals for the 2017-2018 school year:

Lisa M. Wagner	Girls Basketball Coach – Head	MWHS	\$4,162.00
Roger W. Folk	Bowling Coach	MWHS	\$3,123.00
Dale K. Franquet, Jr.	Wrestling Coach – Head	MWHS	\$4,162.00
Lisa M. Wagner	Junior High Girls Basketball Coach	MWMS	\$2,082.00
Robyn M. Kratzer	Cheerleading Coach {winter season}	MWHS	\$ 944.00

May I have a motion to reappoint the individuals as presented.

Motion:
Second:
Discussion:
Vote:
Result:

b. **EXTRA-CURRICULAR – VOLUNTEERS**

Approval is recommended of the following individuals as volunteers for the 2017-2018 school year:

Jennifer Hummel	Volunteer Field Hockey Coach	MWHS
Lyndee A. Sheaffer	Volunteer Field Hockey Coach	MWHS
Thane J. Spriggle	Volunteer Girls Soccer Coach	MWHS

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

Motion:
Second:
Discussion:
Vote:
Result:

c. **CO-CURRICULAR**

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

David L. Bittner	FFA Advisor	MWHS	\$2,447.00
Gregory R. Erb	FFA Advisor	MWHS	\$2,447.00

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

Motion:
Second:
Discussion:
Vote:
Result:

d. **SUBJECT AREA CURRICULUM COORDINATORS**

Approval is requested to reappoint the following individuals for the 2017-2018 school year at a stipend of \$600.00:

Heather F. Portzline	Subject Area Coordinator (K-5) Mathematics	MES
Deanna K. Kerstetter	Subject Area Coordinator (6-8) Mathematics	MWMS
Lori M. Keister	Subject Area Coordinator (K-5) Literacy	MES
Brandy M. Shawver	Subject Area Coordinator (6-8) Literacy	MWMS
Mandi L. Romig	Subject Area Coordinator (9-12) Literacy	MWHS
Tracey E. Mitchell	Subject Area Coordinator (K-12) Fine Arts	
Jason A. Gemberling	Subject Area Coordinator (K-12) Health & Physical Education	
Christopher A. Snyder	Subject Area Coordinator (7-12) Careers – Agriculture, Family & Consumer Sciences, Technology Education, Business Computer Information Technology	
Monica P. Romig	Subject Area Coordinator (9-12) World Languages	
Chandler M. Sheaffer	Subject Area Coordinator (9-12) Mathematics	

Melinda A. Callender Subject Area Coordinator (6-12) Science
Peter J. Voss Subject Area Coordinator (6-12) Social Studies

May I have a motion to reappoint the individuals as presented.

Motion:
Second:
Discussion:
Vote:
Result:

e. **SUBJECT AREA CURRICULUM COORDINATORS**

Approval is requested to appoint the following individuals for the 2017-2018 school year at a stipend of \$600.00:

Erica L. Hood	Subject Area Coordinator (K-5) Mathematics	MES
Emily M. Stephens	Subject Area Coordinator (K-5) Literacy	WSES
Holly J. Welsh	Subject Area Coordinator (K-12) Student Support – Guidance and Special Education	

May I have a motion to appoint the individuals as presented.

Motion:
Second:
Discussion:
Vote:
Result:

7. **TEMPORARY SUBSTITUTE**

a. **CLASSIFIED**

Tanya N. Schreffler – Temporary Substitute Administrative Secretary –
Accounts Payable/Purchasing – Mid-West School District – Effective:
June 15, 2017, through approximately August 24, 2017 – Salary:
\$11.55 per hour *{Replacement/ Miller}*

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

Motion:
Second:
Discussion:
Vote:
Result:

b. **TEMPORARY FACSIMILE SIGNATURE AUTHORIZATION**

Approval is recommended to grant temporary authorization for Tanya N. Schreffler to use the facsimile signature of the Board President and Board Treasurer for the period June 15, 2017, through August 24, 2017, on behalf of the Activity Fund, Capital Reserve and Capital Projects Funds and General Fund.

May I have a motion to grant temporary authorization for Tanya N. Schreffler to use the facsimile signature plate as presented.

Motion:
Second:
Discussion:
Vote:
Result:

8. **RESIGNATION**

Approval is requested to accept the following resignation:

Michael C. Smith	Effective: June 16, 2017
Boys Basketball Coach – Head	
Mid-West High School	

May I have a motion to accept the resignation as presented.

Motion:
Second:
Discussion:
Vote:
Result:

D. **OTHER**

1. **DISCUSSION ON ALLOWING BUS DRIVERS TO ALLOW THEIR OWN PRE-SCHOOL AGE CHILDREN TO RIDE THE PARENT’S BUS**

VIII. **CLOSING CEREMONIES**

IX. **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.

X. **SCHEDULED SPEAKERS**

Mr. Victor L. Abate

1) Ms. D’Anne Cochran – Boys Basketball Program

XI. **REPORTS**

- | | |
|--|--------------------------|
| 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 |
| XII. | ADJOURNMENT | Mr. Victor L. Abate |

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