



# Meeting Minutes

Meeting date: **Monday, January 12, 2015 from 7:30 PM to 9:30 PM**

Location: Middleburg Elementary School - Large Group Conference Room

Purpose/Notes: An Executive Session was held in the Middleburg Elementary School Administrative Conference Room beginning at 6:30 p.m. prior to the regular scheduled work session to discuss contracts and personnel issues.

Chaired by: Mr. Victor L. Abate

Minutes rec. by: Allyson Folk

## Attendance:

Present: Mr. Jeremy M. Tittle, Mr. Todd R. VanKirk, Mrs. Sherryl L. Wagner, Mr. Ronald E. Wilson, Mr. Thor R. Edmiston, Mr. Shawn A. Sassaman, Ms. Cynthia L. Hutchinson, Mr. Victor L. Abate, Mr. John S. Rosselli, Mr. Joseph W. Stroup, Mr. Christopher T. Nesbit, Mr. Christopher A. Snyder, Mr. Richard J. Musselman, Mr. Corey L. Smith, Mrs. Bree A. Solomon, Dr. David R. Fassett, Mr. Ronald L. Hoffman, Atty. Orris C. Knepp, III., Mr. Gary L. Thomas, Mr. Dane S. Aucker, Allyson Folk

Regrets:

Absent: Ms. Lynn Y. Naugle, Mr. Ernest Foreman, Mrs. Nancy O. Kroh, Miss Reggi R. Armes & Master Bailey R. Hetrick, Mr. James C. Edmiston

Late:

## Meeting Documents:

(no documents)

## Agenda Items:

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### 1. Opening Ceremonies

Status: Completed

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### 2. Call to Order

Status: Completed

Mr. Victor L. Abate

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### 3. Roll Call

Status: Completed

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Mr. Victor L. Abate

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### 4. Student Report

Miss Reggi R. Armes & Master  
Bailey R. Hetrick

Due to Miss Armes's and Master Bailey's absences, there was no student report.

Status: Completed

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### 5. Public Comment on Agenda Items

There were no public comments.

Status: Completed

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Mr. Victor L. Abate

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### 6. Work Session Items

Status: Completed

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#### 6.1. Business & Fiscal

Mr. Smith inquired if we were just reading these off individually. Mr. Abate responded that we can do all five of the "Minutes" as one.

Status: Completed

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Mr. Corey L. Smith

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##### 6.1.1. Minutes - October 27, 2014 - Regular Meeting

Approval is recommended of the minutes of the October 27, 2014, regular meeting of the Midd-West



School Board of Directors.

Mr. Smith read Item 6.1.1. through 6.1.5. with the approval recommended of the minutes of the October 27, 2014, regular meeting of the School Board of Directors.

Mr. Abate inquired if everybody had an opportunity to review the minutes, and are there any additions or corrections at this time.

**Status:** Completed

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#### **6.1.2. Minutes - November 11, 2014 - Work Session**

Approval is recommended of the minutes of the November 11, 2014, work session of the Midd-West School Board of Directors.

**Status:** Completed

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#### **6.1.3. Minutes - November 17, 2014 - Regular Meeting**

Approval is recommended of the minutes of the November 17, 2014, regular meeting of the Midd-West School Board of Directors.

**Status:** Completed

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#### **6.1.4. Minutes - November 20, 2014 - Special Meeting**

Approval is recommended of the minutes of the November 20, 2014, special meeting of the Midd-West School Board of Directors.

**Status:** Completed

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#### **6.1.5. Minutes - December 1, 2014 - Regular Meeting**

Approval is recommended of the minutes of the December 1, 2014, regular meeting of the Midd-West School Board of Directors.

**Status:** Completed

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#### **6.1.6. List of Bills**

Approval is recommended of the list of bills for all funds for the period November 18, 2014, through January 26, 2015.

Mr. Abate inquired if there were any issues with the list of bills that would be presented on the 26th of January.

Mrs. Wagner responded that she did not have a list of bills.

Mr. Abate inquired if we have a Treasurer's Report to look at.

**Status:** Completed

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#### **6.1.7. Treasurer's Reports**

Approval is recommended for the Treasurer's Reports for all funds for the periods ending November 30, 2014, and December 31, 2014.

**Status:** Completed

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#### **6.1.8. Bus Drivers**

Approval is recommended for the following individuals as bus drivers for the 2014-2015 school year for Hunters Valley, Inc., to be effective on December 8, 2014:

James W. Downey

Vonny M. Peterson

Mr. Abate inquired if anybody had any issues with the two bus drivers that are listed to be on the agenda on the 26th, questions or concerns.

**Status:** Completed

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#### **6.1.9. Bus Stops**

Approval is recommended for the following bus stops:

709 Center Avenue (van), Beaver Springs



324 Grand Street (van), Middleburg  
446 Salem Church Road (van), Middleburg  
3587 White Top Road, Middleburg  
411 Walnut Street (van), Penns Creek  
415 Walnut Street (van), Penns Creek  
507 Walnut Street (van), Penns Creek  
10457 Route 35, Mt. Pleasant Mills  
7247 Route 104, Mt. Pleasant Mills  
3982 Route 522, Selinsgrove

Mr. Abate inquired if there were any concerns or issues with the bus stops that would be on the agenda for the 26th of January.

Mr. Smith inquired that the vans we send right to every home so there is no concern that these are two close together in Penns Creek.

Mr. Musselman responded that he did not think so.

Mr. Abate inquired if Mr. Hoffman reviewed these.

Mr. Hoffman responded that he did not.

Mr. Abate inquired if he would like to.

Mr. Hoffman responded that most of them are vans.

**Status:** Completed

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#### **6.1.10. Professional Legal Services Payment**

Approval is requested of the payment for professional legal services to Marshall, Dennehey, Warner, Coleman & Goggin in the amount of \$5,649.38.

Mr. Abate inquired if there were any questions or concerns on the professional legal services payment.

Mr. Smith inquired if anyone would happen to know how close we are to be paying our share of it.

Mr. Abate inquired if he meant the \$20,000.00.

Mr. Smith responded yes, with paying payments in the past, I was wondering how close are we to fulfilling our deductible.

Mr. Abate responded that hopefully this is the end of it. Mr. Abate inquired if it would be possible to get a summarized bill for our next meeting.

Mr. Wilson stated that he thinks we should receive an itemized bill every time.

Mr. Abate inquired if it would be possible for the firm to supply that.

Mr. Musselman responded that all we are going to have is what is provided to us for this Board meeting.

Mr. Abate stated he would like a breakdown of the \$5,600.00.

Mr. Musselman inquired in addition to looking at where we are with the deductible.

Mr. Abate responded yes.

**Status:** Completed

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#### **6.1.11. Audit Report Fiscal Year Ending 2014**

Approval is recommended of the Audit Report for fiscal year ending June 30, 2014, as presented.

Mr. Abate stated that we have our auditor here this evening to help go over this with us.

Mrs. Laura Kerstetter stated that they issued a two-page letter this year. We are required to communicate with the Board. Not all Boards require us to be at a meeting to present a verbal report. We are issuing a separate letter just giving you some information that would be required to be communicated to the Board and the management, but since I talk to the management when I am performing the audit, I do not always talk to the Board daily there. This letter just addresses some things. It gives you some information so that you have it in writing in front of you, especially if there were any findings, which there were not this year. That's a very positive note there, but they would definitely address, in writing with you, if there were any findings. This letter just addresses a couple of things. The first part is some new GASB Statements that were implemented this year. None of them really had a big effect on your financial statement. Some terminology was changed. That was really the biggest change in the financial statement. On the back, some more details, things that we are required to communicate, i.e., if we had any disagreements with management, we would let you know. If we consulted with any external parties, we would get back to you. As you can see, there were no such disagreements or other



consultations with other accountants and no findings. That's good.

I just want to go over a few things in the report with you. Roman numeral Pages I, II and III is our Independent Auditor's Report in the front of your bound report. It's a little bit different this year in format but basically says the same thing that the financial statements are the responsibility of the management, we perform the audit and then issue a report. It does say that there are no findings, and the financial statements were presented fairly and in a respective manner. We also reported on the Required Supplementary Information. Lynn has been doing this as required. It's Management's Discussion and Analysis which follows our Independent Auditor's Report. We also report on Other Supplementary Information, i.e., pension information, budget information. Those things are supplementary to your basic financial statement. All is good with that. The other thing we report on is your federal programs, and that was all very good, too. No findings this year which is very good.

A couple of other things that I just want to point out to you. Page 3 is the Governmental Funds Balance Sheet. As you can see, you still have a Capital Projects Fund which consists of your Capital Projects and your Capital Reserve. You still do have one Capital Projects Fund that you are still carrying a balance in and spending out as you finish up those projects. There is a Debt Service Fund this year which due to the refunding and issuance of the bonds which provided a savings. You still have a little balance carrying forward which was already spent the first payment of the refunded bond and, of course, your General Fund. You can see your fund balance and its breakdown between what you have committed for certain items, i.e., future pension costs, textbooks. Then assigned for Capital Reserve and Capital Purpose. Page 5 shows the Revenues and Expenditures for those same funds. As you can see in that Debt Service column, that is where your Refunding Bonds Issued is recorded. Your Capital Projects does show a transfer from the General Fund. The Food Service Fund really held its own this year. It was right at a break-even level which is really a good sign. We do have some school districts that actually have to be funded with some of their general fund. You, for the past few years, have not had to do that. They are holding their own. That is very good. On Page 10 is the Fiduciary Funds which is your student activities. Technically, not funded by the school district, but you have a shared responsibility for them so the cash balance is recorded here.

I did just want to make note of one thing in the General Fund. If you look at Page 37, that is your budget. I always look at this, and I look at it in comparison to the previous year's information. Lynn and I know have discussed it over the last couple of years. You can see that your revenues are over budget meaning that you got more money than what you had budgeted. I think I addressed it last year as well, but, again, this year the earned income tax came in higher than what she had anticipated. That's been happening across the board. In every school district that we have audited this has been the case. I think now we are to the point where with all of the transition in Act 32, I think now we are to a point where we may have a good handle on that. It's not now a cash flow time issue anymore. I think that this is now we know how much you're going to get for earned income tax. I know that Lynn did address it with the current year budget that you are in now. You also had an increase in your delinquent tax revenue. It was around \$250,000.00. That also contributed to that increase in your revenues. Besides that, you're holding your own. You're watching your pennies. You really did well on the expenditure side of the budget as well. Mrs. Kerstetter asked the Board if anyone had questions.

Mr. Abate inquired that when they do their testing how do you go about it. Do you pick, or do they give you? How is that done?

Mrs. Kerstetter responded that we were required, over the last few years, they made us use a list based approach. That's where we start. We look at the risk areas. We come in, sit down and we talk if there is anywhere they think things need to be addressed. Then we have to assess the risk of what areas we think where they could be issues. Then we pick materiality level as well. From there, it is based on the big expenditure areas/higher expenditure areas. Some things are done randomly as well. We are not testing every single transaction. That is essentially how it is done. It's based on risk first then a materiality level. Mr. Abate inquired if they do an interview with employees for fraud. Mrs. Kerstetter responded not every employee. Mr. Abate inquired if they randomly select. Mrs. Kerstetter responded yes. Mr. Abate stated that in the private sector we have different audits for different things, i.e., unemployment compensation, workman's compensation. Is that all included in your audit, or are these separate issues? Mrs. Kerstetter responded that those are separate. Mr. Abate inquired that unemployment compensation audit would take place at a later date. Mrs. Kerstetter responded that the state actually requires the insurance companies that provide the worker's comp insurance. I have people come to our office to do that as well. Technically, they are insurance auditors. Mr. Abate inquired if that would be same for unemployment compensation. Mrs. Kerstetter responded yes. Mr. Abate stated that it is not in your audit. It is like the private sector? Mrs. Kerstetter responded correct. Mr. Abate stated that the only difference is we don't have a 401K. Mrs. Kerstetter stated that they have their own actuary. That was one other thing that I wanted to bring up. If you look at Page 35, there is some other GASB



Statements coming down the pike that are probably going to play a factor in your financial information and one of those being the pension. We have talked about pensions for years, but one of the things that they are going to make you do now, and I believe PASBO is hiring someone to come up with an actuarial evaluation for it, but they are going to make you put your allocation of that pension obligation onto your financial statement. Right now, it is not. We used to not put your debt on there either. Now, we do that. I don't know what that number is going to be, but my guess is it's probably going to be a big number. That is going to look like a liability on your financial statement. Mr. Abate referred to the statement of the General Fund, and there are a couple of items that stick out to me like Regular Programs, \$474,000, below budget. Is there an explanation? Mrs. Kerstetter responded that she did look at that actually before she came, and that is in salaries and benefits. That whole idea of when you prepared the budget you probably didn't know number retiring. So, through those things and your other cost savings in either not hiring someone. That's why that. This was the original budget number, which remember you are looking at in January. Mr. Abate stated he understands. That would probably hold true for the Instructional Staff of close to \$200,000. Mrs. Kerstetter responded correct. Mr. Abate inquired that they do the Title funding. Mrs. Kerstetter responded yes, and there is a separate page, Page 39. Page 39 is the statement that lists all of your federal receipts and expenditures. We actually have separate testing on that as well for compliance. You can see the programs that we tested. We obviously don't test every expenditure in every program, but the two programs that we picked were the Special Education Cluster, which is your IDEA money, and the Child Nutrition Cluster. Mr. Abate inquired if they did any sampling from the Title I or Title II funding. Mrs. Kerstetter responded that they did sampling of that but not the extra work. All of the Title money, most of it or a large part of it, is salaries, which is tested altogether. Mr. Abate inquired the reading specialists. Mrs. Kerstetter responded yes, the salaries and related benefits. Each program needs to be tested once every three years. That is what the federal audit requires us to do, but then we have to test a certain percentage of all of the federal funds that you get as well. Mr. Abate inquired when the last time was done. Mrs. Kerstetter responded that she did not have that with her, but she didn't know if it was last year. Mr. Smith inquired about the money that would be left in the column as a positive if there's extra money there say in the Regular Programs, will that number change with the new contract and stuff. That will change the amount that is listed based on last year's? Mrs. Kerstetter responded that this is all based on last year. Whatever money was technically left over, I guess you could say, doesn't really. It's not as if you have that to add to this next year's budget. It's just that you have already created that budget for the next year, but this is what out of what you had estimated. A budget is a tool. Mr. Smith responded right, but what I am asking is okay, this amount is over what we spent based on estimates, but we're also in contract negotiations if the amount we're paying our teachers goes up, and we owe them back money then the amount goes down. Mrs. Kerstetter responded that it's not going to go back and change this number. That would have to then come out of your current year budget. Mr. Abate inquired that he is talking like if we had to hire two literacy coaches that we did not hire at a cost of \$70,000 with benefits that would show up here in the audit. Mrs. Kerstetter responded correct. Mr. Abate stated it is not really a surplus. It's just money we didn't spend. Mrs. Kerstetter responded right. Mrs. Kerstetter stated that if there are any other questions feel free to contact her. She wanted to let the Board know that she goes to a lot of places, and your staff at the Administrative Office that I have worked with has been very helpful and very organized. This year you had turnover in there. Things still went very smoothly. We're very thankful for that. It's really hard to go into a place when it's not.

**Status:** Completed

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## 7. Scheduled Speakers

Mr. David Bitter and Mr. Gregory Erb - FFA Request

Mr. Abate stated he was approached about a month and a half ago or six to eight weeks ago with some FFA members wanting to know if the Board would consider allocating some land up here behind the school for the FFA to utilize for their instructional purposes, and he thought it was a great idea. He went to the Ag Advisory Committee, and it was like Christmas before it happened. Mr. Erb, Mr. Bittner if you would be so kind as to take it from here and your FFA children.

At this time, Mr. Bittner, Mr. Erb and the FFA students gave a PowerPoint presentation titled, A Vision for Agricultural Science and Engineering in the Mid-West School District. The presentation covered the following: Our Mission, What do we propose?, Who will use it?, Where will it be?, When will this happen?, How will we use the land?, What will we need?, How will this happen? and Why should this happen?

Mr. Abate stated that as we discussed at the Ag Advisory Committee meeting, we felt that 15 acres or around that structure would be adequate for your use. Mr. Bittner responded yes. We are under an acre



at the high school, and we are producing a tremendous amount of learning. Mr. Abate inquired about the produce they grow if it is used in the cafeteria. Mr. Bittner responded that they do as much as they can and any surplus we give to the local food banks. Mr. Smith inquired if his group would be willing to work with our land development design. Maybe some of that information with slopes and things like that should be in their design, i.e., soil types and things like that should be in our land development design already as far as what's there. I know even Larson Design who did the design worked with the Matt Dietz and his class with some drafting. They brought their people in and had students from his class go down and work with their software to help design that. I think they would be someone to contact, too, and welcome the opportunity. Mr. Abate feels the educational opportunities are endless. Mr. Musselman had a question. He heard some comments about the possibility of fixing up some of the structure that it's out there. Are you talking about the barn and the house? Mr. Bittner responded that they have their eyes on the barn out there. Mr. Musselman inquired if it was something that they would look at as a project or some elements of it, obviously not all of it. Mr. Bittner stated a lot of the smaller things. Mr. Musselman inquired like basic wiring and some minor things. Mr. Abate inquired if there was a water source. Mr. Thomas responded that there was a well. Mr. Musselman stated that it was residential. There should be a pole some place where service could actually be brought in if that's what the Board decided to do. Mr. Musselman stated that you are looking very long range. You are looking at something for generations into the future. You are talking about fruit, having maple syrup, planting an orchard. That takes many years to develop as far as that goes. That is a long, long range. I think, man, to have that vision to look forward not just here and now but what about in the future. I am sure with agriculture that is what you have to do. It's very, very important to look into the future and not just the here and now. I commend you for that. Mr. Smith inquired about the equipment and liabilities. Are you looking for the students to have stuff donated and brought in, personal equipment, school would own the equipment and what the liability of the equipment would be? Mr. Smith didn't know if he had something set up with local farmers on leasing equipment or just coming in and showing students how to run some. When we start getting into machinery like combines. Obviously, we are not looking at taking on liability for that. Mr. Abate stated that given the atmosphere of our community, he didn't think they would have too much problems getting community support with this. Mr. Smith inquired what type of certifications are offered now. Mr. Bittner responded that there are tractor and safety certifications. Mr. Abate inquired how many members. Mr. Bittner responded 285. Mr. Abate stated to put it on the agenda for the 26th. Is 15 enough to start you with, Mr. Bittner? Would that be sufficient to start? Mr. Bittner responded that it would be. Mr. Smith inquired the field between the pit and the homes. Mr. Smith inquired if we had any contracts with the farmers who farm that. Mr. Thomas responded year to year. Mrs. Wagner commented that the presentation was very professional, well thought out. Mr. Abate commented that they did a fantastic job with your Chapter.

Ms. Melissa Brauer-Stuck - Gifted Support iMovie on the Shark Tank Competition

Ms. Brauer-Stuck showed a 5-minute iMovie on the inventions that gifted support students created for the Shark Tank Competition.

**Status:** Completed

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## **8. Policy and Programs**

Mr. Jeremy M. Tittle

**Status:** Completed

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### **8.1. Mid-West School District 2015-2018 Comprehensive Plan**

Approval is recommended to place the Mid-West School District 2015-2018 Comprehensive Plan out for public inspection to include placing a copy at the public libraries and adding a link for the document on the District's website.

Mr. Stroup provided the Board with an abbreviated copy of the Comprehensive Plan. The entire copy is 77 pages. Mr. Stroup reviewed the handout.

**Status:** Completed

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#### **8.1.1. New Course Descriptions - Mid-West High School**

Mr. Stroup informed that Board that a few teachers are here tonight to talk about the potential for adding courses to our course selection for next year. We did not put it on the agenda right away. We wanted to give you the opportunity to hear about them before we did it. Ms. Hutchinson stated that the teachers will be telling you the course, the description of the course and the rationale. The teachers are Wes Cromley to talk to you about a Creative Writing course; Jen Mason who is going to talk to you about a Sports



Management course; Mr. Bittner is going to present two courses, Equine Science and Poultry Science; and Nichole Snyder who is going to talk about a Consumer Math course. The last course that follows is Project Based Algebra, Project Based Literature and Project Based Biology. Really what those are are course numbers that will allow us to create rosters for students who are not proficient.

Mr. Cromley stated that the English Department would like to propose a creative writing course in which the students have the opportunities to hone their creative faculties in the ways of writing novels, poetry and short stories. We decided that we would like to have a create writing class because currently we do have any elective courses in the English Department, and we would like to have them. We would not need any extra material to do this. We would follow three different schedules for creative writing that exists online as well as supplementary materials. We do not need to hire any additional staff to do this. Mr. Abate confirmed that he said it would be an elective. Mr. Cromley responded yes, an elective for juniors and seniors. Mr. Abate inquired what the credit would be for it. Mr. Cromley responded a half credit.

Mrs. Mason stated that the Business Department would like to propose a Sports Management course for our students. Sports Management is one of the growing careers now and one of the most popular majors in universities. In the past with my last district, I actually taught Sports Management, and it was a dual enrollment course with Southern New Hampshire University. I am from New Hampshire. I have spoken with them, and they have agreed to offer Sports Management at Midd-West as a dual enrollment course as well. What the course entails is talks about basically the business aspect but in the sports industry, and I have lots of experience with it. Prior to becoming a teacher, I worked at the 2002 winter olympics. I moved home, worked for the New England Patriots, and then I worked for a minor league baseball team in New Hampshire, and then I decided that wasn't the industry for me so I decided to get into teaching, but I still have a real passion for it and lots of experience and stories for the students. It talks about all of the marketing, media, the communication, the facility of the events. The course actually covers everything in business, but it has that great twist of sports which interests a lot of the students. With the dual enrollment, the students would not have to take it. It is an option for them. We can still off the course mostly to juniors and seniors. If they choose to take the course as a dual enrollment, it would go through Southern New Hampshire University, and I would teach the course, and they would be able to come out of the class with three (3) college credits. The normal class at college runs about \$1,200.00, and our students would be able to take it at Midd-West High School for \$100.00. It would actually save them money if this is a career that they are interested in going in, and I have had students in the past that went to Penn State, Drexel, UNH, that the credits have been accepted at different colleges/universities. If they are not interested in sports, it still transfers for them as an elective if they would go into a business major. The book is different. They are using a different book now so it's not the book that I have used in the past. Mr. Abate inquired that this course would be taught, and you're the teacher in the classroom so it's not an online course. Mrs. Mason responded no, it would be taught just like a regular business class. They would just sign up ahead of time if they wanted the opportunity to do it as a dual enrollment. Otherwise, if no one took it, and we had no students, we would still teach it just like any other course. Mr. Musselman inquired about cost of materials. Mrs. Mason responded just the book. Mr. Abate inquired what the fee is if they want to take the college credits. Mrs. Mason responded that it is option for them. It's one less class they have to take when they do decide to go onto college. Mr. Smith inquired if it would be hard copy book not on laptops. Mrs. Mason responded that they do have an online version. If we can do the online version, that would be great. I have all the PowerPoints to upload for the students as well. Mr. Abate inquired if it was two semesters. Mrs. Mason responded one semester. Ms. Hutchinson stated it would be one semester every day or every other day all year long. Mrs. Mason stated that when the students are done with the class, if they have chosen to do the dual enrollment, Southern New Hampshire University will send them an official transcript that they can then send along to the college that they apply for for those credits. Mr. Nesbit inquired that the \$100.00 payment goes toward the university fee. Mrs. Mason responded right. If they just want to sign up for the course at Midd-West, it doesn't cost them anything. Mr. Nesbit inquired except for the book. Mrs. Mason responded that the book would not cost them anything. The District would buy the book. Mr. Smith inquired about the grading. If a student did a dual enrollment, is the grading system the same for a student who is or isn't? Mrs. Mason responded that it is exactly the same, but what will happen at the end of the semester, I would just send them their final grade. If they get an 86 or a "B" in the class, they just get that final grade. I grade everyone the same, all the projects the same, and the final grade gets sent to Southern New Hampshire.

Mr. Bittner stated he is seeking approval for two courses. The first one is, when we look to offer new courses in the ag department, we look at student interests and look at industry demands. The first course is Equine Science. That is based off student interest. I have a tremendous amount students biting at the bit for indepth study in the equine sciences. I currently teach it as units in Large Animal



Science and Anatomy and Physiology of Animals, but I would like to pull that content out and then broaden the contents of those courses and offer a half credit elective in Equine Science. I am not requesting a textbook. Not requesting any additional resources at this time. I will pull financial resources out of my current budget. The reason I am requesting a second courses is because I teach all of my courses in ag science and engineering on an every-other-year routine. So, for example, if I offer Equine Science next year, the following curriculum year, I would need another course to kind of balance that so I am requesting Poultry Science. I am going to find out student interest in poultry science, but there is a huge industry demand in Snyder County for poultry science. Do you know there is 4 million chickens in Snyder County? We are the second largest poultry county by gross dollars in the entire state of Pennsylvania, but we're not even close to that in population. Only Lancaster County is bigger and better than us in poultry. So, the industry is demanding a course in poultry science, Again, I currently teach a little bit about it my other classes, but I want to pull that content so I can go deeper. Not requesting a textbook or any additional resources at this time. I am already set up with an incubator to hatch chicks, for example, at the small-scale level. Kreamer Feed is an alumni of the Mid-West Ag Science Program. They are strictly interested in poultry science not only studying the anatomy, physiology and biology and the management of the birds themselves but looking at agri-business and the agricultural structure and engineering that goes along with that. My specialty is the biological sciences. Mr. Erb's specialty is the physical sciences. We would love to teach it. I will share this with you because it's a vision that Kreamer Feed shared with me. They would love to see a small scale poultry facility here at Mid-West to train workers to go straight into their company. That's their vision. We have SUN Tech training students to go straight to the county's largest employer, Wood-Mode. We are great at agriculture here. I teach all my classes every other day all year. We don't need another ag teacher.

Mrs. Snyder stated she would like to offer a course for eleventh and twelfth graders. It would be an elective. It is called Consumer Math. The course would be designed to increase student proficiency with basic math skills and their application to personal and business situations. Units will include money management, interest, taxes, travel, insurance and living on one's own. We hope that with this course students will demonstrate knowledge of math concepts and critical thinking that will help them to become aware consumers, informed citizens and valued employees. That is the description of the course. I tried to create something for most of the juniors who might struggle in early years with algebra in ninth grade, with geometry in tenth grade. This will offer them another course in mathematics. In order to get this class started, we would need a textbook. We have made contacts for samples. It would be a full year, one credit. Mr. Musselman stated that actually a course like that would be great for your higher academic kids who are going to go to college and take all these math courses because sometimes if there's an applied mathematics or consumer mathematics it's kind of simple maybe, but they don't necessarily get it. Mr. Smith commented that he knows a lot of people that are out of school that could use this.

Ms. Hutchinson asked if anyone had questions. Mr. Musselman inquired when students start to schedule their courses. Ms. Hutchinson responded February. Mr. Abate responded to put them on the agenda. Mr. Smith inquired to have a little information on that as far as textbook reserve fund.

**Status:** Completed

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### **8.2. Field Trip - Instrumental Music Department**

Approval is recommended of the following field trip:

Instrumental Music Department - Mid-West High School - Troy, PA - January 8, 2015, through January 10, 2015 - 2 Students/1 Adult - Cost to Organization: \$0.00 - Cost to District: \$784.76

Mr. Abate asked if there were any questions or concerns. Mr. Sassaman inquired as to what instrument. Mr. Abate responded he didn't know. Ms. Hutchinson responded maybe the flute. Mrs. Solomon responded she thought the French horn. Mr. Abate stated the French horn and the bassoon, and the alternate is the flute.

**Status:** Completed

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### **8.3. Affiliation Agreement with Hobe Sound Bible College**

Approval is requested of an Affiliation Agreement with Hobe Sound Bible College to participate in field placements and/or student teaching assignments within the schools in the District to be effective on January 1, 2015.

Mr. Abate asked for questions, discussion or concerns. Question one he has is Hobe Sound Bible College an accredited college? Mr. Stroup responded that they are an online school, but he could not answer that question at this time. Mr. Abate inquired if it meets the obligations of the



Commonwealth. Mr. Stroup responded that the student will be working in a classroom at West Snyder Elementary School. I have met her already and have talked to the teacher. I told you back in November that I was updating the agreements. Hobe Sound Bible College is a new one. Mr. Abate inquired who wrote the Agreement. Mr. Abate inquired with the Solicitor if he cared to weigh in. He asked him to review that. Have you had the opportunity? Attorney Knepp responded that he does have concerns. If you compare the Hobe Sound Bible College with Bloomsburg University's, there are some significant differences. I also raise concerns about that is this a college that, if the student after student teaching graduates from that college, will they be able to actually get a teaching certificate in Pennsylvania. Is this a school that is recognized? It is online. I think there's a lot of background information that is perhaps in question. I have a lot of reservations. Your next Agreement with Bloomsburg University, this District has a long relationship with them. Mr. Musselman stated that this is for an individual student. The student graduated from here and wants to come back to do this. Mr. Abate inquired about liability insurance. Attorney Knepp stated that is one of the differences. Bloomsburg University requires the students who participate to provide their own. Mr. Nesbit inquired if we can make modifications to the Agreement. Mr. Abate responded no, they can make their own modifications. Mrs. Wagner stated that she has a lot of concerns. Mr. Abate stated he has a ton of concerns. Mr. Musselman stated that it is a request that came in. We don't have to honor it. I think you are going to see that it's going to be harder for people to do their student teaching especially in some of those classes where teachers are going to be held accountable for the performance of their students and then to turn that over to someone who is not certified. Anytime you have a student teacher coming in, they are not certified because they have to finish their program. Student teaching is a part of that program. It's going to be harder and harder to find. This is request that came to us just like Mr. Stroup said. She is a local student who took courses with Hobe Sound Bible College and has requested to do her student teaching here probably because it's local. Rather than do a whole lot of work in it and everything else, if you are not interested, we just simply don't have to do it. Mr. Abate stated, speaking for myself, I am not interested. Mr. Musselman stated that we can pull it from the agenda if that's the case, or leave it on there and vote it down. Mr. Smith inquired who the young lady is. Can we ask that, or is that not something that can be? Mr. Stroup stated that he did not have that with him and did not remember. Mr. Abate inquired how the request came in. Mr. Stroup responded that the student contacted me first, and I sent the steps that we needed to go through before it could happen. Mr. Hoffman inquired why couldn't we make them meet the requirements as Bloomsburg. If we tell them they have to meet those requirements, they do, and if they don't, they don't. Mr. Nesbit inquired when the student was looking to do it. Mr. Stroup responded that placement would start January 26 or right after the regular Board meeting. Mr. Nesbit stated that if they can provide the information showing that they are an accredited university, accepted by PDE, then it's a matter of a.) modifying the Agreement to be as Bloomsburg University. It sounds to me like there is still some concern whether or not an online school is a legitimate school that some Board members would accept. Am I interpreting that correctly? Mr. Abate stated that his first and foremost problem is 1) Is it an accredited school and will the education supplied here be accepted by PDE? That's my concern. I have a few other ones, too. Mr. Aucker read information from a website regarding Hobe's accreditation. Mr. Musselman stated that it doesn't necessarily mean that they are recognized in Pennsylvania or not. I don't know, as far as just that piece in and of itself, there are some other elements of concern. If they are having to be certified in Pennsylvania, is that a concern of ours, or is that a concern of the students in college? If they are going to be certified in Florida, for example, and doing student teaching here. I don't know if that's a criteria that I would say no to personally, but there's other elements of it. As you get closer to the border, you have teachers that are taking courses in Maryland or up in New York and may have articulation agreement with those states, and we accept some of their courses for certification. It's up to you guys. I can pull it from the agenda. Mr. Smith inquired that the teaching certificate would come after they were done with their courses, and that would be up to the state whether or not it was valid here. Mr. Musselman responded correct. That university typically is going to be approved in certain states. Also, if you get a teaching certificate from a certain state, sometimes Pennsylvania will accept other states. They have an articulation agreement with those states. We'll take your teaching if you'll take ours. It helps their colleges out sometimes. As far as that piece, that doesn't necessarily concern me so much. I think there are other issues here maybe that you may want to worry about, i.e., insurance. Mr. Musselman stated that a question, too, is how much work and energy do you want us as Administration to do for this college. Mr. Abate responded not a lot. Mr. Musselman inquired how much do you want us to do for this college to have an agreement with them. It's not just for this one student. We could have other students, but how much work do you want us to do? That's my question. Mr. Stroup responded that his gut sense was that it was for one student. Mr. Musselman responded correct, right now it is. Mr. Nesbit stated with that being said this is an alumni student; they live in our community. It is likely that they are going to look for a job here. So, if you tell them what our



requirements are, in other words, modify the Agreement, etc., it appears that they are accredited based on what was read online. If there is other information that's not being discussed here, I'd like to hear it. Mr. Abate inquired if we have a hard time getting students to come here. Mr. Stroup responded no, we have plenty of student teachers requesting placements. However, it depends upon the area of request, too. Music seems to be a placement in high demand. Mr. Abate stated that it wouldn't hurt us. Mr. Nesbit stated that his position is you don't need any student teachers, but again, they're alumni of Mid-West. They live in the community. I think it's reasonable to maybe give them the opportunity to meet the requirements that we're asking. Mr. Sassaman inquired about the pool of candidates. Mr. Musselman responded that this is music education. We do not have a whole lot of openings in music education as far as that goes. Mr. Smith suggested if the information can be combined before the next Board meeting, fine. If not, then I say we pull it. Mr. Stroup stated he could have it corrected or rewritten by Thursday. Tomorrow I will contact them. What I am hearing is you want to make sure that they are accredited, liability insurance requirement is met and that the Agreement is written with the same language as the Bloomsburg Agreement. If those requirements are met, then it would be something you would like to remain on the agenda. Mr. Smith responded yes, that information will be helpful.

**Status:** Completed

#### 8.4. Affiliation Agreement with Bloomsburg University

Approval is requested of an Affiliation Agreement with Bloomsburg University to participate in field placements and/or student teaching assignments within the schools in the District to be effective on February 1, 2015, through January 31, 2020.

Mr. Abate asked for questions, concerns or discussion.

**Status:** Completed

### 9. Personnel

Mr. Ronald E. Wilson

**Status:** Completed

#### 9.1. Employments - Certificated

Approval is requested to employ the following individuals:

a. Long-Term Substitute - Hannah M. Wagner - Health and Physical Education Teacher - Mid-West High School - Effective: Second semester of the 2014-2015 school year only (January 16, 2015, through June 1, 2015, or the last day of the 2014-2015 school year) - Salary: \$42,041.00 pro-rated {*Replacement/Hutchinson*}

b. Temporary Professional Employee - \_\_\_\_\_ - Health and Physical Education Teacher - Middleburg Elementary School - Effective: \_\_\_\_\_, 2015, through the remainder of the 2014-2015 school year - Salary: \$\_\_\_\_\_ pro-rated {*Replacement/Aucker*}

Mr. Tittle asked if we have any names for the blanks or do we just skip them. Mr. Musselman responded that for "b." final interviews are on January 16 for the health and phys ed teacher. I do not have a name, but I will have a name for you. It's an opening, and we will have a name by the Board meeting. Mr. Tittle inquired about 8.2. for names. Mr. Musselman responded that he does not have names. We are working on some of those for the classified staff. Mr. Nesbit inquired if there was a name for the personal care assistant. Mr. Musselman responded not that he was aware of. Mr. Abate inquired that this is the long-term sub person that we have not hired yet for the person that is resigning. Mr. Musselman responded for the person that's resigning, correct. Actually, no, I'm sorry. Wrong, wrong. The person that we are hiring on "b." is for the person who is resigning. This is actually for an extended post-natal care leave. Hannah is already here working so we just extended her employment.

**Status:** Completed

#### 9.2. Employments - Classified

Approval is recommended to employ the following individuals:

a. Classified Employee - \_\_\_\_\_ - Personal Care Assistant - Life Skills Support Program - Mid-West High School - Effective: \_\_\_\_\_, 2015 - Salary: \$7.95 (base) per hour plus an additional \$.50 added to base {*Replacement/Fassett*}

b. Classified Employee - \_\_\_\_\_ - Part-time Cafeteria Worker - Mid-West High School - Effective: \_\_\_\_\_, 2015 - Salary: \$7.95 per hour {*Replacement/Rosselli*}

c. Classified Employee - \_\_\_\_\_ - Part-time Cafeteria Worker - Mid-West High School - Effective: \_\_\_\_\_, 2015 - Salary: \$7.95 per hour {*Replacement/Rosselli*}



Status: Completed

**9.3. Extra-Curricular**

Approval is requested to appoint the following individuals for the 2014-2015 school year: *{Stipends will be determined at a later date, following approval of the Midd-West School District Professional Staff Collective Bargaining Agreement.}*

Chandler M. Sheaffer	Baseball Coach - Head	MWHS
Jodie L. Sheaffer	Field Hockey Coach - Head	MWHS

Approval is requested to reappoint the following individuals for the 2014-2015 school year: *{Stipends will be determined at a later date, following approval of the Midd-West School District Professional Staff Collective Bargaining Agreement.}*

Alisha A. Kurtz	Assistant Softball Coach	MWHS
Lisa M. Wagner	Assistant Junior Varsity Softball Coach	MWHS
Stanley L. Share	Assistant Track and Field Coach	MWHS

Mr. Tittle inquired if the coaches were going to be done separately. Mr. Abate responded yes. Mr. Abate asked if there was any discussion, questions or concerns regarding the appointment of Chandler M. Sheaffer as baseball coach - head at Midd-West High School. Mr. Hoffman stated that he was voted down the last meeting. Why would we be hiring him now? Mr. Musselman responded that we reposted the position. We actually had two people that applied for it. The one person that applied for it pulled his application not be a part of it. So, this is the only person that we have that has actually applied for the position. Mr. Nesbit could not hear Mr. Hoffman's question. Mr. Hoffman stated that if he wasn't approved the first time around, why would he be now? Mr. Nesbit stated I think the first time he was voted down was not necessarily based on qualifications. It was based on protocol or procedures. Mr. Abate stated that according to Robert's Rules that if a motion gets defeated, it can't be brought up again as another motion unless it's brought up under reconsideration. Mr. Nesbit inquired if that case applies here in light of the fact that there was an interview process set up. Mr. Abate responded that he was voted down. Mr. Nesbit stated that he understands that. The job description hasn't changed. Mr. Nesbit stated he was asking because he didn't know the answer to that. Attorney Knepp stated that it can be voted on again. Mr. Musselman stated that as far as he knew we followed all of the right protocols. Mr. Abate asked for any questions or concerns. Mr. Smith stated that the other individuals were approved in their positions. Mrs. Wagner stated at that time wanted to make sure that the program could move forward. That was the goal. Mr. Smith stated because our policy says they have the right to be reapproved without having to reapply for them. So, if the head coach job opened up, they have the right to apply for that. The assistant coaches, if they were returning in their roles, don't have to reapply. Mr. Wilson inquired about voting on it or not. Mr. Abate responded that our Solicitor says that it can be voted on. I don't agree with that. Attorney Knepp stated there was another ad, interviewing by the Administration. It was reposted. It is not the same motion. They are asking you to go with another recommendation based upon the fact that they reposted the position. Had they just brought Mr. Sheaffer's name back up again and not reposted, then I agree with you. This recommendation is based on the reposting and is a different motion. Mr. Abate stated he understands what he is saying. Any further discussion? Mrs. Wagner stated she would like to call an Executive Session.

*An Executive Session was called at 9:30 p.m.*

*The Board reconvened at 10:12 p.m.*

Status: Completed

**9.4. Extra-Curricular**

Approval is requested to reappoint the following individuals for the 2015-2016 school year: *{Stipends will be determined at a later date, following approval of the Midd-West School District Professional Staff Collective Bargaining Agreement.}*

Christopher S. Sauer	Boys Soccer Coach - Head	MWHS
Russell A. Goodling	Girls Soccer Coach - Head	MWHS
Brian A. Beward	Golf Coach - Head	MWHS
Stanley L. Share	Cross Country Coach	MWHS

Mr. Nesbit inquired if Russell Goodling was going to be separate. Mr. Abate responded yes.

Status: Completed



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### 9.5. Extra-Curricular - Volunteers

Approval is recommended of the following individuals as volunteers for the 2014-2015 school year:

Jamon L. Folk*	Volunteer Assistant Wrestling Coach	MWHS
Russell A. Goodling	Volunteer Junior High Girls Soccer Coach	MWMS

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

Mr. Nesbit inquired if Russell Goodling would be separate here, too. Mr. Abate responded yes.

**Status:** Completed

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### 9.6. Addition to Substitute List

Approval is recommended of the following individual as an instructional assistant - L.P.N. substitute at a rate of \$9.00 per hour for the 2014-2015 school year:

Londa K. Bennett

Mr. Abate asked for any questions, discussion or concerns.

**Status:** Completed

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### 9.7. Athletic Event Personnel

Approval is recommended of the following individual as winter athletic event personnel for the 2014-2015 school year:

**Scorekeeper**      Jamie L. Ettinger  
(\$22.50 /game)

Mr. Abate inquired as to what sport for scorekeeping. Ms. Folk responded boys basketball.

**Status:** Completed

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### 9.8. Leaves of Absence

Approval is recommended of the following medical leaves of absence:

- Midd-West Middle School - Effective: December 22, 2014, through January 4, 2015
- Middleburg Elementary School - Effective: On or about February 2, 2015, through approximately March 16, 2015

Mr. Abate asked for questions, discussion or concerns.

**Status:** Completed

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### 9.9. Uncompensated Leave of Absence

Approval is recommended of the following uncompensated leave of absence:

- Middleburg Elementary School - Effective: Approximately March 16, 2015, through April 26, 2015

Mr. Abate asked for questions, discussion or concerns. Mr. Smith inquired if 8.8.b. was related to this one. Mr. Musselman responded yes.

**Status:** Completed

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### 9.10. Resignations

Approval is requested to accept the following resignations:

Samantha K. Heimbach	Part-time Cafeteria Worker Midd-West High School	January 1, 2015
Danielle D. Phillips	Part-time Cafeteria Worker Midd-West High School	January 2, 2015
Allyson L. Folk	Temporary Board Secretary Midd-West School District	January 13, 2015
Nicholas T. Slotterback	Health and Physical Education Teacher Middleburg Elementary School	On or before February 6, 2015

Mr. Abate asked for questions, discussion or concerns.

**Status:** Completed

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## 10. Other Items

Mr. Smith inquired about one of the things from Policy Committee that he did not see on here which is the bullying policy that needed updated. Will that be on? Mr. Musselman responded he has that as one of the things he was going to talk about briefly. Mr. Abate stated he has a question on the policy of tobacco use. Maybe Mr. Wilson can shed some light on this. It's something about a nicotine delivery device. I have a concern with that. What if we have somebody who is trying to quit smoking like using a nicotine patch or a nicotine gum? That is a nicotine delivery device. Mr. Smith responded they are not allowed to smoke. Mr. Abate stated it didn't say electronic cigarette. Mr. Musselman responded that he believes it is in one of the student section of our policy. Mr. Musselman stated that we will have students that will use nicotine gum. Mr. Abate stated he was voicing his concern. Mr. Smith responded that look a likes should be covered. That was part of our problem was some of these new devices under our policy are covered under paraphernalia, but they were covered in the drug policy. If they were caught with a device or a nicotine replacement, you would be looking at a 10-day suspension under the drug policy and maybe confiscation of the device in the tobacco policy. It's much harsher.

**Status:** Completed

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### 10.1. Hearing Waiver Agreement

Approval is recommended for the suspension of a student per Hearing Waiver Agreement signed by the student's parents.

Mr. Abate asked for questions, discussion or concerns.

**Status:** Completed

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## 11. Closing Ceremonies

**Status:** Completed

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### 11.1. Public Comment

Mr. Victor L. Abate

There were no public comments.

**Status:** Completed

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### 11.2. Reports

**Status:** Completed

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#### 11.2.1. Superintendent Report

Mr. Richard J. Musselman

Mr. Musselman reported on the following items:

1) Policy Guide 218.3 - We would like to add Policy Guide 218.3, which is our bullying policy. Not any changes to it, but every two years you are required to revise that policy, and that was something that we heard from PDE that we needed to make sure we do that. We are a little bit behind. That one I would like to add it to the agenda as well. No changes to it. It will be just the way it is. We just want to renew it.

2) Hybrid Learning Institute - Midd-West was asked to join about nine other school districts in the CSIU to participate in a grant proposal for unused Title I funds. Amy Morton used to work at PDE. She was a deputy secretary, and she kind of coordinated this grant which I have been told that it has been approved, but I haven't gotten that written confirmation yet from the Secretary of Ed, but the criteria for the grant was you had to be a Title I school with a school-wide program which Middleburg Elementary and West Snyder Elementary, both, qualify for that. The grant was actually prewritten. Amy, I guess, worked with some other folks. It's PA Hybrid Learning Institute that will actually work with the District. Specifically, fourth and fifth grade teachers on new methods of instruction to integrate technology and instruction in the classroom. The grant's value is \$100,000.00. Seventy-five of which goes towards the services that are being provided for school district uses like technology, digital content and other professional development type costs. It is a grant that, from what I understand, we will get. The principals, the Business Manager, the tech coordinator and myself had our first discussions, as well as Mr. Stroup, with Hybrid Learning Institute on January 7. If approved, the program would be scheduled to start sometime this month and run until June, 2016. I wanted to bring that before the Board. It is the possibility of bringing some revenue in, doing professional development in an area where we're really trying to imbed technology. Some people would say we really should be doing that in the middle school. We can't because the middle school is not a Title I school. It would not qualify. It has to be a Title I school. I wanted to give you a heads up on that one. I am not sure if I need to get Board approval for



that, but if we're taking grant money, I think that we should have that approval from you. That may be coming. Some of the initial events include surveys and walk-throughs from PA Hybrid Learning and also CSIU. Then we will develop a new implementation and project plan. That will be developed, and then also professional development will actually be about 25 days for targeted teachers. There will resources that will need to be acquired and, of course, there will be coaching for the teachers and evaluations for some of these practices worthwhile. Again, it's about integrating technology into the classroom.

3) PIMS Position - I wanted to kind of run by you folks an idea that I kind of have. When Jess Hetrick left our school district, we lost the second person that we had doing PIMS and also was going to be our back-up for our data Sapphire Student Information System and our data input. In talking to our neighbors down at Selinsgrove, they also need somebody to do their PIMS. I had my first experience doing PIMS, and I had looked at the reports, but this was my first time doing it. I don't want to do it ever again. It is a pain in the rearend. There is just no way getting around it. What we would like to do is both districts actually use Sapphire as our student management system. So, I talked with Mr. Cohrs, and we feel this is a position that the districts could actually share. What we would look at is, since Selinsgrove already shares personnel with other districts such as Lewisburg, it's not new to them, but Chad is talking to his Board to see if they're interested in sharing an employee with Midd-West, but we would hire the employee, and then we would set a fee for that employee to do PIMS and some Sapphire work for Selinsgrove. This would be a new support staff classification. We wouldn't have it under secretary. It would actually be a new classification. We have to work with our Union as far as developing, and that wouldn't be a big deal, and also an hourly rate. You're going to look at a person that is going to have a lot of technology skills. There's a lot of data to manipulate and to use. We would be able to work with our Union as far as putting that together. I don't have any details worked out with Selinsgrove as far as hours or anything else, but I wanted to run it past you guys and see if it's okay to move forward. I have looked at our applications, and we do have some people that look like, on paper, they are going to be highly qualified to be able to do some of that. It was very encouraging when I looked at some of those applications. I did create a draft document. This is not a final document. It is a job description. I just wanted to give you a heads up. On the back of that one I also included an FYI information. I believe I shared a little bit about it in Executive Session, but I wanted to give you a little bit in writing. Any questions about those two things, i.e., Hybrid Learning or the PIMS Data Submission Administrator or whatever we want to call that position? Mr. Nesbit inquired if the person would have the same responsibilities here as well as Selinsgrove. Mr. Musselman responded that my job description has them doing a few other things. We would have the bulk of their time. They would do the PIMS submission for Selinsgrove. This person is also going to become an expert in Sapphire. So, we'll have to send them to training. They use Sapphire as well. I would look at possibly experimenting in the summer as we hire new people, this person could do some of their training, for example, we have brand new teacher come in. There's no reason why Selinsgrove and Midd-West couldn't go together into a classroom and have this person teach them how to use Sapphire. We would have to sit down and figure out how we're going to bill for all of that. They are very much interested. They do this already with Lewisburg.

**Status:** Completed

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## 12. Adjournment

Mr. Victor L. Abate

There being no further business, Mr. Abate adjourned the work session at 10:34 p.m.

**Status:** Completed

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Total time scheduled: 0 min