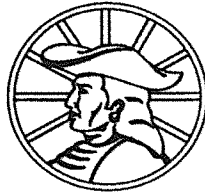


MILLVILLE AREA SCHOOL DISTRICT
MILLVILLE, PENNSYLVANIA 17846

High School Office
P.O. Box 260
570-458-5538 x 230
Fax: 570-458-5583

District Office
P.O. Box 260
570-458-5538 x 220
Fax: 570-458-5584

Elementary Office
P.O. Box 300
570-458-5538 x 284
Fax: 570-458-4715



SHARED SERVICES COMMITTEE
Minutes of January 7, 2013

PRESENT: Brandon Hartman, Robert Ridall, Lance Wolfe, Penny Lenig-Zerby (Benton)
William Berger, Chris Farr, Dean Kelchner, Frank Suchwala, Kathee Stark (Millville)

The meeting began at 7:00 pm with a review of the minutes of the previous meeting. There was agreement that the minutes were accurate.

The members were provided with an update on the potential co-op for field hockey in 2013 for at least two years, as required by PIAA. It is the recommendation of the committee that junior high field hockey be sponsored by Millville this spring, and varsity and junior varsity field hockey will be sponsored by Benton this fall. It was recommended that the districts also give serious consideration to wrestling, baseball, and softball. The committee was reminded that Benton is in a co-op with Northwest for wrestling, and Millville is at Vo-Tech. Penny will check on the enrollments for each PIAA class.

The committee reviewed several charts which provided an overview of the organizational structure of the two district offices and the administrators in the districts. There are several major differences, and it is recommended that, as we move forward, efforts be made to have the assignment of personnel and duties be as similar as possible.

The committee would like to recommend that the districts move forward with designating one person to be responsible for transportation services in both districts. The superintendents will prepare very specific steps which need to be taken, as well as a cost-benefit analysis for review by the committee before final recommendations are made and action taken in this matter.

Other possible shared service options were discussed, including Accounts Payable and Receivable and Payroll, Benefits, and Insurance. These need to be done through elimination of positions, not through just moving tasks from one district to another. The sharing of superintendent duties will require a restructure of administrative duties to be certain that curriculum and instruction responsibilities are defined and designated to particular personnel. All positions at the district level are subject to scrutiny and review by this committee. It was recommended that a press release be prepared to inform community members about the purpose and progress of this committee.

The meeting adjourned at 8:15 pm.

Respectfully submitted,

Kathee Stark

Benton Area School District--Administrative Office Staff

Receptionist	Payroll Secretary	Superintendent's Secretary
Relevant Duties	Payroll	Child Accounting
Accounts Payable	Taxes	PIMS
Transportation	Insurance/ Benefits	Certification/Tenure
	Transportation	

Millville Area School District--Administrative Office Staff

Office Secretary	Payroll Secretary	Superintendent's Secretary	Office Secretary
Accounts Payable	Payroll /Personnel	Human Resources	PIMS
Transportation	Taxes	Child Accounting/PIMS	ACCESS Billing
Cash Receipts	Benefits	Receptionist	Payroll backup
General Ledger			F/R Meal Certification

Benton Area School District--Administrators

High School Principal	Elementary Principal	Assistant H.S. Principal	Business Manager
Related Duties	Related Duties	Related Duties	Related Duties
Special Education		Curriculum	
		Data Collect/Analysis	

Secretaries	Secretaries
Principal--1	Main Office--1
Guidance--1	Principal--0.8 (10 mo)
Spec. Ed--1 (to 0.5)	

Millville Area School District--Administrators

High School Principal	Elementary Principal	Special Education Supervisor	Business Manager
Related Duties	Related Duties	Related Duties	Related Duties

Secretaries	Secretaries	Secretaries
Principal--1	Principal--1.0	Spec. Ed.--0.6 for 10 mo.
Guidance--1	Office--0.8 (10 mo)	
Office--0.8 (10 mo)		

Proposals and Timelines

Possible Shared Services--No later than Fall 2013

Athletics

Field Hockey

Jr High in Spring 2013

Varsity in Fall 2013

Transportation

Combine in Fall 2013

Would need communication concerning special ed runs

Notification to new students would not be instantaneous

Other Possible Combinations

Fall 2014

Accounts Payable and Receivable

Additional Sports--Baseball, Softball

Payroll (Use new software or private firm)

Fall 2015

Curriculum and Instruction

Superintendent