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Derry Township School District

Board of Directors Meeting

August 27, 2018

Summary Minutes - III

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Mrs. Sicher at 7:05 pm. Mrs. Sicher welcomed the 2018-2019 Student Representatives, Patrick Gavazzi, Advay Mongia, Carly Carrasco

b. Roll Call

Members in Attendance: John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Kathy Sicher, Tricia Steiner, Terry Singer, Lewis Shaw

Member Absent: None

Non-Voting Members in Attendance: Joe McFarland, Mike Frentz

Staff/Public in Attendance: Dan Tredinnick, Jason Reifsnnyder, Stacy Winslow, Patsy Gilbert

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the August 27, 2018 Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Cronin the agenda for the evening's meeting was approved.

Vote Results

Yea: 9

John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

Nay: 0

Abstain: 0

Not Cast: 0

2. INFORMATIONAL AND PROPOSALS

a. President Communications

Minutes

Mrs. Sicher announced that the Board met in Executive Session prior to this meeting and would be meeting in Executive Session immediately following this meeting to discuss:

- Matters of personnel
- Agency business which, if conducted in public, would violate a lawful privilege or lead to disclosure of confidential information.

b. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Those who speak are asked to come to the

microphone and state your name and address for the record. To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting.

Speakers are asked to review the protocol for addressing the Board which can be found at the sign in table prior to speaking. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting are asked to fill out a contact card, which can be found at the podium. Completed cards may be turned in to members of the administration to facilitate a reply.

Minutes

The following citizens were recognized by the Board of Directors:

- None

c. Student Representatives' Report

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

Minutes

The 2018-2019 Student Representatives, Patrick Gavazzi, Advay Mongia and Carly Carrasco introduced themselves to the Board.

d. Anticipated Agenda Items for the Next Board of Directors Meeting

The following items will be on the Agenda for the September 10, 2018 Public Board of Directors Meeting:

1. Approval of August 27, 2018 Board of Directors Summary Minutes
2. Presentation: Trojan Foundation
3. Requests for the Use of Facilities
4. Personnel
5. Staff Development

Minutes

The anticipated agenda items for the September 10, 2018 Public Board of Directors Meeting was reviewed.

3. UNFINISHED BUSINESS

a. Contract List

Contracts that expired in June 2018 or will expire during the 2018-2019 school year are highlighted. Also dates were updated to reflect current agreements with Avalon, Highmark BlueShield, and United Concordia

Minutes

Mr. Frentz reviewed the contract summary with the Board.

b. Request for the Use of School Facilities with Waiver Tabled June 25, 2018

Group: Child Evangelism Fellowship of Dauphin County, Inc.

Date/Time: Thursdays
October 4, 2018 - April 25, 2019
3:45 p.m. - 5:00 p.m.

Requested Facility: Elementary School Multi-Purpose Room

Event: Good News Club

***Fees:** Multi-Purpose Room: \$35.00/hour (Approximately \$1,312.50)
Custodian: \$39.95/hour (Approximately \$1,498.13)
* Request for Waiver of Custodial and Facilities Usage Fees: Approximately \$2,810.63

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the Request for Use of School Facilities with Waiver was removed from the table.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

c. Request for the Use of School Facilities with Waiver

Group: Child Evangelism Fellowship of Dauphin County, Inc.

Date/Time: Thursdays
October 4, 2018 - April 25, 2019
3:45 p.m. - 5:00 p.m.

Requested Facility: Elementary School Multi-Purpose Room

Event: Good News Club

***Fees:** Multi-Purpose Room: \$35.00/hour (Approximately \$1,312.50)
Custodian: \$39.95/hour (Approximately \$1,498.13)
* Request for Waiver of Custodial and Facilities Usage Fees: Approximately \$2,810.63

Minutes

Following a motion by Mr. Singer and a second by Dr. Cronin the Request for Use of Facility with Waiver was approved.

Vote Results

Yea:	8	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer
Nay:	1	Tricia Steiner
Abstain:	0	

Not Cast: 0

4. CONSENT AGENDA ITEMS

Adoption of items of routine nature and those that normally do not require public deliberations on the part of the Governing Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin the consent agenda items were approved.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

a. Approval of August 13, 2018 Summary Board of Directors Meeting Minutes

b. Approval of July 2018 Finance Report

1. The Treasurer's Report for the month ending July 31, 2018 is summarized as follows:

General Fund Revenue	\$4,128,022
General Fund Expenditures	1,943,837
Balance of Cash Plus Investments (Includes Capital Reserve)	18,820,356

2. The listed schedule of investment transactions for the period beginning July 1, 2018 through July 31, 2018, has total interest earnings of \$8,319 comprised of the following:

General Fund	6,722
Capital Reserve	1,597

The average interest rate for July 2018 was .47%

3. The July 2018 expenditures for the paid bills for all funds total \$2,293,135 excluding net payroll, retirement contributions, and debt service.
4. The August 2018 expenditures for the unpaid bills for all funds total \$933,782 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of August 2018 are in the following amounts:

Operating Expenses	\$1,000,000
Utilities	105,400
Net Payroll (3 pays)	2,013,000
Employer Provided Insurance	405,400

Payroll Deductions	953,000
Employer Payroll Taxes (FICA/RET)	227,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$4,703,800

c. Approval of School Physician of Record

The Administration recommends the approval of the agreement with Dr. Denise Dhawan to serve as the school district's Physician of Record for the 2018-2019 school year.

d. Requests for Payment

The Administration recommends the approval of the following payments from the Capital Projects Fund. The expenditures are part of the 5-year Capital Plan.

Vendor	Amount	Project
Moore Engineering	490.00	Middle School Heating system flush
Singer Equipment	16,419.36	Impinger Oven MS Kitchen
Thermotech Inc	26,422.00	16 and 8 Crate Milk Coolers HS
SSM Industries	47,475.00	MS School Heating system Flush
Total	\$90,806.36	

e. Request for the Use of School Facilities

The Administration recommends the approval of the following Request for the Use of School Facilities:

Group: **Hershey Soccer Club**
Date/Time: September 1 through November 30, 2018
Monday through Friday
5:00 p.m. - 8:00 p.m.
Saturday and Sundays
9:00 a.m. - 5:00 p.m.
Requested Facility: 1 Grass Field (High School Multi-Purpose Field B)
Event: Practices and Games for Hershey Soccer Club
Fee: None

f. Request for the Use of School Facilities with Waiver

The Administration recommends the approval of the following Request for the Use of School Facilities with waiver:

Group: **Hershey Youth Football Association**
Date/Time: September 2, 2018
11:00 a.m. - 6:30 p.m.
Requested Facility: Turf Football/Track Field

Event: Football/Cheerleading Scrimmages and Games

Fees: Rental of Turf Field: \$35.00/hour (Approximately \$280.00)
 Turf Field Managers: \$42.41/hour (Approximately \$339.28)
 Custodian: \$39.95/hour (Approximately \$319.60)

* Request for Waiver of Turf Field and Turf Manager
 Fees: Approximately \$938.88
(See Attached Letter)

g. Announcement of Staff Development Conferences

<i>Staff Member:</i>	Michelle Kindt
<i>Conference:</i>	Pennsylvania State Modern Language Association Conference
<i>Location:</i>	Pittsburgh, PA
<i>Dates:</i>	October 11 - 13, 2018
<i>Expenses:</i>	\$736.00
<i>Staff Member:</i>	Victoria Smith
<i>Conference:</i>	Cooperative Education Conference
<i>Location:</i>	State College, PA
<i>Dates:</i>	October 16 - 17, 2018
<i>Expenses:</i>	\$475.00
<i>Staff Member:</i>	David Lillenstein
<i>Conference:</i>	Association of School Psychologists of Pennsylvania Fall Conference
<i>Location:</i>	State College, PA
<i>Dates:</i>	October 24 - 25, 2018
<i>Expenses:</i>	None
<i>Staff Member:</i>	Victoria Smith
<i>Conference:</i>	Integrated Learning: The School-to-Career Connection
<i>Location:</i>	State College, PA
<i>Dates:</i>	November 14 - 16, 2018
<i>Expenses:</i>	\$465.00

Staff Member:	Michelle Kindt
Conference:	American Council on the Teaching of Foreign Languages Conference
Location:	New Orleans, LA
Dates:	November 15 - 18, 2018
Expenses:	None
	Previously Approved: August 13, 2018
	Revision includes travel expenses
Staff Member:	Crystal Paukovitch
Conference:	Professional Learning Communities at Work
Location:	Atlanta, Georgia
Dates:	November 12 - 14, 2018
Expenses:	\$1,216.40 (revised)

5. NEW BUSINESS

a. Approval of Service Agreement with Capital Area Intermediate Unit - Title IIA

The Administration recommends the Board approve the Title IIA Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for 2018-2019 School Year.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Title IIA Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for 2018-2019 school year was approved.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

b. Approval of Service Agreement with Capital Area Intermediate Unit (Title I)

The Administration recommends the Board approve the Title I Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for the 2018-2019 School Year.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Shaw the Title I Non-Public Instructional Service Agreement with the Capital Area Intermediate Unit for the 2018-2019 school year was approved.

Vote Results

Yea: 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

Nay: 0

Abstain: 0

Not Cast: 0

c. Approval of Service Agreement with River Rock Academy Incorporated

The Administration recommends the Board approve the Act 48 Program Agreement for Services with River Rock Academy Incorporated for the 2018-2019 school year.

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin the Act 48 Program Agreement for Services with River Rock Academy Incorporated for the 2018-2019 school year was approved.

Vote Results

Yea: 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

Nay: 0

Abstain: 0

Not Cast: 0

d. Approval of Contract Agreement with River Rock Academy Incorporated

The Administration recommends the Board approve the contract for purchase of student services with River Rock Academy Incorporated for the 2018-2019 school year.

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the contract for purchase of student services with River Rock Academy Incorporated for the 2018-2019 school year was approved.

Vote Results

Yea: 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

Nay: 0

Abstain: 0

Not Cast: 0

e. Approval of School Based Outpatient Therapy Agreement - TEAMCare Behavioral Health

The Administration recommends the Letter of Agreement between Derry Township School District and TEAMCare Behavioral Health for the purposes of school based outpatient therapy for students enrolled in the District.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Letter of Agreement between Derry Township School District and TEAMcare Behavioral Health for the purposes of school based outpatient therapy for students enrolled in the District.

Vote Results

Yea: 9 John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

Nay: 0

Abstain: 0

Not Cast: 0

f. Approval of Food Service Safety and Sanitization Program Agreement

The Administration recommends the Board approve the Food Service Safety and Sanitation Program Service 3-Year Agreement with Food Safety Solutions as attached.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Food Service Safety and Sanitation Program Service 3-Year Agreement with Food Safety Solutions as attached was approved.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

g. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Professional:

Melhorn, Emma

Communication Arts Teacher

Middle School

Reason: Personal

Effective: On or before 10/19/2018

Classified:

Ford, Tina

Paraprofessional (Self-Contained Classroom)

Intermediate Elementary School

Reason: Personal

Effective: 08/31/2018

Martinez, Isaura

General Food Service Worker

High School

Reason: Personal

Effective: 08/14/2018 (retroactive)

Montalbano, Carol

Substitute Administrative Assistant

District-wide

Reason: Personal

Effective: 08/20/2018 (retroactive)

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi Personnel - Resignations items were approved.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

h. Personnel - General

1. The Administration recommends the approval of the following appointments:

Professional:

Armagost, Alyssa (replacing Jennifer Heintzelman)

Special Education Teacher

Primary Elementary School

Long Term Substitute

Bachelors, Step 1

Salary: \$50,794 (pro-rated)

Effective: To be determined through the end of the 2018-2019 school year
(pending receipt of Act 151 and 168 certifications)

Frentz, Katherine (replacing Alexander Jones)

Communication Arts Teacher

Middle School

Temporary Professional

Bachelors, Step 2

Salary: \$51,994 (pro-rated)

Effective: To be determined (pending receipt of Act 24, 114, 126 and 168
certifications)

Helsel, Taylor (replacing Samantha Gustantino)

Grade 1 Teacher

Early Childhood Center

Long Term Substitute

Bachelors, Step 1

Salary: \$50,794 (pro-rated)

Effective: To be determined through the end of the 2018-2019 school
year (pending receipt of Act 24, 34, 114, 126, 168 certifications)

Pogue, Brianna (replacing Amanda Warren)

Special Education Teacher

Intermediate Elementary School

Long Term Substitute

Bachelors, Step 1

Salary: \$50,794 (pro-rated)

Effective: To be determined through the end of the 2018-2019 school year (pending receipt of Act 126 certification)

Classified:

Blauch, Desiree

General Food Service Worker

High School

Level A: 4.0 hours per day

Salary: \$13.11 per hour

Effective: 08/22/2018 (retroactive)

Crumlich, Scott (replacing Debra Ponessa)

Custodian (2nd Shift)

High School

Full-time, 8.0 hours per day

Salary: \$16.83 per hour

Effective: 08/28/2018

Quiros, Maranlleline (replacing Isaura Martinez)

General Food Service Worker

High School

Level A: 4.0 hours per day

Salary: \$13.11 per hour

Effective: 08/28/2018

Change in Hours for Classified Staff:

Bischof, Bernard*

Bus Driver

District-wide

From: Level A: 5.25 hours per day

To: Level A: 5.5 hours per day

Salary: \$17.86 per hour

Effective: 08/27/2018 (retroactive)

Eckman, Ronald*

Bus Driver

District-wide

From: Level A: 5.25 hours per day

To: Level A: 5.5 hours per day

Salary: \$17.86 per hour

Effective: 08/27/2018 (retroactive)

Grecia, Joseph*

Bus Driver

From: Level A: 5.0 hours per day

To: Level A: 5.5 hours per day

Salary: \$20.21 per hour
Effective: 08/27/2018 (retroactive)

Lerch, Michael*

Bus Driver
From: Level C: 7.25 hours per day
To: Level A: 5.25 hours per day
Salary: \$20.21 per hour
Effective: 08/27/2018 (retroactive)

Neidigh, Jacqueline*

Bus Driver
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$20.21 per hour
Effective: 08/27/2018 (retroactive)

Soles, Tammy*

Bus Driver
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$17.86 per hour
Effective: 08/27/2018 (retroactive)

Torres-Pritchard, Nadine*

Bus Driver
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$17.86 per hour
Effective: 08/27/2018 (retroactive)

Windle, Joelene*

Bus Driver
From: Level C: 7.5 hours per day
To: Level A: 5.5 hours per day
Salary: \$20.21 per hour
Effective: 08/27/2018 (retroactive)

Yohn, Willard*

Bus Driver
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$20.21 per hour
Effective: 08/27/2018 (retroactive)

Transfer of Classified Staff:

Long, Amanda*

From: Cafeteria/Recess Aide
Intermediate Elementary School
To: Cafeteria/Recess Aide
Early Childhood Center
Level A: 3 hours per day
Salary: \$15.93 per hour
Effective: 08/27/2018 (retroactive)

Yi, Yan Fen*

From: Cafeteria/Recess Aide
Early Childhood Center
To: Cafeteria/Recess Aide
Intermediate Elementary School
Level A: 3 hours per day
Salary: \$13.79 per hour
Effective: 08/27/2018 (retroactive)

Limited Service Contracts:

Engle, Kayla*

Mentor to Brianna Pogue, Special Education Teacher LTS
Intermediate Elementary School
Salary: \$1,500
Effective: 08/28/2018

Hoffman, Rolland*

Assistant Varsity Football Coach
High School
Revised: Group D, Step 10
Revised: Salary: \$4,589
Effective: 08/28/2018

O'Brien, Sarah*

Mentor to Katherine Frentz, Communication Arts Teacher
Middle School
Salary: \$1,500
Effective: 08/28/2018

Paukovitch, Crystal*

Mentor to Jennifer Klos, Gifted Education Teacher
Intermediate Elementary School
Salary: \$500
Effective: 08/28/2018

Persing, Angela*

Mentor to Alyssa Armagost, Special Education Teacher LTS
Primary Elementary School
Salary: \$1,500
Effective: 08/28/2018

Shoemaker, Leanne*

Department Coordinator - Special Education K-5
Elementary School
Salary: \$2,000
Effective: 08/28/2018

Taylor-Stuckey, Shari*

Mentor to Lindsey Nester, English Teacher
High School
Salary: \$1,500
Effective: 08/28/2018

2. The Administration recommends the approval of the following request in accordance with District Policy 339:

Abdelhafez, Manar*

Paraprofessional
Primary Elementary School
Uncompensated Leave
Effective: 08/09/2018 through 10/08/2018

*** This individual is currently an employee. Clearances are on file.**

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi Personnel - General items were approved.

Vote Results

Yea:	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	0	

6. DELEGATE REPORTS

a. Dauphin County Technical School

Minutes

Mr. Singer reported on a couple of items that were approved at the last Dauphin County Technical School meeting:

- A new Assistant Director was hired
- The current Director announced that she would be retiring sometime after the 2018-2019 school year
- A new organizational chart was approved

b. CAIU

Minutes

Mrs. Memmi attached her report for the Capital Area Intermediate Unit.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

Ms. Drew provided an update on the District's submission to the 2019 PSBA Platform. Ms. Drew reported that all but one of the items submitted by the District were accepted.

b. Superintendent's Report

Minutes

Mr. McFarland provided the following report to the Board:

- Bridge Day (collage of pictures)
 - o Huge success
 - o MS: 179/253 students (71%)
 - o HS: 237/288 students (82.3%)
 - o Approximately 150 upper classmen, the drumline and cheerleaders gave of their time to welcome their classmates back
 - o All staff engaged and developing those crucial relationships with the students to help them feel safe and secure and know they are valued
 - o Made today super smooth for our newest middle and high schoolers which was evident from the time they stepped off the buses this morning.
- First day-we had an incredible first day of school across the district...a little hot...but a great day! We have 3458 students which is 73 students more than we had last year. Our first day of FDK went better than we could have even anticipated and the kids did a great job at lunch and throughout their day.
- I'm excited to share an upcoming musical collaboration featuring Hershey High School Choirs and the Hershey Symphony as a part of their Holiday Spectacular on December 8, 2018 at Hershey Theatre. If that news isn't exciting enough, these performances will be guest conducted by DTSD's very own Greg Woodbridge and Joe Farrell! Concerts are scheduled for 2 p.m. and 8 p.m. Tickets are now on sale to the public at www.hersheysymphony.org or by calling the Hershey Theatre Box Office (717) 534-3405.

c. Board President's Report

Minutes

Mrs. Sicher welcomed everyone back for the 2018-2019 school year. Mrs. Sicher also reminded Board Members of the upcoming PSBA conference in Hershey and that those interested in attending should contact Mr. McFarland.

8. RECOGNITION OF CITIZENS

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak are asked to come to the microphone and follow the same guidelines outlined at the initial public comment portion of our meeting.

Minutes

The following citizens were recognized by the Board:

- Pasty Gilbert - Spoke about contracts for special education services.

9. ADJOURNMENT

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin the meeting was adjourned at 8:07 pm.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved September 10, 2018

Kathy Sicher
President of the Board of Directors

Derry Township School District
School Board Meeting
August 27, 2018

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

Patsy Gilbert

Patsy Gilbert

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

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Printed Name

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Printed Name

Signature

Printed Name



P.O. Box 1637
7460 Lancaster Pike, Ste 9
Hockessin, DE 19707

FOOD SERVICE SAFETY AND SANITATION PROGRAM SERVICE AGREEMENT

Overview

This agreement is made between Food Safety Solutions, Inc. ("FSSI") and Derry Township ("School District"), effective as of July 1, 2018 and continuing until terminated as per the terms of this Agreement. Under this agreement, FSSI will provide School District with a complete and sustainable food safety and sanitation system, inclusive of oversight, safety and sanitation training, education, inventory control, and Temperature Monitoring system as detailed in **Schedule A**.

Schedule A includes trade secrets of FSSI, which derive independent economic value from not being generally known to the public or by FSSI competitors and are the subject of reasonable efforts to maintain their secrecy. Therefore, School District will not, except as required in the conduct of School District's business, use, publish or disclose any of FSSI's trade secrets (e.g., Schedule A) until at least such time the information are no longer trade secrets. If School District discloses any of FSSI's trade secrets, School District will notify FSSI of such disclosure or use.

Term and Termination

This agreement is a three-year agreement and may be extended at the discretion and consensus of both parties for an additional two one-year terms. FSSI reserves the right to increase or decrease prices. The School District reserves the right to accept or reject any price increase and terminate the agreement.

The term of this agreement is July 1, 2018 - June 30, 2021, unless terminated by either party for any reason with sixty (60) days advanced written notice. All materials, dispensers, accessories and instructional charts that are provided as part of this program remain the property of Food Safety Solutions, Inc. and may be removed if, and when the program is cancelled.

Services

Food Safety Solutions, Inc. will visit each of the schools listed in **Schedule B**. The service for your School District will be every Twenty Five (25) operational school days during each full school year.

School District will pay a total of \$11,257.50 for each school year, which will be divided into Ten (10) installment payments to be paid on the first of the month of each contract month. If the term of this agreement includes a partial school year, the district will only be invoiced for the service cycles completed. Schedule B may be modified to add additional schools, which in turn may affect total agreement cost.

Billing and Remittance

All billing will be from FSSI unless otherwise notified. Remittance should be made payable to:

Food Safety Solutions, Inc.
P.O. Box 1637
Hockessin, DE 19707

Accepted By:

Derry Township School District

Name Kathy L. Sichel Title President

Signature [Signature] Date 8/27/18

Food Safety Solutions, Inc.

Date _____

Tricia Fitzharris, President

Ph: 877.235.0177 Fx: 302.235.0174 www.foodsafetysolutionsinc.com

Raising the Grade on Food Safety™



P. O. Box 1637
7460 Lancaster Pike, Ste 9
Hockessin, DE 19707

THIS SCHEDULE IS CONFIDENTIAL AND NOT SUBJECT TO DISCLOSURE UNDER:
Pennsylvania – Pennsylvania's New Right to Know Law, Chapter 7; Sections 707. Production
of certain records and Section 708 (b) (11) Exception for public records; exempt access to
records which are "A record that constitutes or reveals a trade secret or confidential
proprietary information."

SCHEDULE A

EDUCATION AND SERVICES

All services, materials, and consultation are included in the total cost provided under the Food Service Safety and Sanitation Service Agreement, offering complete budget control and predictability to School District. Food Safety Solutions, Inc. ("FSSI") will provide education, materials, services and reports as follows.

I. Education

- A. FSSI's food safety and sanitation education program includes district in-service education, site-based education, and educational materials for the Participating Schools. The goal of the FSSI education program is to provide education for the managers and employees of the School District, and standardize sanitation and safety procedures in each Participating School's kitchen facility.
- B. Education will be provided during each service cycle at each of the Participating Schools. Each educational session is approved for a minimum of .25 Continuing Education Credits (CEU) for School Nutrition Association (SNA) and/or a minimum of .25 CEU's towards USDA mandated Professional Standards Curriculum. The education provided will address each school's specific needs, and will include on-going curriculum of sanitation and workplace topics.
- C. FSSI will make available the National Restaurant Association (NRA) Manager ServSafe® training to School District employees on a scheduled training date.
 - 1. FSSI will offer the course and test for eligible employees for a nominal fee per student.
 - 2. The education provided through ServSafe® courses will complement the services provided by FSSI.
 - 3. Textbooks, Answer Sheets and Shipping/Handling charges are not included in this cost, and will be ordered at the current prevailing rate at the time of order.
- D. FSSI will offer other courses at various costs per student.

II. Materials

- A. Sufficient cleaning products, such as cleaners, detergents, cleaning and sink gloves, bottles, buckets, etc. and OSHA approved dispensing systems, including detergent, rinse agent, delimer and descale materials (if appropriate) will be provided and replenished as needed at each participating site.
- B. SDS, posters and charts, procedure guide, and ancillary items (e.g., pac cutters, sanitizer test strips, etc.) will be provided and replenished as needed at each participating site.

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- C. Each of the participating schools is granted a non-exclusive license to use the program and the program materials. FSSI will take steps to safeguard use of the program content by entities operating without an agreement from FSSI or a related entity.
- D. Provide chemical service application and delivery.

III. Service

- A. Food Safety Specialists will visit each of the Participating Schools ten (10) times per full school year. The Specialists are certified in the administration, instruction, and recognition of HACCP program integrity and verification.
- B. Food Safety Specialists will survey and audit each Participating School's kitchen, and provide immediate corrective action, staff training, action documentation, and supervisor notifications for follow-ups. The survey and audit is intended to measure due-diligence and verify system execution and staff motivation.

IV. Reports / Review

- A. FSSI will provide documentation of the education received for School District due-diligence files.
- B. All materials required for OSHA compliance will be placed in and kept current in each of the Participating Schools.
- C. After completion of each survey and audit, FSSI will generate a service report that documents program compliance and areas where further management action is required. These reports may serve as critical due-diligence confirmation, and provide the School District with an electronic record of program compliance.
- D. After each full school year, FSSI's manager will meet (in person or by phone) with the School District Food Safety Directors to review the year's accomplishments and make recommendations for program improvement.



P. O. Box 1637
7460 Lancaster Pike, Ste 9
Hockessin, DE 19707

PA Schedule B

Cost per School Site

Schools by Site – Billing Cycle is August – May.
Safety and Sanitation Program and Warewash (if applicable) Services for each site:

	Schools	\$\$\$ per month
1	Hershey High	\$303.50
2	Hershey Middle	\$303.50
3	Hershey Elementary	\$303.50
4	Hershey Early Childhood Center	\$215.25
	TOTAL	\$1125.75

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CAIU BOARD HIGHLIGHTS

The following actions were taken at the **August 23, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, provided this month's Board Spotlight on 2018-19 Student Services Programs. She presented an overview of Preschool-Early Intervention and School Age Services as well as the Loysville Youth Development Center.
- Theresa Kinsinger, Director of Organizational Services, reported that human resources is still busy with hiring new staff. Thirty-five staff have been hired since June. Currently, we still have 14 EPP vacancies. All staff are going through Act168 training.
- Brian Griffith, Director of Educational Services, shared a flyer of an upcoming session on Suicide Prevention by Dr. Scott Poland. The session will be held at the CAIU on September 28, 8:30am – 3:30pm. Please let Rennie Gibson or Brian Griffith know if you would like to attend. Department of Education is switching to new dashboard, Future Ready Index, for school districts to record data. Act 44, safety and security, was recently passed. One component of the Act is that all districts must identify a Safety Coordinator and provide that individual's name to PDE.
- Dave Martin, Director of Technology, reported that his team is busy getting everything up and ready for the 2018-19 school year. Currently, we are working with schools to install Office 365 Threat protection, which is a cloud-based service that scans emails. Our Firewall continues to be upgraded on a regular basis. Dave provided an update on the interns from Cumberland and Dauphin technical schools who have been working with our tech team this summer. The internships went very well and the tech team has decided to hire three of the interns for 2018-19.
- Daren Moran, Business Manager, reported that the Champion for Children Golf Tournament has been rescheduled for Friday, September 14, 2018, with a 1:00pm start. He received really positive feedback from all vendors.
- Dr. Andria Saia, Executive Director, congratulated and welcomed Greg Milbrand on being hired as the CAIU's new Assistant Executive Director. Dr. Saia reported on a recent visit she took to the Caring Place and suggested that a future Board meeting be schedule there. The Caring Place provides support, at no cost, to families who are grieving due to death or loss. It provides many services such as peer support programs, education, consultation, and referral services. The Caring Place could be a remarkable resource for our local districts.
- Rennie Gibson, Board Secretary, shared that the Board photographer has been rescheduled for September due to several new Board members being absent this month.

Approved Action Items

- Ratification/Approval of action items of the 7/26/18 CAIU Board Meeting
- Election of the following slate of 2018-19 Officers for a one-year term:
 - Mrs. Jean Rice is elected as President
 - Mrs. Judy Crocenzi is elected as Vice-President
 - Mr. Daren Moran is elected as Treasurer
 - Mrs. Rennie Gibson is elected as Secretary
- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of July 26, 2018
- Treasurer's Report and Payment of Bills – a total of \$9,494,518.53 in receipts and \$12,375,710.30 in expenditures for July 2018
- Summary of Operations for June 2018 as of as of August 13, 2018 showing revenues of \$91,960,305.62 and expenses of \$89,577,433.56
- Summary of Operations for July 2018 showing revenues of \$2,633,703.98 and expenses of \$3,672,053.57
- Budget Administration
 - Proposed 2018-19 Original Budget - PA Institute for Instructional Coaching

- Other Business Items
 - 2017-18 Contracts – July 2018
 - Approval of Mr. Gregory Milbrand's Employment Contract – Assistant Executive Director
- Policies & Programs
 - Second Reading, Revised Policy #311 - Suspensions/Furloughs
 - Second Reading, Revised Policy #810 - Transportation
 - First Reading Revised Policy #210 - Use of Medication-Procedures School Age K-12
 - Revised 2018-19 Student Services Master Calendar
- Job Descriptions
 - First Reading, Existing Position, New Description - School Psychologist
 - First Reading, Existing Position, New Description - Principal
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

NEXT MEETING: Thursday, September 27, 2018, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting August 23, 2018 Personnel Items

RESIGNATIONS:

- **BRANDON BARNHART**, Professional, Social Worker, CATES Program, effective August 29, 2018. Reason: Employee accepted a position with Chambersburg Area School District.
- **JOCELYN CONFER**, Paraeducator, Emotional Support Program, effective July 23, 2018. Reason: Personal.
- **JESSICA DERRICKSON**, Professional, Emotional Support Program, effective June 4, 2018. Reason: Personal
- **EMILY HUDOCK**, Application Developer II, Technology Team, effective August 14, 2018. Reason: Personal.
- **SAMUEL MARLIN**, Paraeducator, Emotional Support Program, effective June 4, 2018. Reason: Personal.
- **LESLIE RHOADES**, Cafeteria Worker, Student Services Team, effective June 4, 2018. Reason: Personal

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ROBIN BAKER**, Professional, effective August 22, 2018. Assignment: Teacher, Loysville Youth Development Center with base salary of Masters, Step 6, \$53,733 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Loysville Youth Development Center budget.
- **TAMARA BECKENBAUGH**, Professional, effective August 20, 2018. Assignment: Teacher, Multiple Disabilities Support Program with base salary of Masters+30, Step 15, \$73,944 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Program budget.
- **MACKENZIE BRADY**, Paraeducator, effective August 27, 2018. Assignment: Personal Care Assistant, CATES Program with base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.
- **MELISSA BROWN**, Paraeducator, effective August 28, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Autism Support budget.
- **VALERIE BYERLY**, Paraeducator, effective September 4, 2018. Assignment: Educational Paraprofessional, Autism Support Program with base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 184 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MELISSA COUSIN**, Professional, effective August 20, 2018. Assignment: Remedial Specialist, ANPS Program with base salary of Masters, Step 11, \$62,267 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **CHRISTIE ESWORTHY**, Professional, effective August 6, 2018 – June 10, 2019. Assignment: Long Term Substitute School Counselor, ANPS Program with base salary of Masters, Step 15, \$71,247 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Aid to Non Public Schools (ANPS) budget.
- **KRISTIE FOLCKEMER**, Paraeducator, effective August 20, 2018. Assignment: Educational Paraprofessional, Multiple Disabilities Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.

- **KAREN GEORGE**, Professional, effective August 27, 2018. Assignment: Part-time Speech and Language Clinician, School-Age Speech and Language Program with base salary of Masters, Step 14, \$68,899 for 189 days of service with additional new hire days as required. This is a new position funded through the School-Age Speech and Language budget.
- **SHELBY HAWK**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services Program with base salary of Masters, Step 5, \$52,420 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and Emotional Support budgets.
- **HALEY HOOVER**, Paraeducator, effective August 27, 2018. Assignment: Mental Health Worker, Capital Area Mental-health Program with base salary of MHW Bachelors, Step 6, \$34,723 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **JESSE KILLINGER**, Lead Custodian, Administrative Team - Operations, effective August 23, 2018. Range 5 salary of \$27,878.50 for 12 months of service will be prorated for a total of 222 days through June 30, 2019. This is a replacement position funded through the Hill Top Academy Operations budget.
- **ANDREA LAMB**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Deaf/Hard of Hearing Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Deaf/Hard of Hearing budget.
- **SHANNON MELLOTT**, Paraeducator, effective August 27, 2018. Assignment: Certified Occupational Therapist Assistant, OT/PT Program with base salary of COTA HS+3, Step 13, \$38,202 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **GREGORY MILBRAND**, Assistant Executive Director, effective on or about October 22, 2018 or on his physical start date with the Intermediate Unit should Mr. Milbrand be released early from his contract with his current employer. Salary will be set at \$134,000 for 12 months of service. This is a replacement position funded through the General Operating Budget.
- **MARILYN MILLER**, Temporary Professional, effective August 27, 2018. Assignment: Teacher, Student Services Team with base salary of Bachelors, Step 2, \$47,211 for 189 days of service with additional new hire days as required. This is a new position funded through the United Methodist Home for Children budget.
- **TRAN OWENS**, Paraeducator, effective August 27, 2018. Assignment: Educational Paraprofessional, Emotional Support Program with base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KRISTEN SCHREIBER**, Temporary Professional, effective August 20, 2018 – June 7, 2019. Assignment: Long Term Substitute Occupational Therapist, OT/PT Program with base salary of Masters, Step 10, \$60,297 for 189 days of service with additional new hire days as required. This is a new position funded through the OT/PT budget.
- **KELLY SNELL**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Capital Area Mental-health Program with base salary of Masters, Step 1, \$49,738 for 189 days of service with additional new hire days as required. This is a new position funded through Capital Area Mental-health budget.
- **MYISHA TYMES**, Temporary Professional, effective August 27, 2018. Assignment: Social Worker, Pupil Services/CATES Program with base salary of Masters, Step 9, \$58,459 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services and CATES budgets.
- **DAVID VAN DELL**, Temporary Professional, effective August 16, 2018. Assignment: School Psychologist, Pupil Services Program with base salary of Masters+60, Step 15, \$76,790 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

CHANGES OF STATUS:

- **KAREN CONWAY**, from part-time Paraeducator in the Extended School Year (ESY) Program to full-time Paraeducator effective August 27, 2018. Assignment: Educational

Paraprofessional, Emotional Support Program with base salary of HS, Step 2, \$17,533 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

- **AMY COOK**, Professional, from part-time to full-time status, effective August 20, 2018.
- **JAN CUVA-PRIMMER**, from Paraeducator, Mental Health Worker to Professional, Social Worker, Student Services Team, effective August 13, 2018. Change of status results in a change of salary to Masters, Step 15, \$71,247 for 189 days of service.
- **BRANDON DEBOW**, Paraeducator, from full-time to part-time status, effective August 27, 2018.
- **ERIN ELLSION**, part-time Professional, change in end date of Long Term Substitute Teacher assignment from June 8, 2018 until the end of the 2018-2019 school year.
- **ELIZABETH KERR**, Professional, change from Floater Teacher to Long Term Substitute Teacher, Capital Area Mental-health Program, effective August 27, 2018 – December 21, 2018.
- **DENISE KRAMER**, Professional, change in leave of absence return to work date from May 16, 2018 to June 11, 2018.
- **TRACY LENTZ**, from Paraeducator, Educational Paraprofessional to Paraeducator, Mental Health Worker, ELECT Program, effective August 2, 2018. Change of status results in a change of salary to MHW Bachelors, Step 7, \$36,552 for 189 days of service.
- **KELLIE OWENS**, Accountant, Administrative Team – Business, change in leave of absence return to work date from August 30, 2018 to August 27, 2018.
- **SHAQUANA ROBINSON**, Paraeducator, from part-time to full-time status, effective August 20, 2018.

CHANGES OF SALARY:

- **JULIA KEPLER**, Professional, change in salary from \$44,247 to \$46,711, effective August 28, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.
- **CARRIE LERSCH**, Professional, change in salary from \$69,753 to \$71,247, effective August 1, 2018. This change is based on correcting the salary to reflect the 2018-2019 CBA salary schedule.

LEAVES OF ABSENCE:

- **SARAH ALTMAN-KOPKO**, Professional, Early Intervention Program, leave of absence August 20, 2018 – November 12, 2018. Leave is requested using accumulated paid leave from August 20, 2018 – August 24, 2018 for a total of 5 paid days. Employee will then take child-rearing leave of absence from August 27, 2018 – November 12, 2018. Leave is requested in accordance with CAIU policy.
- **ERICA COOK**, Paraeducator, unpaid leave of absence effective August 27, 2018 – October 4, 2018. Leave is requested in order to complete her education and is in accordance with CAIU Board Policy #339 – Uncompensated Leave.
- **KRISTIN GARDNER**, Professional, ANPS Program, child-rearing leave of absence for the 2018-2019 school year. Leave is requested in accordance with CAIU policy.
- **JESSICA MCCOOL**, Professional, School-Age Speech Program, leave of absence July 31, 2018 – October 5, 2018. Leave is requested using accumulated paid leave for a total of 5 paid days. The remainder of the leave will be without pay and will result in 29 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NICOLE MILLER**, Program Assistant, Technology Team, leave of absence effective August 17, 2018 – August 31, 2018. Leave is requested using accumulated paid leave for a total of 11 days and is in accordance with CAIU and FMLA policies.

Executive Director's Report

August 23, 2018

PROGRAM SPOTLIGHT

Introduction of new Assistant Executive Director.

NEWS

Student Services

Staffing

- We are close to being fully staffed for professionals. We have two recent teacher vacancies due to a resignation and a move to a different program; these positions have been posted.
- We are continuing to experience significant shortages and vacancies in our paraeducator and PCA positions. There are approximately fourteen open positions for the start of the 2018-19 school year. This is very challenging as our paraeducators are a critical part of our classroom teams and provide many supports to the students throughout the day.
- We have hired eight new Pupil Services staff (school psychologists, social and mental health workers)
- Kynisha Cloud, Speech & Language Clinician in our Preschool program, has completed her CLM (Competent Learner Module) work and received her CLM Certification. **Congratulations Kynisha!**

Hill Top Academy

- Hill Top Academy will open its doors to 110 students on Monday August 27 for the start of the 2018-2019 school year.
- This year, Hill Top Academy is adopting Restorative Practices as another resource for working with students who have a high risk of trauma and mental health needs. We are excited about this opportunity to further support students and a positive school culture. To kick-off this initiative, William Zee of Barley Snyder provided an overview of Restorative Practices to staff on Hill Top's Program Day on August 16. All Hill Top staff will then engage in a book study on implementing Restorative Practices in a school/classroom setting.
- Hill Top has tentatively scheduled its Back-to-School Night for Thursday October 4 at 5:30 pm.

Diakon/CenterPoint

- Diakon Wilderness Center will no longer provide transportation to district-placed students. Districts were contacted in July. This change will result in increased educational time and more potential for work-based learning.
- Diakon is working alongside of Hill Top to adopt a Restorative Practices model at that site. Professional Development and book studies will be introduced at Opening Day next week.

Preschool Parent Note

Dear Eric,

My son just finished his third and final year with the CAIU preschool program, and I wanted to reach out to you to let you know just how happy my husband and I are with the entire team who worked with our son over the last three years. Megan and her team helped him grow in ways we did not think would be possible three years ago.

Kynisha, Melissa, Megan, and Joey (and Ms. Val) were always so patient and caring. I reached out to them quite a bit, and they always responded quickly and enthusiastically to any ideas and changes, we suggested that might help our son. Whether it was addressing behavioral issues, (he has a tendency to pinch) or switching from PECS and sign language to the Proloquo2go speech app, they were always willing to work with us and address our needs as a family.

I just wanted you to be aware of just how special this team is. My husband and I entered the world of autism a very scared, depressed, and confused family. We were grieving the loss of the life we had envisioned for our only child, and we were unsure of the future. We are still unsure of what the future holds for him, but because of this special team of ladies, we

understand so much more and we can see the potential. He can achieve so much with the help of teachers and therapists like them. Please listen to them and help them with whatever they need, because they TRULY understand what our kids need, and they provide the structure and guidance that children with autism need, all in a kind and compassionate atmosphere.

It is because of them that Logan has the foundation and the skills to be able to successfully transition to his next phase of learning. We are forever grateful for them and for everything; they have done for our family.

*Sincerely, Mrs. ****

Education Services

- The Educational Services team hosted a **Curriculum Software Showcase** on July 31, 2018 for any district or IU leader interested in learning more about software used for curriculum collaboration, access, alignment and data analysis. The four vendor partners who participated in this day were: Chalk, EduPlanet21, Rubicon Atlas and EdInsight/OnHands Schools, Inc. Twenty-two educational leaders from our region representing nine LEAs were in attendance. A survey was disseminated to attendees to gather feedback on the day to drive further discussions and negotiations with the vendors.
- Planning is underway for the **Third Annual Tinker Expo** on October 23, 2018. The Tinker Expo will offer over ten concurrent sessions related to STEAM, the 4 C's, and the maker movement. Sessions will include interactive sessions in robotics, engineering, coding, design thinking and more. Along with an optional half-day **BREAKOUT EDU** session, this year the Tinker Expo will include a new half-day **DRONES IN EDUCATION** session! Registration is \$100 a person, which will include a \$10 food truck voucher for each attendee. An additional fee for the Drones in Education session of \$150 will apply (includes session, Drone, and Drones in Education book) and an additional fee for the Breakout EDU session is \$75 (includes session and Breakout EDU box and materials). **Register is now open:** <https://tinyurl.com/tinkerexpo18>
- **Open Educational Resources (OER)** training for teachers in Cohort 1 was held at the CAIU on August 9. Teachers from West Shore SD and Shippensburg Area SD curated and evaluated resources aligned to their curriculum while using the OER statewide hub. A copy of the presentation can be found here: <https://goo.gl/yFhF6p>
- A full day workshop on **Text Dependent Analysis** was conducted by the Educational Services team on July 31. This was the first day of a series of workshops examining the components of the Text Dependent Analysis (TDA) prompt for grades 4-8 PSSA's. The training provided attendees with a high-level overview of the components of the TDA. Teachers worked collaboratively on close reading and text selection, learned the difference between summarizing and analysis, identified explicit and implicit evidence, and wrote examples of both fiction and non-fiction prompts. Attendees were encouraged to attend additional half-day workshops offered by the CAIU that dive deeper into each of the components.
- A half-day **Save Your Wikispaces** workshop was conducted by the Educational Services team on August 8. This training guided participants through the process of creating and setting up a new Google Site before being shown how to move content from Wikispaces to their new site. With the upcoming shutdown of our CAIU Private Label Wikispace in January, participants learned how to rescue their content and place it on a Google Site. Another workshop similar to this will be offered to CAIU staff on October 16.
- Sixteen regional teachers attended the **Integrating the 4Cs: Taking Teaching and Learning to the Next Level** workshop on August 2. This highly engaging and very interactive workshop explored ways to integrate the 4Cs (Communication, Collaboration, Critical Thinking and Creativity) into classrooms effectively. Educators explored no-tech, low-tech and high-tech methods and strategies that they can take back to use in their elementary/middle school classrooms. There was a heavy focus on STEM education, coding, design challenges, robotics, Makerspace activities, and BreakoutEDU in this workshop.
- District and school administrators from the several LEAs have been collaborating with Jill Neuhard and her team on delivering a personalized professional development package in the areas of instructional technology and coaching. Camp Hill SD, Cumberland Valley SD,

Middletown, Millersburg SD, Newport SD, Seven Sorrows, West Perry SD, and St. Stephen's Episcopal School have all committed to a comprehensive package to assist them in growing their capacity internally, increasing rigor in instruction, and ultimately, making students successful in their educational endeavors. More than \$104,000 in revenue will come from these agreements.

Technology Services

Comprehensive Planning Team

- The PA Planning Team concluded the Phase 1 face-to-face Comprehensive Planning (CP) training for the summer. We had approximately 100 attendees from around the state participate in a half day training. The training was geared toward new leaders and new members leading the planning process. During the afternoon, our team spent time working individually with school leaders to personalize their planning efforts while supporting them through the CP process.
- As we wrap up the submissions for School Improvement Plans and the Charter School Annual Report, The PA Planning Team has been communicating with the Department of Education as well as the field to ensure all plans are submitted and approved in a timely manner.
- The CAIU application developers recently completed a new submission workflow for all Title I Schoolwide schools to ensure plans were submitted and approved for federal accountability purposes. The PA Planning Team has been working closely with Regional Coordinator, Maria Garcia, as we finalized the process and now as the review process is taking place.
- As we near the submission date for Phase 3 LEA Comprehensive Plans, our team will conduct a final webinar and several email reminders to guarantee schools are informed and prepared for their November 30, 2018 submission date.
- Starting in the fall, the PA Planning Team will kick off the planning year for Phase 1 LEAs. Opportunities will include webinars, personalized sessions and communications with best practices for moving through the CP process.

NOTIFICATION of ACTIVITIES

- Met with Dr. Donna Dunar, East Penn SD
- Attended Program day events for a variety of IU programs
- Attended DCTS Local Advisory Committee and Board meeting
- Met with the Highmark Caring Place Director, Terese Vorsheck
- Attended Variety Presentation

UPCOMING ACTIVITIES: Date Savers *(all Board members are invited to attend any and all)*

- Rescheduled Champions for Children Golf Tournament, Friday, September 14, 2018

Dauphin County Technical School

- Hiring of New Assistant Director - The JOC approved the hiring of Frank Flamini, Assistant Director, effective October 16, 2018 (to replace retiring Ass't. Dir.)
- Retirement of Director - Peggy Grimm will retire later in 2018-19 school year
- DCTS Org Chart - see attached

