

DTSD Board of Directors Summary Minutes IX - November 26 2018	__	2
Sign-In Sheet - November 26, 2018	_____	13
CAIU Board Highlights - November 2018	_____	15
HACC Delegate Report - November 2018	_____	21
Dauphin County Tax Colletion Committee Report - November 2018	___	25

Derry Township School District

Board of Directors Meeting

November 26, 2018

Summary Minutes - IX

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Mrs. Sicher at 7:00 pm

b. Roll Call

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

Member Absent: Lindsay Drew

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

Staff/Public in Attendance: Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Brad Remig

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the November 26, 2018 Derry Township School District Board of Directors Agenda.

Minutes

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

Vote Results

Yea:	8	John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	1	Lindsay Drew

2. INFORMATIONAL AND PROPOSALS

a. Recognition of Transportation Department

Minutes

Mr. McFarland and the Derry Township Board of Directors recognized the Derry Township School District Transportation Department for their hard work and dedication to the District and safety for our students for their work in getting students home on November 15, 2018 during an early dismissal due to snow.

b. President Communications

Minutes

Mrs. Sicher announced that the Board met in Executive Session prior to and after 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.

c. 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

d. Standing Committee Meeting Report

Minutes

Mr. Singer reported that the Finance Committee met prior to this evenings meeting and the following items were discussed:

- 2019-2020 Budget/Index - The committee recommended that the board prepare a budget that could include a tax increase not to exceed the Act 1 index of 2.3%
- Technology department made a presentation on iPads for elementary school students
- Milton Hershey Trust
- District list of contracts

Mrs. Memmi reported that the General Services Committee met prior to this evenings meeting and the following items were discussed:

- New citizen advisors were introduced
- Mr. Frentz provided an update on the progress of the Granada Property project
- Updated was provided on the 322 concession stand
- Mr. Hummel presented revisions to the 2018-2019 and 2019-2020 Capital budget for the Food Service Department

e. 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

Mr. Mongia and Miss Carrasco reported on activities that occurred in the District over the last two weeks.

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

The following items will be on the Agenda for the December 17, 2018 Public Board of Directors Meeting:

- | | |
|----|--|
| 1. | Approval of November 26, 2018 Board of Directors Summary Minutes |
| 2. | Presentation: Granada Property Update |
| 3. | Approval of Bond Resolution |
| 4. | Approval of PIAA Resolution |
| 5. | Requests for the Use of Facilities |
| 6. | Personnel |
| 7. | Staff Development |

Minutes

The anticipated agenda items for the December 17, 2018 Public Board of Directors Meeting were reviewed.

3. UNFINISHED BUSINESS**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 Mrs. Memmi and a second by Dr. Cronin the Consent Agenda items were approved.

Vote Results

Yea:	8	John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	1	Lindsay Drew

a. Approval of November 12, 2018 Summary Board of Directors Meeting Minutes**b. Approval of October 2018 Finance Report**

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

General Fund Revenue	\$2,197,609
General Fund Expenditures	4,621,068

	Balance of Cash Plus Investments (Includes Capital Reserve)	38,117,094
2.	The listed schedule of investment transactions for the period beginning October 1, 2018 through October 31, 2018, has total interest earnings of \$35,964 comprised of the following:	
	General Fund	33,033
	Capital Reserve	2,748
	Granada Property	184
	The average interest rate for October 2018 was 1.25%	
3.	The October 2018 expenditures for the paid bills for all funds total \$2,195,593 excluding net payroll, retirement contributions, and debt service.	
4.	The November 2018 expenditures for the unpaid bills for all funds total \$1,488,704 excluding net payroll, retirement contributions, and debt service.	
5.	Estimated expenditures of the General Fund for the month of November 2018 are in the following amounts:	
	Operating Expenses	\$1,000,000
	Utilities	112,300
	Net Payroll (2 pays)	1,547,000
	Employer Provided Insurance	400,400
	Payroll Deductions	747,000
	Employer Payroll Taxes (FICA/RET)	176,000
	Debt Service	1,763,503
	Total Estimated Expenditures	\$5,746,203

c. Approval of Extracurricular Activities/School Clubs

The Administration recommends approval of the following Hershey High School clubs requesting student activity funds. No Limited Service Contracts are associated with the clubs:

- Jane Austen Society Club
- UNICEF Club

d. Approval of Field Trip/Excursion - HS Model United Nations Club

The Administration recommends the approval of the proposed overnight field trip/excursion as listed:

Group:	Hershey High School Model United Nations Club
<i>Number of Participating Students:</i>	20
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Baltimore, Maryland
<i>Purpose:</i>	Participate in Model United Nations Conference
<i>Depart:</i>	February 7, 2019
<i>Return:</i>	February 10, 2019
<i>Trip Leader:</i>	Lynn Shirk

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

e. Approval of Thirty-Day Review of Policies

The Administration recommends the approval of a Thirty-Day Review of the following policies of the Derry Township School District Policy Manual:

- 210 Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
- 246 School Wellness
- 249 Bullying/Cyberbullying
- 309 Assignment and Transfer

The policies will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

f. Approval of Thirty-Day Review of New Policy

The Administration recommends the approval of a Thirty-Day Review of the following new policy of the Derry Township School District Policy Manual:

- 103.2 Nondiscrimination - Diversity, Inclusion and Equity

The policy will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

g. 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: Trojan Youth Wrestling
Date/Time: December 15, 2018

2:00 p.m. - 8:00 p.m.
 December 16, 2018
 5:30 a.m. - 9:00 p.m.

Requested Facility: High School Gym, Mat Room, B004, Cafeteria, Kitchen, Restrooms

Event: Tournament

Fees: Custodial Fee: \$39.95/hour (Approximately \$858.93)
 Kitchen Staff: Per HESPA Contract
 Kitchen Rental: \$80.00/hour (Approximately \$1,240.00)

** Fees:* * High School Gym: \$80.00/hour (Approximately \$1,720.00)
 * High School Mat Room: \$80.00/hour (Approximately \$1,720.00)
 * Classroom B004: \$25.00/hour (Approximately \$387.50)
 * Request for Waiver of Designated Facility Fees: Approximately \$3,827.50 (Request Attached)

h. Announcement of Staff Development Conference

<i>Staff Member:</i>	Jason Pederson
<i>Conference:</i>	National Association of School Psychologists Conference
<i>Location:</i>	Atlanta, GA
<i>Dates:</i>	February 25, 2019 - March 1, 2019
<i>Expenses:</i>	\$269.00

5. NEW BUSINESS

a. Approval of Bond Issuance - Granada Property

The Administration recommends the Board of School Directors of the Derry Township School District authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, RBC Capital Markets as Underwriter, and Barley Snyder as Bond Counsel and Solicitor to prepare for a borrowing that will net the District \$3.1 million for the purpose of funding capital projects.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Cronin the Board of School Directors of the Derry Township School District approved to authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, RBC Capital Markets as Underwriter, and Barley Snyder as Bond Counsel and Solicitor to prepare for a borrowing that will net the District \$3.1 million for the purpose of funding capital projects.

Vote Results

Yea: 5 John Abel, Judy Haverstick, Maria Memmi, Kathy Sicher, Tricia Steiner

Nay: 3 Donna Cronin, Lewis Shaw, Terry Singer
Abstain: 0
Not Cast: 1 Lindsay Drew

b. Approval of Bond Refinancing

The Administration recommends The Board of School Directors of the Derry Township School District authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, RBC Capital Markets as Underwriter, and Barley Snyder as Bond Counsel and Solicitor to prepare for a borrowing that will refinance and restructure all or a portion of its outstanding General Obligation Bonds, Series of 2012 and Series A of 2012.

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi The Board of School Directors of the Derry Township School District approved to authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, RBC Capital Markets as Underwriter, and Barley Snyder as Bond Counsel and Solicitor to prepare for a borrowing that will refinance and restructure all or a portion of its outstanding General Obligation Bonds, Series of 2012 and Series A of 2012.

Vote Results

Yea: 5 John Abel, Judy Haverstick, Maria Memmi, Kathy Sicher, Tricia Steiner
Nay: 3 Donna Cronin, Lewis Shaw, Terry Singer
Abstain: 0
Not Cast: 1 Lindsay Drew

c. Approval of Bus Purchase

The Administration recommends the Board approve the purchase of the listed buses utilizing the National Joint Powers Alliance cooperative purchasing contract in lieu of the bidding process for school buses. The delivery date would be no later than June 20, 2019.

Amount	Description	Cost per Unit
2	Blue Bird Propane School Bus - 77 Passenger	\$95,278.00
2	Blue Bird Propane School Bus - 48 Passenger	\$89,962.00
	Total	\$370,480.00

Minutes

Following a motion by Mrs. Memmi and a second by Mrs. Steiner the purchase of the listed buses utilizing the National Joint Powers Alliance cooperative purchasing contract in lieu of the bidding process for school buses. The delivery date would be no later than June 20, 2019 was approved.

Amount	Description	Cost per Unit
2	Blue Bird Propane School Bus - 77 Passenger	\$95,278.00
2	Blue Bird Propane School Bus - 48 Passenger	\$89,962.00
	Total	\$370,480.00

Vote Results

Yea:	8	John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	1	Lindsay Drew

d. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Classified:

Haldeman, Katherine

Paraprofessional (Self-Contained Classroom)

Early Childhood Center

Reason: Resignation

Effective: 11/16/2018 (retroactive)

Limited Service Contracts:

Killian, Dylan

Assistant Wrestling Coach

Middle School

Reason: Limited Service Contract not returned

Effective: 11/27/2018

Wilson-Fox, Carol Rena

Head Winter Cheerleading Coach

Middle School

Reason: Limited Service Contract not returned

Effective: 11/27/2018

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Steiner the Personnel - Resignations were approved.

Vote Results

Yea:	8	John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	1	Lindsay Drew

e. Personnel - General

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

Professional:

Otteni, Christina (for Jonathan Pinkerton)

Music/Band Teacher

High School

Long Term Substitute

Bachelors, Step 1

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

Effective: 11/27/2018 through the end of the 2018-2019 school year

Classified:

Ginder, Kenneth

Substitute Bus Driver

District-wide

Salary: \$17.86 per hour

Effective: 11/27/2018

McCann, Ashlee (replacing Nicole Peters)

Administrative Assistant

Food Services

Full-time, 8.0 hours per day

Salary: \$19.11 per hour

Effective: 11/27/2018 (pending receipt of Act 168 certifications)

Rockmore, Wayne (replacing Kathleen Longenecker)

Bus Driver

District-wide

Level A: 5.5 hours per day

Salary: \$17.86 per hour

Effective: 11/27/2018

Zagurskie, Nathan

Substitute Custodian

District-wide

Salary: \$15.09 per hour

Effective: 11/27/2018 (pending receipt of Act 24 certification)

Zimmerman, Margaret

Substitute General Food Service Worker

District-wide

Salary: \$11.38 per hour

Effective: 11/27/2018 (pending receipt of Act 151 certification)

Transfer of Classified Staff:

Yahner, Jessica*

From: Paraprofessional

Primary Elementary School

To: Paraprofessional (Self-Contained Classroom) (replacing Katherine Haldeman)

Early Childhood Center

Level B: 6.5 hours per day

Salary: \$16.59 per hour

Effective: 11/27/2018

Limited Service Contract:

Zerphey, Taylor*

Head Winter Cheerleading Coach

Middle School

Group G, Step 5

Salary: \$2,053

Effective: 11/27/2018

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

Minutes

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

Vote Results

Yea:	8	John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
Nay:	0	
Abstain:	0	
Not Cast:	1	Lindsay Drew

6. DELEGATE REPORT

a. Dauphin County Technical School

Minutes

Mrs. Haverstick noted there was no report for the Dauphin County Technical School.

b. CAIU

Minutes

Mrs. Memmi attached her report for the CAIU.

c. HACC

Minutes

Dr. Shaw attached his report for HACC.

d. Dauphin County Tax Association

Minutes

Dr. Shaw attached his report for the Dauphin County Tax Association.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

The following board members provided reports:

- Mr. Abel reported on the Downtown Hershey Association
- Mr. Steiner reported on her experience at the Turkey Trot and All Things Diversity. Mrs. Steiner also reported on the Derry Township Tax Association meeting

b. Superintendent's Report

Minutes

Mr. McFarland provided the following report to the board:

- I hope everyone had a wonderful Thanksgiving and enjoyed time with family and friends.
- Congratulations to our 3A state champion field hockey team!!! They have worked so hard and we are incredibly proud of them for their teamwork, sportsmanship and effort!

c. Board President's Report

Minutes

Mrs. Sicher reported on her experience at the All Things Diversity meeting.

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:

- None

9. ADJOURNMENT

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the Board adjourned to post executive session at 8:05 pm.

Respectfully submitted,

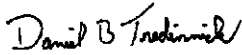


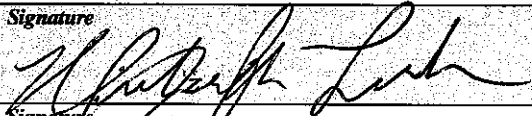
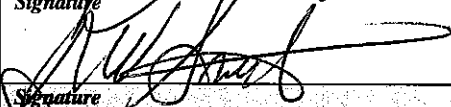

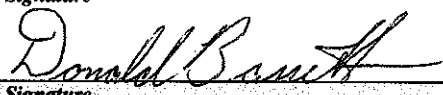
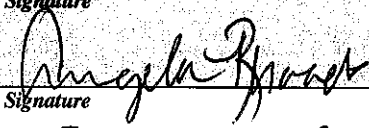

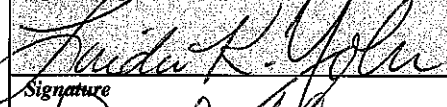

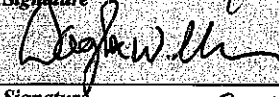

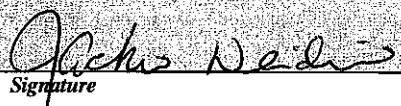

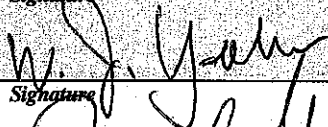
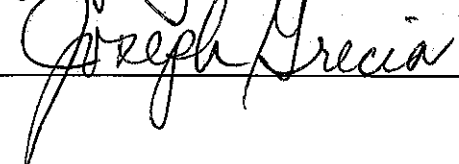
Michael Frentz
Secretary to the Board
Approved December 17, 2018

Kathy Sicher
President of the Board of Directors

Derry Township School District

School Board Meeting

November 26, 2018

Signature 	Printed Name Dan Tredinnick
Signature 	Printed Name Tammy Soles
Signature 	Printed Name DENICE GRICASON
Signature 	Printed Name Michael A. Lerch
Signature 	Printed Name Robyn W. Smith
Signature 	Printed Name Deborah Klahr
Signature 	Printed Name Donald Bassett
Signature 	Printed Name Angela Rhoads
Signature 	Printed Name Brenda Lachman
Signature 	Printed Name Linda K. Yohn
Signature 	Printed Name PAUL S. HOFFMAN
Signature 	Printed Name DOUGLAS MOSER
Signature 	Printed Name Cheryl Lewis
Signature 	Printed Name Jackie Weidigh
Signature 	Printed Name Bernard C. Bischof
Signature 	Printed Name Jerry Yohn
Signature 	Printed Name JOSEPH GRECIA

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 15, 2018** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Brian Griffith, Director of Educational Services, reported that the Future Ready PA Index is now available and can be viewed at this link: www.futureready.pa.gov
- Greg Milbrand, Assistant Executive Director, thanked the Board for approving the hiring of a new marketing person. Mr. Milbrand also spoke about the changes to Act 44; the Commonwealth adopted the Safe2Say Something Program from the Sandy Hook Promise group. The site is slated to become active in January. The IU is working with the Department to host regional trainings. Your district should have identified a point-of-contact on the attorney general's website, and should be planning teams of 3-5 individuals to attend the upcoming trainings.
- Andria Saia, Executive Director's Report was available for the Boards review.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of October 25, 2018.
- Treasurer's Report and Payment of Bills – a total of \$12,187,356.52 in receipts and \$7,141,934.53 in expenditures for September 2018.
- Summary of Operations for October 2018 showing revenues of \$26,089,856.62 and expenses of \$19,914,698.51.
- Budget Administration
 - Proposed 2018-19 Budget Revision - PA Assessment & Accountability Workshop
- Other Business Items
 - Contracts - November 2018
- Policies & Programs
 - Revised Policy #108 - Adoption of Textbooks
 - Revised Policy #311 - Suspensions – Furloughs
 - Revised Policy #806 - Child Abuse
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Contracts Specialist
 - Second Reading, Existing Position, Revised Description - Director of Educational Services
 - Second Reading, Existing Position, Revised Description - Special Projects Coordinator
 - First Reading, Existing Position, Revised Description - Application Developer I
 - First Reading, Existing Position, Revised Description - Senior Application Developer
 - First Reading, Existing Position, Revised Description - Special Projects Supervisor
 - First Reading, Existing Position, Revised Description - Human Resources Secretary
 - First Reading, Existing Position, Revised Description - Human Resources Supervisor
 - First Reading, Existing Position, Revised Description - Administrative Services Secretary
 - First Reading, Existing Position, Revised Description - Payroll and Data Coordinator
- 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 and wished everyone a Happy Thanksgiving.

NEXT MEETING: Thursday, December 20, 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

RESIGNATIONS:

- **JANET HOWE**, Business Service Coordinator, Administrative Team, effective January 11, 2019. Reason: Retirement after more than 42 years of continuous CAIU service.
- **SHANNON KLINGER**, Human Resources Data Clerk, Administrative Team – Human Resources, effective November 9, 2018. Reason: Personal.

RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **AMY BEAVER**, Marketing and Communications Specialist, Administrative Team, effective November 28, 2018. Salary of \$55,000 for 12 months of service will be prorated for a total of 153 days through June 30, 2019. This is a new position funded through the General Operating budget.
- **NICOLLE REYES**, Paraeducator, effective November 19, 2018. Assignment: Personal Care Assistant, Autism Support Program with base salary of HS, Step 3, \$18,424 for 189 days of service will be prorated for a total of 128 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

CHANGES OF STATUS:

- **SARAH ALTMAN-KOPKO**, Professional, from part-time to full-time status, effective January 3, 2019.
- **BETH FITZPATRICK**, from Program Secretary to Data Coordinator, Student Services Team, effective November 5, 2018. Change of status results in a change of salary to \$38,512.50 for 12 months of service and will be prorated for a total of 170 days through June 30, 2019.
- **TRAN OWENS**, Paraeducator, from active to terminated status, effective October 4, 2018.
- **SUSAN ROTH**, from Educational Coach to Long Term Substitute Assistant Supervisor, Sylvan Heights Science Charter School, effective November 15, 2018 – TBD. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 4, \$104,905 for 12 months of service and will be prorated based on the number of days worked.

LEAVES OF ABSENCE:

- **ELIZABETH CAPPELLO**, Professional, leave of absence November 5, 2018 – December 5, 2018. Leave is requested using accumulated paid leave from November 5, 2018 – November 19, 2018 for a total of 11 paid days and without pay from November 20, 2018 – December 5, 2018 for a total of 9 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **KELLI GARIS**, Paraeducator, intermittent FMLA leave through October 31, 2019. Leave is requested in accordance with CAIU and FMLA policies.
- **TRACY GEIST**, Professional, leave of absence effective October 23, 2018 – November 2, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.
- **STACY IRVIN**, Paraeducator, leave of absence October 11, 2018 – November 30, 2018. Leave is requested using accumulated paid leave from October 11, 2018 – October 30, 2018 for a total of 14 paid days and without pay from October 31, 2018 – November 30, 2018 for a total of 20 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **JENNIFER KRAUS**, Paraeducator, leave of absence effective October 10, 2018 – October 22, 2018. Leave is requested using accumulated paid leave for a total of 9 days and is in accordance with CAIU and FMLA policies.
- **LAUREN ROYER**, Professional, child-rearing leave of absence November 7, 2018 – February 1, 2019. Leave is requested in accordance with CAIU practice and procedure.

Executive Director's Report

November 15, 2018

PROGRAM SPOTLIGHT

Superintendent Conference, Annapolis MD

We met with 21 of our Superintendents as well as our two CTC Directors to continue our conversation about career and college readiness, and what our individual, consortia and regional responses could be. Using a project planning protocol, we discussed what our region will look like 5 years out, and how we can get “back to the future” in our planning. We identified the big bucket goals, and will further refine this into short and long-term goals and action steps. We are working to identify what we will be doing individually,



in smaller geographic consortia, and what we can do as a region. Having such a strong, engaged group of Superintendents gives great motivation to creating the best model that serves the most kids. Our kick-off event involved teams building and racing solar cars. It was great fun, and each of our participating superintendents left with a classroom pack of solar cars for use in their district to support their STEM initiatives.



NEWS

Administration

- Many thanks to Jan Howe and Vickie Armstrong for their assistance in updating and submitting our TMI evacuation plan for the IU students within the identified zone. For those districts with schools within the 10-mile evacuation zone, this plan is to be submitted prior to December 31, 2018.
- On Monday, October 29, 2018, we held a shelter-in-place drill at the Enola Center. East Pennsboro Township Police Chief, Mark Greene, and one of his assistants, attended the drill and walked the facility with Mr. Milbrand. The core safety team held a reflective meeting after the event where many proactive ideas were generated.
- On Friday, November 2, 2018, Mr. Milbrand attended a School Safety Conference presented by IU 8, 10, and 11. We are in discussions with IU 12 and 13 to host a similar event in our region. Darrell Scott, the father of Rachel Scott who was the first person killed in the Columbine tragedy, was the keynote speaker.
- On Wednesday, November 7, 2018, we conducted our second round interviews of two highly qualified individuals for our new marketing and communications position. Many thanks to Theresa Kinsinger, Mark Hennes, Lisa Klingler, Jim Brill, and John Thompson for assisting with this interview process.
- Through changes to Act 44, the Commonwealth adopted the Safe2Say Something Program from the Sandy Hook Promise group. The site is slated to become active in January. The IU is working with the Department to host regional trainings.

Student Services

ELECT

- The ELECT program will be holding its Holiday Event on December 5 from 5-7 pm. Our pregnant and parenting teens come for fun, educational activities, dinner, and a visit with Santa. They are able to spend the “Baby Bucks” that they have earned through their

participation in the program. They earn these dollars for their attendance, grades, and meeting ELECT goals. We will have about 60 people at the event as the teens bring a support person and their children with them. The event is also a volunteer opportunity for CAIU employees and we have about eight people who will assist us in making this evening a festive occasion.

LYDC

- THE ASVAB was given to 20 students on October 12. This was arranged through the Transition office, Connie Swift and Janet Penica.
- Jim Towse and Craig Kiehl, Division Chief from PDE visited and toured the grounds and school buildings at Loysville on October 19. Craig is new in his position and wanted to gain some understanding in what we do at Loysville.
- Roni Russell, PATTAN YDC Compliance, completed a follow-up visit to the Special Education Monitoring last spring. All corrective actions had been addressed and no additional issues were noted. We will soon receive an approval letter for the Special Education Monitoring at Loysville.
- Mock Interviews were held on October 31. There were six employers from the area that donated time to conduct interviews with students and provide feedback to each student. This is one-step of the hiring process and the experience is very valuable to the students. The Transition office arranged for a set of interview caliber clothing for each participant. This activity will be conducted each quarter and students in the 9-week Employability Class will all participate.
- A representative from OVR was at Loysville working with students on November 2, 2018. She meets with small groups of students to discuss supports available to residents when they get released. She also explains how to access these recourses.

Social Work, CAMhP, & Diakon

- The CAIU team and Diakon staff are working in collaboration on the PA KidWind Challenge with their middle school students as part of science and social studies. The plan is for them to attend the KidWind Challenge at PSU in the spring.
- CAMhP enrollment continues to rise – one new student at each level over the last 3 weeks with an additional middle school student slated to start soon.
- CAMhP social workers begin monthly clinical collaborations in December to discuss cases, trends in mental health, and professional development.

Preschool

- The preschool staff participated in professional development on 11/6. Staff were given hands on training for entering services “planned and provided” as part of the OCDEL Fiscal Pilot. Early Intervention Technical Assistance and OCDEL staff also provided an overview of the updates in PELICAN (Pennsylvania’s Enterprise to Link Information for Children Across Networks). In addition, staff collaborated and worked in their teaching teams creating Google Drives to share themes and lesson plans with their fellow colleagues.
- Preschool teaching teams from Carroll Elementary and Middle Paxton Elementary participated in Part 2 of the MTSS Tier 1 AT training.
- Lara Borne and Terry Telep conducted a CARA’s Kit Training with several staff members from Capital Area Head Start.
- Preschool Parent Orientation Meetings have been scheduled with the 24 school districts and families of children who will transition into school age program in the 2019-20 school year. Meetings will take place in November and December.
- Early Intervention Connections (EIC) will have a Retreat on 11/30. Parents, early childhood education partners and early intervention professionals will meet to examine how the Capital area’s Local Interagency Coordinating Council, known as EIC, is collaborating in order to assure the quality of supports and services within the Infant/Toddler and Preschool EI programs. Jean Gray, Eric Bostick and Terry Telep will attend this event.
- The Preschool Program hosted the 2nd Annual Social Emotional Literacy Night at the CAIU from 4:30-7:30 on 11/5. Jamie Gordon, spearheaded this event and recruited 42 preschool staff to provide hands-on activities focusing on social emotional books for the 34 participants (children and family members). Families who are currently receiving early intervention services in the Infant/Toddler Program and the CAIU Preschool Program were in attendance. A fun time was had by all!
- Terry Telep and Eric Bostick attended the Leadership Institute on Supporting Social Emotional Development in Young Children on November 14-15, 2018

- The Preschool Speech/Language staff will be holding a professional development day on December 12. The day will feature a training about Childhood Apraxia of Speech: Diagnostic Tactile and Temporal Cueing.

Deaf or Hard of Hearing

- Fahmo Abdi is a sophomore in the CAIU deaf and hard of hearing class at Susquehanna Township High School and is a member of Interact Club. The Interact Club is branch of the Rotary International and is a service club for young people ages 12 to 18. On November 2, Fahmo participated in the 4 Way Speech Contest competing against four seniors from STHS. Her topic was her experience as a deaf person. She gave a very moving speech and was a second place finisher. As a result, she will move on to the next round, which will be held on November 10 against student from other local schools. Congratulations, Fahmo and good luck! (She is pictured second from the left)



Blind or Visually Impaired

- Joe Stanic is a senior at Trinity High School and was recently featured in an article on Penn Live that focused on his athletic prowess on the football field. Joe is legally blind and has received vision services from the CAIU since 2009. He is very successful young man both academically and athletically. Despite only being able, to see about 5 feet in front of him, his coaches and teammates praise him for his work ethic, strength, and ability. "Honestly, he's just amazing" said one of his teammates. The article can be found here: <http://highschoolsports.pennlive.com/news/article/7606778197647694046/joe-stanic-is-legally-blind-and-he-also-might-be-the-smartest-and-toughest-player-on-trinitys-roster/>

Hill Top Academy

- On October 26, Hill Top Academy students were invited by the University of Pittsburgh Child Welfare Resource Center to come parade through in their building in costumes and collect treats. This has become an annual tradition that the adults at the University of Pitt enjoy as much as our students do. Following the parade, Hill Top held a Fall PBIS student dance. (picture attached approved for internal use but not for social media use)



Education Services

- On October 31, the CAIU hosted the 3rd Annual Middle School Forum, which is a part of our yearlong series focusing on Equity and Excellence. Approximately 200 students, teachers, and prospective students (Messiah College) participated.
- This year's event featured Zach Gowen and April Henandez Castillo. Zach, who lost a leg to cancer as a child, has competed on American Ninja Warrior and is currently a professional wrestler.
- April is one of the most respected Latino actors in Hollywood. She starred as Eva Benitez in the 2007 Film *Freedom Writers*. She has also had major roles in NBC's *ER*, *Law and Order* and *30 Rock*, among others.



Technology Services

Comprehensive Planning Team

- The CAIU PA Planning Team for Comprehensive Planning worked with Momentum, a management consulting firm, to finalize the Request for Quotation (RFQ) for PDE's bid to create a "one-stop-shop" streamlined approach for Comprehensive Planning. We hope to continue our partnership so that we may continue supporting LEAs as they focus on creating plans that best support the needs of their schools based on their current and relevant data.
- Our team has also recently been invited to present at the Pennsylvania Department of Education's Federal Monitor training in November as well as the Improving School Performance Conference in January. We look forward to supporting Federal Monitors and Federal Program Coordinators throughout the Commonwealth.
- As we've done in the past, our team will be partnering with the Bureau of Special Education to offer two training opportunities for school districts. We will be hosting a webinar in November for Phase 2 LEAs and a face-to-face training in December for Phase 1 school districts. Both of these trainings will be an effort to support schools in their planning efforts and to offer time for immediate feedback on questions regarding the Special Education Plan.

Upcoming Event – Keystone Education Security Summit (KEdSS)

- The CAIU is hosting Keystone Education Security Summit (KEdSS), a one-day event geared to inform and prepare superintendents, business managers, technology directors and other district administration. The event is this Friday, November 16. We currently have 182 attendees registered representing 90 school districts, intermediate units and non-public school.

Microsoft Advanced Threat Protection (ATP)

- The network team recently implemented Microsoft Advanced Threat Protection for all CAIU locations. Microsoft ATP enhances our protection from the cyber security threats that occur through emails. The CAIU team has assisted one other school district in implementing Microsoft ATP and is able to assist any remaining districts.

AgendaManager and PASBO Partnership Article

- The partnership between the Pennsylvania Association of School Business Official (PASBO) and Agendamanager was just recently recognized in PASBO's last publication. The article can be found at: <https://www.pasbo.org/content.asp?contentid=221>

NOTIFICATION of ACTIVITIES

- Attended SAC conference
- Attended PAIU at State College
- Conference with new CRO for Harrisburg School District, Dr. Janet Samuels

UPCOMING ACTIVITIES Date Savers (all Board members are invited to attend)

- Early Interventions Connections Meeting – October 15, 2018 @ 1:00 p.m., Enola
- Annual Thanksgiving Luncheon, Hill Top, November 16, @ 11:00 a.m., Hill Top

Teleconference Meeting of the Delegate Body of Harrisburg Area Community College

November 15, 2018 - 5:00 P.M.

1) Harrisburg Campus and Midtown Center Updates

a) Trade and Technology Center, Midtown 2 Update: The Harrisburg campus recently announced that HACC will not be renewing the lease for the Midtown 2 facility that is set to expire in June 2022. The campus is currently in the process of developing a relocation plan.

b) High School Partnership Programs Update:

(1) High School STEP Academy: The College's Workforce Development department has ongoing partnerships with Steelton Highspire School District, Susquehanna School District, and Harrisburg School District to offer the High School STEP Academy programs. This program prepares students with the tools needed to be successful in today's work environment and address the "essential skills" needed to perform for today's jobs. Training includes communication skills, teamwork and collaboration, problem solving, and a variety of other skills. The college is in the process of onboarding several other school districts in the near future. – **There were no comments from reps of involved high schools.**

(2) Public Safety Center Programming: The College's Workforce Development department has partnered with several school districts in Dauphin and Cumberland counties to offer Emergency Medical Responder and Introduction to Fire Service at the high school. There are currently four schools participating (Central Dauphin High School, Central Dauphin East High School, Camp Hill High School, and Carlisle High School) with several others currently in discussions and expected to begin in 2019-2020 school year. – **There were no comments from reps of involved high schools.**

(3) Manufacturing Programming: The College's Workforce Development department has recently partnered with Cumberland Valley School District to offer an Intro to Transportation (Heavy Equipment Operator) program. – **Received as information.**

2) Fiscal Year 2017-18 Final Audited Financial Statements (see attached)

(a) The Harrisburg campus had an approved budget of \$49.8 million for FY2017-18 that consisted of a projected deficit of \$3.14 million. The approved budget included revenue projections of \$46.6 million, which was \$300,000 more than FY2016-17 actual revenue. Enrollments were budgeted to be near flat as compared to the actual enrollments in the prior year. At the end of the year the campus experienced revenue shortfall of \$476,585 below budget, mainly attributed to a decrease in tuition revenue. The campus actively worked to identify revenue opportunities and cost containment activities throughout the year. The campus was able to cut expenditures by \$1.43 million through a variety of expenditure reductions. The fiscal year ended with a \$2.19 million deficit. – **This marks the second consecutive year with a budget deficit.**

(b) The college realizes that it can't continue to operate with a structural deficit and has formed a "Next Generation Taskforce" to evaluate operations. The taskforce will be responsible for identifying new opportunities for revenue generation and ways to reduce existing expenses.

3) Enrollment Data

The Harrisburg Campus has budgeted enrollments for FY2018-19 to be 117,202 credit hours. This is very close to the actual enrollments of FY2017-18 at 116,989. As of November, the enrollments for summer and fall are down by a combined five percent compared to the FY2018-19 budgeted enrollments. – All community colleges in PA are experiencing a decline in enrollment, believed to be due to the economically counter-cyclical nature of community college enrollment. Dual enrollment programs help mitigate the cyclical nature of community college enrollment.

4) Fiscal Year 2019-20 Budget

The college is just beginning to develop the budget for FY2019-20 and the budget is scheduled to be presented to the Board of Trustees in April, 2019.

5) School District Operating and Capital Outlay (see attached) - Received as information without discussion.

6) Comprehensive Capital Campaign

HACC and the HACC Foundation continue the comprehensive fundraising campaign of \$14 million.

The five-year comprehensive fundraising campaign, concluding in December 2020, is focused on four priorities:

(1) Scholarships

- Goal of \$2 million
- As of November 5, 2018 this goal has been exceeded with \$3,546,651 raised.

(2) Emergency Assistance Funds

- Goal of \$500,000
- As of November 5, 2018 this goal has been exceeded with \$589,677 raised.

(3) President's Fund for Excellence

(4) Cooper Student Center Renovations – Ongoing.

7) Other

Next meeting tentatively scheduled for March 13, 2019 at 5 p.m.

HACC
MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED: June 30, 2018 - Final Audited
HARRISBURG CAMPUS CREDIT

FY 2017-18					
ENROLLMENTS					
Type	Annual Budget	Budget YTD	Actual YTD	Actual YTD vs Budget YTD (\$)	Actual YTD vs Budget YTD (%)
Student Cr Hrs (Sponsored)	59,363	59,363	50,076	(9,287)	-16%
Student Cr Hrs (Non Spon)	53,799	53,799	57,239	3,440	6%
Student Cr Hrs (Out of State)	5,168	5,168	6,675	1,507	29%
Student Cr Hrs (College in the High School)	1,214	1,214	2,648	1,434	118%
Total Student Cr Hrs	119,544	119,544	116,637	(2,907)	-2%
School District - Cr Hrs	59,363	59,363	50,076	(9,287)	-16%

	Annual Budget	Budget YTD	Actual YTD	Actual YTD vs Budget YTD (\$)	Actual YTD vs Budget YTD (%)
REVENUES					
Tuition - Sponsored Students	\$ 10,601,195	\$ 10,601,195	\$ 8,729,708	\$ (1,871,487)	-18%
Tuition - Nonsponsored Students	11,296,309	11,296,309	12,188,630	892,321	8%
Tuition - Out-of-State	1,323,009	1,323,009	1,745,920	422,911	32%
Tuition - College in the High School	60,700	60,700	132,400	71,700	118%
Tuition - Waivers and Discounts	(293,862)	(293,862)	(206,707)	87,155	30%
Tuition - Dual Enrollment Waiver	(340,608)	(340,608)	(490,263)	(149,655)	-44%
Fees - Instructional	3,964,968	3,964,968	3,637,672	(327,296)	-8%
Comm of PA [Incl. base FTE plus Stipends]	10,869,370	10,869,370	10,869,370	-	0%
School Districts	2,992,728	2,992,728	3,456,509	463,781	15%
Other Income	2,758,596	2,758,596	2,661,606	(96,990)	-4%
Total Revenues Before Transfers In	43,232,405	43,232,405	42,724,844	(507,561)	-1%
Transfers In					
Fund Balance Allocation from Virtual Harrisburg/Out of State Allocation	2,929,344	2,929,344	2,929,344	-	0%
WFD/Credit	323,000	323,000	323,000	0	0%
Facilities Support Staff Allocation	-	-	4,879	4,879	n/a
Facilities Allocation (Bkstore)	35,000	35,000	61,097	26,097	75%
	95,820	95,820	95,820	-	0%
Total Transfers In	3,383,164	3,383,164	3,414,140	30,976	1%
Total Revenues & Transfers In	46,615,569	46,615,569	46,138,984	(476,585)	-1%
EXPENDITURES					
Wages [Includes 26 of 26 (staff) and 19 of 19 (faculty) pays]	23,896,306	23,896,306	24,570,846	(674,540)	-3%
Fringes	9,397,817	9,397,817	8,755,058	642,759	7%
Total Payroll Expenditures	33,294,123	33,294,123	33,325,904	(31,781)	0%
Operating Expenditures					
Insurance	318,732	318,732	239,103	79,629	25%
Mailing Costs	20,075	20,075	8,672	11,403	57%
Telecommunications	60,119	60,119	43,466	16,653	28%
Utilities	2,056,950	2,056,950	2,050,213	6,737	0%
Bad Debt	517,935	517,935	439,541	78,394	15%
Miscellaneous Expenses (credit card fees, real estate taxes, etc.)	208,502	208,502	227,867	(19,365)	-9%
Library Expense	113,500	113,500	103,701	9,799	9%
Supplies	1,212,483	1,212,483	927,022	285,461	24%
Purchased Services	519,681	519,681	459,224	60,457	12%
Advertising	28,650	28,650	20,092	8,558	30%
Rentals/Leases	2,754,600	2,754,600	2,712,912	41,688	2%
Repairs & Maintenance	390,803	390,803	379,507	11,296	3%
Professional Fees	291,404	291,404	217,750	73,654	25%
Meeting & Travel/Conf. Expenses	99,148	99,148	75,427	23,721	24%
Total Operating Expenditures	8,592,582	8,592,582	7,904,497	688,085	8%
Total Expenditures Before Transfers Out	41,886,705	41,886,705	41,230,401	656,304	2%
Operating Transfers Out					
ACA	7,871,691	7,871,691	7,099,707	771,984	
Operating Transfers Out	7,871,691	7,871,691	7,099,707	771,984	10%
Total Operating Expenditures & Transfers Out	49,758,396	49,758,396	48,330,108	1,428,288	3%
Net Operating Increase (Decrease)	(3,142,827)	(3,142,827)	(2,191,124)	951,703	
Net Change to Unrestricted Fund Balance	(3,142,827)	(3,142,827)	(2,191,124)	951,703	
Net Change to Fund Balance	(3,142,827)	(3,142,827)	(2,191,124)	951,703	

HACC
School District Reimbursement
Operating and Capital Based on 2017 Sponsorship Agreement

School District	PRIOR AGREEMENT			Act 1 Index of 2.4%		
	Fiscal Year 2016-17	Fiscal Year 2017-18 (ACTUAL)	Fiscal Year 2018-19 (ACTUAL)	Fiscal Year 2019-20 (ESTIMATE)	Fiscal Year 2020-21 (ESTIMATE)	
	Operating	Capital	Total	Operating	Capital	Total
Camp Hill	\$ 55,200	\$ 28,139	\$ 83,339	\$ 56,525	\$ 18,417	\$ 74,942
Carlisle	\$ 188,800	\$ 97,505	\$ 286,305	\$ 191,283	\$ 63,735	\$ 255,018
Central Dauphin	\$ 919,200	\$ 266,390	\$ 1,185,590	\$ 941,261	\$ 175,793	\$ 1,117,054
Cumberland Valley	\$ 405,600	\$ 213,944	\$ 619,544	\$ 415,334	\$ 151,124	\$ 566,458
Derry Township	\$ 122,800	\$ 56,714	\$ 179,514	\$ 125,747	\$ 63,293	\$ 189,040
East Pennsboro	\$ 170,000	\$ 55,020	\$ 225,020	\$ 174,080	\$ 37,907	\$ 211,987
Greenwood	\$ 32,800	\$ 12,495	\$ 45,295	\$ 33,597	\$ 8,390	\$ 41,987
Harrisburg	\$ 341,200	\$ 16,589	\$ 357,789	\$ 349,389	\$ 10,497	\$ 359,886
Lebanon	\$ 203,600	\$ 77,502	\$ 281,102	\$ 208,486	\$ 48,763	\$ 257,249
Lower Merion	\$ 203,600	\$ 81,343	\$ 284,943	\$ 208,486	\$ 50,985	\$ 259,471
Mechanicstown	\$ 129,200	\$ 43,314	\$ 172,514	\$ 132,301	\$ 29,849	\$ 162,150
Middleton	\$ 41,200	\$ 13,058	\$ 54,258	\$ 42,189	\$ 7,804	\$ 49,993
Millersburg	\$ 61,600	\$ 13,008	\$ 74,608	\$ 63,078	\$ 9,942	\$ 73,020
Newport	\$ 76,000	\$ 57,921	\$ 133,921	\$ 77,824	\$ 38,258	\$ 116,082
South Middleton	\$ 47,600	\$ 10,020	\$ 57,620	\$ 48,742	\$ 6,161	\$ 54,903
Steelton-Highspire	\$ 235,200	\$ 74,301	\$ 309,501	\$ 240,845	\$ 50,225	\$ 291,070
Susquehanna	\$ 118,000	\$ 28,604	\$ 146,604	\$ 120,832	\$ 18,657	\$ 139,489
Susquehanna	\$ 235,200	\$ 74,301	\$ 309,501	\$ 240,845	\$ 50,225	\$ 291,070
Upper Dauphin	\$ 48,600	\$ 17,598	\$ 66,198	\$ 50,780	\$ 11,353	\$ 62,133
West Perry	\$ 116,400	\$ 41,528	\$ 157,928	\$ 119,194	\$ 27,178	\$ 146,372
West Shore	\$ 433,600	\$ 171,517	\$ 605,117	\$ 444,006	\$ 111,607	\$ 555,613
Williams Valley	\$ 28,400	\$ 8,957	\$ 37,357	\$ 29,082	\$ 5,822	\$ 34,904
Total	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000	\$ 4,095,000	\$ 1,000,000	\$ 5,095,000

* Compounded annually using Act 1 Base Index of 2.5% for FY 19-20 and FY 20-21, will adjust each year as index becomes available

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

AGENDA

November 14, 2018 – 6:30 PM

- I. Welcome to Regular Meeting - August "Skip" Memmi, Chairman
- II. Roll Call to Establish Quorum – 25/52 taxing entities represented; therefore quorum not established. All actions of this meeting are pending ratification at the January 2019 meeting, presuming a quorum at that meeting.
- III. Public Comments - None
- IV. Accept Summary Report of September 2018 Regular Meeting – Accepted as presented without revision.
- V. Accept Financial Report Ending October 31, 2018 – Accepted as information. Account was moved to Centric Bank because no account maintenance fee will be charged by Centric. Balance sheet attached.
- VI. New Business
 - A. Tax Collection Matters
 - i. Keystone's 2018 fourth quarter review – CY 2018 proceeding without anomaly (>10% fluctuation from expected rate of collections). Year-over-year increase in collections is ongoing. Currently ~\$915,000 ahead of prior year.
 - ii. Keystone's discussion of its 2017-2018 Internal Controls Report - Results of the Audit conducted on Keystone's technologies, system controls and operating effectiveness were recently released by the system controls auditors Boyer & Ritter, LLC. For the seventh consecutive year, Keystone's controls were determined to be operating effectively and without exception throughout the period July 1, 2017 to June 30, 2018.
 - B. Administrative Matters
 - i. Audit Subcommittee – Ratification of annual audit of TCC's cash account for FYE 12/31/17 – **VOTE REQUIRED** – Accepted. Copy available upon request.
 - ii. Risk Management Subcommittee -- Approve renewal proposal of PennPRIME Trust; coverage term: January 1, 2019-January 1, 2020; estimated cost - \$4,750.00. **VOTE REQUIRED** – Accepted.
 - iii. Finance Subcommittee – Approve TCC's budget for FYE 12/31/19 – **VOTE REQUIRED**. (Please note: under Article V, Section 2 of the TCC's bylaws, the TCC must approve a budget for the next fiscal year before the end of the current fiscal year.) – Approved. Copy attached.
- VII. Old Business

- A. Further discussion of House Resolution No. 291 of 2017 (statewide EIT collections) – **All of our Commonwealth's TCCs oppose statewide collection of EITs. Currently 98.5% of collections are brought in on time by the two main collection agencies (Keystone and Berkheimer). Sen. John DiSanto, vice-chairman of the Senate Finance Committee, will be invited to our January 2019 meeting. We plan to file a right-to-know request regarding HR 291 on or about January 2, 2019.**
- B. Executive Committee – Approve proposal for independent website for DCTCC – **VOTE REQUIRED – Four proposals were submitted. The Committee voted to contract with Round4 web design company for the design, development, hosting and maintenance of a DCTCC web site. Subsequent to establishing the web site the Committee will request Dauphin County remove our pages from their web site.**

VIII. Closing Comments and Adjournment

- A. Next Meeting – January 16, 2019 at 6:30 p.m. (Please note: under Article II, Section 2 of the TCC's bylaws, the third Wednesday in January is designated as the annual organization meeting.)

Dauphin County Tax Collection Committee
Balance Sheet
October 31, 2018

ASSETS

Current Assets

OPENING BALANCE (08/31/2018) \$184,518.19

Accounts Receivable

Municipality Share Payments Sept. – Oct.	\$ 2,372.00
Interest Sept. – Oct.	<u>\$ 386.01</u>

Total Accounts Receivable \$ 2,758.01

Total Current Assets **\$187,276.20**

LIABILITIES AND CAPITAL

Current Liabilities

Expenses

Guy P. Beneventano, Esq., LLC	\$ 7,975.86
Print Works on Demand (Act 32 Report)	257.58

Total Expenses \$ (8,233.44)

ENDING BALANCE as of October 31, 2018 **\$ 179,042.76**

DAUPHIN COUNTY TAX COLLECTION COMMITTEE 2019 PROPOSED BUDGET				
<u>Expense</u>		<u>2019 Proposed</u>	<u>2018</u>	<u>2018 year-to-date</u>
Advertising (Patriot News)		\$500.00	\$500.00	\$359.02
Legal		\$35,000.00	\$35,000.00	24,647.67 (includes disbursements)
Administrative		\$1,000.00	\$1,000.00	\$257.58
Stenographer		\$2,500.00	\$2,000.00	\$2,036.98
Audit		\$20,000.00	\$25,000.00	12,250.00
Insurance		\$6,000.00	\$5,000.00	\$4,485.00
Website		\$3,000.00	-0-	-0-
TOTAL		\$68,000.00	\$68,500.00	\$44,036.25

Proposing to use \$30,000.00 of cash reserves towards the 2019 budget – the same amount used for 2018.