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**Derry Township School District
Board of Directors Meeting
January 28, 2019
Summary Minutes - XIII**

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, Kathy Sicher, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Tricia Steiner, Terry Singer

Member Absent: Donna Cronin

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

Staff/Public in Attendance: Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Al Matti, Tracy Brown, Jackie Castleman, Eric Callahan

c. Flag Salute

d. Board Appreciation

Minutes

Mrs. Castleman presented a video from students at the ECC and an Elementary school banner to the Board in recognition of Board of Directors Appreciation Month.

e. Approval of Board of Directors Agenda

Approval of the January 28, 2019 Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Ms. Drew and a second by Mrs. Steiner the agenda for the evening's meeting was approved.

Vote Results

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

2. INFORMATIONAL AND PROPOSALS

a. Presentation - 2018 United States Field Hockey Coach of the Year

Minutes

Mr. Al Mattei presented the 2018 United States Field Hockey Coach of the Year award to Coach Brianna Price

b. President Communications

Minutes

Mrs. Sicher announced that the Board met in executive session prior and the Human Resources Committee met prior to this evenings meeting to discuss matters of personnel.

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 was provided a presentation of the audit report for the year ended June 30, 2018.

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. Mangia and Mr. Gavazzi 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 February 11, 2019 Public Board of Directors Meeting:

1. Approval of January 26, 2019 Board of Directors Summary Minutes
2. Presentation: AIA Consultant Update
3. Approval of Audit Report
4. Big 33 Transportation Agreement
5. Stormwater and Easement Agreements with Township of Derry
6. Requests for the Use of Facilities
7. Personnel
8. Staff Development

Minutes

The anticipated agenda items for the February 11, 2019 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 seconded by Ms. Drew the consent agenda items were approved.

Vote Results

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

a. Approval of January 14, 2019 Summary Board of Directors Meeting Minutes**b. Approval of December 2018 Finance Report**

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

General Fund Revenue	\$3,073,765
General Fund Expenditures	6,186,879
Balance of Cash Plus Investments (Includes Capital Reserve)	38,155,133

2. The listed schedule of investment transactions for the period beginning December 1, 2018 through December 31, 2018, has total interest earnings of \$31,391 comprised of the following:

General Fund	28,572
Capital Reserve	2,568
Granada Property	251

The average interest rate for December 2018 was .97%

3. The December 2018 expenditures for the paid bills for all funds total \$1,566,856 excluding net payroll, retirement contributions, and debt service.
4. The January 2019 expenditures for the unpaid bills for all funds total \$1,127,699 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of January 2019 are in the following amounts:

Operating Expenses	\$1,000,000
Utilities	112,300
Net Payroll (2 pays)	1,547,000
Employer Provided Insurance	421,400
Payroll Deductions	747,000
Employer Payroll Taxes (FICA/RET)	176,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$4,003,700

c. Request for the Use of Facilities

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

Group: Penn State Health
Date/Time: April 26, 2019
11:30 a.m. - 1:15 p.m.
Requested Facility: District Office Board Room
Event: Spring Employee Meeting
Fee: Room Rental: \$25.00/hour (Approximately \$43.75)

d. Requests 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 Symphony Festival Strings
Date/Time: February 16, 2019
11:00 a.m. - 4:00 p.m.
March 19, 2019
4:00 p.m. - 6:00 p.m.
April 3, 2019
4:00 p.m. - 7:00 p.m.
Requested Facility: Middle School Auditorium, Cafeteria
Event: Rehearsal
***Fee:** * Auditorium Rental: \$80.00/hour (Approximately \$800.00)
* Cafeteria: \$55.00/hour (Approximately \$550.00)
Custodian: HESPA rate (if needed) (Approximately \$399.50)
* Request for Waiver of Facility Fees: Approximately \$1,350.00
(See attached letter)

Group: Girls on the Run
Date/Time: Monday through Thursday

February 19, 2019 - May 8, 2019
3:45 p.m. - 5:15 p.m.

Requested Facility: Elementary School Lobby by MPR2, Cinder Track, Hallways (for inclement weather)

Event: Running Program Designed for Girls Grades 3-5

**Fee:* Cinder Track: \$25.00/hour (Approximately \$1,500.00)

* Request for Waiver of Facility Fees: Approximately \$1,500.00
(See attached letter)

Group: St. Joan of Arc Track Team

Date/Time: Tuesday and Thursday
March 12, 2019 - May 23, 2019
5:30 p.m. - 7:00 p.m.

Requested Facility: Cinder Track

Event: Track Team Practice

**Fee:* Cinder Track: \$25.00/hour (Approximately \$787.50)

* Request for Waiver of Facility Fees: Approximately \$787.50
(See attached letter)

Group: Township of Derry's Summer Day Camp

Date/Time: May 29, 2019
5:00 p.m. - 7:30 p.m.

Requested Facility: Middle School LGI

Event: Meeting

**Fee:* LGI: \$35.00/hour (Approximately \$87.50)

* Request for Waiver of Facility Fees: Approximately \$87.50
(See attached letter)

e. Announcement of Staff Development Conferences

<i>Staff Member:</i>	Tara Blackburn
<i>Conference:</i>	Pennsylvania Association of School Nurses and Practitioners - Elevating the Standard
<i>Location:</i>	State College, PA
<i>Dates:</i>	March 29 - 31, 2019
<i>Expenses:</i>	\$564.84
<i>Staff Member:</i>	Tracie Dawson

<i>Conference:</i>	Pennsylvania Association of School Nurses and Practitioners - Elevating the Standard
<i>Location:</i>	State College, PA
<i>Dates:</i>	March 29 - 31, 2019
<i>Expenses:</i>	\$874.32
<i>Staff Member:</i>	Page Kozak
<i>Conference:</i>	Pennsylvania Association of School Nurses and Practitioners - Elevating the Standard
<i>Location:</i>	State College, PA
<i>Dates:</i>	March 29 - 31, 2019
<i>Expenses:</i>	\$766.00
<i>Staff Member:</i>	Brianna Pogue
<i>Conference:</i>	Strategies to Build Social Competencies
<i>Location:</i>	Hunt Valley, MD
<i>Dates:</i>	May 2 - 3, 2019
<i>Expenses:</i>	\$826.25
<i>Staff Member:</i>	Erin Ives
<i>Conference:</i>	AP Literature and Composition Reading
<i>Location:</i>	Salt Lake City, UT
<i>Dates:</i>	June 3-9, 2019
<i>Expenses:</i>	\$900.00

5. NEW BUSINESS

a. Approval of Dauphin County School Safety Task Force Memorandum of Understanding

The Administration recommends the Board approve the Memorandum of Understanding with the Dauphin County Joint School Safety Task Force. The District's Director of Safe and Supportive Schools will be the designated voting representative for the Dauphin County Joint School Safety Task Force Leadership Council.

Minutes

Following a motion by Dr. Shaw and a second by Mrs. Memmi the Memorandum of Understanding with the Dauphin County Joint School Safety Task Force was approved.

Vote Results

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

b. Approval of Early Retirement Incentive

The Administration recommends the District offer a \$5,000 early retirement incentive to members of the HEA Bargaining Unit provided the employee retires at the end of the 2018-2019 school year, submits written notice of retirement on or before February 22, 2019, and accepts retirement under PSERS.

Minutes

Following a motion by Mrs. Memmi and a second by Mr. Singer the \$5,000 early retirement incentive for members of the HEA Bargaining Unit provided the employee retires at the end of the 2018-2019 school year, submits written notice of retirement on or before February 22, 2019, and accepts retirement under PSERS was approved.

Vote Results

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

c. Personnel - Resignation

The Administration recommends the approval of the following resignation:

Classified:

Navarro, Elijah

Technology Specialist

District-wide

Reason: Personal

Effective: 01/31/2019

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Personnel - Resignation item was approved.

Vote Results

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

d. Personnel - General

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

Classified:

Finton, Jaquelin

Substitute General Food Service Worker
District-wide
Salary: \$11.38 per hour
Effective: 01/29/2019

Rivera, Shaittza (replacing Yufen Wang)

General Food Service Worker
High School
Level A: 4.0 hours per day
Salary: \$13.11 per hour
Effective: 01/29/2019

Change in Hours Classified Staff:

Gage, Wells*

Bus Driver
District-wide
From: Level A: 4.25 hours per day
To: Level A: 5.0 hours per day
Salary: \$17.86 per hour
Effective: 01/29/2019

Leister, Michael*

Bus Driver
District-wide
From: Level A: 5.25 hours per day
To: Level A: 5.0 hours per day
Salary: \$17.86 per hour
Effective: 01/29/2019

Lerch, Michael*

Bus Driver
District-wide
From: Level A: 5.25 hours per day
To: Level A: 5.0 hours per day
Salary: \$20.21 per hour
Effective: 01/29/2019

Martinez, Luis*

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: 01/29/2019

Moser, Douglas*

Bus Driver
District-wide
From: Level A: 5.0 hours per day
To: Level A: 5.5 hours per day
Salary: \$18.95 per hour
Effective: 01/29/2019

Transfer of Classified Staff:

Klipa, Melissa*

From: Cafeteria/Recess Aide
Elementary School
To: Substitute Cafeteria/Recess Aide
Elementary School
Salary: \$12.01 per hour
Effective: 01/25/2019 (retroactive)

Limited Service Contracts:

Gustantino, Michael*

Trojan Trading Post Coordinator
High School
Group F, Step 10
Salary: \$3,277
Effective: 01/29/2019

Otteni, Christina*

Co-Curricular Band Director
High School
Group G, Step 1
Salary: \$1,597
Effective: 01/29/2019

2. The Administration recommends the approval of the following request in accordance with Section 6.10 of the HEA Collective Bargaining Agreement:

Leader, Kimberly*

Grade 2 Teacher
Primary Elementary School
Childrearing Leave
Effective: 08/26/2019 through the end of the first trimester of the 2019-2020 school year (approximately 11/08/2019)

Rudock, Ashley*

Librarian
Middle School
Childrearing Leave

Effective: 01/24/2019 through the end of the third marking period of the 2018-2019 school year (approximately 03/29/2019)

3. The Administration recommends the approval of the Limited Service Contract List of Spring Coaches for the 2018-2019 school year as attached.

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

Minutes

Following a motion by Ms. Drew and a second by Mrs. Haverstick the Personnel - General items were approved.

Vote Results

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

6. DELEGATE REPORT

a. CAIU

Minutes

Mrs. Memmi attached her report for the CAIU.

b. Dauphin County Tax Association

Minutes

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

c. All Things Diversity

Minutes

Mrs. Sicher reported on the All Things Diversity meeting held last week. Mrs. Sicher reviewed the members of the committee and noted that the last meeting was a planning meeting for upcoming events.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

Mrs. Steiner provided a report on her experience at the Better Together - Derry Township event and All Things Diversity.

b. Superintendent's Report

Minutes

Mr. McFarland provided the following report to the Board:

- Vaping continues to be a growing health concern and problem among today's youth. Unfortunately, the vaping industry and the marketing ploys supporting the industry have been misleading our teens. There is growing research and evidence that shows the harmful effects of this "harmless" habit. All vaping products contain addictive nicotine as well as many harmful chemicals such as formaldehyde and benzene (a known cancer-causing chemical). We all need to be educated on these truths and to that end, our high school counseling department has arranged an informational session entitled, "Clearing the Air about Vaping and Substance Abuse" as part of their

new Family Education Speaker Series that will be launching this spring. This first session will be held on Thursday, March 7, 2019. Be watching for more information.

- Congratulations to our wrestling team as they qualified for Team Districts. We wish them the best as they head to Chambersburg tomorrow night.

c. Board President's Report

Minutes

Mrs. Sicher thanked Ms. Drew for covering for her during the last board meeting. Mrs. Sicher announced that the Board will hold its spring retreat on March 4, 2019 and reported that she and Mr. McFarland attended a luncheon with Representative Mehaffie.

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 Mrs. Memmi and a second by Ms. Drew the meeting was adjourned at 7:48 pm.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved February 11, 2019

Kathy Sicher
President of the Board of Directors

Derry Township School District
School Board Meeting
January 28, 2019

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

Al Matteri

Al Matteri

Signature

Printed Name

Tracy Brown

Tracy Brown

Signature

Printed Name

Jackie Castleman

Jackie Castleman

Signature

Printed Name

Ernie Callahan

Ernie Callahan

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DAUPHIN COUNTY SCHOOL SAFETY TASK FORCE MEMORANDUM OF UNDERSTANDING (MOU)

1. PARTIES

This Memorandum of Understanding (MOU) is entered into between all eligible schools and school districts who agree to the terms of this agreement by signing the accompanying member organization signature page for their school or school district and submitting it to the Dauphin County Joint School Safety Task Force Chair.

Eligible schools and school districts include:

- A. Any public school district that is wholly or partially located in Dauphin County, PA.
- B. Any private school organization that is wholly or partially located in Dauphin County, PA.
- C. Any public school district that borders Dauphin County, PA.
- D. Any private school organization that borders Dauphin County, PA.

The Dauphin County Department of Public Safety will also serve as a non-voting member organization.

This MOU may be amended to include additional Parties with the approval of the majority of the member organizations.

2. NAME

The name of the group formed by the parties listed above will be the Dauphin County Joint School Safety Task Force herein referred to as the Dauphin County JSST.

3. PURPOSE

This agreement establishes the cooperative protocols needed for participating member organizations to provide mutual assistance in the event of an emergency incident affecting a member school or district.

4. GOVERNANCE

- A. Dauphin County JSST activities will be governed by a Dauphin County JSST Leadership Council made up of one voting representative from each member organization.
 - I. The Dauphin County JSST will be led by a Chair that will be nominated and approved by the voting membership.

- II. The Dauphin County JSST will also have a Vice Chair that will be nominated and approved by the voting membership. The Vice Chair may not be from the same member organization as the Dauphin County JSST Chair.
- B. Each member organization will have one vote on matters that require voting.
- C. Each member organization may have more than one representative on the JSST Leadership Council, but each member organization will be limited to a single vote on matters before the council.
- D. The term of each member organization representative will be determined by the member organization itself. A member organization may designate a change in representation as needed during the term of this agreement.

5. ASSUMPTIONS

- A. It is understood that the primary responsibility of each member organization is to provide for the safety and security of its students; consequently, a member organization's ability to commit resources to Dauphin County JSST activities is based on the premise that those resources are not otherwise committed to essential functions within their own school/school district.
- B. Dauphin County JSST Functional Team Members responding to an incident will work cooperatively with all public safety personnel including law enforcement, fire and rescue, emergency medical services and fire police.
- C. The functions performed by the Dauphin County JSST will be the same functions performed by the school personnel of the school affected by the incident and this group is in no way intended to perform functions reserved for public safety personnel.
- D. For active shooter and hostile events, law enforcement will take the lead within a Unified Command Structure.
- E. At all times, the management and direction of the school/school district where the incident occurred will remain under the control of staff within that school/school district and the functions of the Dauphin County JSST will be limited to assisting with the management and operations of the incident itself.
- F. It is assumed that all staff members committed from each member organization have up-to-date clearances on file with the member organization for which they are employed.

6. STAFF COMMITMENT

- A. Each member organization will provide a list of resources that they have available to commit to Dauphin County JSST activities in the following functional areas.
 - i. Family Reunification
 - ii. Psychological First Aid
 - iii. Administrative Support (Planning, Logistics, Finance/Administration)
 - iv. Technology Support
 - v. Command Staff (Incident Command, Safety, Public Information, Liaison)

- B. Each member organization must commit at least two individuals to serve as Dauphin County JSST Functional Team Members.
 - i. It is recommended that the Functional Team Members are able to be away from their primary responsibilities for a day without detriment to the employing school.
 - ii. Consequently, it is recommended that classroom teachers and primary building principals not be committed as Functional Team Members.
- C. The list will include, at a minimum, the name, position, and contact information (phone number and email address) for the resource.
 - i. The basic qualifications should be included so that the person can be assigned to the appropriate Functional Team.
 - ii. Any specialty qualifications such as ICS training, etc. should also be indicated.
- D. The list for each member organization will be maintained by the respective member organization as personnel changes are made.
- E. The Dauphin County JSST Chair and Vice Chair will review the lists and determine the makeup of each JSST Functional Team based on perceived need and resource availability.
- F. The resource list will be presented for approval to the Dauphin County JSST Leadership Council annually and when resources change.
- G. A member organization may include volunteers in their resource list who are not employed by the school, but who have been properly vetted with required clearances to serve as Functional Team Members.

7. MEMBER TRAINING

- A. Staff for each Dauphin County JSST Functional Team will receive annual training based on Joint Protocols established under this MOU.
- B. Dauphin County JSST members will be invited to observe and participate in training exercises held at member organizations.
- C. Individuals having roles within the Dauphin County JSST are asked to complete the following free trainings related to the National Incident Management System and Incident Command System within six months from the start of this MOU:
 - i. Emergency Management Institute: IS 100.SCa – Introduction to the Incident Command System for Schools
 - ii. Emergency Management Institute: IS 700.a – National Incident Management System (NIMS) An Introduction
- D. Team members are encouraged to complete other ICS and external trainings related to the roles that they will be expected to perform.

8. ACTIVATION PROCESS

- A. If an incident occurs, the Incident Command of that incident will request the Dauphin County JSST through Dauphin County Department of Public Safety Communication Center (911).

- B. The Dauphin County JSST Chair and Vice Chair will be notified by Dauphin County Department of Public Safety of the requested activation.
- C. Based on the request from the Incident Command, the appropriate Dauphin County JSST Functional Team or Teams will be activated via the communication methods identified in this agreement.
- D. No activation of the Dauphin County JSST will occur unless formally requested by the Incident Command of the incident involved.

9. FUNCTIONAL TEAM BREAKDOWN

- A. Two geographic Sub-Groups will be established:
 - i. Dauphin County JSST – North
 - ii. Dauphin County JSST – South
- B. Each Sub-Group will include the following Functional Teams:
 - i. Family Reunification
 - ii. Psychological First Aid
 - iii. Administrative Support (Planning, Logistics, Finance/Administration)
 - iv. Technology Support
 - v. Command Staff (Incident Command, Safety, Public Information, Liaison)
- C. One or more Sub-Groups may be activated, and one or more Functional Teams within a Sub-Group may be activated.
 - i. The Sub-Group(s) and Functional Team(s) that are activated will be based on the original request from the Incident Command.
 - ii. Subsequent activations could request additional Sub-Group(s) and Functional Team(s) beyond those requested originally.
 - iii. The Dauphin County JSST Chair and Vice Chair will respond to all activations.

10. CREDENTIALING

- A. Each team member assigned to a Dauphin County JSST Functional Team will be provided with a credential that they should keep with them during working hours to allow access to roads, facilities or areas that are sealed off or restricted from the general public during an emergency incident affecting a member organization.
- B. Law enforcement, fire police and other public safety personnel will be notified/briefed about the existence of the credential and agreed upon access rights.
- C. Each member organization will be responsible for collecting the credential from a team member should he or she leave employment or be changed to a role that no longer involves Dauphin County JSST activities.
- D. If activated, each staff member assigned to a Dauphin County JSST Function Team will be provided with an Incident Command System vest with a color designated for their anticipated assignment once they arrive at the designated location.

11. MANAGEMENT

- A. Upon a Functional Team being activated, each available Team Member will report to the designated location identified during the activation.
- B. Upon arrival at the location, the Team Member should report to the designated Section, Branch, Group or Strike Team Leader under the Incident Command structure to receive an assignment.
- C. The information area of the Family Reunification Center will be the primary location for receiving assignments.
- D. After arrival at the incident location, the members of the JSST Functional Team will take direction from the Incident Command structure in place for the incident.
- E. After activating the necessary Functional Teams for a given incident, the JSST Chair and Vice Chair will be available to respond to the incident and perform functions based on their specialty area. They will also work under the Incident Command structure of the incident.

12. INSURANCE COVERAGE

- A. The Team Members assigned to JSST Functional Teams will be covered under the liability insurance and workers compensation coverage of the member organization for which they are employed.
- B. Each member organization will work with their respective insurance provider to ensure proper coverage is in place for those employees assigned to Dauphin County JSST roles.

13. COMMUNICATIONS

- A. The Dauphin County JSST will use an automated notification system for activations of Functional Teams.
- B. The Dauphin County JSST will use interoperable radio communication to communicate with Dauphin County Department of Public Safety Communication Center (911), public safety personnel and member organizations that are part of the network.
- C. Once assigned to an incident, team members will use the communications methods being used within the Incident Command structure of the specific incident.

14. JOINT PROTOCOLS

- A. Joint Protocols are procedures formulated and adopted by the Dauphin County JSST Leadership Council that can be used across incidents at all member organizations.
- B. Joint Protocols shall be for functions that are not specific to a facility/individual school.
- C. Joint Protocols will be documented by the Dauphin County JSST Leadership Council and will become incorporated, by reference, into the individual All-Hazards/Emergency Operations plans of each member organization.

15. FAMILY REUNIFICATION NETWORK

- A. The Dauphin County JSST will create a network of approved facilities to be used as Family Reunification Centers across Dauphin County.
- B. Agreements will be put in place to allow any of the facilities in the network to be used by any Dauphin County JSST member organization, or a subset thereof, during an emergency situation.
- C. Facilities within the boundaries of a member organization would give first priority to that member organization in the event of an emergency affecting multiple schools on the same day.
- D. Any damage resulting from usage of a Family Reunification Network facility by a member organization will be the sole responsibility of the member organization and not of the Dauphin County JSST.

16. TIMEFRAME

- A. This memorandum of understanding is implemented as of the date of the last signature.
- B. This memorandum of understanding will remain valid for five years or earlier if one of the parties notifies the other parties in writing that it wishes to terminate or amend this agreement with thirty days of notice.

17. CONFIDENTIALITY

- A. Due to a need for confidentiality of emergency protocols, it is requested that this agreement and associated plans/discussions not be discussed with external parties except on a need to know basis.
- B. The concepts included as part of the Dauphin County JSST may be disclosed at school safety, public safety, homeland security and other conferences/meetings/trainings where the audience includes school and public safety officials.

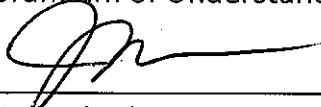
**DAUPHIN COUNTY SCHOOL SAFETY TASK FORCE
MEMORANDUM OF UNDERSTANDING (MOU)**

MEMBER ORGANIZATION SIGNATURE PAGE

Organization Name:

Derry Township School District

As the Chief School Administrator of the above-named member organization, I agree to the terms of the Dauphin County School Safety Task Force (Dauphin County JSST) Memorandum of Understanding (MOU).



Chief School Administrator Signature

1/29/19

Date

The following individual is designated as the voting representative from this organization for the Dauphin County JSST Leadership Council and is authorized to vote on behalf of the member organization.

Name:

Lisa M. Sviben Miller

Position:

Director of Safe & Supportive Schools / Incident Commander

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CAIU BOARD HIGHLIGHTS

The following actions were taken at the **January 24, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- As January is School Board Recognition Month, the CAIU Administration recognized and thanked our Board Members for all the time and effort they dedicate in support of education.
- Tamara Willis, Susquehanna Township SD Superintendent and Patrick Raugh, Susquehanna Township SD Data Supervisor, provided a presentation on Brightbytes Early Warning Dashboard.
- Daren Moran, CAIU Business Manager, provided an overview of the CAIU 2019-20 General Operating Budget. His presentation included: timeline, overview of the proposed budget, issues and concerns, and budget assumptions for 2019-20.
- The Board recognized the following CAIU Retirees: **Kathryn Kelly**, Speech/Language Clinician, retirement after more than 32 years of service and **Janet Howe**, Business Services Coordinator, retirement after more than 42 years of service.
- Alicia McDonald, Director of Student Services, reported that students from Hill Top Academy are here today serving coffee, tea, and muffins in the lobby. Ms. McDonald also reported that the draft school district rates are complete and she has started to hold contract meetings. The Regional Special Ed planning committee is working to develop partnerships in early intervention. Two sub-committees have been set up.
- Theresa Kinsinger, Director of Organizational Services, reported that all employees have transition to the HSA plan as of January 1, 2019. Ms. Kinsinger developed staff metrics for the time period of July 1, 2018 – January 2019. During this period, we on boarded 75 new staff and off boarded 34 staff. She will be comparing metrics with our local districts. We are currently in the process of transitioning the Contract position and duties due to the retirement of Jan Howe.
- Brian Griffith, Director of Educational Services, reported that Jill Neuhard applied for the PA Smart Grant and was awarded a \$35,000 grant to roll out coding for 1st graders and their teachers. She will start with a cohort of ten teachers who will go through training. Each classroom will receive an iPad.
- Dave Martin, Director of Technology Services, reported on the Cybersecurity plan. There has been a significant increase in phishing and they are looking at possible solutions for our districts and the IU.
- Rennie Gibson, Board Secretary, reported that the 2018 Statement of Financial Interest forms were distributed. Please complete the form and return by April 30, 2019.
- Len Kapp, Supervisor of Operations and Transportation, reported that recent legislation is requiring a discussion at the Board Meeting about water quality and lead testing. Legislation is not requiring lead testing – it is optional. All of our locations either are on public water or are new construction post use of lead in plumbing per the public water suppliers comprehensive reports.
- Greg Milbrand, Assistant Executive Director, expressed his gratitude to our Board members. He also reported that the Safe2Say anonymous tip line is active. School districts are training their middle and high school students. Greg attended his first CAIU All Staff Day last week and reported that it was a very positive and upbeat day. He thanked the All-Staff day committee for their work.
- Andria Saia, Executive Director, shared that the Executive Director's Report was available for the Boards review. Dr. Saia thanked the Board for their service. She highlighted the Champions for Children Giving Tree where staff generously provided gifts to children in need. Dr. Saia invited the Board Members to attend the Champions for Children Bingo fundraiser on April 5, 2019.

Executive Session – An executive session was held to provide an information update on negotiations.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of December 20, 2018.
- Treasurer's Report and Payment of Bills – a total of \$11,213,336.36 in receipts and \$ 7,009,966.69 in expenditures for December 2018.
- Summary of Operations for December 2018 showing revenues of \$42,343,208.22 and expenses of \$31,961,386.86.
- Budget Administration
 - Proposed 2018-19 Original Budget - Andrew's Gift - School Age Autism
 - Proposed 2018-19 Original Budget – Non-Public Professional Development
 - Proposed 2019-20 General Operating Budget (1st Reading)
- Other Business Items
 - Contracts – January 2019
 - Proposed Revision of CAIU By-Laws
- Policies & Programs
 - Second Reading & Approval - Revised Policy #827 - Conflict of Interest
 - Second Reading & Approval - Revised Policy #616.1 - Signature Authority - with suggested revisions
 - First Reading New Policy #823 – Naloxone
 - First Reading Revised Policy # 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
 - First Reading Revised Policy #906 - Public Complaints
 - First Reading Revised Policy #626 - Federal Fiscal Compliance
 - First Reading Revised Policy #612 - Purchases Not Budgeted
 - First Reading Revised Policy #613 - Cooperative Purchasing
- Job Descriptions
 - Second Reading, Existing Position, Revised Description - Curriculum Materials Coordinator
 - Second Reading, Existing Position, Revised Description - Program Assistant Educational Services
 - Second Reading, Existing Position, New Description - Supervisor, Educational Services
 - First Reading, Existing Position, New Description – Educational Consultant
 - First Reading, Existing Position, New Description – Secretary, Ed Services
- 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. She attended and spoke at the CAIU All Staff day and agreed it was an awesome experience. Mrs. Rice and the Board recognized the recent passing of longtime Board Member, Wilbur Wolf, with a moment of silence.

NEXT MEETING: Thursday, February 28, 2019, 8:00 a.m., Board Room, CAIU Enola Office

***Personnel and Policies/Programs Highlights from the
Capital Area Intermediate Unit Board of Directors' Meeting***

A. RESIGNATIONS:

ANDREA LAMB, Paraeducator, Deaf/Hard of Hearing Program, effective January 11, 2019.
Reason: Personal.

ANGELA PRESTON, Professional, Autism Support Program, effective February 1, 2019.
Reason: Employee accepted a position outside of Education.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

BETHANY BECK, Paraeducator, base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support Program.

JACLYN BRENNAN, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

LORI CASTLE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number days/hours worked. This is a new position funded through the MAWA budget.

SARAH DUNNE, part-time Paraeducator, base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

TRACY GOODHART, Paraeducator, base salary of MHW HS+3, Step 9, \$33,605 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

JANA HOGG, Paraeducator, base salary of HS, Step 4, \$19,318 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program.

CASSIE MCCABE, Temporary Professional, base salary of Bachelors, Step 1, \$46,711 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

ERIN MILLER, Temporary Professional, base salary of Masters, Step 3, \$50,738 for 189 days of service will be prorated based on the number of days/hours worked. This is a new position funded through the OT/PT budget.

AMY MOYER, Program Secretary, Early Intervention Program, base salary of Range 4, \$33,150 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the MAWA budget.

SARAH TURNER, Temporary Professional, base salary of Bachelors, Step 2, \$47,211 for 189 days of service will be prorated based on the number of days/hours worked with additional new hire days as required. This is a replacement position funded through the ESL budget.

KAREN WILLIAMS, Professional, base salary of Bachelors, Step 15, \$68,228 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

C. CHANGES OF STATUS:

SALLY FIKE, from Receptionist to Secretary/Receptionist effective January 1, 2019.

Change of status results in a change of salary to \$34,222.50 for 12 months of service and will be prorated for a total of 129 days through June 30, 2019.

BENNETT SMITH, from Paraeducator to Long Term Substitute Teacher, effective January 14, 2019 – June 7, 2019. Change of status results in a change of salary to Bachelors, Step 1, \$46,711 for 189 days of service will be prorated for a total of 90 days. This is a replacement position funded through the MAWA budget.

Executive Director's Report

January 24, 2019

PROGRAM SPOTLIGHT

Champions for Children Annual Giving Tree Project

Champions for Children organizes an annual giving tree project. Any staff can nominate a student that receives CAIU services to receive a holiday gift. Students give us some ideas what they would like. Gift tags with the requested gifts are electronically placed on the "tree." Staff volunteer to purchase the gift(s) by signing up for a tag on the website. Staff bring in the wrapped gifts for distribution to the children to open over the holiday. In 2018, 70 students received gifts through the Giving Tree Project!



NEWS

Student Services

Preschool

- Preschool to school age winter transition meetings began on January 10 and will be completed by the end of February. These meetings are held with families, preschool staff, and school districts to help prepare for the entry into kindergarten.

LYDC

- The population is currently at 81 residents. Eleven of the 81 students had a high school diploma or GED prior to placement at LYDC.
- GED – Two students passed all four exams and earned the GED Diploma.
- The second quarter employability classes will participate in a Mock Interview process on January 29. The Transition office has invited five local employers to interview and provide feedback to students.

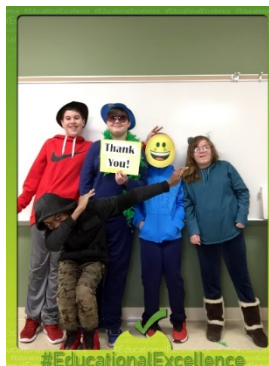
School-Age

- Special Education contract meetings are scheduled. Program profiles, budgets, and rates have been revised and are being shared with our member districts.
- The Regional Special Education Planning Committee, comprised of Superintendent and Special Ed Director sub-groups, is kicking off Regional Early Intervention Planning Committees to review current practices and requirements and to look to create collaborative partnerships to support the early learners in our communities as well as increasing understanding, communication, and transparency about the processes, services, and requirements.
- Educational Coaches and Administration in Student Services have begun meeting with curriculum vendors as part of our curriculum review to identify potential revisions in our English/Language Arts and Math core and intervention programs. The team is extremely motivated to get something in place for trainings the summer of 2019 and implementation in 2019-2020.
- We are still looking to fill two psychologist positions. With that in mind, the CAIU is looking at paid internships for psychologists and have interest from local colleges and universities.
- Peg Dawson, author and public speaker, will be presenting this summer on Executive Functioning Skills.
- Hill Top welcomed Cassie McCabe on January 3 as their new Middle School Emotional Support teacher. Ms. McCabe is a recent graduate of Shippensburg University and was recruited by a Student Services team attending a fall job fair on the Shippensburg campus.

- Hill Top students got an advanced look at the Photo Booth technology that will be at All Staff Day. Students had tons of fun with the props, their peers and their teachers.

Education Services

- Three teams of coaches from CAIU presented at the Regional Coaching Conference held at IU 13 in November. Instructional coaches from Dauphin County Technical School, West Shore School District, Susquehanna Township School District, and Lower Dauphin School District represented CAIU at this statewide collaborative effort of IUs 11, 13, 14, 15, and 29.
- Over 90 teachers and administrators from the region attended a 5-part professional development series related to helping students with their analytic writing skills. This series focused on teaching and learning strategies that are necessary for successful analysis of complex texts. The text-dependent analysis prompt is a College and Career Readiness item on the grades 4-8 PSSA and requires students to respond by writing a comprehensive essay that includes analysis and evidence from rich texts. The IU will continue to support more teachers in the region with further trainings.
- On Friday, January 11, representatives from IU 12, IU13 1nd IU 15 worked together to offer a Google for Education event that was specifically designed for district and school administrators. Over 30 administrators participated in this hands-on workshop. LEAs from the Capital Area Region included Central Dauphin School District, the Diocese of Harrisburg, Lower Dauphin School District, Newport School District, and Susquenita School District. Lyn Hilt led the group as they explored a variety of Google for Education tools and ways in which they enhance the lives of busy school leaders. They learned about productivity tips and tricks, strategies to stay organized while communicating effectively and efficiently, and creative ways to share school stories and events with community members. It was a fantastic day of learning and sharing!



Technology Services

Comprehensive Planning Team

- Earlier this month the Comprehensive Planning Team worked with Regional Coordinator, Maria Garcia, to contact the delinquent schools and provide them with directions on submitting their plans.
- Members of the Comprehensive Planning Team were in Pittsburgh January 13-16 for the Title I Improving School Performance Conference. We presented a session that shows Title I schools how the Comprehensive Planning web application could help them create and submit their plans.
- As of 1/7/19, only five schools across the Commonwealth have failed to submit their 3-year Comprehensive Plan. Our team continues to work closely with the Division of Planning to contact the schools and support them in their planning in order to meet compliancy, while also creating a meaningful and purposeful strategic plan.
- Throughout the month of December, our team wrapped up two training sessions with the Bureau of Special Education for Phase 1 and Phase 2 districts. We had well over 200 attendees across both sessions and continue to support schools with questions that have transpired after the training.
- Finally, the CAIU Comprehensive Planning Team continues working individually with Phase 1 districts across the Commonwealth as they prepare to submit the next cycle of their Comprehensive Plan.

Network and Helpdesk Services

The Technology Services staff has been working on multiple projects to enhance the efficiency of the CAIU and its member school districts. Some of the projects include:

- CAIU Technology staff met with district technology leaders for an initial cybersecurity planning meeting. This subcommittee is tasked with developing a Cybersecurity plan template for all the districts in our region.
- The Technology Team conducted a network assessment of Hill Top Academy and presented a technology evaluation report to support Hill Top Academy's 1:1 initiative.

- The Network Services Team met with East Pennsboro School District to perform a network assessment and provide E-rate support.
- The Network Services Team investigated the largest DDoS cyber attack the CAIU has ever encountered. This event filled our Comcast ISP connection, but the protocol that was established last year helped mitigate the incident.
- The Network Services Team performed unplanned maintenance on the FortiGate Next-Generation firewalls in order to prevent potential issues from affecting our districts.
- The Network Services Team re-built servers to remediate a malware incident. We are working with the Multi-State Information Sharing & Analysis Center (MS-ISAC) to determine where the attack originated.
- The helpdesk completed 539 tickets for the month of December with a satisfaction score of 99% and an average of 30 minute first reply time.

AgendaManager

CESA 7 Partnership

- Progress has been made working with our Partners in Wisconsin (CESA 7) as we have presented the capabilities and value of AgendaManager to the following schools:
 1. Wisconsin Dells School District
 2. Green Bay Public School District
 3. Pembine-Beacher-Dunbar School District
- We have another demonstration scheduled in February with Reedsburg School District.
- As a result of our demonstrations, Wisconsin Dells School District has already began their trial of AgendaManager with training being completed on 1/3/2019. Green Bay Area Public Schools will begin their trial of AgendaManager in February 2019.

PASBO Partnership

- PASBO will be using AgendaManager for their first board meeting in 2019. The Board Meeting will be held on January 25, 2019.
- PASBO has asked us to present at their Annual Conference in March 2019.

NOTIFICATION of ACTIVITIES

- Attended Harrisburg Chamber of Commerce Legislative Breakfast
- Attended DCTS JOC Meeting
- Attended Harrisburg CRO Advisory Committee
- Attended All Staff Day

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

- Speaker Craig Boykin, Excellence in Equity Series - January 25, 2019
- C4C Bingo - April 5, 2019

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

Delegate Report

January 16, 2019 – 6:30 PM

- I. Welcome to Organization Meeting - August "Skip" Memmi
- II. Roll Call to Establish Quorum – **Quorum established.**
- III. Public Comment - **None**
- IV. Annual Organization Meeting; Bylaws Art. II, Section 2
 - A. Designation of Temporary Chairperson – **Guy Beneventano, Esq. was designated as temporary Chair for reorganization purposes.**
 - B. Election of Officers
 - i. Nomination for Slate of Officers (Chairperson, Vice-Chairperson, Secretary) – **Mr. Memmi, Ms. McConnell and Ms. Thoma, the current Chair, Vice-Chair and Secretary respectively, were each nominated and accepted the nomination to continue in their present capacity. All were elected unanimously.**
- V. Accept Summary Report of November 2018 Meeting, and Ratify Summary Report of September 2018 Regular Meeting - **Approved**
- VI. Accept Financial Report Ending December 31, 2018, and Ratify Financial Report Ending October 31, 2018 – **Approved, December 31 report attached.**
- VII. New Business
 - A. Tax Collection Matters
 - i. Keystone's 2019 First Quarter Review and Summary of 2018 Collections **Received as information. Dauphin County tax revenue growth graph attached.**
 - ii. Discussion of Department of Revenue's Report on Statewide EIT Collections **There was a lengthy discussion of the DoR's Report on Statewide EIT Collections, led by Joe Lazzaro, Esq. of Keystone Collections and State Senator John DiSanto. The consensus is the current system under the law of Act 32 is working extraordinarily well and that any significant changes, especially a take-over of the process by the DoR should be vigorously opposed. Senator DiSanto is opposed to changing the current process.**
 - iii. Proposed Agreement with Novak Strategic Advisors re Act 32 and proposed changes thereto – **After a thoughtful discussion the proposed agreement to engage Novak Strategic Advisors as a lobbyist to oppose DoR involvement in EIT collection was rejected. The potential future need for a lobbyist on the issue was acknowledged.**

B. Administrative Matters

- i. Designation of Sub-Committees under Bylaws Art. IV, Section 1 (Audit, Finance, Risk Management) – The annual reestablishment of the three existing sub-committees, Audit, Finance and Risk Management was approved.
- ii. Appointment of Committee Members by Chairperson, Subject to TCC Approval The current sub-committee Chairs all were reappointed by the TCC Chair, Mr. Memmi. All accepted reappointment, which were approved unanimously.
- iii. Appointment of Appeals Board Members (Three Required) – Mr. Memmi appointed members Weber, Wentzel and Rosario, who were approved unanimously by the TCC.
- iv. Determine Schedule of Remaining 2019 Regular Meetings – The proposed meeting schedule of the third Wednesday in March, May, September and November was approved.
- v. Ethics Act – Statements of Financial Interest (2018) – The forms for 2019 were distributed to the committee members for completion.
- vi. Conflict of Interest Questionnaire (2019) – Will be distributed electronically to members in the near future for completion.

VIII. Old Business

- A. Ratification of Annual Audit of TCC's Cash Account for FYE 12/31/17 – Approved
- B. Ratification of Renewal Proposal of PennPRIME Trust; Coverage Term: January 1, 2019 – January 1, 2020; Cost -- \$4,485.00 – Approved
- C. Ratification of TCC's Budget for FYE 12/31/19 – Approved. Copy attached.
- D. Ratification of Agreement with Round4, LLC, for Website Planning and Maintenance -- Approved

IX. Closing Comments and Adjournment

- A. Next Meeting -- March 20, 2019 at 6:30 p.m.

Dauphin County Tax Collection Committee
Balance Sheet
December 31, 2018

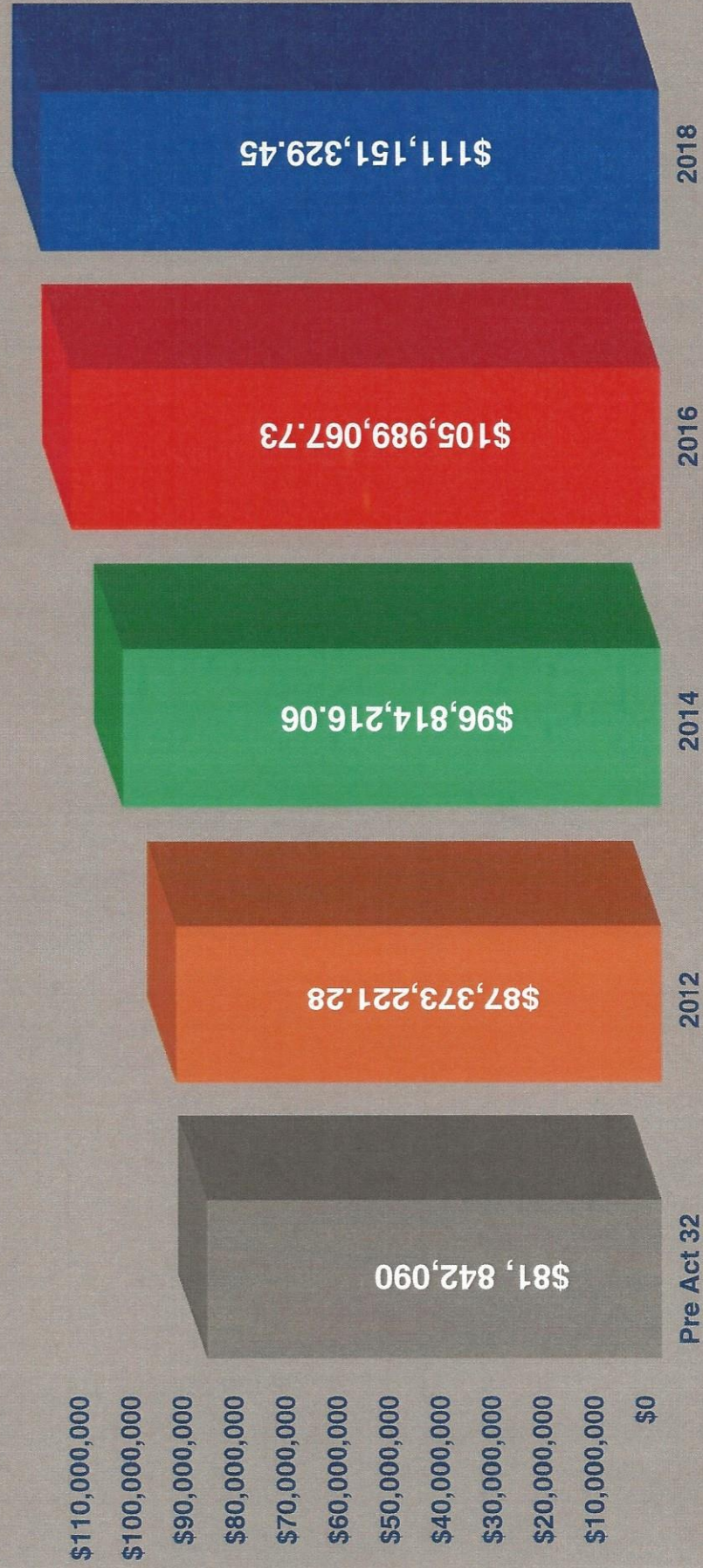
ASSETS

Current Assets		
OPENING BALANCE (10/31/2018)	\$179,042.76	
Accounts Receivable		
Municipality Share Payments Nov. - Dec.	\$ 720.27	
Interest Nov. – Dec.	<u>\$ 460.87</u>	
Total Accounts Receivable		\$ 1,181.14
Total Current Assets		<u>\$180,223.90</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Expenses		
Geiger Loria (Court Reporter) (2 meetings)	\$ 1,193.52	
Total Expenses		\$ (1,193.52)
ENDING BALANCE as of December 31, 2018		<u>\$ 179,030.38</u>

DAUPHIN COUNTY TCC REVENUE GROWTH



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