

DTSD Board of Directors Summary Minutes XVII - March 25, 2019    \_\_\_  2  
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**Derry Township School District**  
**Board of Directors Meeting**  
**March 25, 2019**  
**Summary Minutes - XVII**

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**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

Mrs. Sicher called the meeting to order at 7:04 pm.

**b. Roll Call**

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

**Member Absent:** None

**Non-Voting Members in Attendance:** Joe McFarland

**Staff/Public in Attendance:** Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Lisa Sviben Miller, Tracy Brown, Colette Silvestri, Misty Lewis, Karl Blischke, Lee Vasiliades

**c. Flag Salute**

**d. Approval of Board of Directors Agenda**

**Minutes**

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

**2. INFORMATIONAL AND PROPOSALS**

**a. Presentation: PA Council on the Arts - State Poetry Out Loud**

**Minutes**

Mr. Karl Blishke, Executive Director of the Pennsylvania Council on the Arts presented the Poetry Outloud Trophy to Jordan Marie Lewis, the State Poetry Outloud winner. Miss Lewis will be going on to the National Competition in Washington, D.C.

**b. Presentation: Safe and Supportive Schools Update**

**Minutes**

Mrs. Lisa Sviben-Miller presented on Safe and Supportive Schools.

**c. President Communications**

**Minutes**

Mrs. Sicher announced that the Board met in Executive Session to discuss matters of personnel and certain work sessions.

**d. Recognition of Citizens (Agenda Items)**

**Minutes**

The following citizens were recognized by the Board of Directors:

- None

#### **e. Standing Committee Meeting Report**

##### **Minutes**

Mr. Singer reported on the Finance Committee meeting discussions (these items are not all up for vote tonight)

- Budget requests and projected expenses
- Projected revenue
- District utility contract discussion (brief)
- National School Lunch Discussion - recommend that we continue to opt out during the upcoming school year but look at a potentially different course in the future
- Discussion of moving the director of food services salary into being supported by the district general fund instead of self-supported next year
- Mr. McFarland said we could set up a food services tour before the end of this school year
- Moving 1.5 million dollars from PSERS stabilization fund into health insurance

Ms. Drew reported on the Communications & Community Engagement Standing Committee:

- Elected new committee chair - Ms. Drew will remain chair
- Citizen advisor documents/responsibilities discussions
- Reviewed School Board Section of website - potentially add brief bios of Board Members
- Draft list for some community links to be looked at during next meeting

#### **f. Student Representatives' Report**

##### **Minutes**

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

- Mini-thon committee raised over \$45K
- Aiden Norton received an award for his work in the community
- All three choirs competed in NJ this past week - All female and All male choirs both won silver; Mixed gender Cantabile choir received gold and placed 2nd overall
- Girls and Boys swimming went to states at Bucknell; Meredith Gould placed 6th in diving
- Hockey went to the Flyers Cup - even though they lost, it was a great season and they won the local Bear's Cup
- Chem Med Club hosted seminar for students in grades 3 - 5; first theme was science and art, tomorrow's theme is science and earth
- 4th and 5th grade students went on a field trip to the PA American Water Headquarters with Jeff Corwin

#### **g. Anticipated Agenda Items for the Next Board of Directors Meeting**

1. Approval of March 25, 2019 Board of Directors Summary Minutes
2. Requests for the Use of Facilities
3. Personnel
4. Staff Development

### **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 seconded by Dr. Cronin items of the consent agenda were approved, except the Joy of Sports Facilities requests in letter E.

*Vote Results*

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

**a. Approval of March 11, 2019 Summary Board of Directors Meeting Minutes**

**b. Approval of February 2019 Finance Report**

1. The Treasurer's Report for the month ending February 28, 2019 is summarized as follows:

General Fund Revenue	\$1,713,516
General Fund Expenditures	4,599,405
Balance of Cash Plus Investments (Includes Capital Reserve)	34,153,241

2. The listed schedule of investment transactions for the period beginning February 1, 2019 through February 28, 2019, has total interest earnings of \$28,060 comprised of the following:

General Fund	25,184
Capital Reserve	2,616
Granada Property	260

The average interest rate for February 2019 was .97%

3. The February 2019 expenditures for the paid bills for all funds total \$1,870,085 excluding net payroll, retirement contributions, and debt service.
4. The March 2019 expenditures for the unpaid bills for all funds total \$1,316,524 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of March 2019 are in the following amounts:

Operating Expenses	\$1,000,000
Utilities	112,000
Net Payroll (2 pays)	2,174,492

Employer Provided Insurance	421,400
Payroll Deductions	747,000
Employer Payroll Taxes (FICA/RET)	264,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$4,719,192

**c. Approval of Budget Transfers**

Section 687 (d) of the Public School Code provides: The Board of School Directors shall have the power to authorize the transfer of any unencumbered balance, or any portion thereof, from one class of expenditures or item, to another, but such action shall be taken only during the last nine (9) months of the Fiscal Year.

The Administration recommends the Board authorize the February 2019 budget transfers.

**d. Approval of Field Trip/Excursion - PMEA All State Band Festival**

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

<i>Group:</i>	High School Band
<i>Number of Participating Students:</i>	5
<i>Grade Level:</i>	10-12
<i>Destination:</i>	Pittsburgh, PA
<i>Purpose:</i>	PMEA All State Festival
<i>Depart:</i>	April 3, 2019
<i>Return:</i>	April 6, 2019
<i>Trip Leader:</i>	Christina Otteni

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

**e. Requests for the Use of School Facilities with Waiver**

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

**Group:** Hershey Cub Scout Pack 65

**Date/Time:** April 11, 2019  
6:30 p.m. - 7:30 p.m.

**Requested Facility:** ECC Gym

**Event:** Meeting

**Fee:** Rental of Gym: \$80.00/hour (Approximately \$80.00)  
\* Request for Waiver of Facility Fee: Approximately \$80.00  
(See attached letter)

**Group:** Hershey United Lacrosse Association  
**Date/Time:** April 13, 27, 2019  
May 4, 2019  
10:00 a.m. - 5:00 p.m.  
**Requested Facility:** High School Multi-Purpose Grass Field B  
**Event:** Lacrosse Games - Grades 3 & 4  
**Fee:** HS Multi-Purpose Grass Field B  
Rental: \$25.00/hour (Approximately \$375.00)  
\* Request for Waiver of Facility Fee: Approximately \$375.00  
(See attached letter)

**Group:** Joy of Sports Foundation  
**Date/Time:** April 25, 2019  
6:30 p.m. - 9:00 p.m.  
**Requested Facility:** District Office Classroom A  
**Event:** Better Together Hershey Steering Committee Meeting  
**Fee:** Classroom A Rental: \$25.00/hour (Approximately \$62.50)  
\* Request for Waiver of Facility Fee: Approximately \$62.50  
(See attached letter)

**Group:** Joy of Sports Foundation  
**Date/Time:** March 31, 2019  
April 7, 14, 28, 2019  
May 5, 12, 19, 2019  
June 2, 2019  
3:00 p.m. - 7:00 p.m.  
**Requested Facility:** Football Turf/Track Field  
**Event:** Flag Football League for 8th-12th Grade Students  
\* Rental of Turf Field: \$35.00/hour (Approximately \$1,120.00)  
**\*Fees:** \* Turf Field Manager: \$42.41/hour (Approximately \$1,357.12)  
\* Request for Waiver of All Fees: Approximately \$2,477.12  
(See attached letter)

**Minutes**

Following a motion by Mrs. Memmi and a second by Mrs. Steiner, the Joy of Sports Foundation was approved for the use of school facilities with waiver.

Ms. Drew abstained due to a business relationship where she receives fees from the organization.

*Vote Results*

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

**f. Announcement of Staff Development Conferences**

<b>Staff Member:</b>	<b>Jason Pederson</b>
<i>Conference:</i>	National Association of School Psychologists
<i>Location:</i>	Atlanta, GA
<i>Dates:</i>	February 25, 2019 - March 1, 2019
<i>Expenses:</i>	* \$90.00 (additional expense for pre-conference)
	* Conference previously approved November 26, 2018
<b>Staff Member:</b>	<b>Lisa Whiston</b>
<i>Conference:</i>	Middle States Regional Council for Social Studies 116th Annual Conference
<i>Location:</i>	King of Prussia, PA
<i>Dates:</i>	March 1-2, 2019 (Retroactive)
<i>Expense:</i>	\$473.93
<b>Staff Member:</b>	<b>Christine Otteni</b>
<i>Conference:</i>	Pennsylvania Music Educators Association/NAfME Conference
<i>Location:</i>	Pittsburgh, PA
<i>Dates:</i>	April 3-6, 2019
<i>Expenses:</i>	\$1,183.35
<b>Staff Member:</b>	<b>Justin Allison</b>
<i>Conference:</i>	Certified Playground Safety Inspector Course 2019
<i>Location:</i>	Murrysville, PA

<i>Dates:</i>	May 13-15, 2019
<i>Expense:</i>	\$1,423.60

## 5. NEW BUSINESS

### a. Approval to Renew Multifunction Printer Fleet Lease

The Administration recommends the Board renew a five-year lease agreement with Higher Information Group/JGF Funding, LLC for the rental and ongoing maintenance of a brand new copier fleet.

#### Minutes

Following a motion by Dr. Cronin and a second by Ms. Drew the Multifunction Printer Fleet Lease Renewal was approved.

#### Vote Results

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

### b. Approval of Elementary iPad Refresh Lease Proposal

The Administration recommends the Board approve the Elementary iPad Refresh Lease Proposal.

#### Minutes

Following a motion by Dr. Cronin a second by Mr. Singer the Elementary iPad Refresh Lease was approved.

#### Vote Results

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

### c. National School Breakfast and Lunch Program - High School

The Administration recommends not to participate in the National School Breakfast and Lunch Program at the high school for the 2019-2020 school year.

#### Minutes

Following a motion by Mr. Singer and a second by the Board approved the non-participation of the National School Breakfast and Lunch Program at the high school for the 2019-2020 school year.

#### Vote Results

<b>Yea:</b>	9	John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
<b>Nay:</b>	0	
<b>Abstain:</b>	0	



Not Cast: 0

**d. Personnel – General**

1. The Administration recommends the approval of the following appointments and recognition of the following transfers:

**Classified:**

**Eckert, Terry L.** (replacing Matthew Cedel)

Bus Driver

District-wide

Level A: 5.25 hours per day

Salary: \$17.86 per hour

Effective: 03/26/2019

**Woodfin, Floyd Regan\***

Substitute Cafeteria/Recess Aide

Elementary School

**Revised:** Salary: \$12.01 per hour

Effective: 03/12/2019 (retroactive)

**Limited Service Contracts:**

**Heggan, Lesley**

Assistant Boys' Soccer Coach

Middle School

Group G, Step 15

Salary: \$3,193

Effective: 03/26/2019

**Walters, Danielle**

Assistant Varsity Softball Coach

High School

Group E, Step 6

Salary: \$3,249

Effective: 03/26/2019

2. The Administration recommends the approval of the following request in accordance with District Policy 338.1:

**Ettinger, Jennifer\***

Art Teacher

Elementary School

Compensated Professional Development Leave

Effective: 08/19/2019 through the end of the 2019-2020 school year

**\* 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*

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

## 6. DELEGATE REPORT

### a. Dauphin County Tax Association

**Minutes**

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

## 7. SPECIAL REPORTS

### a. Board Members' Report

**Minutes**

The following Board Members provided reports:

- Mrs. Steiner thanked the volunteers who worked to hold the International Fair event.
- Mrs. Haverstick reminded everyone about the Dauphin County Tech joint meeting on April 10, 2019, at 7:00 pm
- Mr. Able reported on PSBA regional meeting

### b. Superintendent's Report

**Minutes**

Mr. McFarland reported on Aiden Norton honored by the Pennsylvania Middle School School Association Joan Jarrett Award - chose COCOA packs for his award donation. He is quite active in both the school and greater community.

Angie Bu and Eman Asgar - won region 8 of the Penn Dot Innovation Challenge.

### c. Board President's Report

**Minutes**

Mrs. Sicher reported on the 5th grade field trip to Biztown, the students and parents are very excited about the trip.

The All Things Diversity dates are set for next year - Mrs. Stalnecker will be one of the presenters next year.

## 8. RECOGNITION OF CITIZENS

**Minutes**

The following citizens were recognized by the Board of Directors:

- None

## 9. ADJOURNMENT

**Minutes**

Following a motion by Mrs. Memmi and a second by Dr. Cronin the meeting was adjourned at 8:13 pm.

Respectfully submitted,

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Dr. Stacy L. Winslow  
Assistant to the Superintendent for Curriculum & Instruction  
Approved April 8, 2019

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Kathy Sicher  
President of the Board of Directors

Derry Township School District  
School Board Meeting  
March 25, 2019

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Lisa M. Sviben Miller

Lisa M. Sviben Miller

Signature

Printed Name

Lee Vasiliades

Lee Vasiliades

Signature

Printed Name

Karl Blische

Karl Blische

Signature

Printed Name

Misty Lewis

Misty Lewis

Signature

Printed Name

Colette Silvestri

COLETTE SILVESTRI

Signature

Printed Name

Tracy Brown

Tracy Brown

Signature

Printed Name

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# DAUPHIN COUNTY TAX COLLECTION COMMITTEE

## Delegate Report

March 20, 2019 – 6:30 PM

- I. Welcome to Regular Meeting - August "Skip" Memmi, Chairman
- II. Roll Call to Establish Quorum – **Quorum established**
- III. Public Comments - **None**
- IV. Accept Summary Report of January 2019 Reorganization Meeting – **Accepted with revision.**
- V. Accept Financial Report Ending February 28, 2019 – **Accepted, February 28 report attached.**
- VI. New Business
  - A. Tax Collection Matters (**Joe Lazzaro, Esq. Keystone Collections**)
    - i. Keystone’s 2019 First Quarter Review – **Interim Q1 report received as information. (Q1 ends March 31, 2019)**
    - ii. Further Discussion of House Resolution No. 291 of 2017, plus Department of Revenue Study (Statewide EIT Collections) – **In the wake of the study, currently there is NO political impetus to move EIT collections to the Department of Revenue.**
    - iii. **Today there was an organizational meeting of the “EIT Officers of PA”. This is a forum for the tax officers to exchange information/ideas. Under the organization’s bylaws Act 32 officers are the voting members.**
  - B. Administrative Matters
    - i. Audit Subcommittee – Proposed contracts with Boyer & Ritter for audits of Keystone’s collections and Dauphin County TCC’s account, FYE 12/31/18 -- **Pending review by the solicitor, the Audit Subcommittee’s recommendation to approve the proposed contracts was accepted.**
- VII. Old Business
  - A. DCTCC Independent Website: Presentation by Jason Ritchey, Round4, LLC **After an overview of the website presented by Jason Ritchey, the Committee approved implementation of the independent website which will go live March 25, 2019. The site is being tracked by Google Analytics. The web address is [www.dctcc.org](http://www.dctcc.org)**
  - B. Ethics Act – Statements of Financial Interest (2018) – **Committee members were reminded to complete and return this form.**
  - C. Conflict of Interest Questionnaire (2019) – **Committee members were reminded to complete and return this form.**

- D. Appointment of Delegates, Voting and Alternates (2019) – **Committee members were reminded to provide documentation of their appointment/reappointment to the committee.**

VIII. Closing Comments and Adjournment

- A. Next Regular Meeting – May 15, 2019 at 6:30 p.m.

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Dauphin County Tax Collection Committee  
Balance Sheet  
February 28, 2019

**ASSETS**

Current Assets

OPENING BALANCE (12/31/2018) \$179,030.38

Accounts Receivable

Interest Jan. - Feb. \$ 415.73

Total Accounts Receivable \$ 415.73

Total Current Assets **\$179,446.11**

**LIABILITIES AND CAPITAL**

Current Liabilities

Expenses

Geiger Loria (Court Reporter) \$ 877.92

PennPRIME \$ 4,485.00

Guy P. Beneventano, Esq., LLC \$ 11,107.96  
(Sept.-Dec. 2018)

PA Media Group (2 notices) \$ 187.52

Round4, LCC (website) \$ 900.00

The UPS Store (2019 TCC mailbox rental) \$ 204.00

Total Expenses \$ (17,762.40)

**ENDING BALANCE as of February 28, 2019 \$ 161,683.71**