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**Derry Township School District
Board of Directors Meeting
June 24, 2019
Summary Minutes - XXIII**

1. OPENING ITEMS

a. Call to Order

Minutes

Mrs. Sicher called the meeting to order at 7:00 pm

b. Roll Call

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

Member Absent: None

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

Staff/Public in Attendance: Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Mark Brace, Shauna Brace, Jeffrey Fornadley, Ashley Jacobson-Beaver, Rick Kelly, Joseph Chubb, Eric Rapp, Mark Cooley, Judith Cooley, Dan Serfass, Patti Serfass, Debra Blacker, Deb Lehan, Logan Wilfong, Carly WilFong, Erin Peda, Cindy Kelly, Katrina Ardire, RW Smith, Mary Smith, Dan Lehr, Navin Verma, Patricia McCorkle, Wayne McCorkle, Brian Butebaugh, John Tran, Tanya Tran, Andrew Tinsley, Melissa Tinsley, Ben Musante, Tori Tafuto, Sam Andrews, Myla Cramer, Emily Clough, Colin Clough, Alex Blacker, Ronald Barsanti, Jennifer Amato, Geoff Bohlender, Mary Kreider, Sue Bingeman, Kati Lett, Teri Hoover, Liz Moore, Louann Cramer, Elizabeth Newman, Annie Bravarcor

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the June 24, 2019 Derry Township School District Board of Directors Agenda.

Minutes

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

Vote Results

Yea: 9

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

Nay: 0

Abstain: 0

Not Cast: 0

2. INFORMATIONAL AND PROPOSALS

a. Presentation - 2019 Hershey High School Boys Varsity Lacrosse Team

Minutes

Mr. Govern introduced the members of the 2019 Boys' Lacrosse team. Mrs. Sicher read a Proclamation recognizing the team for their accomplishment of competing in a state finals.

b. President Communications

Minutes

Mrs. Sicher announced that the Board met in Executive Session prior to this meeting to discuss:

- Matters of personnel
- Consultation with attorney or other professional advisers.

Mrs. Sicher also read a prepared statement concerned personnel items.

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:

- Kati Lett - Spoke in favor of Greg Fastrich
- Kevin Blacker -Spoke in favor of Greg Fastrich
- Mark Cooley - Spoke in favor of Greg Fastrich
- Rick Kelly - Spoke in favor of Greg Fastrich
- Erin Peda - Spoke in favor of Greg Fastrich
- Scott Paterno - Spoke in favor of Greg Fastrich
- Judy Cooley - Spoke in favor of Greg Fastrich
- Dan Serfass -Spoke in favor of Greg Fastrich
- Mary Ellen Barsanti - Spoke in favor of Greg Fastrich
- Geoff Bohlender - Spoke in favor of Ken Taylor
- Elizabeth Newman - Spoke in favor of Ken Taylor
- Annie Bravacos - Spoke in favor of Ken Taylor
- Raymond Brice - Spoke in favor of Greg Fastrich
- Mia Third - Spoke in favor of Greg Fastrich
- Ross Rodgers - Spoke in favor of Ken Taylor
- Angie Dive - Spoke in favor of Greg Fastrich
- Robert Smith - Spoke in favor of Greg Fastrich

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

The following items will be on the Agenda for the July 15, 2019 Public Board of Directors Meeting:

1. Approval of June 24, 2019 Board of Directors Summary Minutes
2. Elementary Facility Study
3. Requests for the Use of Facilities
4. Personnel

5. Staff Development

Minutes

The anticipated agenda items for the July 15, 2019 Public Board of Directors Meeting were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the consent agenda items were approved.

Vote Results

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

a. Approval of June 10, 2019 Summary Board of Directors Meeting Minutes

b. Approval of May 2019 Finance Report

1. The Treasurer's Report for the month ending May 31, 2019 is summarized as follows:

General Fund Revenue	\$3,193,233
General Fund Expenditures	8,014,337
Balance of Cash Plus Investments (Includes Capital Reserve)	23,735,435

2. The listed schedule of investment transactions for the period beginning May 1, 2019 through May 31, 2019, has total interest earnings of \$25,016 comprised of the following:

General Fund	20,739
Capital Reserve	3,976
Granada Property	301

The average interest rate for May 2019 was 1.07%

3. The May 2019 expenditures for the paid bills for all funds total \$2,161,401 excluding net payroll, retirement contributions, and debt service.
4. The June 2019 expenditures for the unpaid bills for all funds total \$1,289,422 excluding net payroll, retirement contributions, and debt service.

5. Estimated expenditures of the General Fund for the month of June 2019 are in the following amounts:

Operating Expenses	\$1,000,000
Utilities	112,300
Net Payroll (2 pays)	1,446,661
Employer Provided Insurance	421,400
Payroll Deductions	747,000
Employer Payroll Taxes (FICA/RET)	176,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$3,903,361

c. Request for the Use of School Facilities with Waiver

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

Group:	Hershey Football Family
Date/Time	Wednesday, Friday
Requested Facility:	Middle School Upper Field (A) July 16, 18, 2019 6:00 p.m. - 8:30 p.m.
	Thursday Turf Football Field/Track July 17, 2019 6:00 p.m. - 8:30 p.m.
Event:	Little Trojan Football Camp
*Fee:	* Middle School Upper Field (A): \$25.00/hour (Approximately \$125.00) * Turf Football Field/Track: \$35.00/hour (Approximately \$87.50) Total Fees: \$212.50 * Request for Waiver of Facility Fees: Approximately \$212.50 (See attached letter)

d. Announcement of Staff Development Conferences

Staff Member:	Michelle O'Brien
Conference:	AP English Language and Composition for Experienced Teachers
Location:	Tacoma, WA
Dates:	July 8 - 11, 2019
Expenses:	\$3,345.00

Staff Member:	Carolyn Merrill
Conference:	The Special Education Leadership Summer Academy: Leading Programs from K-12
Location:	Bedford Springs Bedford, PA
Dates:	July 22 - 25, 2019
Expenses:	\$965.00
Staff Member:	Emily Sterner
Conference:	Advanced Placement Summer Institute
Location:	Manhattan College Bronx, NY
Dates:	July 29, 2019 - August 2, 2019
Expenses:	\$1,775.00

5. NEW BUSINESS

a. Adoption of Final Budget and Tax Resolutions 2019-2020

Be it resolved that the Derry Township School District Final General Fund Budget, as presented for the school year 2019-2020, be adopted in the amount of \$65,338,747. This results in a 1.4% tax increase.

Be it further resolved and made known that the adoption of the 2019-2020 budget is in accordance with Section 687 of the School Laws of Pennsylvania, and further, that the authorized proposed final budget document was made available for public inspection beginning May 28, 2019

The Board of School Directors further resolves that the following Tax Resolutions be adopted in order to fund the 2019-2020 budget:

1. Real Estate Tax: The Real Estate Tax is 18.7958 mills that provides \$37,147,121 in local revenue. For 2019-2020, one mill of Real Estate Tax equals \$2,010,643 at a 96.65% collection rate. This also includes Homestead/Farmstead exclusions of \$6,553 in assessed value for the 5,413 approved properties.
2. Other Taxes: BE IT RESOLVED that the following taxes currently in full force and effect for the 2019-2020 school year:
 - **Occupation (Act 511)**
\$250.00 on all Occupations Earning of \$12,000+
 - **Wage & Income (Earned Income Tax Act 511)**
1% of Earnings (1/2% by Operation of Law)

- Local Services Tax

\$52.00/Earnings of \$12,000+ (\$5.00 by Operation of Law)

- Realty Transfer (Act 511)

1% of Sale (1/2% by Operation of Law)

- Amusement (Act 511)

10% of Admission (5.0% by Operation of Law) (Maximum of \$0.425)

Minutes

Following a motion by Ms. Drew and a second by Mrs. Singer the 2019-2020 Final Budget was adopted with expenses and revenues in the amount of \$65,338,747.

Vote Results

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

b. Approval of Warehaus Construction Administration

The Administration recommends the Board approve the Agreement with Warehaus in the amount of \$44,000 to provide construction administration services for the Granada Roof project.

Minutes

Following a motion by Mrs. Memmi and a second by Ms Drew the agreement with Warehaus in the amount of \$44,000 to provide construction administration services for the Granada Roof project was approved.

Vote Results

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

c. Approval of Solicitor Engagement Letter

The Administration recommends the approval of the Barley Snyder Attorneys at Law Engagement Letter effective July 1, 2019 through June 30, 2022.

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the Barley Snyder Attorneys at Law Engagement letter effective July 1, 2019 through June 30, 2022 was approved.

Vote Results

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

d. Indiana University of Pennsylvania Affiliation Agreement

The Administration recommends the Board approve the affiliation agreement with Derry Township School District and Indiana University of Pennsylvania effective June 25, 2019.

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the affiliation agreement between Derry Township School District and Indiana University of Pennsylvania effective June 25, 2019 was approved.

Vote Results

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

e. Revision to Athletic Hall of Fame 2019 Inductees

The following is a revision to the previously affirmed inductees to the Hershey Athletic Hall of Fame presented at the May 28, 2019 Board of Directors Meeting:

Hershey High School Boys' Basketball 1972-1973 Team

Seniors:	
	Scott Barton Bill Coxon (deceased) Dean Dubinsky Steve Eshleman Michael Fulginiti Tim Hoerner Mike Kozlosky (deceased) Vince Pantalone
Underclassmen:	
	Robert Backenstose Steve Eberly Chuck Kuzma Hank Kuzma Rick Stadulis
Managers:	
	Jim Chestnut Mike Christ

Minutes

Following a motion by Dr. Shaw and a second by Mr. Singer the revisions to the previously affirmed inductees to the Hershey Athletic Hall of Fame presented at the May 28, 2019 Board of Directors Meeting for the Hershey High School Boys' Basketball 1972-1973 Team were affirmed.

Vote Results

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

f. Personnel - Resignations

The Administration recommends the approval of the following resignations:

Professional:

Harley, Katelyn

Part-time Art Teacher

Middle School

Reason: Personal

Effective: 06/18/2019 (retroactive)

Classified:

Keller, Kaitlyn

Administrative Assistant

Technology Department

Reason: Personal

Effective: 06/20/2019 (retroactive)

Minutes

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

Vote Results

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

g. Personnel - General

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

Professional:

Buterbaugh, Brian (replacing Gregory Woodbridge)

Music Teacher

High School

Professional

Masters+30, Step 9

Salary: \$71,418

Effective: 08/06/2019 (pending receipt of Act 24, 114 and 126 certifications)

Heilner, Melissa (for Jennifer Ettinger)

Art Teacher

Elementary School

Long Term Substitute

Bachelors, Step 1

Salary: \$52,494

Effective: 08/06/2019 through the end of the 2019-2020 school year (pending receipt of Act 24, 114 and 126 certifications)

Transfer of Professional Staff:

DeWitt, Kim*

From: Part-time French Teacher

High School

To: Full-time French Teacher

High School

Effective: 08/19/2019

Siminitus, Kelci* (replacing David Pegher)

From: Grade 5 Teacher

Intermediate Elementary School

To: Grade 4 Teacher

Intermediate Elementary School

Effective: 08/06/2019

Limited Service Contracts:

Blackburn, Paul*

Weight Room Supervisor - Fall

High School

Group F, Step 15

Salary: \$4,070

Effective: 06/25/2019

Erdman, Nathan*

Head Football Coach

Middle School

Group D, Step 15

Salary: \$5,698

Effective: 06/25/2019

2. The Administration recommends the approval of the Limited Service Contract List of the 2019-2020 school year as attached.

3. The Administration recommends the approval of the Limited Service Contract List of Athletic Coaches (Winter & Spring) for the 2019-2020 school year as attached.

4. The Administration recommends the approval of a Confidential Resolution authorizing the Superintendent to issue Notice of Hearing/Statement of Charges to a professional employee pursuant to Section 11-1127 of the Public School Code.

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

Minutes

Mr. Singer requested that the following names be removed from Personnel - General and voted upon separately:

- Kenneth Taylor Jr. - Head Girls' Lacrosse Coach
- Erin Zimmer - Asst Girls' Lacrosse Coach
- Amanda Leiphart - Asst Girls' Lacrosse Coach
- Gregory Fastrich - Head Varsity Swimming Coach

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

Vote Results

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

h. Personnel - Head Girls' Lacrosse Coach

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi, Kenneth Taylor was not approved as Head Girl's Lacrosse Coach for the 2019-2020 school year.

Vote Results

Yea:	3	John Abel, Judy Haverstick, Lewis Shaw
Nay:	6	Donna Cronin, Lindsay Drew, Maria Memmi, Kathy Sicher, Terry Singer, Tricia Steiner
Abstain:	0	
Not Cast:	0	

i. Personnel - Assistant Girls' Lacrosse Coach

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin, Erin Zimmer was not approved as Assistant Girls' Lacrosse Coach for the 2019-2020 school year.

Vote Results

Yea:	3	John Abel, Judy Haverstick, Lewis Shaw
Nay:	6	Donna Cronin, Lindsay Drew, Maria Memmi, Kathy Sicher, Terry Singer, Tricia Steiner
Abstain:	0	
Not Cast:	0	

j. Personnel - Assistant Girls' Lacrosse Coach

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin, Amanda Leiphart was not approved as Assistant Girls' Lacrosse Coach for the 2019-2020 school year.

Vote Results

Yea: 3 John Abel, Judy Haverstick, Lewis Shaw
Nay: 6 Donna Cronin, Lindsay Drew, Maria Memmi, Kathy Sicher, Terry Singer, Tricia Steiner
Abstain: 0
Not Cast: 0

k. Personnel - Head Varsity Swimming Coach

Minutes

Following a motion by Mr. Singer and a second by Dr. Cronin, Gregory Fastrich was approved as Head Varsity Swimming Coach for the 2019-2020 school year.

Vote Results

Yea: 6 John Abel, Donna Cronin, Judy Haverstick, Lewis Shaw, Kathy Sicher, Terry Singer
Nay: 3 Lindsay Drew, Maria Memmi, Tricia Steiner
Abstain: 0
Not Cast: 0

6. DELEGATE REPORT

a. PSBA

Minutes

Mrs. Steiner attached her report for PSBA. Mrs. Steiner made a motion, seconded by Ms. Drew to add the approval of 2 Board members for PSBA Delegate Assembly to be held October 21, 2019, which was approved.

Vote Results

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

b. PSBA Delegate Assembly

Minutes

Following a motion by Mrs. Steiner and a second by Mr. Abel the following Board members were approved for the PSBA Delegate Assembly on October 21, 2019:

- Lindsay Drew
- Kathy Sicher

Vote Results

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

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

The following Board members provided reports:

- Dr. Shaw - Noted that he requested that Troy Smith assistant football coach be brought forward for a vote and had that occurred he would have voted in favor of Troy Smith
- Mrs. Haverstick - Mrs. Haverstick read a prepared statement concerning coaching decisions
- Mrs. Steiner - Shared her daughter's experience at the Dauphin County Technical School career camp.

b. Superintendent's Report

Minutes

Mr. McFarland congratulated the Boys' Lacrosse team on all their accomplishments this season.

c. Board President's Report

Minutes

Mrs. Sicher congratulated Linda Lehrian on her 30 plus years of service to the district.

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 of Directors:

- Patty McCorkle - Spoke in favor of Troy Smith
- Brian Bingeman - Spoke in favor of Troy Smith
- Robert Smith - Thanked the Board for their hard work

9. ADJOURNMENT

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the meeting was adjourned at 8:32 pm.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved July 15, 2019

Kathy Sicher
President of the Board of Directors

Derry Township School District

School Board Meeting

June 24, 2019

Please Sign In AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Signature

Shauna Brace

Printed Name

MARK Brace
Shauna Brace

Signature

Jeffrey Formadky

Printed Name

Jeffrey Formadky

Signature

Ashley Jacobson-Beaver

Printed Name

Ashley Jacobson-Beaver

Signature

Rick Kelly

Printed Name

Rick Kelly

Signature

Joseph Chubb

Printed Name

Joseph Chubb

Signature

Erica Rapp

Printed Name

Erica Rapp

Signature

Mark A. Cooler

Printed Name

MARK COOLER

Signature

JUDITH K COULEN

Printed Name

JUDITH K COULEN

Signature

DAN SERFACS

Printed Name

DAN SERFACS

Signature

PATTI SERFACS

Printed Name

PATTI SERFACS

Signature

JUDITH COOLEY

Printed Name

JUDITH COOLEY

Signature

Debra Blacker

Printed Name

Debra Blacker

Signature

Deb Lehan

Printed Name

Deb Lehan

Signature

Logan Wilfong

Printed Name

Logan Wilfong

Carly Wilfong
Erin Peda
Cindy R Kelly

Carly Wilfong
Erin Peda
Cindy R Kelly

Derry Township School District

School Board Meeting

June 24, 2019

Please Sign In AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Katrina Ardire

Katrina Ardire

Signature

RW Smith

Printed Name

RW SMITH

Signature

MC Smith

Printed Name

Mary C Smith

Signature

[Signature]

Printed Name

Barbara

Signature

Raymond Brace

Printed Name

RAYMOND BRACE

Signature

[Signature]

Printed Name

NAVIN VERMA

Signature

Patricia McCorkle

Printed Name

Patricia McCorkle

Signature

Wayne McCorkle

Printed Name

Wayne McCorkle

Signature

[Signature]

Printed Name

Brin W. Butcher

Signature

John Tran

Printed Name

John TRAN

Signature

[Signature]

Printed Name

Tanya Tran

Signature

[Signature]

Printed Name

Andrew Tinsley

Signature

[Signature]

Printed Name

Melissa Tinsley

Signature

Ben Musante

Printed Name

Ben Musante

Tori Tafuto

Tori Tafuto

Sam Andrews

Myla Cramer

Derry Township School District

School Board Meeting

June 24, 2019

Please Sign In AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Signature

Emily Clough

Printed Name

Emily Clough

Signature

Colin Clough

Printed Name

Colin Clough

Signature

Alex Blacker

Printed Name

Alex Blacker

Signature

Kevin Blacker

Printed Name

Kevin Blacker

Signature

Donald Barabanti

Printed Name

DONALD BARABANTI

Signature

Jennifer Anazio

Printed Name

JENNIFER ANAZIO

Signature

Mary Kreider

Printed Name

GEOFF BOHLENDT

Signature

Mary Kreider

Printed Name

MARY KREIDER

Signature

Sue Bingenman

Printed Name

SUE BINGEMAN

Signature

B.S. Byrnes

Printed Name

BRIAN BINGEMAN

Signature

Kate Lett

Printed Name

Kati Lett

Signature

Teri Hoover

Printed Name

Teri Hoover

Signature

Liz Moore

Printed Name

Liz Moore

Signature

Dr. De

Printed Name

Dr

Louann Cramer

Louann Cramer

Elizabeth Newman

Elizabeth Newman

Annie Bravucos

Annie Bravucos



Derry Township School District

Administrative Office • 30A East Granada Avenue • P.O. Box 898 • Hershey, PA 17033
Phone (717) 534-2501 • Fax (717) 533-4357 • www.hershey.k12.pa.us

Adoption of Final Budget and Tax Resolutions for 2019-2020

Be it resolved that the Derry Township School District Final General Fund Budget, as presented for the school year 2019-2020, be adopted in the amount of \$65,338,747. This results in a 1.4% tax increase.

Be it further resolved and made known that the adoption of the 2019-2020 budget is in accordance with Section 687 of the School Laws of Pennsylvania, and further, that the authorized proposed final budget document was made available for public inspection beginning May 28th, 2019.

The Board of School Directors further resolves that the following Tax Resolutions be adopted in order to fund the 2019-2020 budget:

1. **Real Estate Tax:** The Real Estate Tax is 18.7958 mills that provides \$37,147,121 in local revenue. For 2019-2020, one mill of Real Estate Tax equals \$2,010,643 at a 96.65% collection rate. This also includes Homestead/Farmstead exclusions of \$6,553 in assessed value for the 5,413 approved properties.
2. **Other Taxes:** BE IT RESOLVED that the following taxes currently in full force and effect for the 2019-2020 school year:
 - **Occupation (Act 511)**
 - \$250.00 on all Occupations Earning of \$12,000+
 - **Wage & Income (Earned Income Tax Act 511)**
 - 1% of Earnings (1/2% by Operation of Law)
 - **Local Services Tax**
 - \$52.00/Earnings of \$12,000+ (\$5.00 by Operation of Law)
 - **Realty Transfer (Act 511)**
 - 1% of Sale (1/2% by Operation of Law)
 - **Amusement (Act 511)**
 - 10% of Admission (5.0% by Operation of Law) (Maximum of \$0.425)

Approved at the regular meeting of the Derry Township School District Board of Directors meeting held on June 14, 2019 with 9 ayes, 0 nays, 0 absent 0 abstained.

Board President

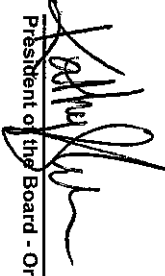

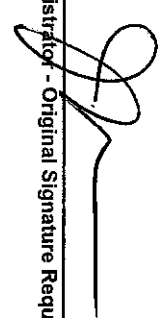
Board Secretary

FINAL GENERAL FUND BUDGET

Fiscal Year 2019-2020

General Fund Budget Approval

Date of Adoption of the General Fund Budget: 06/24/2019


President of the Board - Original Signature Required6/24/19
Date
Secretary of the Board - Original Signature Required6/24/19
Date
Chief School Administrator - Original Signature Required6/24/19
Date

Mike Frentz

(717)531-2243 Extn :

Contact Person

Telephone Extension

mfrentz@hershey.k12.pa.us

Email Address

CERTIFICATION OF ESTIMATED ENDING FUND BALANCE FROM 2019-2020 GENERAL FUND BUDGET

24 PS 6-688

(10/2010)

SCHOOL DISTRICT :	Derry Township SD
COUNTY :	Dauphin
AUN :	115221753

No school district shall approve an increase in real property taxes unless it has adopted a budget that includes an estimated, ending unreserved undesignated fund balance (unassigned) less than or equal to the specified percentage of its total budgeted expenditures:

Total Budgeted Expenditures	Fund Balance % Limit (less than or equal to)
Less Than or Equal to \$11,999,999	12.0%
Between \$12,000,000 and \$12,999,999	11.5%
Between \$13,000,000 and \$13,999,999	11.0%
Between \$14,000,000 and \$14,999,999	10.5%
Between \$15,000,000 and \$15,999,999	10.0%
Between \$16,000,000 and \$16,999,999	9.5%
Between \$17,000,000 and \$17,999,999	9.0%
Between \$18,000,000 and \$18,999,999	8.5%
Greater Than or Equal to \$19,000,000	8.0%

Did you raise property taxes in SY 2019-2020 (compared to 2018-2019) ?

Yes ☒ No ☐

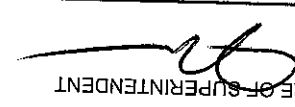
If yes, see information below, taken from the 2019-2020 General Fund Budget.

Total Budgeted Expenditures	\$653338747
Ending Unassigned Fund Balance	\$5065198
Ending Unassigned Fund Balance as a percentage (%) of Total Budgeted Expenditures	7.8%

The Estimated Ending Unassigned Fund Balance is within the allowable limits.

Yes ☒ No ☐

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SUPERINTENDENT	DATE
	6/24/19

DUE DATE: AUGUST 15, 2019

CERTIFICATION OF USE OF PDE-2028 FOR PUBLIC INSPECTION OF 2019-2020 PROPOSED BUDGET


(03/2006)

24 PS 6-687(a)(1)

School District Name : Derry Township SD	County : Dauphin	AUN Number : 115221753
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Section 687(a)(1) of the School Code requires the president of the board of school directors of each school district to certify to the Department of Education that the proposed budget was prepared, presented and will be made available for public inspection using the uniform form prepared and furnished by the Department of Education.

I hereby certify that the above information is accurate and complete.

SIGNATURE OF SCHOOL BOARD PRESIDENT 	DATE 6/24/19
-----------------------------------------------------------------------------------------------------------------------------	-----------------

DUE DATE: IMMEDIATELY FOLLOWING
 ADOPTION OF PROPOSED
 FINAL GENERAL FUND BUDGET

<u>Val Number</u>	<u>Description</u>	<u>Justification</u>
1010	Budget Approval Date is required before submission on Contact Screen and cannot be a future date.	
8080	Ending Fund Balance Entry and Budgetary Reserve: If 0850 Estimated Ending Unassigned Fund Balance is not equal to 0, a justification must be entered below.	Funds used for unexpected expenditures that may arise during the year.
8150	Ending Fund Balance Entry and Budgetary Reserve: If 0830 Committed Fund Balance is not equal to 0, a justification must be entered below.	District has committed \$2,000,000 for increases in medical expenses and \$884,692 for PSERS stabilization.

ITEM

AMOUNTS

Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year

0810 Nonspendable Fund Balance

494,228

0820 Restricted Fund Balance

0830 Committed Fund Balance

2,884,692

0840 Assigned Fund Balance

0850 Unassigned Fund Balance

5,064,000

Total Estimated Beginning Unreserved Fund Balance Available for Appropriation and Reserves Scheduled For Liquidation During The Fiscal Year

\$7,948,692

Estimated Revenues And Other Financing Sources

6000 Revenue from Local Sources

50,037,611

7000 Revenue from State Sources

12,463,221

8000 Revenue from Federal Sources

1,040,000

9000 Other Financing Sources

1,799,113

Total Estimated Revenues And Other Financing Sources

\$65,339,945

Total Estimated Fund Balance, Revenues, and Other Financing Sources Available for Appropriation

\$73,288,637

Amount**REVENUE FROM LOCAL SOURCES**

6111 Current Real Estate Taxes	37,147,121
6112 Interim Real Estate Taxes	132,600
6113 Public Utility Realty Taxes	49,960
6114 Payments in Lieu of Current Taxes - State / Local	958,800
6140 Current Act 511 Taxes - Flat Rate Assessments	150,000
6150 Current Act 511 Taxes - Proportional Assessments	9,124,150
6400 Delinquencies on Taxes Levied / Assessed by the LEA	1,170,000
6500 Earnings on Investments	250,000
6700 Revenues from LEA Activities	180,000
6800 Revenues from Intermediary Sources / Pass-Through Funds	450,000
6910 Rentals	62,423
6940 Tuition from Patrons	261,000
6990 Refunds and Other Miscellaneous Revenue	101,557

REVENUE FROM LOCAL SOURCES**\$50,037,611****REVENUE FROM STATE SOURCES**

7110 Basic Education Funding	2,965,659
7160 Tuition for Orphans Subsidy	22,000
7271 Special Education funds for School-Aged Pupils	1,631,701
7311 Pupil Transportation Subsidy	569,730
7312 Nonpublic and Charter School Pupil Transportation Subsidy	60,000
7320 Rental and Sinking Fund Payments / Building Reimbursement Subsidy	160,168
7330 Health Services (Medical, Dental, Nurse, Act 25)	73,950
7340 State Property Tax Reduction Allocation	666,867
7501 PA Accountability Grants	225,558
7810 State Share of Social Security and Medicare Taxes	1,119,517
7820 State Share of Retirement Contributions	4,968,071

REVENUE FROM STATE SOURCES**\$12,463,221****REVENUE FROM FEDERAL SOURCES**

8514 NCLB, Title I - Improving the Academic Achievement of the Disadvantaged	670,000
8515 NCLB, Title II - Preparing, Training and Recruiting High Quality Teachers and Principals	170,000
8820 Medical Assistance Reimbursement for Administrative Claiming (Quarterly) Program	200,000

REVENUE FROM FEDERAL SOURCES**\$1,040,000**

Amount

OTHER FINANCING SOURCES

9390 Permanent Fund Transfers

1,799,113

OTHER FINANCING SOURCES

\$1,799,113

TOTAL ESTIMATED REVENUES AND OTHER SOURCES

65,339,945

2019-2020 Final General Fund Budget

AUN: 115221753 Derry Township SD

Printed 6/24/2019 5:03:51 PM

Act 1 Index (current): 2.3%

Calculation Method:

Rate

Approx. Tax Revenue from RE Taxes:

\$37,147,121

Amount of Tax Relief for Homestead Exclusions

\$666,867

Total Approx. Tax Revenue:

\$37,813,988

Approx. Tax Levy for Tax Rate Calculation:

\$39,101,550

Dauphin

Total

2018-19 Data

a. Assessed Value

\$2,066,211,450

\$2,066,211,450

b. Real Estate Mills

18.5363

I. 2019-20 Data

c. 2017 STEB Market Value

\$2,656,062,046

\$2,656,062,046

d. Assessed Value

\$2,080,334,450

\$2,080,334,450

e. Assessed Value of New Constr/ Renov

\$0

\$0

2018-19 Calculations

f. 2018-19 Tax Levy

\$38,299,915

\$38,299,915

(a * b)

2019-20 Calculations

g. Percent of Total Market Value

100.00000%

100.00000%

h. Rebalanced 2018-19 Tax Levy

\$38,299,915

\$38,299,915

(f Total * g)

i. Base Mills Subject to Index

18.5363

(h / a * 1000) if no reassessment

(h / (d-e) * 1000) if reassessment

Calculation of Tax Rates and Levies Generated

j. Weighted Avg. Collection Percentage

96.65000%

96.65000%

k. Tax Levy Needed

\$39,101,550

\$39,101,550

(Approx. Tax Levy * g)

l. 2019-20 Real Estate Tax Rate

18.7958

(k / d * 1000)

m. Tax Levy Generated by Mills

\$39,101,550

\$39,101,550

(l / 1000 * d)

n. Tax Levy minus Tax Relief for Homestead Exclusions

\$38,434,683

(m - Amount of Tax Relief for Homestead Exclusions)

o. Net Tax Revenue Generated By Mills

\$37,147,121

(n * Est. Pct. Collection)

Act 1 Index (current): 2.3%

Calculation Method:

Rate

Approx. Tax Revenue from RE Taxes:

\$37,147,121

Amount of Tax Relief for Homestead Exclusions

\$666,867

Total Approx. Tax Revenue:

\$37,813,988

Approx. Tax Levy for Tax Rate Calculation:

\$39,101,550

Dauphin

Total

Index Maximums

p. Maximum Mills Based On Index

18.9626

(i * (1 + Index))

q. Mills In Excess of Index

0.0000

(if (i > p), (i - p))

r. Maximum Tax Levy Based On Index

\$39,448,550

\$39,448,550

IV. (p / 1000 * d)

s. Millage Rate within Index?

Yes

(if i > p Then No)

t. Tax Levy In Excess of Index

\$0

\$0

(if (m > r), (m - r))

u. Tax Revenue In Excess of Index

\$0

\$0

(i * Est. Pct. Collection)

Information Related to Property Tax Relief

V. Assessed Value Exclusion per Homestead

\$6,553.00

Number of Homestead/Farmstead Properties

5413

5413

Median Assessed Value of Homestead Properties

\$158,900

2019-2020 Final General Fund Budget

AUN: 115221753 Derry Township SD

Printed 6/24/2019 5:03:51 PM

Act 1 Index (current): 2.3%

Calculation Method:

Rate

Approx. Tax Revenue from RE Taxes:

\$37,147,121

Amount of Tax Relief for Homestead Exclusions

\$666,867

Total Approx. Tax Revenue:

\$37,813,988

Approx. Tax Levy for Tax Rate Calculation:

\$39,101,550

Dauphin

Total

State Property Tax Reduction Allocation used for: Homestead Exclusions	\$666,867	Lowering RE Tax Rate	\$0	\$666,867
Prior Year State Property Tax Reduction Allocation used for: Homestead Exclusions	\$0			\$0
Amount of Tax Relief from State/Local Sources				\$666,867

CODE

6111	Current Real Estate Taxes	Amount of Tax Relief for Homestead Exclusions	Tax Levy Minus Homestead Exclusions	Percent Collected	Net Tax Revenue Generated By Mills
County Name	Taxable Assessed Value	Real Estate Mills	Tax Levy Generated by Mills		
Dauphin	2,080,334,450	18.7958	39,101.550	96.65000%	
Totals:	2,080,334,450	39,101.550	666,867 = 38,434,683 X	96.65000% = 37,147,721	

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6120	Current Per Capita Taxes, Section 679			0
6140	Current Act 511 Taxes - Flat Rate Assessments			0
6141	Current Act 511 Per Capita Taxes	\$0.00	0	0
6142	Current Act 511 Occupation Taxes - Flat Rate	\$0.00	0	0
6143	Current Act 511 Local Services Taxes	\$5.00	150,000	150,000
6144	Current Act 511 Trailer Taxes	\$0.00	0	0
6145	Current Act 511 Business Privilege Taxes - Flat Rate	\$0.00	0	0
6146	Current Act 511 Mechanical Device Taxes - Flat Rate	\$0.00	0	0
6149	Current Act 511 Taxes, Other Flat Rate Assessments	\$0.00	0	0

	Rate	Add'l Rate (if appl.)	Tax Levy	Estimated Revenue
6150	Total Current Act 511 Taxes - Flat Rate Assessments		150,000	150,000
6151	Current Act 511 Taxes - Proportional Assessments			
6151	Current Act 511 Earned Income Taxes	0.500%	5,000,000	5,000,000
6152	Current Act 511 Occupation Taxes	250.000%	1,784,000	1,784,000
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	810,000	810,000
6154	Current Act 511 Amusement Taxes	0.500%	1,530,150	1,530,150
6155	Current Act 511 Business Privilege Taxes	0.000%	0	0
6156	Current Act 511 Mechanical Device Taxes - Percentage	0.000%	0	0
6157	Current Act 511 Mercantile Taxes	0.000%	0	0
6159	Current Act 511 Taxes, Other Proportional Assessments	0	0	0
	Total Current Act 511 Taxes - Proportional Assessments		9,124,150	9,124,150
	Total Act 511, Current Taxes		9,274,150	9,274,150

Act 511 Tax Limit -->	2,656,062,046 X	12	31,872,745
Market Value		Mills	(511 Limit)

Tax Function	Description	Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index	Index	Additional Tax Rate Charged in:		Percent Change in Rate	Less than or equal to Index
		2018-19 (Rebalanced)	2019-20				2018-19 (Rebalanced)	2019-20		
6111	Current Real Estate Taxes									
	Dauphin									
	Current Act 511 Taxes – Flat Rate Assessments	18.5363	18.7958	1.40%	Yes	2.3%				
6143	Current Act 511 Local Services Taxes	\$5.00	\$5.00	0.00%	Yes	2.3%				
6144	Current Act 511 Trailer Taxes					2.3%				
	Current Act 511 Taxes – Proportional Assessments									
6151	Current Act 511 Earned Income Taxes	0.500%	0.500%	0.00%	Yes	2.3%				
6152	Current Act 511 Occupation Taxes	250.0000	250.0000	0.00%	Yes	2.3%				
6153	Current Act 511 Real Estate Transfer Taxes	0.500%	0.500%	0.00%	Yes	2.3%				
6154	Current Act 511 Amusement Taxes	0.500%	0.500%	0.00%	Yes	2.3%				

Description **Amount**

1000 Instruction

1100 Regular Programs - Elementary / Secondary	26,612,245
1200 Special Programs - Elementary / Secondary	8,104,277
1300 Vocational Education	1,473,029
1400 Other Instructional Programs - Elementary / Secondary	116,787
1600 Adult Education Programs	157,481
Total Instruction	\$36,463,819

2000 Support Services

2100 Support Services - Students	2,162,421
2200 Support Services - Instructional Staff	2,455,618
2300 Support Services - Administration	4,357,627
2400 Support Services - Pupil Health	1,007,919
2500 Support Services - Business	907,859
2600 Operation and Maintenance of Plant Services	5,711,173
2700 Student Transportation Services	2,698,012
2800 Support Services - Central	1,778,382
2900 Other Support Services	190,484
Total Support Services	\$21,269,495

3000 Operation of Non-Instructional Services

3200 Student Activities	1,682,257
3300 Community Services	9,986
Total Operation of Non-Instructional Services	\$1,692,243

5000 Other Expenditures and Financing Uses

5100 Debt Service / Other Expenditures and Financing Uses	286,642
5200 Interfund Transfers - Out	5,626,548
Total Other Expenditures and Financing Uses	\$5,913,190
Total Estimated Expenditures and Other Financing Uses	\$65,338,747

DescriptionAmount**1000 Instruction****1100 Regular Programs - Elementary / Secondary**

100 Personnel Services - Salaries	14,722,656
200 Personnel Services - Employee Benefits	8,932,504
300 Purchased Professional and Technical Services	716,495
400 Purchased Property Services	598,076
500 Other Purchased Services	548,420
600 Supplies	927,246
700 Property	107,471
800 Other Objects	59,377
Total Regular Programs - Elementary / Secondary	\$26,612,245

1200 Special Programs - Elementary / Secondary

100 Personnel Services - Salaries	4,051,830
200 Personnel Services - Employee Benefits	2,477,774
300 Purchased Professional and Technical Services	1,472,600
400 Purchased Property Services	150
500 Other Purchased Services	15,207
600 Supplies	83,366
800 Other Objects	3,350
Total Special Programs - Elementary / Secondary	\$8,104,277

1300 Vocational Education

100 Personnel Services - Salaries	543,953
200 Personnel Services - Employee Benefits	353,843
300 Purchased Professional and Technical Services	1,180
400 Purchased Property Services	3,550
500 Other Purchased Services	526,947
600 Supplies	38,028
800 Other Objects	5,528
Total Vocational Education	\$1,473,029

1400 Other Instructional Programs - Elementary / Secondary

100 Personnel Services - Salaries	32,842
200 Personnel Services - Employee Benefits	14,295
300 Purchased Professional and Technical Services	45,400
500 Other Purchased Services	5,400
600 Supplies	15,500
800 Other Objects	3,350
Total Other Instructional Programs - Elementary / Secondary	\$116,787

1600 Adult Education Programs

500 Other Purchased Services	157,481
Total Adult Education Programs	\$157,481

Total Instruction

\$36,463,819

2000 Support Services**2100 Support Services - Students**

100 Personnel Services - Salaries

1,238,151

Description

Page - 2 of 4

Amount

200 Personnel Services - Employee Benefits 831,711
 300 Purchased Professional and Technical Services 30,600
 500 Other Purchased Services 29,500
 600 Supplies 29,022
 800 Other Objects 3,437

Total Support Services - Students \$2,162,4212200 Support Services - Instructional Staff

100 Personnel Services - Salaries 1,172,130
 200 Personnel Services - Employee Benefits 1,037,322
 300 Purchased Professional and Technical Services 91,235
 400 Purchased Property Services 2,347
 500 Other Purchased Services 47,104
 600 Supplies 89,986
 800 Other Objects 15,494

Total Support Services - Instructional Staff \$2,455,6182300 Support Services - Administration

100 Personnel Services - Salaries 1,904,856
 200 Personnel Services - Employee Benefits 1,820,393
 300 Purchased Professional and Technical Services 387,535
 400 Purchased Property Services 44,741
 500 Other Purchased Services 69,727
 600 Supplies 63,742
 700 Property 7,452
 800 Other Objects 59,181

Total Support Services - Administration \$4,357,6272400 Support Services - Pupil Health

100 Personnel Services - Salaries 535,185
 200 Personnel Services - Employee Benefits 371,779
 300 Purchased Professional and Technical Services 78,475
 400 Purchased Property Services 2,250
 500 Other Purchased Services 100
 600 Supplies 16,590
 700 Property 2,100
 800 Other Objects 1,440

Total Support Services - Pupil Health \$1,007,9192500 Support Services - Business

100 Personnel Services - Salaries 476,723
 200 Personnel Services - Employee Benefits 293,458
 300 Purchased Professional and Technical Services 8,500
 400 Purchased Property Services 33,378
 500 Other Purchased Services 39,200
 600 Supplies 53,100
 800 Other Objects 3,500

Total Support Services - Business \$907,8592600 Operation and Maintenance of Plant Services

Description**Amount**

100 Personnel Services - Salaries	1,992,876
200 Personnel Services - Employee Benefits	1,402,471
300 Purchased Professional and Technical Services	159,517
400 Purchased Property Services	777,676
500 Other Purchased Services	236,300
600 Supplies	1,062,824
700 Property	48,874
800 Other Objects	30,635
Total Operation and Maintenance of Plant Services	\$5,711,173

2700 Student Transportation Services

100 Personnel Services - Salaries	1,043,892
200 Personnel Services - Employee Benefits	558,061
300 Purchased Professional and Technical Services	162,121
400 Purchased Property Services	31,524
500 Other Purchased Services	648,840
600 Supplies	229,700
700 Property	21,248
800 Other Objects	2,626
Total Student Transportation Services	\$2,698,012

2800 Support Services - Central

100 Personnel Services - Salaries	662,247
200 Personnel Services - Employee Benefits	442,080
300 Purchased Professional and Technical Services	81,187
400 Purchased Property Services	14,900
500 Other Purchased Services	172,548
600 Supplies	405,420
Total Support Services - Central	\$1,778,382

2900 Other Support Services

100 Personnel Services - Salaries	81,721
200 Personnel Services - Employee Benefits	56,804
500 Other Purchased Services	51,959
Total Other Support Services	\$190,484

Total Support Services**\$21,269,495****3000 Operation of Non-Instructional Services****3200 Student Activities**

100 Personnel Services - Salaries	803,586
200 Personnel Services - Employee Benefits	386,473
300 Purchased Professional and Technical Services	125,161
400 Purchased Property Services	63,100
500 Other Purchased Services	124,646
600 Supplies	126,750
700 Property	8,190
800 Other Objects	44,351
Total Student Activities	\$1,682,257

Description

3300 Community Services

100 Personnel Services - Salaries

200 Personnel Services - Employee Benefits

600 Supplies

Total Community Services

Total Operation of Non-Instructional Services

5000 Other Expenditures and Financing Uses

5100 Debt Service / Other Expenditures and Financing Uses

900 Other Uses of Funds

Total Debt Service / Other Expenditures and Financing Uses

5200 Interfund Transfers - Out

900 Other Uses of Funds

Total Interfund Transfers - Out

Total Other Expenditures and Financing Uses

TOTAL EXPENDITURES

5,772
2,464
1,750
\$9,986
\$1,692,243
286,642
\$286,642
5,626,548
\$5,626,548
\$5,913,190
\$65,338,747

Cash and Short-Term Investments

General Fund

06/30/2019 Estimate06/30/2020 Projection

8,442,920

8,444,118

Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund

Capital Reserve Fund - \$ 690, \$1850

Capital Reserve Fund - \$ 1431

6,200,000

3,000,000

Other Capital Projects Fund

Debt Service Fund

Food Service / Cafeteria Operations Fund

Child Care Operations Fund

Other Enterprise Funds

Internal Service Fund

Private Purpose Trust Fund

457,800

457,800

Investment Trust Fund

Pension Trust Fund

Activity Fund

174,700

174,700

Other Agency Fund

Permanent Fund

Total Cash and Short-Term Investments\$15,275,420\$12,076,618Long-Term Investments

General Fund

Public Purpose (Expendable) Trust Fund

Other Comptroller-Approved Special Revenue Funds

Athletic / School-Sponsored Extra Curricular Activities Fund

Capital Reserve Fund - \$ 690, \$1850

Capital Reserve Fund - \$ 1431

Other Capital Projects Fund

Debt Service Fund

Food Service / Cafeteria Operations Fund

Child Care Operations Fund

Other Enterprise Funds

Internal Service Fund

Private Purpose Trust Fund

Investment Trust Fund

Pension Trust Fund

Activity Fund

Other Agency Fund

06/30/2019 Estimate06/30/2020 Projection

Long-Term Investments

06/30/2019 Estimate

06/30/2020 Projection

Permanent Fund

Total Long-Term Investments

TOTAL CASH AND INVESTMENTS

\$15,275,420

\$12,076,618

Long-Term IndebtednessGeneral Fund06/30/2019 Estimate06/30/2020 Projection

0510 Bonds Payable

29,265,000

25,210,682

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

1,412,755

1,501,700

2,844,374

2,664,374

4,095,000

4,095,000

Total General Fund\$37,617,129\$33,471,756Public Purpose (Expendable) Trust Fund

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Public Purpose (Expendable) Trust FundOther Controller-Approved Special Revenue Funds

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Other Controller-Approved Special Revenue FundsAthletic / School-Sponsored Extra Curricular Activities Fund

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Athletic / School-Sponsored Extra Curricular Activities FundCapital Reserve Fund - \$ 690, \$1850

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

Long-Term Indebtedness

06/30/2019 Estimate

06/30/2020 Projection

0530 Lease-Purchase Obligations
 0540 Accumulated Compensated Absences
 0550 Authority Lease Obligations
 0560 Other Post-Employment Benefits (OPEB)
 0599 Other Noncurrent Liabilities

Total Capital Reserve Fund - \$ 690 \$1850

Capital Reserve Fund - \$ 1431

0510 Bonds Payable
 0520 Extended-Term Financing Agreements Payable
 0530 Lease-Purchase Obligations
 0540 Accumulated Compensated Absences
 0550 Authority Lease Obligations
 0560 Other Post-Employment Benefits (OPEB)
 0599 Other Noncurrent Liabilities

Total Capital Reserve Fund - \$ 1431

Other Capital Projects Fund

0510 Bonds Payable
 0520 Extended-Term Financing Agreements Payable
 0530 Lease-Purchase Obligations
 0540 Accumulated Compensated Absences
 0550 Authority Lease Obligations
 0560 Other Post-Employment Benefits (OPEB)
 0599 Other Noncurrent Liabilities

Total Other Capital Projects Fund

Debt Service Fund

0510 Bonds Payable
 0520 Extended-Term Financing Agreements Payable
 0530 Lease-Purchase Obligations
 0540 Accumulated Compensated Absences
 0550 Authority Lease Obligations
 0560 Other Post-Employment Benefits (OPEB)
 0599 Other Noncurrent Liabilities

Total Debt Service Fund

Food Service / Cafeteria Operations Fund

0510 Bonds Payable
 0520 Extended-Term Financing Agreements Payable
 0530 Lease-Purchase Obligations
 0540 Accumulated Compensated Absences
 0550 Authority Lease Obligations

Long-Term Indebtedness

06/30/2019 Estimate

06/30/2020 Projection

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Food Service / Cafeteria Operations FundChild Care Operations Fund

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Child Care Operations FundOther Enterprise Funds

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Other Enterprise FundsInternal Service Fund

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Internal Service FundPrivate Purpose Trust Fund

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Private Purpose Trust Fund

Long-Term Indebtedness**Investment Trust Fund**

06/30/2019 Estimate

06/30/2020 Projection

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Investment Trust Fund**Pension Trust Fund**

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Pension Trust Fund**Activity Fund**

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Activity Fund**Other Agency Fund**

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Other Agency Fund**Permanent Fund**

0510 Bonds Payable

0520 Extended-Term Financing Agreements Payable

Long-Term Indebtedness

06/30/2019 Estimate

06/30/2020 Projection

0530 Lease-Purchase Obligations

0540 Accumulated Compensated Absences

0550 Authority Lease Obligations

0560 Other Post-Employment Benefits (OPEB)

0599 Other Noncurrent Liabilities

Total Permanent Fund

Total Long-Term Indebtedness

\$37,617,129

\$33,471,756

Short-Term Payables

06/30/2019 Estimate

06/30/2020 Projection

General Fund		
Public Purpose (Expendable) Trust Fund		
Other Comptroller-Approved Special Revenue Funds		
Athletic / School-Sponsored Extra Curricular Activities Fund		
Capital Reserve Fund - \$ 690, \$1850		
Capital Reserve Fund - \$ 1431		
Other Capital Projects Fund		
Debt Service Fund		
Food Service / Cafeteria Operations Fund		
Child Care Operations Fund		
Other Enterprise Funds		
Internal Service Fund		
Private Purpose Trust Fund		
Investment Trust Fund		
Pension Trust Fund		
Activity Fund		
Other Agency Fund		
Permanent Fund		

Total Short-Term Payables

TOTAL INDEBTEDNESS

\$37,617,129

\$33,471,756

Account Description

Amounts

0810 Nonspendable Fund Balance

494,228

0820 Restricted Fund Balance

0830 Committed Fund Balance

2,884,692

0840 Assigned Fund Balance

0850 Unassigned Fund Balance

5,065,198

Total Ending Fund Balance - Committed, Assigned, and Unassigned

\$7,949,890

5900 Budgetary Reserve

Total Estimated Ending Committed, Assigned, and Unassigned Fund Balance and Budgetary Reserve

\$8,444,118

AIA® Document B221™ – 2014

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 01 Amendment B made as of the 21 day of May in the year 2019

(In words, indicate day, month and year.)

THE OWNER:

(Name, legal status and address)

Derry Township School District
30 East Granada Avenue, Suite 200
Hershey, PA 17033

THE ARCHITECT:

(Name, legal status and address)

Warehaus
320 North George Street, Suite 100
York, PA 17401

for the following **PROJECT:**

(Name, location and detailed description)

We are pleased to present our Agreement to provide additional professional services for the above referenced Project. We understand that the Project involves the roof replacement work to three (3) existing buildings with approximately 144,800 sf +/- located at 30 East Granada Avenue in Hershey, Derry Township, Dauphin County, Pennsylvania.

It is our understanding that our scope of services is to generally include Architectural (Warehaus / ThYNK Design, Structural, Plumbing, and Electrical, with our scope of services being more specifically described in Article 3.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the 12 day of July in the year 2018

(In words, indicate day, month and year.)

form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™-2014, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 INSURANCE
- 3 ARCHITECT'S SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, authorized representatives, anticipated procurement method, Owner's Sustainable Objective and other information relevant to the Project.)

§ 1.2 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To Be Determined

- .2 Substantial Completion date:

To Be Determined

§ 1.3 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address and other information.)

Mike Frentz
Derry Township School District
30 East Granada Avenue, Suite 200
Hershey, PA 17033

§ 1.4 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address and other information.)

Craig Campbell
Warehaus
320 North George Street, Suite 100
York, PA 17401

§ 1.5 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the

Init.

schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 INSURANCE

The Architect shall maintain insurance as set forth in the Master Agreement. If the Architect is required to maintain insurance exceeding the requirements set forth in the Master Agreement, those additional requirements are as follows: *(Identify types and limits of insurance coverage, and other insurance requirements applicable to this Service Order which exceed those specified in the Master Agreement, if any.)*

ARTICLE 3 ARCHITECT'S SERVICES

§ 3.1 The Architect's Services under this Service Order are described below.

§ 3.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit 'A' – Additional Scope of Services

§ 3.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

See Exhibit 'A' – Additional Scope of Services

ARTICLE 4 OWNER'S RESPONSIBILITIES

The Owner shall have those responsibilities set forth in the Master Agreement and as follows:
(Describe the Owner's responsibilities related to this Service Order not otherwise described in the Master Agreement, including, as applicable, surveys, tests, inspections, and reports to be provided by the Owner, and the Architect's access to the site.)

See Exhibit 'A' – Additional Scope of Services

ARTICLE 5 COMPENSATION

§ 5.1 For Basic Services described under Section 3.1.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit 'A' – Additional Scope of Services

§ 5.2 For Additional Services described under Section 3.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit 'A' – Additional Scope of Services

§ 5.3 For Reimbursable Expenses, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

See Exhibit 'A' – Additional Scope of Services

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ARTICLE 6 ATTACHMENTS AND EXHIBITS

The following attachments and exhibits, if any, are incorporated herein by reference:
(List other documents, if any, and any exhibits relied on in Article 3.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

Ruth S. Sicker, President
(Printed name and title)

ARCHITECT (Signature)

Craig E. Campbell Project Manager
(Printed name and title)

Init.

ADDITIONAL SCOPE OF SERVICES – EXHIBIT 'A'

May 21, 2019

REVISED – May 24, 2019

Mr. Mike Frentz
DERRY TOWNSHIP SCHOOL DISTRICT
District Office
30 East Granada Avenue
Hershey, PA 17033

(Client)

RE: DTSD – Granada Avenue Buildings Roof Replacement
Project No.: 2018.0170.01
Service Order #01 Amendment B

(Project)

Dear Mike:

We are pleased to present our Agreement to provide additional professional services for the above referenced Project.

It is our understanding that our additional scope of services is to generally include Architectural (Warehaus / ThYNK Design), Structural, Plumbing and Electrical (Warehaus), with our scope of services being more specifically described in Section I:

I. SCOPE OF SERVICES:

1.0 Construction Document Phase Services (No Cost)

- 1.1 Our office will attend up to two (2) meetings with the Client to review and discuss the progress of the documentation. Any additional meetings will be via GoToMeeting, only as required.
- 1.2 Our office will update the construction document package to only include the work required for the roofing replacement on buildings A, B & C including new aluminum copings and miscellaneous refurbished TC copings and trim.
 - 1.2.1 All previous buildings to be demolished will remain.
 - 1.2.2 The existing exterior built-up canopy roof on Building B/C will receive a new EPDM roof with new scupper and downspout.

- 1.3 Our office will provide building demolition documents for miscellaneous ancillary roof elements.
 - 1.3.1 Miscellaneous existing roof railings and ladders will be removed and new railings and ladders to meet code will be installed.
 - 1.3.2 Demolition of existing roof gas lines for new roofing membrane install and install new painted gas lines and supports.
- 1.4 Our office will meet with the Hershey-Derry Township Historical Society (Nikki Soliday – Executive Director) to present / review the scope of work to be performed.
- 1.5 Our office will attend a meeting with the Design Team for QA/QC review and final coordination.
- 1.6 Our office will prepare and distribute meeting minutes for meetings listed in this phase of work.
- 1.7 Our office does not anticipate attendance at any DTSD School Board Presentation Meeting in this phase of work.

2.0 Permitting and Bidding Phase Services (No Cost)

2.1 Permitting Services

- 2.1.1 Our office will submit five (5) signed and sealed plan sets and three (3) specification sets to the Municipality.
- 2.1.2 Our office will provide the applicable forms for re-submission to the Municipality.
- 2.1.3 Our office will prepare correspondence associated with comments generated by the Municipality in an effort to acquire final plan approval.

2.2 Bidding Services

- 2.2.1 Upon final Client approval of the Construction Documents, the Project will be advertised for solicitation of bids.
- 2.2.2 Our office will prepare bid sets in PDF format of the bid documents, which will be distributed via the PennBid Portal.
- 2.2.3 Our office will coordinate the uploading process with the PennBid portal.
- 2.2.4 Our office will manage and respond to Requests for Information (RFI's).
- 2.2.5 Our office will issue bulletins/addendums as required to address RFI's, including supplemental drawings if required.
- 2.2.6 Representatives of our office will conduct and attend one (1) Pre-Bid meeting.
- 2.2.7 Our office will coordinate the bidding process.

- 2.2.8 Representatives of our office will attend one (1) Bid Opening meeting.
- 2.2.9 Our office will assist with the evaluation of the bids and provide the bid tabulation and recommendation to and for DTSD final determination / selection.
- 2.2.10 Our office will meet with the Client to review the bids prior to awarding the contract.
- 2.2.11 Our office will attend a District School Board meeting.

3.0 Construction Phase Services

- 3.1.1 Our office will prepare and issue the contract on behalf of the Client.
- 3.1.2 Our office will attend one (1) Pre-Construction meeting.
- 3.1.3 Our office will review properly prepared Requests for Information, request for change orders and issue construction directives as necessary. For the purpose of this Agreement the Design Professional shall have five (5) business days to respond.

A properly prepared Request for Information shall be in the form prepared or approved by the Design Professional and shall include a detailed written statement that indicates the specific drawings or specifications in need of clarification and the nature of the clarification requested. The Design Professional will be under no obligation to answer informal or improperly prepared requests and will not be liable for the consequences thereof.

- 3.1.4 Our office will review properly prepared Submittals, including material Submittals and shop drawings, for general conformance with the intent of the contract documents.

For the purpose of this Agreement it is assumed that our office will review each Submittal and/or shop drawing no more than two (2) times. For the purpose of this Agreement the Design Professional shall have up to ten (10) business days to respond.

For the purpose of this Agreement our office has no obligation to review any Submittals, shop drawings, or other information (collectively "Submittals") not expressly included in this Agreement.

- 3.1.5 Our office will attend up to eight (8) bi-weekly Construction Project meetings, assuming over a three (3) month construction period.
- 3.1.6 Our office will prepare and distribute meeting minutes of the above referenced Project meetings.

- 3.1.7 A qualified representative from our office will provide up to six (6) bi-weekly construction observation site visits, assuming a three (3) month construction period. Site visits are intended to observe the construction and determine general compliance with the contract documents and design intent which shall not be construed as acceptance of work or to relieve the Contractor from his contractual obligations.
- 3.1.8 The construction observation visits will occur on same day as bi-weekly project conferences identified in 3.1.5.
- 3.1.9 Our office will prepare minutes of construction observation site visits for submission to the Client.
- 3.1.10 Our office will review and approve requests for change orders and issue construction directives as necessary to ensure continuity of work.
- 3.1.11 Our office will review and process Contractor's Applications for Payment.
- 3.1.12 Our office will prepare and issue an exterior punch list at time of substantial completion for each of the three (3) buildings. One (1) trip is included for the exterior punch list.
- 3.1.13 Our office will review and process substantial completion forms and/or forms stating that the construction conforms to the design documents. Completion of said forms are for general compliance with the contract documents and design intent which shall not be construed as acceptance of work or to relieve the Contractor from his contractual obligations.
- 3.1.14 Our office will prepare "record" drawings based on redline "as-built" documents supplied by the contractors. We will convert the marked-up, "as-built" drawings provided by Contractor to AutoCAD file format but, in making such conversion, does not make any representation or warranty whatsoever as to the accuracy or completeness of the underlying "As-Built" drawings or their reliability, utility, or suitability for the Owner's intended use.

II. EXCLUSIONS:

For the purpose of this Agreement for Additional Services all exclusions outlined in the original Agreement shall be included herein by reference except as modified herein.

- 1.0 Scoping and filming of approximately 50+/- existing roof drain leaders.
- 2.0 Services not specifically described herein.

III. COMPENSATION:

The additional professional services outlined in Section I will be provided on a lump sum basis with the contract budget for professional services being adjusted as follows.

1.0	Original Fee:	
1.1	Lump Sum	\$168,000.00
1.2	Reimbursable Expense Estimate (Time & Material)	\$8,000.00
2.0	Fee to Date:	
2.1	Lump Sum	\$204,800.00
2.2	Reimbursable Expense Estimate (Time & Material)	\$8,000.00
3.0	Current Adjustment:	
3.1	Lump Sum	\$44,400.00
3.2	Reimbursable Expense Estimate (Time & Material)	N/A
4.0	TOTAL ADJUSTED FEE:	
4.1	Lump Sum	\$249,200.00
4.2	Reimbursable Expense Estimate (Time & Material)	\$8,000.00
5.0	GRAND TOTAL ADJUSTED FEE	\$257,200.00

The lump sum fee includes subconsultants' fees but does not include reimbursable expenses. We do not anticipate any additional reimbursable expenses for this amendment and will be covered under the original Agreement.

IV. ADDITIONAL SERVICES:

Additional services not specifically described in Section I, if required or requested, will be provided under an Amendment to this Agreement or under a separate Agreement.

V. SCHEDULE:

The schedule is dependent upon timely responses to inquiries from Warehaus. Delays resulting from Client reviews, Municipal or Regulatory approvals, requested revisions, or suspension of the Project may have an impact on the proposed schedule.

VI. TERMS AND CONDITIONS:

For the purpose of this Agreement the terms and conditions as outlined in the original AIA Master Agreement Between Owner and Architect shall be included herein as reference.

This Agreement is valid for thirty (30) days.

VII. ACCEPTANCE:

If this Agreement is acceptable, please indicate so by signing below and returning an original to us.

If there is no response to this Agreement, work will not be initiated and all work already in process will not continue until authorization to proceed is received.

Thank you for the opportunity to submit this Agreement and provide services on this Project.

Sincerely,

WAREHAUS



Craig E. Campbell
Project Manager

Barley Snyder

ATTORNEYS AT LAW

126 East King Street
Lancaster, PA 17602-2893
Tel 717.299.5201 Fax 717.291.4660
www.barley.com

William J. Zee, Esquire
Direct Dial Number: (717) 208-8835
E-mail: wzee@barley.com

June 7, 2019

Via Email at jmcfarland@hershey.k12.pa.us

Joseph McFarland, Superintendent
Derry Township School District
30 East Granada Avenue
P.O. Box 898
Hershey, PA 17033

Re: Engagement Letter

Dear Mr. McFarland:

This letter will confirm that the Board of Directors of the Derry Township School District (the "District") has asked to renew our representation of the District for a three year period.

First of all, we want to thank the District for inviting us to continue our service as Solicitor for the District and to provide us the opportunity to sustain our professional relationship with the Board and the Administration. We are honored to serve as Solicitor. We appreciate the trust the Board and the Administration have placed in us.

Second, we are obligated to remind you that when a law firm represents a school district, the firm's client is only the school entity, not its individual employees or directors. We are not precluded from representing employees and directors, provided there is no conflict of interest involved.

It is our understanding that we will serve as Solicitor for the District effective July 1, 2019 through June 30, 2022 unless otherwise terminated prior to that time. As Solicitor, we will act as primary legal counsel on behalf of the District as directed from time to time by the Board and the Administration. We understand that the scope of our duties and/or representation may change from time to time as directed by the Board and/or further instruction from the Administration.

The rules of professional conduct applicable to lawyers practicing in Pennsylvania require us to set forth in writing the basis on which the District will be charged for services rendered by our firm. The attached memorandum describes the standard billing policies and

procedures that apply generally to our clients and the elements we consider in determining fees. However, please note that adjustments that were made in connection with our engagement of the District since 2016 with respect to the policies and procedures outlined in the attached shall remain in effect through the term of this renewal, including the following:

1. The District will not be charged for mileage.
2. The District will not be charged the standard 0.005% administrative fee.
3. The District will not be charged late fees.
4. The District not be required to remit payment for time or Barley controlled costs entered late from previous months. Please note that any costs incurred from outside vendors will be submitted immediately upon receipt.
5. The District will not be billed for costs for electronic research (Westlaw).

Barley Snyder recognizes the importance of serving the public and understand the financial constraints that are often placed on school districts. Because the firm values our role in supporting public education, we offer a reduced billing rate for services performed on behalf of public school entities. Our statements for professional services for the 2019-2020 school year will be based upon the following schedule: Partners (\$210/hour); Associates (\$185/hour); Paralegals (\$140/hour); Administrative Support (\$60/hour). While we typically review and establish our annual rates each year, we are committed to capping rates through June 30, 2022 so as not to exceed the following schedule: Partners (\$215/hour); Associates (\$195/hour); Paralegals (\$150/hour); Administrative Support (\$70/hour).

Consistent with our prior agreement with the Board, we will attend all regularly scheduled Board meetings and Executive Sessions until such time as the Board may direct unless otherwise excused. Our fee for attending these bi-monthly meetings for 2019-2020 will be the lesser of our hourly rates above or at the rate of \$420/meeting, including travel time. The flat fee for attendance at bi-monthly meetings shall not exceed \$430/meeting for the term of this renewal.

Of course, we cannot make any promises or guarantees about the outcome of the matters as to which the District has engaged us, and nothing in this letter or in our statements should be so construed. When we provide our opinion as to the probable outcome of any matter, it is with the understanding that our opinion is just that, and not a promise or guarantee. In addition, any litigated matter involves uncertainty and the risk of an adverse outcome, potential factual or legal difficulties as to claims and defenses can typically not be fully assessed at the outset of a matter and that, with very rare exceptions, attorneys' fees are not recoverable from the opposing party even if the client prevails in the litigation.

To enable us to effectively represent the District in this matter, the Board and Administration agree to cooperate fully with us in all matters relating to the preparation and

June 7, 2019

Page 3

presentation of matters, to fully and accurately disclose to us all facts that may be relevant to the matter or that we may otherwise request, and to keep us informed of any developments related to specific matters.

Our engagement as legal counsel or our representation in any particular matter may be terminated by the District at any time for any reason. Similarly, we may withdraw as legal counsel or from our representation of the District in any particular matter for good cause, which includes failure to timely make payment for services rendered and expenses advanced, refusal to cooperate with us or to follow our advice on a material matter, or any other fact or circumstances that would render our continuing representation unlawful or unethical. If and when our services to the District conclude, all unpaid fees and costs will be immediately due and payable.

If the information in this letter is contrary to your understanding, please let me know as soon as possible. If information in this letter is not consistent with your understanding of our agreement, please contact us before signing this agreement. Otherwise, please sign the agreement where indicated below and return it to me.

Again, our ability to serve the District effectively depends in part on our having a comfortable, open relationship. If you have any questions or concerns about any invoice, or about any aspect of our work, please talk candidly with us about them.

We thank you, again, for your confidence in our firm and look forward to working with you.

Sincerely,



William J. Zee

WJZ:cla

7032810.1

Attachment

cc: Michael Frentz, Business Manager (via email at mfrentz@hershey.k12.pa.us)

I have read this letter and the attached Policies and Procedures and consent to the terms.

Name:

Kathyl Sicker-Keller

Company:

S Derry Township School Board

Title:

President

Date:

6/24/19

Barley Snyder

ATTORNEYS AT LAW

Barley Snyder Policies and Procedures

1. **Fees.** Many factors are taken into account in billing for our services, including the hourly billing rates of the lawyers and paralegals who work on the matter, the novelty and complexity of the issues involved, the urgency with which the services must be performed, the extent to which an undertaking precludes us from representing other clients, the results achieved and the amounts typically charged by comparable firms for similar work. Hourly rates are used as general guidelines – but only as general guidelines – with the final fee based upon a judgment as to the proper application of all the factors previously mentioned.
2. **Hourly Billing Rates.** Currently, our hourly billing rates range from \$160 to \$550 for attorneys and from \$75 to \$240 for paralegals and legal assistants. These rates vary from attorney to attorney depending on expertise, area of practice and experience. Hourly rates are reviewed periodically and may increase during the course of our engagement on your behalf.
3. **Disbursements.** Most engagements require that from time to time certain advances be made on your behalf by the firm. Out of pocket expenses for travel, toll calls, filing fees and similar items, and charges for certain administrative services such as photocopying, telecopy transmission and receipt, computer assisted research, special delivery and, in limited circumstances, secretarial overtime specifically related to a particular matter will be separately billed and identified on our statements.
4. **Periodic Billings.** Unless we have made other arrangements, it is our policy to render monthly or quarterly statements for professional services. Usually, we prepare electronic statements and deliver via email during the middle of the month following any month or quarter in which substantial services have been rendered and/or disbursements have been incurred. We expect that our statements will be paid upon presentation, but, in any event, within thirty (30) days after you receive the statement. The amounts paid on our interim billings are applied to the total final fee.
5. **Administrative Charge.** In the event our statement for fees and disbursements is not paid within thirty (30) days after you receive it, we reserve the right to impose a charge at the rate of fifteen percent (15%) per annum on the balance due against fees to help defray the additional cost of carrying and administering delinquent accounts.
6. **Retainer - Advance Against Fees.** In accordance with firm policy, we generally require a retainer from new clients or with respect to significant new matters for existing clients in an amount appropriate to the engagement. The retainer is in the nature of a deposit held by the firm on account of its continuing investment of time and effort. Even though we may hold a retainer, we expect payment periodically as statements are issued for services rendered as reflected by interim billings. We reserve the right to apply the retainer to any outstanding charges you may owe. If the retainer is used to pay a billing, we will notify you in writing and require that, within thirty (30) days after you have received the notice, you pay the amount applied from the retainer or such other amount as we specify. As with the initial payment of a retainer, any repayment of a retainer will be in addition to your requirement to pay periodically as statements are issued for services.
7. **Termination.** You may terminate our representation in a matter at any time. We have the same right, subject to our obligation to give you reasonable notice to arrange alternative representation. If our

representation is terminated, it is expected that all charges incurred through the date of termination will be paid in full before files are turned over to new counsel.

8. **Records Retention.** You are entitled, upon written request, to documents and materials from the file in our possession relating to the legal services performed by us for you, excluding our internal accounting records and other documents not reasonably necessary to your representation, subject to our right to make copies of any files withdrawn by you. It is our practice to regularly send you the relevant materials and documents from the file during the course of our legal representation.

Once our legal representation in the matter is concluded, we will close the file and you will receive notice of this. The file will be stored in the firm's records department. If you wish to retrieve the file from our storage location or transfer the file to you or another attorney in the future, you may be charged an administrative fee in advance for this service.

In the future, the firm will, consistent with all applicable rules of professional conduct, use its discretion as to the retention or destruction of the file per the firm's client records retention schedule. Prior to the file destruction date, you will receive notice that the file is subject to destruction. This notice will be sent to the last address in our records and we ask that you keep us apprised of any address changes. At that time, you can choose to allow the file to be destroyed or to have the file returned to you. If you wish to have the file returned to you at that time, there may be an administrative fee, payable in advance, for this service.

9. **Trust Account Funds.** Barley Snyder maintains trust accounts under the Pennsylvania Interest on Lawyer Trust Accounts ("IOLTA") rules. Currently, the Barley Snyder IOLTA accounts are maintained at multiple financial institutions. Any funds we hold for you in our IOLTA account at a particular bank will be aggregated with any funds which you have on deposit with that bank when determining the \$250,000 Federal Deposit Insurance Corporation insurance coverage for deposits. Generally, we will place client trust funds which we receive in a single IOLTA account held with a single bank, unless the funds exceed \$250,000, in which case the funds will be deposited in multiple accounts in amounts of \$250,000 or less per financial institution. If you desire that we make other arrangements, such as splitting the funds among banks because the funds we hold in trust, together with your funds on deposit at the same bank, exceed the \$250,000 limit, you must advise us of your desire that we take further steps to protect your funds.

Any questions you may have regarding the firm's billing procedures or the nature and extent of our undertaking on your behalf should be directed to the attorney who is your primary contact in the engagement.

BARLEY SNYDER

- How often would we like to meet with Karen for a PSBA Update/Information?
 - 1 or 2/year with full Board?
 - 1 or 2/year with Superintendent, President, Liaisons?
- Act 55 mandated training required for School Directors
 - 4 hours “New Training” for New School Directors
 - 2 hours “Advanced Training” for re-elected School Directors
- Updated Orientation Training/Materials available for Superintendent, President, (possibly Liaisons) to share with rest of Board - coming in January 2020
- PSBA School Solicitor Conference is July 11-12 at State College – do not have to be a solicitor to attend – open to School Directors/Superintendents
- PSBA School Board Secretaries Conference is July 30-31 at Kalahari Resort
- Success Starts Here – remember to share our stories from Derry Township SD
- Appoint 2 PSBA Delegates for the Delegate Assembly at the PSBA Conference in October
 - Due to PSBA by June 28
 - PSBA Delegates get to vote on the Legislative Platform
 - Karen will check on process – if need to be Board voted or can just name Liaisons or interested members
- PSBA Legislative Platform Submission – no issues to submit this year
- PSBA Principles for Governance and Leadership Resolution – we have already adopted these in our Board Operating Guidelines

Respectfully Submitted,

Tricia Steiner