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**Derry Township School District
Board of Directors Meeting
August 28, 2017
Summary Minutes - III**

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Mrs. Mysel at 7:00 p.m.

b. Roll Call

Members in Attendance: Brian Shiflett, Julie Neal, Kathy Sicher, Jayanth Franklin, Heidi Eby, John Abel, Jennifer Mysel, Maria Memmi, Terry Singer

Member Absent: None

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

Staff/Public in Attendance: Stacy Winslow, Jason Reifsnyder, Mike Knause, Richard LeBlanc, Mark Anderson, Dan Tredinnick

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the August 28, 2017 Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby the Board Agenda for the evening's meeting was approved.

Vote Results

Aye:	9	Brian Shiflett, Jayanth Franklin, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, John Abel, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

2. INFORMATIONAL AND PROPOSALS

a. Announcement of Executive Session

Minutes

Mrs. Mysel announced the Board met in Executive Session prior to the regular meeting to discuss:

- Matters of personnel

b. Recognition of Citizens (Agenda Items)

This was 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 three (3) minutes of speaking time once recognized and limited to one opportunity to address the Board

during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting.

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

Minutes

The following citizens were recognized by the Board of Directors:

- None

c. Finance/Budget Update

Minutes

Mr. Frentz provided the Board with and update on the following:

- State Budget
- Auditor

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

The following items will be on the Agenda for the September 11, 2017 Public Board of Directors Meeting:

1. Approval of August 28, 2017 Board of Directors Summary Minutes
2. Presentation: Resource Evaluation (Allison Mackley)
3. Requests for the Use of Facilities
4. Personnel
5. Staff Development

Minutes

Anticipated Agenda items for the September 11, 2017 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

a. Granada Property

Minutes

The following items were discussed about the Granada Property:

- Roof replacement
- Facility Study

b. Occupational Tax Discussion

Minutes

The Board discussed raising the wage for exoneration of the Occupational tax from \$10,000 to \$12,000. It was reported that as of 2015 about 230 taxpayers reported making between \$10,000 and \$12,000 in earned income, if taxes were collected at 100% the increase in the exonerated wage would result in reduced revenue from Occupational tax collection by approximately \$58,000.

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 Mr. Franklin and a second by Mrs. Eby the consent agenda items were approved.

Vote Results

Aye:	9	Brian Shiflett, Jayanth Franklin, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, John Abel, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

a. Approval of August 14, 2017 Summary Board of Directors Meeting- II Minutes

b. Approval of July 2017 Finance Report

1. The Treasurer's Report for the month ending July 31, 2017 was summarized as follows:

General Fund Revenue	\$4,411,231
General Fund Expenditures	3,205,717
Balance of Cash Plus Investments (Includes Capital Reserve)	18,736,589

2. The listed schedule of investment transactions for the period beginning July 1, 2017 through July 31, 2017 had total interest earnings of \$7,254 comprised of the following:

General Fund	6,570
Capital Reserve	684

The average interest rate for July 2017 was .45%

3. The July 2017 expenditures for the paid bills for all funds totaled \$2,815,689 excluding net payroll, retirement contributions, and debt service.
4. The August 2017 expenditures for the unpaid bills for all funds totaled \$1,340,532 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of August 2017 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	99,100
Net Payroll (2 pays)	
Employer Provided Insurance	1,115,000

Payroll Deductions	590,000
Employer Payroll Taxes (FICA/RET)	130,400
Debt Service	<u>0</u>
Total Estimated Expenditures	\$3,354,100

c. Announcement of School Board Professional Development Conference

<i>Board of Directors:</i>	John Abel, Jay Franklin, Jennifer Mysel, Julie Neal, Brian Shiflett, Terry Singer
<i>Conference:</i>	2017 PSBA School Leadership Conference
<i>Location:</i>	Hershey Lodge and Convention Center
<i>Dates:</i>	October 18-20, 2017
<i>Expenses:</i>	\$391.00 (Each)

5. NEW BUSINESS

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

The Administration recommended the Board approve the Title IIA Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for 2017-2018 School Year.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby the Title IIA Non-Public School Instructional Service Agreement with the Capital Area Intermediate Unit for 2017-2018 School Year was approved.

Vote Results

Aye:	9	Brian Shiflett, Jayanth Franklin, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, John Abel, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

b. Approval of Contract of Services - PA Educator

The Administration recommended the approval of the Contract of Services for PA Educator in the amount of \$2,375.00 starting July 1, 2017 through June 30, 2018.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby the Contract of Services for PA Educator in the amount of \$2,375.99 starting July 1, 2017 through June 30, 2018 was approved.

Vote Results

Aye:	9	Brian Shiflett, Jayanth Franklin, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, John Abel, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	

Not Cast: 0

MOTION CARRIED

c. Approval of Water Treatment Services - R. L. Clarke Enterprises

The Administration recommended the Board approve the Agreement with R. L. Clarke Enterprises, Inc. to provide water treatment services for the period of July 1, 2017 to June 30, 2018 in the amount of \$9,312 for all district buildings excluding the Middle School.

Minutes

Following a motion by Mr. Franklin and a second by Mr. Shiflett the Agreement with R.L. Clarke Enterprises, Inc. to provide water treatment services for the period of July 1, 2017 to June 30, 2018 in the amount of \$9,312 for all district buildings excluding the Middle School was approved.

Vote Results

Aye:	9	Maria Memmi, Jennifer Mysel, John Abel, Kathy Sicher, Heidi Eby, Terry Singer, Julie Neal, Jayanth Franklin, Brian Shiflett
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

d. Personnel - Resignations

The Administration recommended the approval of the following resignations:

Classified:

Burke, Kara

General Food Service Worker

Middle School

Reason: Personal

Effective: 08/24/2017 (retroactive)

Longreen, Danette

Library Aide

Early Childhood Center

Reason: Personal

Effective: 08/25/2017 (retroactive)

Miller, Miriam

Paraprofessional

Intermediate Elementary School

Reason: Personal

Effective: 09/12/2017

Smith, Sheila

Cafeteria/Recess Aide

Elementary School

Reason: Personal

Effective: 08/22/2017 (retroactive)

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Neal the Personnel - Resignations items were approved.

Vote Results

Aye:	9	Maria Memmi, Jennifer Mysel, John Abel, Kathy Sicher, Heidi Eby, Terry Singer, Julie Neal, Jayanth Franklin, Brian Shiflett
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

e. Personnel - General

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

Professional:

Broggin, Rachelle (for Amy Kensinger)

Grade 2 Teacher

Primary Elementary School

Long-Term Substitute

Bachelors, Step 1

Salary: \$50,294 (pro-rated)

Effective: 08/29/2017 through approximately 03/05/2018

Classified:

Gardner, Beth

Substitute Administrative Assistant

District-wide

Salary: \$17.10 per hour

Effective: 08/29/2017 (pending receipt of Act 168 certification)

Harman, Scott*

Substitute Food Service/Stockroom Utility Driver

District-wide

Salary: \$18.27 per hour

Effective: 08/29/2017

Transfer of Classified Staff:

Bailey, Martha*

From: Paraprofessional

Primary Elementary School

To: Paraprofessional (Self-Contained Classroom) (replacing Nicole Miller)

High School

Level B: 6.5 hours per day

Salary: \$16.34 per hour

Effective: 08/29/2017

Cosey, Richard*

Paraprofessional

From: Intermediate Elementary School

To: Primary Elementary School

Level A: 5.75 hours per day

Salary: \$17.32 per hour

Effective: 08/29/2017

Dickerson, Krista*

Administrative Assistant

Middle School

From: Level C: 7.5 hours per day

To: Full-time, 7.5 hours per day (replacing Colleen Peters)

Salary: \$19.96 per hour

Effective: To be determined

Fink, Joann*

Paraprofessional (Self-Contained Classroom)

From: Intermediate Elementary School

To: Primary Elementary School

Level B: 6.5 hours per day

Salary: \$18.56 per hour

Effective: 08/29/2017

Lane, Christine*

Paraprofessional (Self-Contained Classroom)

From: Primary Elementary School

To: Intermediate Elementary School

Level B: 6.5 hours per day

Salary: \$18.56 per hour

Effective: 08/29/2017

Olson, David*

From: Paraprofessional (Self-Contained Classroom)

Elementary School

To: Intervention/Support Aide (replacing Joseph Bressi)

Elementary School

Level C: 7.5 hours per day

Salary: \$18.56 per hour

Effective: To be determined

Peters, Lorrie*

Paraprofessional

From: Early Childhood Center

To: Intermediate Elementary

Level A: 5.75 hours per day

Salary: \$16.34 per hour
Effective: 08/29/2017

Whetstone, Maureen*

Paraprofessional (Self-Contained Classroom)
From: Intermediate Elementary School
To: Primary Elementary School
Level B: 6.5 hours per day
Salary: \$18.56 per hour
Effective: 08/29/2017

Limited Service Contracts:

Averill, Kimberli*

Mentor to Marielys Pagan-Stacks, Grade 1 Teacher
Early Childhood Center
Salary: \$1,500
Effective: 08/29/2017

Brandt, Amy*

Mentor to Rachelle Broggin, Grade 2 Teacher LTS
Primary Elementary School
Salary: \$1,500
Effective: 08/29/2017

DeVivo, Kara*

Summer School Special Education - K-12
District-wide
Group H, Step 1
Salary: \$1,173
Effective: 08/29/2017

Griffin, Jr., Charlie

Assistant Varsity Wrestling Coach
High School
Group B, Step 15
Salary: \$7,042
Effective: 08/29/2017

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

Kensinger, Amy*

Grade 2 Teacher
Primary Elementary School
Extension of Unpaid Childrearing Leave
Effective: 02/21/2017 through approximately 03/05/2018 (End of 2nd Trimester)

* This individual is currently an employee and/or volunteer. Clearances are on file.

Minutes

Following a motion by Mr. Franklin and a second by Mr. Shiflett the Personnel - General items were approved.

Vote Results

Aye:	9	Maria Memmi, Jennifer Mysel, John Abel, Kathy Sicher, Heidi Eby, Terry Singer, Julie Neal, Jayanth Franklin, Brian Shiflett
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

6. DELEGATE REPORTS

a. Dauphin County Technical School

Minutes

Mr. Shiflett attached his report for the Dauphin County Technical School.

b. CAIU

Minutes

Mr. Franklin attached his report for the CAIU. Mr. Franklin also asked members to think about serving as the CAIU representative after Mr. Franklin's term expires in November 2017.

c. Parks and Recreation

Minutes

Mr. Singer passed along a thank you from the Derry Township Parks and Recreation Department for use of school facilities during their summer camps.

d. The Trojan Foundation

Minutes

No report was provided.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

The following members provided reports to the Board:

- None

b. Superintendent's Report

Minutes

Mr. McFarland provided the Board with the following updates:

- Welcome back of students
- Middle School Update
- HHS Learning Commons is going to be featured by the American Library Association-Center for Future Libraries

c. Board President's Report

8. RECOGNITION OF CITIZENS

This was 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:

- None

9. ADJOURNMENT

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Michael Frentz
Secretary of the Board
Approved at the September 11, 2017 meeting

Jennifer L. Mysel
President of the Board of Directors

MDF

Derry Township School District
School Board Meeting
August 28, 2017

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Mark W. Anderson

MARK W. Anderson

Signature

Printed Name

Mike Krause

mike krause

Signature

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LETTER OF AGREEMENT
Between
DERRY TOWNSHIP SCHOOL DISTRICT
and
THE CAPITAL AREA INTERMEDIATE UNIT

Title IIA Nonpublic Programs and Services

This agreement is made and entered into as of the 9 day of August, 2017 by and between the Derry Township School District (hereinafter referred to as the "School District") and the CAPITAL AREA INTERMEDIATE UNIT, CAIU.

1. TERM

The Term of this Agreement shall commence on September 1, 2017 and terminate on August 31, 2018.

2. DESCRIPTION

Upon the terms and conditions set forth herein, Derry Township School District requests that the CAIU Provide Professional Development services in accordance with ESSA Nonpublic requirements for Title IIA programs and services at: St. Joan of Arc & Lancaster Mennonite Schools.

Such services will be secular, neutral, and non-ideological. The CAIU agrees to comply with all Title IIA statutory and regulatory requirements.

3. FEES and PAYMENT

3.1 In consideration of the services mutually agreed upon as described herein, the CAIU will invoice the Derry Township School District quarterly for the cost of professional development services provided to the identified nonpublic schools.

3.2 CAIU will invoice quarterly for administrative costs determined by the CAIU's federally restricted indirect cost rate.

3.3 CAIU's invoices for professional development and administrative cost will not exceed the total allocation amount of **\$19,625** for the year of the agreement.

4. CAPITAL AREA INTERMEDIATE UNIT RESPONSIBILITIES:

4.1 To provide services as outlined in the attached statement of work

4.2 To assure all financial and legal responsibilities involved in providing professional development services

4.3 Any other responsibilities necessary to conduct the program as intended

4.4 Provide the School District with the data necessary to complete their Title IIA nonpublic responsibilities

4.5 Provide the School District access to the program at any time

5. SCHOOL DISTRICT RESPONSIBILITIES

5.1 Provide the CAIU names of the participating nonpublic schools and their allocations

5.2 Inform the CAIU of any and all circumstances which may directly or indirectly affect the performance of this Agreement, including changes in the original funding allocation

6. MISCELLANEOUS

6.1 The CAIU maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage.

6.2 The CAIU shall indemnify, defend, and hold harmless the School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the CAIU, its officials, agents, or employees.

The Derry Township School District assures the CAIU that all meaningful consultation between the School District and the nonpublic schools needed to set up this agreement has been completed prior to the effective date of this agreement.

The Derry Township School District and the CAIU acknowledge that it may be necessary to modify this Agreement if there are updates as a result of ESSA during the performance period of the contract.

The parties have entered into this Agreement as of the Effective Date first above written:

Derry Township School District

Signature: _____

Title: _____

Date: _____

Capital Area Intermediate Unit

Signature: *Randy A. Guerra*

Title: *Assistant Executive Director*

Date: *August 9, 2017*



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

TITLE IIA CONSORTIUM INFORMATION 2017-18/INTENT TO PARTICIPATE

TITLE IIA NONPUBLIC FUNDS

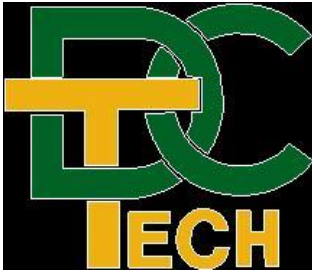
List all non-public school(s) to be served during the 2017-18 school year, and Title IIA allocation for each school.

Private School Name	Title IIA Allocation
St. Joan of Arc	\$7742.00
Lancaster Mennonite School (Hershey Campus)	\$11,883.00

Total Anticipated Non-public Title IIA Allocation for 2017-18

\$ 19,625.00

Jason Reifsnyder
30 East Granada Avenue
Hershey, PA 17033
717.534.2501 ext. 3201



Delegate Report August 2017

The Dauphin County Technical School Joint Operating Committee (JOC) met in executive session, work session and in regular session on August 16, 2017. Brian Shiflett and Julie Neal attended all meetings.

Harrisburg School District President Danielle Robinson and Vice-President Ellis Roy, Jr. attended on behalf of their district. Mrs. Robinson indicated that she and Mr. Roy will be appointed as Harrisburg's JOC members. With all joinder conditions expected to be fulfilled by the end of August, Harrisburg SD should obtain full JOC membership status prior to September's meetings.

Mrs. Traynor, Assistant Administrative Director, will deliver a series of overview presentations to the JOC in the coming months explaining programs and requirements unique to career and technology schools. During tonight's meeting, Mrs. Traynor detailed the local committees established under the authority of the DCTS Articles of Agreement; PDE Title 22, Chapter 339; and the Carl D. Perkins CTE Grant program. See attachment.

On Friday August 11, DCTS Business Administrator Maria Zaharick sent Harrisburg School District the schedule of buy-in payment amounts to be remitted to the current member school districts prior to August 31.

The amount due DTSD is \$590,728.60

Ms. Zaharick, Business Administrator presented recommendations for the media center furniture bid awards. The conversion of the library to a media center is well underway, and the administration expects completion in time for the Middle School CTE Xpo in November. Later in the meeting, the JOC approved furniture bids in the amount of \$33,767 submitted by Tanner Furniture and \$69,544.35 submitted by Benjamin Roberts.

New principal David Wright started in early August and was on hand for tonight's meeting. In other personnel news, Assistant Principal Clint Heath announced his resignation, and he has accepted the principal position at Southern Huntingdon County MS/HS. Mr. Heath will depart in early October. The current DCTS Organizational Chart is attached.

The JOC conducted a first read of revised and renumbered Policy 115-Cooperative Education.

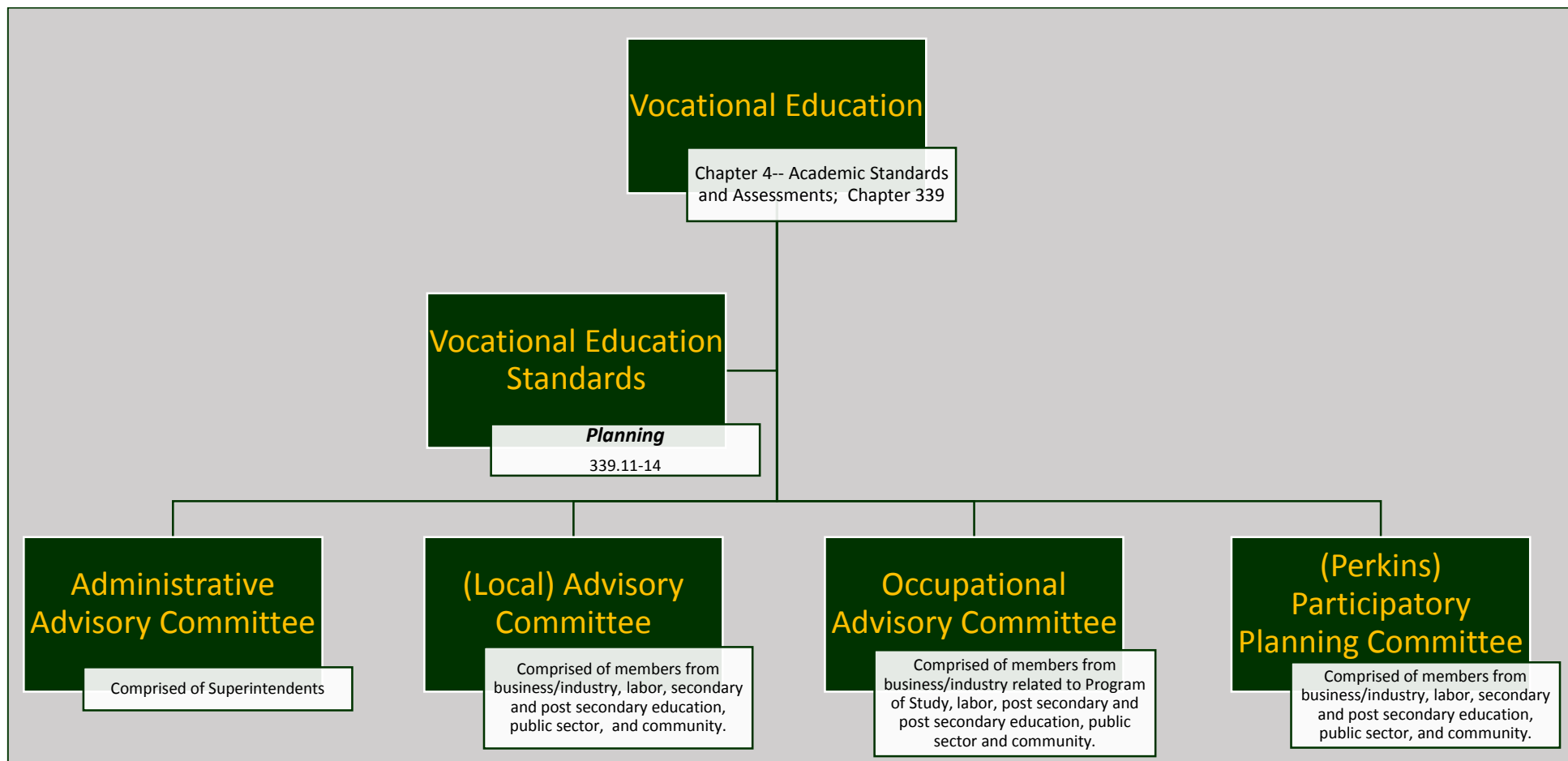
The JOC conducted second reads and approved new policies Policy 212-Reporting Student Progress, Policy 218.2-Terroristic Threats, Policy 223-Use of Motor Vehicles, Policy 224-Care of School Property, Policy 229-Student Fundraising, Policy 247-Hazing, and Policy 251-Homeless Students. The JOC deferred action on proposed Policy 219-Student Complaint Process for further consideration.

Mr. Shiflett introduced two new policies developed in collaboration with the Administration. Policy 000-Policy/Procedure/Administrative Regulations and Policy 005-Organization will appear on the September JOC meeting agenda for first reading.

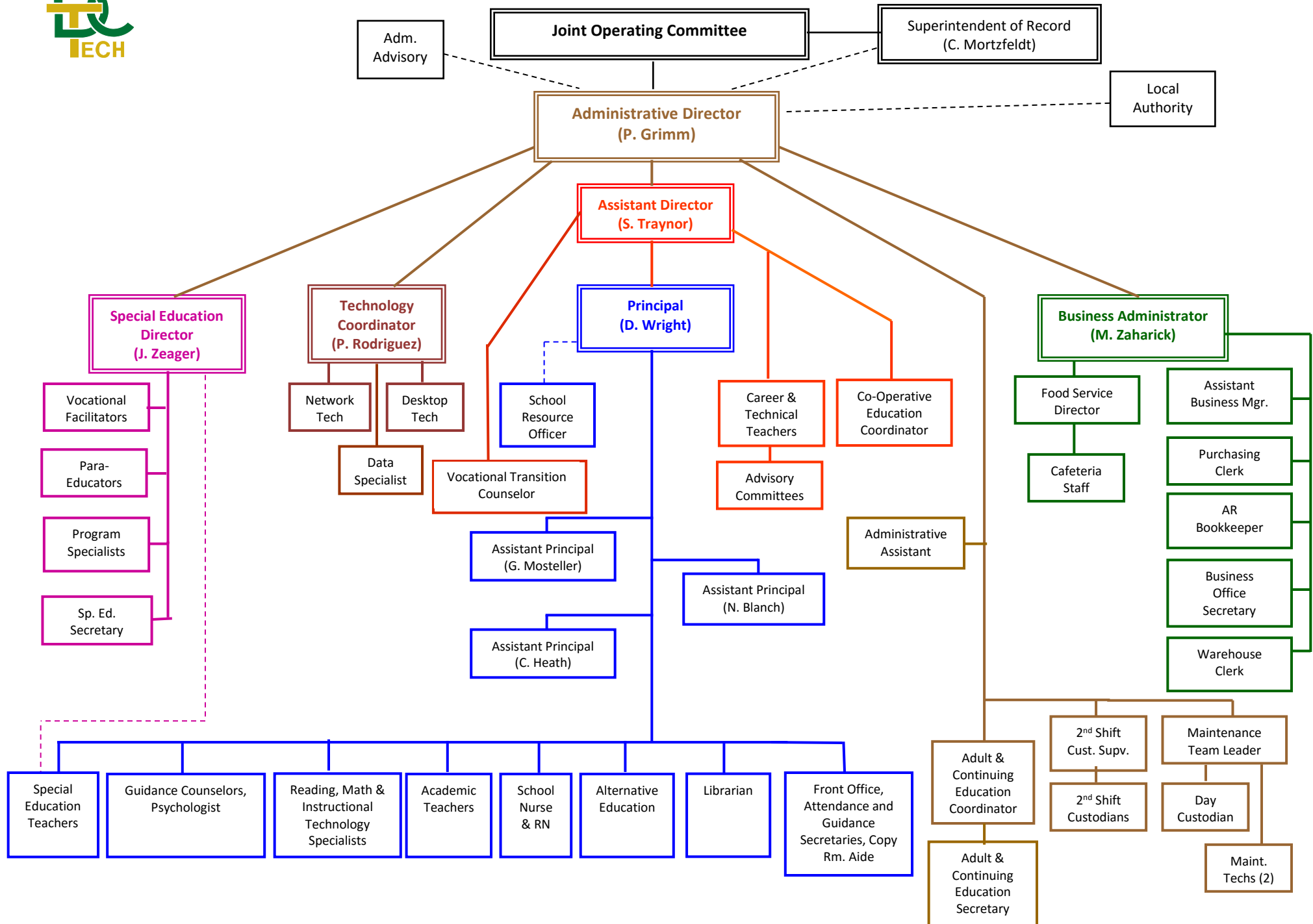
The next JOC meetings will be held Wednesday, September 13, 2017, 7:00 p.m. Meetings are held in the DC Tech cafeteria, and all meeting agenda are posted on BoardDocs (www.boarddocs.com/pa/daup/Board.nsf).

Respectfully submitted,

Brian Shiflett



- **Administrative Advisory Committee**. The committee is composed of superintendents of districts participating in a consortium to establish and operate an area vocational-technical school (AVTS) or career and technology center (CTC), advises the school administration on the educational program and policies of the school and assist in strategic planning. The Administrative Director meets with the committee monthly.
- **(Local) Advisory Committee (LAC)**. The committee provides overall direction for the entire career and technical education program of a school district, area vocational-technical school, career and technical center or postsecondary institution. This committee advises on a range of activities and issues involving the career and technical education program, provides advice on appropriate program offerings and support services and, when appropriate, provides assistance and support to the institution. The committee meets once or twice per year (additional meetings may be called as needed).
- **Occupational Advisory Committee (OAC)**. The OAC is established for each career technical education program or cluster of related programs offered by a school district or AVTS. The majority of the members of the committee shall be employees and employers in the occupation for which training is provided. The committee advises the board, administration and staff on curriculum, equipment, instructional materials, safety requirement, program evaluation and other related matters and to verify that the programs meet industry standards. The OAC meets twice a year.
- **(Perkins) Participatory Planning Committee**. The committee is comprised of specified members as defined in the Carl D. Perkins Vocational and Technical Education Improvement Act of 2006. This committee is a requirement for local planning and certain competitive funding areas authorized in the Perkins legislation. The committee meets once or twice a year (additional meetings may be called as needed).



CAIU BOARD HIGHLIGHTS

The following information is shared from the **August 24, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Chester County IU #24 Executive Director Search Team met with the Board to review the confidential search process and answer questions from the Board members about the timeline, screening, interview and selection procedures.
- The Board announced the following retirees: **Keith Imboden**, Program Supervisor, retirement after more than 5 years of service.
- Alicia McDonald, Director of Student Services, shared that Early Intervention program was awarded an evidence-based implementation state grant. The goals for the grant are to identify children who are at risk or who demonstrate delays in social/emotional development and to increase the knowledge of the CAIU preschool staff, community providers and families in understanding the importance of determining the social emotional development of identified children. Participants will learn how to implement consistent intentional instruction of social/emotional skills through programming and instruction. Also, the school nurses are working closely with families to make sure students are in compliance with the new immunization requirements.
- Theresa Kinsinger, Director of Organizational Services, shared that New Employee Orientation took place last Friday with close to 40 in attendance. The HR team continues their work to fill the several vacant positions. We received notice from the Office of Civil Rights (OCR) that the claim filed last year about the CAIU website non-compliance issues has been closed. The Technology Team continues to work with our local districts to assist them with website accessibility and compliance.
- Daren Moran, Business Manager, shared that the business office is completing the fiscal year end process to close the books for 2016-17. He explained the public surplus auction process where the CAIU recently placed items for sale.
- Cindy Mortzfeldt, Executive Director, shared that her monthly report was available for the board members' review. She highlighted the sessions that will be offered during the 3rd annual series of workshops offered through the South Central PA Consortium for Excellence & Equity (SCPCEE). All the CAIU programs have begun their new school year. School-age staff returned the week of August 14th and Early Intervention/Preschool staff returned the week of August 21st. She was able to visit each program meeting to welcome staff back to a new school year.

Executive Session – No Executive Session was held.

Board Committee – Mrs. Rice indicated that the Board Executive Director Search Committee had met with the Chester County IU #24 Search Team and introduced the CCIU members present at the meeting.

Agenda Items

- There was not a quorum; therefore, the August 24, 2017 meeting of the CAIU Board of Directors was cancelled. **The following Action Items are subject to ratification at the September 28, 2017 CAIU Board of Directors' meeting:**
 - o Minutes from the July 27, 2017 CAIU Board Meeting
 - o Treasurer's Report and Payment of Bills – a total of \$5,695,676.43 in receipts and \$4,969,609.04 in expenditures for July 2017

- o Summary of Operations for the 2016-17 fiscal year (as of August 14) showing revenues of \$83,912,647.04 and expenses of \$83,270,006.76
- o Summary of Operations for the 2017-18 fiscal year showing revenues of \$5,315,627.31 and expenses of \$2,959,315.40
- o Budget Administration
 - Proposed 2017-18 Original Budget – Early Intervention – ACCESS Program in the amount of \$493,448
 - Proposed 2017-18 Original Budget – IDEA Section 611 – Early Intervention in the amount of \$1,235,536
 - Proposed 2017-18 Original Budget – IDEA Section 619 – Early Intervention in the amount of \$383,401
- o Other Fiscal Matters
 - 2017-18 Special Education Service Contract Summary: Susquehanna Township SD
 - Surplus Auction Items
- o Other Business Items
 - 2017-18 CAIU Board Committees
- o Policies & Programs
 - Second Reading, Revised Policy #001 – Name and Classification
 - Second Reading, Revised Policy #002 – Authority and Powers
 - Second Reading, Revised Policy #003 – Functions
 - Second Reading, Revised Policy #005 – Organization
 - Second Reading, Revised Policy #006 – Meetings
 - Second Reading, Revised Policy #011 – Principles for Governance and Leadership
 - Second Reading, Revised Policy #203 – Immunization & Communicable Disease
 - Second Reading, Revised Policy #204 – Attendance
 - Second Reading, Revised Policy #251 – Homeless Students
- o Job Descriptions
 - Second Reading, Existing Position, Revised Description – Program Assistant, Online Learning Program
 - Second Reading, New Position, New Description – Assistant Supervisor, Aid to Nonpublic Schools (ANPS)
 - First Reading, Existing Position, Revised Description – Supervisor, Aid to Nonpublic Schools (ANPS)
 - First Reading, New Position, Revised Description – Account Manager
- o Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance.

NEXT MEETING: Thursday, September 28, 2017, 8:00 a.m., Board Room, CAIU Enola Office

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

A. RESIGNATIONS:

- **ZAIRE BROWN**, Personal Care Assistant, CATES Program, effective June 2, 2017. Reason: Personal.
- **NELSON DIAZ**, Personal Care Assistant, Autism Support Program, effective June 2, 2017. Reason: Personal.
- **DANIEL FRANCIS**, School Psychologist, Pupil Services Program, effective October 20, 2017. Reason: Employee accepted a position with Harrisburg School District.
- **ARAINA OSBORNE**, Personal Care Assistant, Dual Diagnosis Program, effective June 2, 2017. Reason: Personal.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective October 19, 2017. Reason: Personal.
- **LISA SLOVER**, Teacher, Autism Support Program, effective October 19, 2017. Reason: Personal.
- **AUDREY WRONSKI**, Educational Paraprofessional, Early Intervention Program, effective July 27, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ROCKY BRENT**, Account Manager, Technology Team, effective August 14, 2017. Base salary of \$52,500 for 12 months of service, prorated for a total of 230 days through June 30, 2018. This is a new position funded through the Agenda Manager budget.
- **ELIZABETH BRYER**, Long Term Substitute Speech and Language Clinician, Early Intervention Program, effective August 21, 2017 – June 30, 2018. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EILEEN GRAY**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 3, \$18,424 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN KEYSER**, Occupational Therapist, OT/PT Program, effective August 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **JENNA LANDIS**, Teacher, Emotional Support Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **ELIZABETH LAPLANTE**, Personal Care Assistant, Multiple Disabilities Support Program, effective August 22, 2017. Base salary of HS+30, Step 3, \$19,790 for 189 days of service with additional new hire days as required. This is a new position funded through the Multiple Disabilities Support budget.
- **LYNONNE LEMING**, part-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017. Base salary of HS+30, Step 12, \$27,801 for 189

days of service will be prorated based on the number of day/hours worked. This is a replacement position funded through the MAWA budget.

- **TRACY LENTZ**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **MEGAN HART**, Inclusion Consultant, Early Intervention Program, effective August 21, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **KATHRYN MANLEY**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters+15, Step 1, \$49,684 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **RONNA MASON**, Personal Care Assistant, Emotional Support Program, effective August 22, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATELYN MAY**, Teacher, Autism Support Program, effective August 28, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **JULIE MESTEMAKER**, Social Worker, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters, Step 8, \$55,969 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **CAROLINE OWINGS**, Long Term Substitute Teacher, Emotional Support Program, effective August 22, 2017 – June 4, 2018. Base salary of Bachelors, Step 13, \$62,789 for 189 days of service. This is a new position funded through the Emotional Support budget.
- **SARAH REITNOUR**, Teacher, CATES Program, effective August 22, 2017. Base salary of Bachelors, Step 1, \$45,377 for 189 days of service with additional new hire days as required. This is a replacement position funded through the CATES budget.
- **KERRIE RICHARDSON**, Speech and Language Clinician, Early Intervention Program, effective August 21, 2017. Base salary of Masters, Step 15, \$70,464 for 189 days of service will be prorated for a total of 174 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **EMILY ROBENOLT**, Physical Therapist, OT/PT Program, effective August 21, 2017. Base salary of Masters+60, Step 1, \$53,965 for 189 days of service will be prorated for a total of 186 days with additional new hire days as required. This is a replacement position funded through the OT/PT budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective August 2, 2017 – June 4, 2018. Base salary of Masters+60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days/hours worked. This is a new position funded through the Pupil Services budget.
- **JAIME ROYER**, Teacher, CATES Program, effective August 22, 2017. Base salary of Masters+60, Step 10, \$65,075 for 189 days of service with additional new hire days as required. This is a new position funded through the CATES budget.

- **MARGARET STOMS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.
- **GERALD SWIFT**, Lead Custodian, Administrative Team, effective August 14, 2017. Range 5 salary of \$29,500 for 12 months of service will be prorated for a total of 230 days through June 30, 2018. This is a replacement position funded through the Business and Operations budget.
- **ANTHONY TALIANI**, Educational Paraprofessional, Emotional Support Program, effective August 22, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a new position funded through the Emotional Support budget.
- **KATIE ULRICH**, Teacher, Capital Area Mental-health Program, effective August 28, 2017. Base salary of Masters+15, Step 12, \$64,864 for 189 days of service with additional new hire days as required. This is a new position funded through the Capital Area Mental-health Program budget.
- **ELIZABETH WALDEN**, Social Worker, Pupil Services Program, effective August 28, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service with additional new hire days as required. This is a new position funded through the Pupil Services budget.
- **CATHY WRIGHT-DANIELS**, Job Coach, Transition Program, effective August 18, 2017. Base salary of HS+30, Step 2, \$18,897 for 189 days of service with additional new hire days as required. This is a new position funded through the Transition budget.

C. CHANGES OF STATUS:

- **SHAWN BENNAGE-GREGORY**, from part-time Floater Educational Paraprofessional to full-time Personal Care Assistant, Emotional Support Program, effective August 22, 2017.
- **VALERIE GREEN**, from part-time to full-time Educational Paraprofessional, Early Intervention Program, effective August 21, 2017.
- **NYLA KATER**, from Secretary to Long Term Substitute Program Assistant, CAOLA Program, effective August 1, 2017 – May 31, 2018. Change of status results in a change of salary to Range 2, \$32,097. As of June 1, 2018, Employee will return to Secretary, CAOLA Program, Range 4 at the Secretary salary at which she was hired.
- **ERIN KELLEY**, from Educational Paraprofessional to Teacher, Autism Support Program, effective August 23, 2017. Change of status results in a change of salary to Bachelors, Step 1, \$45,377 for 189 days of service.
- **ANDREW MCCREA**, Program Supervisor, Student Services Team, from an effective employment date that was to be determined to an effective employment date of September 1, 2017.
- **MEREDITH SEIDEL**, from part-time Teacher in the Extended School Year (ESY) Program to full-time Long Term Substitute Teacher in the CATES Program, effective August 22, 2017 – December 22, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 87 days. This is a new position funded through the CATES budget.
- **PAMELA TOPPER**, Teacher, Early Intervention Program, change in leave of absence return to work date from August 21, 2017 to September 5, 2017.

D. CHANGES OF SALARY:

E. LEAVES OF ABSENCE:

- **MIREK CHMIELEWSKI**, Educational Paraprofessional, Hospital Program, leave of absence effective August 21, 2017 – October 13, 2017. Leave is requested using

accumulated paid leave from August 21, 2017 – August 25, 2017 for a total of 5 paid days and without pay from August 28, 2017 – October 13, 2017 for a total of 33 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

- **KRISTEN GROSS**, Program Assistant, CAOLA Program, child-rearing leave of absence August 10, 2017 – May 4, 2018. Leave is requested in accordance with CAIU practice and procedure.
- **KELLY EVANS**, School Counselor, ANPS Program, leave of absence August 22, 2017 – December 22, 2017. Leave is requested using accumulated paid leave from August 22, 2017 – September 1, 2017 for a total of 9 paid days and without pay from September 5, 2017 – November 14, 2017 for a total of 51 unpaid days. Employee will then take child-rearing leave of absence from November 15, 2017 – December 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **EMILY FREEBURN**, Speech and Language Clinician, Early Intervention Program, leave of absence September 5, 2017 – June 28, 2018. Leave is requested using accumulated paid leave from September 5, 2017 – October 13, 2017 for a total of 26 paid days and without pay from October 16, 2017 – December 8, 2017 for a total of 34 unpaid days. Employee will then take child-rearing leave of absence from December 11, 2017 – June 28, 2018. Leave is requested in accordance with CAIU and FMLA policies.

Executive Director's Report

August 24, 2017

PROGRAM SPOTLIGHT

South Central PA Consortium for Excellence & Equity

In September, we will begin our 3rd annual series of workshops focused on a mission to positively transform the lives of each and every one of our students by preparing them for success in post-secondary education and in life – especially our diverse children and youth who have traditionally struggled academically in our systems, or who might likely be the first in their family to attend and graduate from college. The Consortium serves as a valuable resource for district leaders to effectively address their local challenges of securing and sustaining high level student achievement for all.

The series planned for this school year includes the following topics/presenters:

- *"Beyond Poverty: Brain Inspired Ways to Understand and Respond to Our Students coming from Economic Disadvantage"* – September 20, 2017 **Presenter: Shauna F. King**
- *"Middle School Forum"* – October 31, 2017
- *"Going Beyond Instruction: Motivating Diverse Middle & High School Students: Strategies for Building a Successful Classroom and Nurturing a Positive Learning Environment"* – November 16, 2017 **Presenter: Jonice Arthur**
- *"Cultivating Equity Mindedness for Leaders, Teams, and Decision-Making"* – December 19, 2017 **Presenter: Dr. Sharon Radd**
- *"Creating School Cultures That Nurture Our Diverse Learners' Optimism and Engagement"* – January 10, 2018 **Presenter: Dr. Megan Tschannen-Moran**
- *"Why Race and Culture Matter in Schools: Closing the Achievement Gap in America's Classrooms"* – February 22, 2018 **Presenter: Dr. Tyrone Howard**
- *"The Foundations for Advancing Diversity, Equity, and Inclusion in Your District"* – March 15, 2018 **Presenter: Courtney Portlock**

NEWS

CAIU Opening Week

It is an exciting time of the year as we welcome our staff for the 2017-18 school year. Our staff providing school age services returned during the week of August 14, and staff providing services for our preschool children returned on August 21. Program meetings are held at various times during this two-week period. I had the opportunity to visit the program meetings to welcome staff to the new school year. It is always great to see and hear the excitement as staff begins their work for the new year.

We welcome many new staff, including teachers, paraeducators, personal care assistants, secretaries, physical therapist, psychologist, speech and language clinicians, social workers, and technology staff, to the CAIU. We held New Staff Orientation on Friday, August 18, for 42 new employees.

Student Services

Preschool

- The Preschool Program received \$7,511.00 for the 2017-18 Evidence Based Implementation Grant. Jamie Gordon, Inclusion Consultant, was instrumental in writing this grant. The focus of this grant will be on identifying children who are at risk or who demonstrate delays in social-emotional development. As a result, preschool

teaching staff will provide identified children with instructional strategies and coaching to develop these critical skills. In addition, preschool staff will participate in professional development trainings throughout the year to increase their knowledge and understanding of social-emotional development while enhancing their skills in implementing consistent intentional instruction of social-emotional skills through programming and instruction.

- Mr. Bostick, Mrs. Telep, and Mrs. Gottlieb have visited some preschool sites to discuss emergency preparedness. They provided information to the staff about drills and the new Navigate system and also collected information that will be used to update the administrative regulations regarding AED/First Aid/CPR readiness in their buildings.

School Health Services

- Intake forms have been revised to accommodate the new immunization requirements. Mrs. Betsy Seidel, School Nurse, has proactively reviewed the health records of our students and notified parents/guardians of missing/new immunizations. Fortunately, only a few of our students needed additional immunizations to be compliant with the new regulations.

Speech

- Orit Porter will be completing her required internship with the CAIU this fall. Orit is working on her degree from Western Kentucky University and she will be working with a CAIU clinician in a school aged setting in a public school.

Vision

- Dr. Dorsey is working in collaboration with Schuylkill Intermediate Unit #29 who has agreed to provide vision services for students in the Halifax and Upper Dauphin Area School Districts. This arrangement was necessary due to the lack of a viable candidate to replace a recent retiree. Additionally, Dr. Dorsey is working with Sunbelt Solutions as a contracted services while he continues to search for a permanent replacement.

Deaf/Hard of Hearing

- Ashley Adams, the DHH teacher at Susquehanna High School is working with the building administration to create schedules for her students. The building is excited to have our IU class back after a brief hiatus.

Emotional Support

- Dr. Dorsey met with the Jenna Landis, IU teacher, Carla Sauer, building principal at Enders-Fisherville, and Matt Czaplicki, supervisor of special education, in early August to discuss the opening of the new CAIU, district-based, emotional support class. The building administration staff has been very supportive as the team works through the details necessary to open the class. The IU educational consultant and coaches have also been a tremendous support to the team by ensuring that all of the details have been considered.

Hill Top Academy

- Another successful Extended School Year (ESY) program at Hill Top concluded on July 27th. The culminating activity was again the tremendously popular Fishing Derby hosted by the Yellow Breaches Anglers Association.
- Hill Top Academy welcomed back teachers and staff on August 17th for Program Day including six new teachers and five new paraprofessionals.
- The 2017-2018 school year begins for students at Hill Top on Tuesday August 22nd. This year students will be welcomed to a building with aesthetic and physical updates (walls and HVAC). Staff had very productive Summer Academy professional development opportunities to help equip them for the needs of their students.

Loysville Youth Development Center

- There have been 37 new residents so far this summer. The population has remained steady and is currently at 86 residents. We expect about ½ of the population will turn over from last school year.
 - Fourteen of the 86 students, or 16%, of the population already have their GED or High School Diploma but will attend school.
 - Six students passed the GED test this summer.
- We operated a limited summer school program with Title I funds
 - Eight students took a business class with the goal of earning a certificate from International Computer Driver's License (ICDL).
 - Eight students took an Employability class. These students did not have the course last school year and should be released prior to having the course this fall.
 - Nine students participated in a pilot program to take CAOLA courses for credit recovery. These courses were offered to underclassman.
- LYDC School will participate in Special Education compliance monitoring this spring. Nikki Wertz, LYDC teacher, and Arlene Moll, projects administrator, participated in training on August 8 at PATTAN to help us prepare.

CAMhP and Diakon

- CAMhP (Capital Area Mental-health Program) has expanded to three classes (Iron Forge Elementary grades 3-5, Hill Top Academy ~ Middle School, Central Dauphin East ~ High School).
- Center Point at Diakon currently has an academic track and is working on a rehabilitation track for severe drug and alcohol cases.

NOTIFICATION OF ACTIVITIES

- Attended Education Core Solution Partners meeting with United Way Capital Region.
- Met with Ms. Christina Spielbauer, Acting Superintendent at Carlisle Area SD, and Dr. Tamara Willis, Superintendent at Susquehanna Township SD.
- Held meeting with All Staff Day Committee to organize and plan for the CAIU All Staff Day planned for Friday, January 12, 2018.

Derry Township Parks and Rec Advisory Council Meeting - August 9, 2017

Matt Mandia, Director of Derry Township Dept. of Parks and Rec, wanted to extend his thanks to the school district for use of its facilities to serve over 225 kids K-6 grade through the Dept.'s summer camp activities.

The disc golf course at Shank Park is open for use.

Repairs needed to the walking path as a result of recent storms (near Bullfrog Valley Pond) are being evaluated and will be undertaken soon.

The Township is still working on the easements needed to complete a safe crossing for the walking path across Middletown Road.

The most recent plans for the new community/rec center were shared and discussed (see attached-the plans are ever evolving).

Matt and Susan Cort (the Township Supervisor rep. to the A/C) expressed interest in the idea of partnering with the district on a 'physical literacy' educational initiative on a timeline that would allow for simultaneous roll-out in concert with the run-up to the opening of the 'new' community rec center.

Terry Singer