

DTSD Board of Directors Summary Minutes IX - November 27, 2017	2
Sign In Sheet - November 27, 2017	11
DCTS Delegate Report November 2017	13
CAIU Board Highlights-November 2017	14
Dauphin County Tax Collection Committee Minutes - November 2017	23

Derry Township School District
Board of Directors Meeting
November 27, 2017
Summary Minutes - IX

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Mrs. Mysel at 7:06 p.m.

b. Roll Call

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

Non-Voting Members in Attendance: Joseph McFarland

Solicitor: William Zee

Members Not in Attendance: Heidi Eby, Julie Neal

Staff/Public in Attendance: Stacy Winslow, Jason Reifsnyder, Dan Tredinnick, Theresa Searer, Ashlynn Searer, Anne Searer, Scott Searer, Scott Zimmer, Maddie Zimmer, Rick Gilbert, Laurie Scherer, Kip Shaw, Catherine Siris, Judy Haverstick, Lindsay Drew, Brenda Hensel, Jen Kraschnewski, Kelly Curtin-Hallinan, Kris Robino, Justice Cowan, Tricia Steiner, Annmarie Durnin, Jody Jacobs, Norman Diffenderfer, Jessica Capitani, Derek DiMedio

c. Flag Salute

d. Approval of Board of Directors Agenda

Minutes

Following a motion by Mr. Franklin and seconded by Mrs. Memmi the Board Agenda for this evening's meeting was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
-------------	---	---

No:	0	
------------	---	--

Abstain:	0	
-----------------	---	--

Not Cast:	2	Heidi Eby, Julie Neal
------------------	---	-----------------------

MOTION CARRIED

2. INFORMATIONAL AND PROPOSALS

a. Recognition of Student Athletes

Minutes

Mr. Govern introduced two student athletes recognized for their achievements:

September Male & Female:

- Alex Morgret (soccer)
- Maddie Zimmer (Field Hockey)

October Male & Female:

- Chris Cronin (Soccer)
- Ashlynn Searer (Tennis)

b. Presentation: K-12 School Counseling Program

Minutes

The school counselors (Mrs. Robino, Mr. Hensel, & Ms. Scherer) provided the Board with a presentation regarding the school counseling program, in particular the 339 plan.

c. Announcement of Executive Session**Minutes**

The Board met prior to this meeting to discuss matters of personnel.

d. 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:

- None

e. Student Representatives' Report

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

Minutes

The student representatives provided the Board with the following updates:

- Starting winter sports season
- HS First talks with teachers - Hershey would be better if...
- MS Turkey Trot - broke record for cans collected for food bank
- Veteran's Day Celebration at HS
- Today new water fountains were ready at the HS (can fill water bottles)
- Thank Mr. McFarland for Java with Joe at HHS
- Fall play - Miracle Worker

f. Recognition of Outgoing School Board Members**Minutes**

Mr. McFarland recognized the following outgoing Board Members:

- Mrs. Heidi Eby
- Mr. Jay Franklin
- Mrs. Julie Neal
- Mr. Brian Shiflett

g. Board Re-Organization Discussion**Minutes**

Mrs. Mysel gave instructions for the process of Board Reorganization which will take place on Monday December 4th.
Opportunity for Board Members to share their thoughts, publicly on the reorganization of the Board.

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

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

1. Presentation - PSBA Advocacy - Delegate Roles and Responsibilities
2. Approval of November 13 and 27, 2017 Board of Directors Summary Minutes
3. Utica College Externship Agreement
4. Requests for the Use of Facilities
5. Personnel
6. Staff Development

Minutes

The anticipated agenda items for the December 11, 2017 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

a. Recognition of Citizens Time Parameters

Minutes

Mr. McFarland reviewed the time parameters for the recognition of citizens.

- Board sets this parameter
- Currently 3 minutes
- Board needs to be consistent to avoid false perception of citizen favoritism
- Recommendation that new board set a time
- Mrs. Memmi asked community to use feedback form to give thoughts on time parameters; Mr. Singer seconded Mrs. Memmi's thoughts and also said that the Board should have the prerogative to extend the time to a given speaker if they wish. Mr. Shiflett shared that there should be a balance, have the procedure reflect situation needs if necessary. Mr. Franklin recommended 3 minutes with flexibility to go over if needed.
- Discuss at December 11th meeting and make decision.

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. Memmi the consent agenda items were approved.

Vote Results

Aye: 7

John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer

No: 0

Abstain: 0

MOTION CARRIED

a. Approval of October 2017 Finance Report

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

General Fund Revenue	\$3,053,849
General Fund Expenditures	4,217,582
Balance of Cash Plus Investments (Includes Capital Reserve)	43,424,180

2. The listed schedule of investment transactions for the period beginning October 1, 2017 through October 31, 2017, had total interest earnings of \$22,080 comprised of the following:

General Fund	21,373
Capital Reserve	707

The average interest rate for October 2017 was .57%

3. The October 2017 expenditures for the paid bills for all funds totaled \$1,950,870 excluding net payroll, retirement contributions, and debt service.
4. The November 2017 expenditures for the unpaid bills for all funds totaled \$659,761 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of November 2017 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	109,250
Net Payroll (2 pays)	1,489,000
Employer Provided Insurance	439,000
Payroll Deductions	807,000
Employer Payroll Taxes (FICA/RET)	176,000
Debt Service	<u>1,777,435</u>
Total Estimated Expenditures	\$5,797,685

b. Approval of Budget Transfers

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

The Administration recommended the Board authorize the November 2017 budget transfers.

5. NEW BUSINESS

a. Special Education Settlement Agreement

The Administration recommended the District accept and execute an Agreement to amicably resolve a Special Education matter in accordance with a confidential agreement between the District and the minor child/parents.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Memmi the Special Education Settlement Agreement was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	2	Heidi Eby, Julie Neal

MOTION CARRIED

b. Real Estate Tax Exoneration - The Township of Derry

The Administration recommended the Board approve the Real Estate Tax Exoneration of bill number 759636 in the amount of \$1,446.34 to the Township of Derry.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Memmi the Real Estate Tax Exoneration - The Township of Derry was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	2	Heidi Eby, Julie Neal

MOTION CARRIED

c. Real Estate Tax Exoneration - Lower Dauphin School District

The Administration recommended the Board approve the Real Estate Tax Exoneration of tax bill number 753611 in the amount of \$1,973.11 to the Lower Dauphin School District.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Memmi the Real Estate Tax Exoneration - Lower Dauphin School District was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	2	Heidi Eby, Julie Neal

MOTION CARRIED

d. Memorandum of Understanding - Act 93 Agreement

The Administration recommended the approval of the Memorandum of Understanding with the Act 93 Administrators to revise the language relating to the Thanksgiving holiday to allow for compliance with scheduling as determined by the Board approved school calendar.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Memmi the Memorandum of Understanding - Act 93 Agreement was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	2	Heidi Eby, Julie Neal

MOTION CARRIED

e. Personnel - Resignations

The Administration recommended the approval of the following resignations:

Professional:

Allen, Amy

Spanish Teacher

Middle School

Reason: Personal

Effective: 01/15/2018

Scherer, Laurie

School Counselor

Middle School

Reason: Personal

Effective: 01/04/2018

Classified:

Cooper, Dominique

Bus Driver

District-wide

Reason: Personal

Revised: Effective: 11/17/2017 (retroactive)

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Memmi the Personnel - Resignations item was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	2	Heidi Eby, Julie Neal

MOTION CARRIED

f. Personnel - General

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

Classified:

Ardire, Katrina

Substitute Nurse's Assistant

District-wide

Salary: \$25.58 per hour

Effective: 11/28/2017

Martinez, Isaura

General Food Service Worker (replacing Christine Matincheck)

High School

Level A: 4.0 hours per day

Salary: \$12.91 per hour

Effective: 11/28/2017

Transfer of Classified Staff:

LeHew, Diane*

From: Library Aide

To: Administrative Assistant (replacing Beth Bechtel)

High School

Level C: 7.5 hours per day

Salary: \$21.19 per hour

Effective: 1/03/2018

Popp, Jr., James*

From: Substitute Bus Driver

To: Bus Driver

District-wide

Level A: 5.25 hours per day

Salary: \$17.58 per hour

Effective: 11/28/2017

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

Minutes

Following a motion by Mr. Franklin and a second by Mr. Shiflett the Personnel - General item was approved.

Vote Results

Aye:	7	John Abel, Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer
-------------	---	---

No:	0
------------	---

Abstain:	0
-----------------	---

Not Cast:	2	Heidi Eby, Julie Neal
------------------	---	-----------------------

MOTION CARRIED

6. DELEGATE REPORT

a. Dauphin County Technical School

Minutes

- Mr. Shiflett reminded everyone that the assigned delegates for DCTS will be voted upon on December 11, 2017.
- He also shared that Dr. Grimm was very grateful for the time the members spent to go on a tour of DCTS.

b. CAIU

Minutes

- Report is attached

c. Dauphin County Tax Association

Minutes

- Report is attached

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

The following members provided reports to the Board:

- Mr. Shiflett

b. Superintendent's Report

Minutes

Mr. McFarland provided the Board with the following updates:

- Praises for the Miracle Worker fall play
- Corrected some public statements that may cause misperception in the community

c. Board President's Report

Minutes

Mrs. Mysel provided the Board with the following updates:

- Thanked the outgoing Board Members
- Thanked Linda Lehrian

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:

- Jennifer Kraschnewski – Gifted Program
- Justin Cowan – Gifted Program
- Jilly Cowan – Gifted Program
- Kelly Curtin-Hallinan – Gifted Program
- Bridget Hallinan – Gifted Program
- Vlad Kellachow- Gifted Program (student representative)
- Demetri - Regarding Mr. McFarland's comments
- Jessica Capitani - thanked Mr. McFarland for his strong statement as a parent of a child with special needs

9. ADJOURNMENT

Minutes

Following a motion by Mr. Franklin and a second by Mr. Shiflett the meeting was adjourned at 8:43 pm.

Respectfully submitted,

Stacy L. Winslow

Assistant to the Superintendent for Curriculum, Instruction, and Assessment

Approved at the December 11, 2017 Meeting

Kathy L. Sicher

President of the Board of Directors

SLW

Derry Township School District
School Board Meeting
November 27, 2017

Please Sign In AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Signature

Theresa Searer

Printed Name

Theresa Searer

Signature

Ashlynn Searer

Printed Name

Ashlynn Searer

Signature

Arne M Searer

Printed Name

Arne Searer

Signature

Scott Searer

Printed Name

Scott Searer

Signature

Tom Searer

Printed Name

TOM SEARER

Signature

Scott E. Zimmer

Printed Name

Scott E. Zimmer

Signature

Maddie Zimmer

Printed Name

Maddie Zimmer

Signature

Rick Gilbert

Printed Name

Rick Gilbert

Signature

Laurie Scherer

Printed Name

Laurie Scherer

Signature

Kip Shaw

Printed Name

Kip Shaw

Signature

Catherine Siris

Printed Name

Catherine Siris

Signature

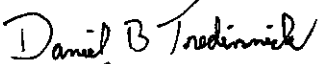
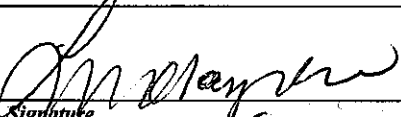
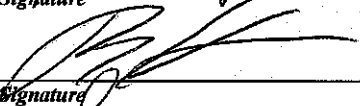
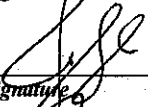
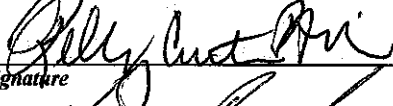
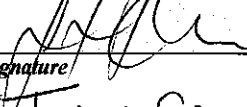
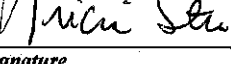
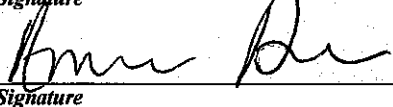
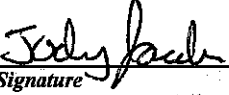
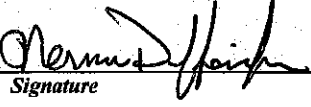
Judy Haverstick

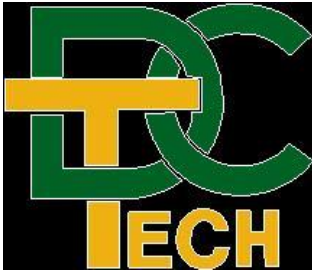
Printed Name

Judy Haverstick

Derry Township School District
School Board Meeting
November 27, 2017

Please Sign In AND Print Your Name

Signature	Printed Name
	Dan Tredinnick
	Lindsay Drew
	Brendan Hensel
	Jim Kraschewski
	Kelly Cavin-Halligan
	Kris Robino
	Justin Cowan
	Tricia Steiner
	Thomas P. Dunn
	JODY JACOBS
	NORMAN DIFFENDEGFER
	Jessica Capitani
	Derek Di Medio



Delegate Report November 2017

The Dauphin County Technical School Joint Operating Committee (JOC) met in executive session, work session and in regular session on November 15, 2017. Brian Shiflett attended all meetings including the Planning for the Future Committee meeting held earlier the same evening.

Representatives from Entech Engineering presented the results of the DCTS Facility Condition Assessment and Level One Energy Audit conducted during the summer of 2017. In general, Entech found the DCTS building to be in good condition, identifying approximately \$900,000 of deferred maintenance items that should be addressed over the next ten years. The number of items needing immediate attention were minimal, totaling a cost of about \$10,000. The assessment also identified about \$1,350,000 worth of capital renewal projects, mostly to replace aging terrazzo flooring in the ten-year window, and another \$1,850,000 worth of capital improvement projects, mostly energy conservation measures.

The auditing team from Trout, Ebersole & Groff presented the independent auditor's report for the fiscal year ended June 30, 2017. As has been the case for the past few years, the report was very positive with no major findings identified.

Dr. Grimm, Administrative Director, presented a follow-up to the October JOC meeting discussion on options to expand DCTS enrollment, providing application data for the past five years and noting that only Central Dauphin and Susquehanna Township school districts appear to be experiencing increased enrollments. When Dr. Grimm met with the member district Superintendents on November 7, the majority of Superintendents didn't support any facility expansion of DCTS, including a satellite campus. The administration will challenge its planning committees to research, collaborate and brain storm ideas for addressing facility limitations and increased student interest in DCTS programs.

Mrs. Traynor, Assistant Administrative Director, reported that the Planning for the Future Committee reviewed the student and workforce data for its Marketing program of study. The committee's recommendation will be announced at a later date.

The JOC approved an agreement with PA-Educator.net for job posting and employment application services for the remainder of the school year.

The next Joint Board and JOC meetings will be held Wednesday, December 13, 2017, 7:00 p.m. All DTSD board members are invited to attend the Joint Board meeting during which the board chair and vice-chair are elected and the 2018-19 first draft budget will be presented. 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

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **November 16, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates.

- **Program Spotlight:** Kathy Gottlieb, Program Supervisor, Tracey Knauss, OT, Emily Robenolt, PT, and Barb Kline, OT provided an overview of the CAIU's Occupational Therapy and Physical Therapy Program. The CAIU therapists have provided services to over 1,200 preschool and school-age children this year. In addition to providing direct services for children, our therapists also provide training and support field experiences for students attending local colleges.
- John W. Bonawitz, CPA, and Jeff Walker from Brown Schultz Sheridan & Fritz provided an overview of the 2016-17 CAIU Annual Audit Report.
- The Board announced the following retiree: **Majory Dombach**, Teacher, Autism Support Program, and previously an Educational Consultant in the MDS program, retirement after 16 years of service.
- Several Board Members will be leaving the CAIU Board. Mrs. Rice recognized and thanked the following Board Members for their dedicated service and commitment:
 - o Ms. Gwen Browning, Camp Hill SD
 - o Mr. Ken Ewing, Newport SD
 - o Mr. Jay Franklin, Derry Township SD
 - o Ms. Ausha Green, Harrisburg SD
 - o Mr. John Salov, Steelton-Highspire SD
- Alicia McDonald, Director of Student Services, shared information about the recent "My Bike" event. At this event, nine adaptive bikes, one stroller, and two communication devices were given to children through Variety, the Children's Charity. Mr. LaVallee, CEO of Variety, shared that they have many more devices and equipment to give to children with disabilities and has asked us to get the word out. There is an application on the CAIU website for families to complete. Our Preschool Program hosted a Social Emotional Literacy Night. About 50 participants attended and engaged in hands-on activities at the Literacy Tables and there was a Scholastic Book Fair set up for parents to purchase books. The CAIU Student Services Team sponsored attendance for eleven administrators from eight school districts at the recent PAIU Student Services Conference held in Pittsburgh.
- Theresa Kinsinger, Director of Organizational Services, shared that we are just finishing Open Enrollment period. This year we used a video to share information about open enrollment. She recently attended the PAIU HR/Business Directors Conference. At the PDE presentation, they had shared that there is a shortage of about 300 special education teachers in Pennsylvania. PDE has begun discussions about changing certification grade level areas back to the K-12 certification.
- David Martin, Director of Technology Services, indicated that at recent TAC meetings, there have been opportunities for discussions through the Collaborative Spaces. Recently, discussions took place as a follow up to the JAMF training in October. Many of our districts subscribe to the Microsoft Enrollment for Education Solutions and are beginning to take advantage of the Office 365 option. Further training will take place at the December TAC meeting. He also shared information about district's use of Student Technicians. This learning experience provides real life experiences in the technology field. Discussions continue about Cyber Security and the increase of potential cyber threats.
- Daren Moran, Business Manager, shared additional information relating to the local audit. The CAIU has experienced growth over the last five consecutive years. With the net income,

we have been able to designate the fund balance for future facility upgrades, pension costs, and health care costs.

- Cindy Mortzfeldt, Executive Director, shared highlights from her Executive Director's report. The Middle School Forum was held recently with over 200 in attendance. The goal for this forum was to help support the development of the leadership and academic potential of diverse middle school students. Several CAIU staff attended the PAIU Day on the Hill. The group visited with Rep. Patty Kim and Rep. Ron Marsico. Mrs. Mortzfeldt and other Executive Directors visited Senator Eichelberger. The Fall Superintendents' Conference was held earlier this month. Karen Ditzler, CAIU Instructional Technology Specialist, led the presentation on how to integrate the 4C's (Communication, Collaboration, Critical Thinking, and Creativity) into classroom instruction.

Executive Session – Executive session was held to discuss personnel issues.

Approved Action Items

- Minutes from the October 26, 2017 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$13,929,313.11 in receipts and \$4,598,020.65 in expenditures for October 2017
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$26,374,385.89 and expenses of \$18,200,802.71
- Budget Administration
 - Proposed 2017-18 Budget Revision – Early Intervention – ACCESS Program in the amount of \$638,692
 - Proposed 2017-18 Budget Revision – Title I, Part D – Neglected and Delinquent Subpart 2 in the amount of \$393,680
- Other Business Items
 - Board Member Resignation: Mr. Ken Ewing, Newport SD and Ms. Ausha Green, Harrisburg SD
- Policies & Programs
 - Second Reading, Revised Policy #103 – Nondiscrimination in Educational Programs/Services
 - Second Reading, Revised Policy #104 – Nondiscrimination in Employment Practices
 - Second Reading, Revised Policy #819 – Suicide Awareness, Prevention and Response
 - Deletion of Policy #211 – Student Accident Insurance
- Job Descriptions
 - Second Reading, New Position, New Description – Online Learning Program Account Manager
 - Second Reading, Existing Position, Revised Description – Lead Custodian
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board for their attendance. She shared that the hope is to have a candidate for the Executive Director position within the coming weeks. She wished everyone a Happy Thanksgiving.

NEXT MEETING: Thursday, December 21, 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:

BETHANY BORNAK, Speech and Language Clinician, Early Intervention Program, effective January 22, 2018. Reason: Personal.

BRIELLE DELELLIS, Educational Paraprofessional, CATES Program, effective November 9, 2017. Reason: Personal.

RACHEL GUERRA, Teacher, Emotional Support Program, effective November 22, 2017. Reason: Personal.

TARA SHOPE, Educational Paraprofessional, Early Intervention Program, effective November 10, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

ERICA COOK, part-time Educational Paraprofessional, Autism Support Program, effective November 14, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a replacement position funded through the Autism Support budget.

ZACHARY COOPER, Personal Care Assistant, CATES Program, effective October 31, 2017. Base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 137 days with additional new hire days as required. This is a new position funded through the CATES budget.

MARY ANN HARTLEY, Job Coach, Transition Services Program, effective November 13, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 130 days with additional new hire days as required. This is a new position funded through the Transition Services budget.

LESLIE RHOADES, part-time Cafeteria Worker, Student Services Team, effective October 30, 2017. Employee will be paid at the Range 5 rate of \$13.50 per hour and will work 180 days. This is a replacement position funded through the Cafeteria budget.

KRISTIN WILSON, part-time Teacher, ESL Program, effective November 21, 2017. Base salary of Masters, Step 5, \$51,637 for 189 days of service will be prorated based on the number of days/hours worked and with additional new hire days as required. This is a new position funded through the ESL budget.

BROOKE YELLETS, Long Term Substitute School Psychologist, Pupil Services Program, effective November 6, 2017 – June 15, 2018. Base salary of Masters + 60, Step 12, \$69,145 for 189 days of service will be prorated for a total of 145 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.

C. CHANGES OF STATUS:

LISA KLINGLER, from Educational Consultant, Training and Consultation Program to Assistant Supervisor, ANPS Program effective January 2, 2018. Salary will be based on Act 93, Range 4, \$80,774.73 for 205 days of service and will be prorated for a total of 116 days through June 30, 2018. This is a new position funded through the ANPS budget.

D. CHANGES OF SALARY: None

E. LEAVES OF ABSENCE:

MATTHEW BRIGHTBILL, Application Support Specialist, Technology Team, leave of absence effective October 9, 2017 – October 20, 2017. Leave is requested using accumulated paid leave time from October 9, 2017 – October 12, 2017 for a total of 4 paid days and without pay from October 13, 2017 – October 20, 2017 for a total of 6 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

MICHELLE CLARK, Psychologist, Pupil Services Program, intermittent FMLA leave through November 8, 2018. Leave is requested in accordance with CAIU and FMLA policies.

KIMBERLEE CLAYPOOLE, Educational Paraprofessional, Early Intervention Program, intermittent FMLA leave through October 30, 2018. Leave is requested in accordance with CAIU and FMLA policies.

SANDRA KIRCHNER, Educational Paraprofessional, Early Intervention Program, leave of absence effective November 2, 2017 – December 15, 2017. Leave is requested using accumulated paid leave from November 2, 2017 – the morning of December 4, 2017 for a total of 16.5 paid days and without pay from the afternoon of December 4, 2017 – December 15, 2017 for a total of 9.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

IRENE MCKENNA-REEDY, Educational Consultant, Training and Consultation Program, leave of absence effective November 9, 2017 – December 21, 2017. Leave is requested using accumulated paid leave for a total of 27 days and is in accordance with CAIU policies.

MARYANN MERCER, Personal Care Assistant, Multiple Disabilities Support Program, intermittent FMLA leave through October 31, 2018. Leave is requested in accordance with CAIU and FMLA policies.

SHANNON MURPHY, Educational Consultant, Student Services Team, leave of absence effective October 31, 2017 – December 22, 2017. Leave is requested using accumulated paid leave for a total of 36 days and is in accordance with CAIU and FMLA policies.

CHERYL NOLL, Personal Care Assistant, Autism Support Program, leave of absence effective September 11, 2017 – November 1, 2017. Leave is requested using accumulated paid leave time from September 11, 2017 – the morning of October 2, 2017 for a total of 15.5 paid days and without pay from the afternoon of October 2, 2017 – November 1, 2017 for a total of 21.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

CHERYL RUDAWSKI, Curriculum Specialist, Curriculum Team, leave of absence effective September 19, 2017, on an intermittent basis through October 31, 2017. Leave is requested using accumulated paid leave and is in accordance with CAIU sick and FMLA policies.

Executive Director's Report

November 16, 2017

PROGRAM SPOTLIGHT

Occupational and Physical Therapy (OT/PT)

Occupational and physical therapy are related services that are provided to students as identified on an IEP or services agreement. The primary focus of this program is to provide services that will help the student benefit from an appropriate special education program or regular education program through compensations for sensory and gross or fine motor deficits. The therapist evaluates the student within the school setting or typical environment and develops recommendations combining the OT or PT concerns with the school program. Services promote the development of fine motor dexterity and coordination, visual motor skills, self-regulation, gross motor skills balance, strength and coordination, postural stability and control, appropriate positioning and mobility, independence in daily activities, and improved quality of movement.

Program features may include:

- Individual or small group therapy
- Ongoing support for students through OT/PT service integrated into their educational programs
- Consultative services to teachers, classroom aides and parents
- In-service training for staff
- Preparation of specialized materials for student's use

NEWS

South Central PA Consortium for Excellence & Equity: 2nd Annual Middle School Forum

"Wise Up to Rise Up: Climbing Up Mountains & Tearing Down Barriers" was the theme of this year's Middle School Forum. Two hundred forty students and 30 adults from 24 schools (both public and private) schools attended the event on October 31st. The goal for this one-day Forum was to help support the development of the leadership and academic potential of diverse middle level students. This learning experience was designed

to inspire emerging student leaders to seek high levels of personal and academic success and accept leadership responsibilities for making positive contributions to their families, schools, and society, to develop a network of students that supports possible future collaboration among these emerging leaders, and to engage students in activities that will foster personal leadership development, build a diverse community, and assist in establishing meaningful leadership activities back in their home district. Key presenters included Zach Gowen, professional wrestler and youth empowerment speaker, and Carlos Ojeda, Jr., CEO of CoolSpeak and youth empowerment speaker.

Legislative Event

CAIU was represented at the PAIU Day on the Hill. Holly Brzycki, Supervisor of Online Learning, Dr. Janilyn Elias, Program Director, and Eric Bostick, Preschool Supervisor, attended with me. The House recently cancelled their session day, but we were able to visit



the offices of Patty Kim and Ron Marsico. We shared information about the work of Intermediate Units in general and the CAIU in particular.

Fall Superintendents' Conference

The Fall Superintendents' Conference was held on November 1-3, 2017. This year's theme was "Integrating the 4Cs: Taking Teaching and Learning to the Next Level." We began the conference with a team building event, BreakoutEDU. Karen Ditzler, CAIU Instructional Technology Specialist, led the superintendents through an engaging and interactive session on ways to integrate the 4Cs (Communication, Collaboration, Critical Thinking and Creativity) into classroom instruction. Karen helped the superintendents to explore no-tech, low tech and high tech methods and strategies that can be used to meet students' learning needs. Ken Kay, CEO of EdLeader21, and Karen Garza, President and CEO, Battelle for Kids, talked with the superintendents about "The Why, What, and How of 21st Century Education."



Student Services

PAIU 1st Annual Student Services Conference: 'Stand Up for Children'

- o The PAIU (PA Association of Intermediate Units) organized the first annual Student Services conference for district and IU staff across the state. The conference was held on November 1-3 in Pittsburgh with approximately 250 attendees. CAIU Student Services underwrote the conference registration costs for the districts in IU15. Our area had good representation and reported positive feedback about the conference. There were 10 District administrators (from 7 districts) as well as additional CAIU administrators attending and CAIU TaC staff who presented.

Hill Top Academy Canine Committee

- o Dr. Janilyn Elias, Program Director, has re-convened the CAIU Canine Committee to review our therapy dog procedures and practices. The committee is also reviewing various therapy dog providers and trainers in order to update our partnership agreements and internal procedures. Many of the therapy dogs who had been assigned to Hill Top Academy have retired and we are seeking to continue this very valuable program.

Suicide Prevention Training

- o We have staff who have been trained in QPR (Question, Persuade, and Refer) Suicide Prevention, and we are working with PDE to receive funding for Train the Trainer resources.

Capital Area Mental health Program (CAMhP)

- o Due to additional student referrals, we are planning to open an additional CAMhP class this December.

Coaches & Initiatives

- o As part of our IEP Compliance initiative and professional development, we are focusing on improving connections between executive functioning and transition planning documentation in both IEP development and progress monitoring.

Hill Top Academy

- o On the November 1st Act 80 afternoon at Hill Top Academy, staff participated in a variety of differentiated professional development activities. These trainings included: Breakout Edu, Mental Health Diagnosis and Educational Identification, Google Classroom and PCA ACCESS Billing.
- o HTA hosted a school-wide PBIS event on October 31st. Each classroom had the opportunity to build a catapult and compete against the other classrooms to see which one could launch a pumpkin the furthest. The classrooms also made scarecrows demonstrating LABS behaviors. High school classrooms created and ran fall themed carnival games for the younger students. To wrap up the event everyone enjoyed cupcakes donated by Giant.
- o Students continue to track their miles each day for the Billion Mile Race. Through the support of Physical Education teacher, Cheryl Park, Hill Top students have logged 1,266 miles to date!
- o On Friday, October 27th, Hill Top K-8 students enjoyed Trick or Treating at our neighboring building (The University of Pittsburgh Child Welfare Training Development Center).
- o On Tuesday, October 24th, HTA participated in Apple Crunch Day, a Penn State Health and Wellness initiative. Students were able to sample and learn about a variety of apples.

Interagency & Social Workers

- o Two administrators and two social workers have been trained in Mental Health First Aid. The training is provided through PaTTAN and designed to help people, who work with teens, recognize potential mental health concerns and then to provide support and resources to the teen to deal with the problem.

Preschool/Early Intervention

- o The preschool staff's professional development this month focused on Adverse Childhood Experiences (ACES) and Trauma Informed Approach as well as increasing participation in naïve learners.
- o Preschool Parent Orientation Meetings have been scheduled with the 24 school districts and families of children who will transition into school age program in the 2018-19 school year. Meetings will take place in November and December.
- o Early Intervention Connections hosted a parent panel at the CAIU for Infant Toddler families receiving early intervention services that will be transitioning into the Preschool Program. Four preschool families shared their experience about early intervention. In addition, Heather Donovan shared her role as an Inclusion Consultant to the participants and Kathleen Blazey, Preschool Director at Aldersgate Preschool discussed her experiences with the CAIU Preschool Program. Mary Mahoney-Ferster, Include Me From the Start Consultant, discussed the importance of including children with disabilities in general education classrooms.
- o The Preschool Program hosted a Social Emotional Literacy Night at the CAIU. Approximately 50 participants attended and engaged in hands-on activities focusing on social-emotional books. Families who are currently receiving early intervention services in the Infant/Toddler Program and the CAIU Preschool Program were in attendance.
- o **Community Outreach**
 - Jean Gray, Lara Borne and Barb Stolz conducted a CARA's Kit Training at The Joy Center on November 2nd. There were 22 participants.

- Lara Borne and Jean Gray provided a hands-on training focusing on visual supports and social-emotional development for the preschool staff at Grace Christian Preschool on November 7th.

Deaf/Hard of Hearing/DHH

- o As part of the ongoing collaboration between our DHH classrooms, the students from Deb Genet's DHH class visited, the students in Jennifer McLaughlin's class at Conewago Elementary (see photos). The afternoon was a Monster theme and the older students read monster books to the younger students and then made paper monsters. Perhaps the best part for the students was the monster snacks that they made and shared together. Both teachers and students enjoyed the time together and look forward to more opportunities to bond throughout the year.

Speech

- o Speech pathology requires a very wide range of skills in order to best serve a wide range of potential populations. Because of that, it can be challenging for clinicians to continue to develop their skills in all areas of the field, Dr. Dorsey has asked the clinicians to build off of our internal expertise and engage in co-observations throughout the year. He strategically paired clinicians in environments that are quite different from their current caseload. This exercise will continue to keep our clinicians abreast of the many aspects of their job that include private school settings, center based schools, public schools, and involve needs such as articulation, fluency, social language, assistive technology, feeding and swallowing, among others. These observations will occur throughout the year and the clinicians will share their learning at an end-of-the-year department meeting.

Vision

- o Roseanna Stillwagon and Stephanie Casey will be representing the vision staff at the HELIX conference on November 13-15. The IU vision team will meet as a group after their return to discuss what the staff can learn from the conference.

Equitable Participation

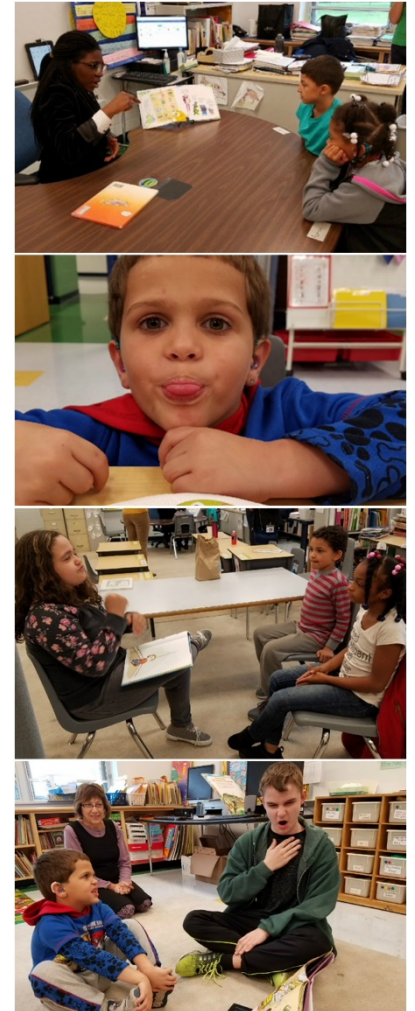
- o On Thursday, November 2nd, Meg Taylor-Makuch participated in the Fall Meeting of Nonpublic Administrators hosted by David Colestock and his team. As a lead for our equitable participation team, Meg spoke to the private school administrators about the services available to private schools for the 17-18 school year. We hope to continue to see an increase in the number of requests that we receive for our coaching services.

November 2017 Data Governance Update

- o The Data Quality Network (DQN) continues to meet monthly by connecting via video conference to other IUs. Presenters from PDE reviewed the Special Education December child count, Act 16 collection, and various resources for PIMS administrators. For more information on the Data Quality Network including session recordings and resources, please visit www.dataqualitynetwork.net.

Loysville Youth Development Center

- o Twenty-one of the 105 students enrolled already had their GED or High School Diploma when they arrived but will attend school.



- o One student passed the GED and eleven students took the ASVAB test in October.
- o Two trainers from Collins Writing worked with the staff and will return to work with teachers in the classroom in January.
- o LYDC administrators and staff are working with Holly Brzycki to develop CAOLA courses more suited to LYDC needs. These courses will have limited need for external links and more use of printed supporting materials. Keeping appropriate links open while blocking all other links is an issue of security at the Loysville site.

NOTIFICATION OF ACTIVITIES

- o **"My Bike" Presentation and Parade Event:** On Tuesday, November 14th, we had the privilege to, once again, host the **"My Bike"** event on behalf of Variety - the Children's Charity.
- o Held New Employee Orientation for 20 employees who have started since the beginning of the school year.
- o Attended Advocacy Day training provided by PASA and PASBO.
- o Participated in the Instructional Rounds visit at Big Spring SD.

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

AGENDA

November 15, 2017 – 6:30 PM

- I. Welcome to Regular Meeting - August "Skip" Memmi, Chairman
- II. Roll Call to Establish Quorum – Quorum was not present at the meeting, all votes will be required to be ratified at the January 17, 2018 meeting, assuming a quorum will be present for that meeting.
- III. Public Comments
- IV. Accept Summary Report of September 2017 Regular Meeting - **Approved**
- V. Accept Financial Report Ending October 31, 2017 - **Approved**
- VI. New Business
 - A. Tax Collection Matters
 - i. Keystone's 2017 Fourth Quarter Review – Joe Lazzaro of Keystone Tax Collection provided an update on collections county wide as of October 31, 2017. Collections are up about 5% from October 31, 2016.
 - ii. Keystone's discussion of its 2016-2017 Internal Controls Report – Mr. Lazzaro reported that the release of Keystone' internal control audit has been delayed because Keystone's auditors added testing for real estate taxes (in addition to the EIT and LST testing done in prior years). The final report should be available before Thanksgiving (11/23/17).
 - B. Administrative Matters
 - i. Risk Management – Renewal of PennPRIME Insurance Coverage (Estimated Cost: \$ 4,500.00) -- **VOTE REQUIRED - Approved**
 - ii. Proposed Budget for Calendar Year 2018 – **VOTE REQUIRED – Total budget of \$68,500 approved, however \$30,000 of fund balance will be used so only \$38,500 will be pro-rated and billed to all participating school district's and municipalities.**
 - iii. Audit Subcommittee – Ratification of annual audit of TCC's cash account for FYE 12/31/2016 – **VOTE REQUIRED - Approved**
- VII. Closing Comments and Adjournment – Meeting adjourned at 7:00 pm
 - A. Annual Organization Meeting – January 17, 2018 at 6:30 p.m.