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Derry Township School District Board of Directors Meeting – XI December 11, 2017

1. OPENING ITEMS

a. Call to Order

Minutes

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

b. Roll Call

Members in Attendance: John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer

Member Absent: Tricia Steiner (arrived at 8:12 p.m.)

Non-Voting Members in Attendance: Stacy Winslow, Mike Frentz

Staff/Public in Attendance: Dan Tredinnick, Mark Anderson, Catherine Siris, Jody Jacobs, Mike Knause, Annmarie Durnin, Jessica Capitani

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the December 11, 2017 Derry Township School District Board of Directors Agenda.

Minutes

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

Vote Results

Aye:	8	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer
No:	0	
Abstain:	0	
Not Cast:	1	Tricia Steiner

MOTION CARRIED

2. INFORMATIONAL AND PROPOSALS

a. Presentation: PSBA Advocacy - Delegate Roles and Responsibilities

Minutes

Davonna Rickard spoke to the Board about PSBA advocacy and delegates roles and responsibilities.

b. Presentation: Granada Building Facility Study Update

Representatives from Crabtree, Rohrbaugh and Associates presented work completed to date on the Granada Property Feasibility study.

Minutes

Chris Barnett from Crabtree, Rohrbaugh and Associates provided an update on the Granada property facility study.

c. Announcement of Executive Session

Minutes

Mrs. Sicher announced that the HR Committee met on November 29th and the Board met in Executive Session prior to this meeting and will be meeting after this meeting to discuss:

- Matters of Personnel
- Labor relations and arbitration

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 of Directors:

- None

e. Standing Committee Meeting Report

Minutes

The following standing committees met prior to the evenings meeting:

- Mrs. Sicher reported on the Curriculum Council Meeting held prior to this evenings meeting. Three informational items were covered, review of future PA Ready Index, reviewed Act 55, and the STEM competition at the CAIU. The committee also reviewed two items pertaining to goals, first being use of google docs, and the textbook adoption form.
- Mrs. Memmi reported on the General Services Committee meeting held prior to this evenings meeting. Three items were reviewed: 322 Concession stand, Landscaping, and Middle School heating system issue.

f. 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

Miss Blazer and Mr. Kellachow provided an update to the Board on things happening at all district buildings over the last 2 weeks.

g. Community Correspondence Report

Minutes

Mr. Tredinnick reported that there were 4 submissions during the month of November. The Board also discussed the request of a taxpayer to waive the 10% on taxes paid after October 31, 2017, no action was taken on the item.

h. Finance/Budget Update

Assumptions in 2018-2019 Projections:

- Real estate taxes will be increased by 2.4%, Act 1 index
- Healthcare costs will remain steady
- Salary and Benefits for full-day kindergarten staff or full time equivalent included
- Assumes continued increase in Basic Education and Special Education funding
- Assumes Earned Income Tax collections continue to grow

Items not in 2018-2019 projections:

- Equipment and additional program needs for Full-Day Kindergarten (that information is due to the business office on December 22).
- Other than 4 FTE for full-day kindergarten, no other additional positions included in the budget (requests for additional positions not due until December 22).
- Any additional items identified as priorities by the Board

Minutes

Mr. Frentz reviewed the 5-year budget projection model with the Board.

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

The following items will be on the Agenda for the January 8, 2018 Public Board of Directors Meeting:

1. Approval of December 11, 2017 Board of Directors Summary Minutes
2. Finance/Budget Update
3. Presentation: Full-Day Kindergarten Update (Ms. Castleman, Ms. Schmidt, Dr. Winslow)
4. Requests for the Use of Facilities
5. Personnel
6. Staff Development

Minutes

The anticipated agenda items for the January 8, 2018 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

a. Public Comment Time Parameters

Minutes

The Board discussed increasing the time for public comment from 3 to 5 minutes per speaker.

b. Add Public Time Parameters to Meeting Agenda

Approval to add Public Time Parameters to the current meeting agenda for voting.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the agenda item to increase the time parameters for public comment was added to the agenda.

Vote Results

Aye:	9	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
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No:	0
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Abstain:	0
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Not Cast:	0
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MOTION CARRIED

c. Increase Public Comment Time

Approval to increase the time for public comment from three to five minutes per speaker.

Minutes

Following a motion by Ms. Drew and a second by Mrs. Memmi time for public comment was increased from three to five minutes per speaker.

Vote Results

Aye:	9	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
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No:	0
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Abstain:	0
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Not Cast:	0
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MOTION CARRIED

4. CONSENT AGENDA ITEMS

Adoption of items of routine nature and those that normally do not require public deliberations on the part of the Governing Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the consent agenda items were approved.

Vote Results

Aye:	9	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
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No:	0
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Abstain:	0
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Not Cast:	0
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MOTION CARRIED

a. Approval of November 13, 27, and December 4, 2017 Summary Board of Directors Meeting Minutes

b. Approval of November 2017 Finance Report

1. The Treasurer's Report for the month ending November 30, 2017 is summarized as follows:

General Fund Revenue	\$2,489,354
General Fund Expenditures	6,052,803
Balance of Cash Plus Investments (Includes Capital Reserve)	40,490,613

2. The listed schedule of investment transactions for the period beginning November 1, 2017 through November 30, 2017, had total interest earnings of \$19,395 comprised of the following:

General Fund	18,732
Capital Reserve	663

The average interest rate for November 2017 was .58%

3. The November 2017 expenditures for the paid bills for all funds totaled \$1,933,637 excluding net payroll, retirement contributions, and debt service.
4. The December 2017 expenditures for the unpaid bills for all funds totaled \$823,536 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of December 2017 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	104,500
Net Payroll (2 pays)	1,463,000
Employer Provided Insurance	440,000
Payroll Deductions	785,000
Employer Payroll Taxes (FICA/RET)	2,022,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$5,814,500

c. Approval of Budget Transfers

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

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

d. Approval of Field Trip/Excursion - High School Model United Nations Club

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

<i>Group:</i>	Hershey High School Model United Nations Club
<i>Number of Participating Students:</i>	20
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Baltimore, Maryland
<i>Purpose:</i>	Participate in a Model United Nations Conference
<i>Depart:</i>	February 8, 2018
<i>Return:</i>	February 11, 2018
<i>Trip Leader:</i>	Lynn Shirk

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

e. Requests for Payment

The Administration recommended the approval of the following payments from the Capital Projects Fund. The expenditures are part of the 5-year Capital Plan.

Vendor	Amount	Project
Garland/DBS	1,905,103.87	Elementary Roof project
Uhrig Construction	282,312.75	HS - Special Education renovations
Shannon A. Smith Inc.	112,030.00	HS - Special Education renovations
Garden Spot Mechanical	75,465.00	HS - Special Education renovations
SSM Industries, Inc.	31,649.35	HS - Special Education renovations
Clair Solutions	22,392.00	HS auditorium upgrades
Crabtree Rohrbaugh Associates	20,404.95	HS renovations/Granada facility study
Quality Assurance Plus	3,935.60	HS - Special Education renovations
Moore Engineering	2,442.30	ECC chiller project
Professional Roof Service	8,280.00	Elementary Roof project
Total	2,464,015.82	

f. Request for the Use of School Facilities

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

<i>Group:</i>	Hershey Cub Scout Pack 65
<i>Date/Time:</i>	December 21, 2017 January 18, 2018 6:00 p.m. - 8:00 p.m.

Requested Facility: Elementary School MPR

Event: Meetings

Fee: None

g. Request for the Use of School Facilities with Waiver

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

Group: Ben and Tim Day Inc.

Date/Time: August 24, 2018
3:00 p.m. - 8:00 p.m.

August 25, 2018
6:00 a.m. - Noon

Requested Facility: High School Cafeteria, Restrooms

Event: Spaghetti Dinner (8/24/2018)
5K & 1 Mile Fun Run (8/25/2018)

**Fee:* Custodian: \$39.95 per hour

* Request for Waiver of Custodial Fees: Approximately \$239.70

5. NEW BUSINESS

a. Approval of CAIU and Dauphin County Technical School Delegates

Delegate Assignments:	
CAIU	Maria Memmi
Dauphin County Technical School	Terry Singer
	Judy Haverstick

Minutes

Following a motion by Ms. Drew and a second by Mrs. Memmi the CAIU and Dauphin County Technical School Delegates were approved. Note Ms. Drew accepted the friendly amendment made by Mrs. Sicher to add Linday Drew and Tricia Steiner as alternative delegates for the Dauphin County Technical School.

Vote Results

Aye: 9 John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner

No: 0

Abstain: 0

Not Cast: 0

MOTION CARRIED

b. Approval of Derry Township Tax Collection Association 2018 Budget

The Administration recommended the Board approve the 2018 Derry Township Tax Collection Association Budget with total revenue of \$341,600: District contribution of \$165,600; and total expenses of \$340,066.

Minutes

Following a motion by Mrs. Memmi and a second by Mrs. Haverstick the 2018 Derry Township Tax Collection Budget was approved.

Vote Results

Aye:	9	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

c. Utica College Externship Agreement

The Administration recommended the Board approve the Externship Agreement with Derry Township School District and Utica College effective December 11, 2017.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Externship Agreement with Utica College effective December 11, 2107 was approved.

Vote Results

Aye:	9	John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner
No:	0	
Abstain:	0	
Not Cast:	0	

MOTION CARRIED

d. Personnel - Resignation

The Administration recommended the approval of the following resignation:

Classified:

Habecker, Dennis

Bus Driver

District-wide

Reason: Retirement

Effective: 12/31/2017

Minutes

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

Vote Results

Aye: 9

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

No: 0

Abstain: 0

Not Cast: 0

MOTION CARRIED

e. Personnel - General

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

Professional:

Doyle, Lauren (replacing Laurie Scherer)

School Counselor

Middle School

Professional

Masters, Step 8

Salary: \$62,362 (pro-rated)

Effective: 01/04/2018 (pending receipt of Act 114 certification)

Classified:

Fischer, Andrew

Substitute Food Service/Stockroom Utility Driver

District-wide

Salary: \$18.27 per hour

Effective: 12/12/2017

Change in Hours for Classified Staff:

Moser, Douglas*

Bus Driver

District-wide

From: Level A: 5.25 hours per day

To: Level A: 5.0 hours per day

Salary: \$17.58 per hour

Effective: 11/20/2017 (retroactive)

Transfer of Classified Staff:

Sengerdy, Rebecca Mackertich*

From: Paraprofessional

To: Library Aide (replacing Angela Lapioli)

Middle School

Level A: 5.75 hours per day

Salary: \$17.43 per hour

Effective: 12/12/2017

Limited Service Contracts:

Harrison, Jordan

Assistant Girls' Basketball Coach

Middle School

Group F, Step 3

Salary: \$2,235

Effective: 12/12/2017

Killian, Dylan

Assistant Wrestling Coach

Middle School

Group F, Step 4

Salary: \$2,375

Effective: 12/12/2017

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

Minutes

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

Vote Results

Aye: 9

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

No: 0

Abstain: 0

Not Cast: 1

MOTION CARRIED

6. SPECIAL REPORTS

a. Board Members' Report

Minutes

- None

b. Superintendent's Report

Minutes

Dr. Winslow provided the Board with an updated on behind the wheel driver education.

c. Board President's Report

Minutes

Mrs. Sicher reminded Board Members of the PSBA Board Member training to be held on Saturday December 16, 2107.

7. 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:

- Jody Jacobs - Student concern
- Annmarie Durnin - Student concern
- Catherine Siris - Student concern
- Jessica Capitani - Public comment time and student concern

8. ADJOURNMENT**Minutes**

Following a motion by Mrs. Memmi and a second by Ms. Drew the meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved January 8, 2018

Kathy L. Sicher
President of the Board of Directors

December 11, 2017

Signature

Daniel B Tredinnick

Printed Name _____

Dan Tredinnick

Signature

Signature 

Printed Name

Catherine Siris

Signature

Signature _____
Signature _____

Printed Name _____

Printed Name
Tody Jacobs

Signature

Mike Knouse

Printed Name _____

Mike Knavel

Signature

Signature

Printed Name _____

ANNMARIE DURVIN

Signature

Signature: March W. Carl

Printed Name _____

Printed Name MARK ANDERSON

Signature

John C. Smith

Printed Name _____

Jessica Capitan

Signature

Printed Name _____

Signature

Printed Name _____

Signature _____

Printed Name _____

Signature

Printed Name _____

Signature

Printed Name _____

Signature

Printed Name _____

Signature

Printed Name _____

TWP OF DERRY TAX COLLECTION ASSOCIATION
2018 PROPOSED BUDGET

	2015 ACTUAL	2016 ACTUAL	2017 BUDGET	2017 PROJECTION	PROPOSED 2018 BUDGET	2018 OVER 2017 AMOUNT	(UNDER) BUDGET PERCENT
RECEIPTS:							
CONTRIBUTIONS:							
School District	165,000.00	159,000.00	160,200.00	160,200.00	165,600.00	5,400.00	0.03
Township	165,000.00	159,000.00	160,200.00	160,200.00	165,600.00	5,400.00	0.03
OTHER INCOME:							
Tax Collector	10,300.00	10,300.00	10,300.00	10,300.00	10,300.00	-	-
Interest	23.90	28.82	100.00	-	-	(100.00)	(1.00)
Miscellaneous	132.00	248.00	140.00	82.00	100.00	(40.00)	-
TOTAL REVENUES	340,455.90	328,576.82	330,940.00	330,782.00	341,600.00	10,660.00	0.03
EXPENDITURES:							
CAPITAL EXPENSES:							
2005 Equipment & Furniture	974.66	982.91	7,000.00	7,203.07	4,500.00	(2,500.00)	(0.36)
PERSONNEL EXPENSES:							
3005 Wages	152,208.33	166,731.22	172,830.00	168,264.22	178,941.00	6,111.00	0.04
3010 FICA/UC	16,064.07	17,071.51	17,200.00	15,244.26	16,500.00	(700.00)	(0.04)
3015 Employee Benefits	2,644.41	3,297.64	3,400.00	2,656.32	3,400.00	-	-
3020 Retirement	6,682.91	9,783.92	10,500.00	7,819.25	11,300.00	800.00	0.08
	<u>177,599.72</u>	<u>196,884.29</u>	<u>203,930.00</u>	<u>193,984.05</u>	<u>210,141.00</u>	<u>6,211.00</u>	<u>0.03</u>
OCCUPANCY EXPENSES:							
4005 Telephone	1,316.05	1,608.62	1,600.00	1,508.46	1,700.00	100.00	0.06
4010 Rent	9,166.63	10,833.29	10,000.00	10,000.00	10,000.00	-	-
4015 Custodial	2,585.00	2,280.00	2,875.00	2,825.00	2,875.00	-	-
4020 Electric/Heat	15,696.00	16,005.61	17,000.00	14,300.00	17,000.00	-	-
4025 Water/Sewer/Trash	400.05	434.31	1,000.00	520.00	1,000.00	-	-
4030 Building Supplies	565.20	857.77	1,000.00	970.00	1,200.00	200.00	0.20
	<u>29,728.93</u>	<u>32,019.60</u>	<u>33,475.00</u>	<u>30,123.46</u>	<u>33,775.00</u>	<u>300.00</u>	<u>0.01</u>
OPERATING EXPENSES:							
5005 Office Supplies	2,454.57	3,044.83	4,500.00	3,000.00	4,500.00	-	-
5015 Inservice & Travel	18.97	-	500.00	-	500.00	-	-
5020 Census Expense	713.70	35.00	1,000.00	1,000.00	1,500.00	500.00	0.50
5025 EIT/LST	1,684.07	1,391.56	2,500.00	2,300.00	2,500.00	-	-
5028 Delinquent Collections	96.81	40.00	100.00	40.00	50.00	(50.00)	(0.50)
5030 Township Billing	14,048.42	15,008.74	15,500.00	14,320.00	16,000.00	500.00	0.03
5031 School District Billing	14,561.33	14,814.51	16,100.00	16,660.00	17,000.00	900.00	0.06
5035 Insurance & Bonds	3,797.00	3,906.00	4,000.00	3,906.00	4,000.00	-	-
5050 Bank Charges	7,652.20	8,729.21	8,000.00	8,500.00	8,600.00	600.00	0.08
	<u>45,027.07</u>	<u>46,969.85</u>	<u>52,200.00</u>	<u>49,726.00</u>	<u>54,650.00</u>	<u>2,450.00</u>	<u>0.05</u>
MAINTENANCE & REPAIRS							
6005 Equipment Repair	-	-	2,000.00	-	2,000.00	-	-
6010 Comp Maint/ Software	99,922.83	22,489.40	18,000.00	15,262.50	20,800.00	2,800.00	0.16
	<u>99,922.83</u>	<u>22,489.40</u>	<u>20,000.00</u>	<u>15,262.50</u>	<u>22,800.00</u>	<u>2,800.00</u>	<u>0.14</u>
PURCHASED SERVICES:							
7005 Accounting	10,500.00	8,300.00	8,300.00	8,300.00	8,800.00	500.00	0.06
7010 Bookkeeping	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	-	-
7015 Consultants	-	-	1,000.00	-	1,000.00	-	-
	<u>12,900.00</u>	<u>10,700.00</u>	<u>11,700.00</u>	<u>10,700.00</u>	<u>12,200.00</u>	<u>500.00</u>	<u>0.04</u>
MISCELLANEOUS:							
8000 Postage	679.00	746.00	1,000.00	756.00	1,000.00	-	-
9000 Contingency	24.50	274.00	1,000.00	1,000.00	1,000.00	-	-
	<u>703.50</u>	<u>1,020.00</u>	<u>2,000.00</u>	<u>1,756.00</u>	<u>2,000.00</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	366,856.71	311,066.05	330,305.00	308,755.08	340,066.00	9,761.00	0.03
REVENUES OVER (UNDER) EXPENDITURES	(26,400.81)	17,510.77	635.00	22,026.92	1,534.00	899.00	1.42