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Derry Township School District

Board of Directors Meeting – XII

January 11, 2018

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Mrs. Sicher at 7:07 p.m.

b. Roll Call

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

Member Absent: Terry Singer (left meeting at 7:38 pm)

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

Staff/Public in Attendance: Dan Tredinick, Jason Reifsnyder, Stacy Winslow, Jackie Castleman, Lindsey Schmidt, Patsy Gilbert, Myla Melal, Angelina Berg, Michael Milurc, Damian Milurc, Blaise Milurc, Ana Milurc, Matt Milurc, Natalia Spedder, Stephanie Patton, Melinda Curran, Michael Hallinan

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the January 8, 2018 Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mr. Singer and a second by Mrs. Memmi the Board agenda for the evening's meeting was approved.

Vote Results

Yea: 9

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

Nay: 0

Abstain: 0

Not Cast: 0

MOTION CARRIED

2. INFORMATIONAL AND PROPOSALS

a. School Board Appreciation

Minutes

The Hershey High School string quartet performed a piece for the Board in honor of School Board Appreciation Month.

b. Presentation: Full-Day Kindergarten Update

Minutes

Mrs. Castleman and Mrs. Schmidt provided the Board an updated on the planning of full-day kindergarten for the 2018-2019 school year.

c. Announcement of Executive Session

Minutes

Mrs. Sicher announced that 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 arbitrations
- Consultation with an attorney

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 five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting. Speakers are asked to review the protocol for addressing the Board which can be found at the sign in table prior to speaking. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting are asked to fill out a contact card, which can be found at the podium. Completed cards may be turned in to members of the administration to facilitate a reply.

Minutes

The following citizens were recognized by the Board of Directors:

- 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. The committee reviewed three informational items, 339 Plan - Career and College Readiness, Upcoming Presentation and Suggested Reading. There were three items for discussion on the agenda, Curriculum Philosophy/Vision, Roles and Responsibilities, Updated Textbook/Materials Adoption Form. The committee reviewed one new business item, Speech and Debate Revision and one old business item, Course Revision - Tech Apps
- Ms. Drew reported on the Communications and Community Engagement meeting held prior to this evenings meeting. The committee reviewed two unfinished business items, Website Advertising and New Entrant Customer Service. The committee also discussed four new business items, Full-Day kindergarten parent information night, high speed messaging system, incident response communications, website and social media usage overview.

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 month.

g. Community Correspondence Report

Minutes

Mr. Tredinnick reported that there were a total of 8 submissions during the month of December.

h. Finance/Budget Update**Minutes**

Mr. Frentz reminded the Board that the Administration will be recommending the Board approve the Act 1 Real Estate Tax resolution at the next Board Meeting.

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

The following items will be on the Agenda for the January 22, 2018 Public Board of Directors Meeting:

1. Approval of January 8, 2018 Board of Directors Summary Minutes
2. Presentation: Annual Audit Report
3. Presentation: Granada Building Facility Final Report (Crabtree Rohrbaugh and Associates)
4. Presentation: Proposed 2018-2019 School Calendar
5. Students of the Month Recognition
6. School Board Recognition: Elementary Buildings
7. Approval of Presenters:
 - June 13-14, 2018 Workshop - Marcia Nell
 - October 8, 2018 Presenter - Kenneth C. Williams
8. Finance/Budget Update
9. New Course Proposals:
 - Design Thinking for Innovation
 - Digital Production
10. Requests for the Use of Facilities
11. Personnel
12. Staff Development

Minutes

The anticipated agenda items for the January 22, 2018 meeting of the Derry Township Board of School Directors were approved.

3. UNFINISHED BUSINESS

a. 2018 Committee/Delegate Assignments

Committees 2018	Board Member	Board Member	Board Member	Board Member
Athletics & Activities	Jennifer Mysel	Judy Haverstick	Lindsay Drew	Terry Singer
Communications & Community Engagement	Tricia Steiner	John Abel	Lindsay Drew	Jennifer Mysel
Curriculum Council	Kip Shaw	John Abel	Tricia Steiner	Kathy Sicher
General Services	Kip Shaw	Maria Memmi	Judy Haverstick	Terry Singer
Policy Committee	Tricia Steiner	Kip Shaw	Kathy Sicher	Jennifer Mysel
HR Committee	Lindsay Drew	Maria Memmi	John Abel	Kathy Sicher
Delegates 2018	Board Member	Board Member	Board Member	Board Member
Athletic Hall of Fame	Terry Singer			
CAIU	Maria Memmi			
DCTS	Terry Singer	Judy Haverstick	Alt1: Lindsay Drew	Alt 2: Tricia Steiner
Dauphin Co Tax Collection	Kip Shaw			
Downtown Association	John Abel	Jennifer Mysel		
HACC	Jennifer Mysel			
Parks & Recreation	John Abel	Terry Singer		
PSBA	Tricia Steiner	Lindsay Drew		
TIF	Jennifer Mysel	Kip Shaw	Lindsay Drew	

Derry Tax Association	Tricia Steiner	Maria Memmi		
Trojan Foundation	Lindsay Drew			
Wellness	Judy Haverstick			
Joint Work Group	Kathy Sicher	Maria Memmi	Alt: Terry Singer	
Full Day Kindergarten	Kathy Sicher	Jennifer Mysel		

Minutes

Following a motion by Ms. Drew and a second by Mrs. Memmi the listed 2018 Committee/Delegate assignments were approved.

Vote Results

Yea: 8 John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Tricia Steiner
Nay: 0
Abstain: 0
Not Cast: 1 Terry Singer

MOTION CARRIED

b. Turf Fields/322 Field

Minutes

The Board discussed the Turf fields/322 field replacement, a 2018-2019 project in the District's current capital plan and concession stand at the 322 field. Following a motion by Dr. Shaw and a second by Mr. Abel discussion on the concession stand was tabled until the February 26, 2018 Board Meeting.

Vote Results

Yea: 8 John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw, Kathy Sicher, Tricia Steiner
Nay: 0
Abstain: 0
Not Cast: 1 Terry Singer

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

Yea: 8 John Abel, Lindsay Drew, Judy Haverstick, Maria Memmi, Jennifer Mysel, Lewis Shaw,
 Kathy Sicher, Tricia Steiner
Nay: 0
Abstain: 0
Not Cast: 1 Terry Singer

MOTION CARRIED

a. Approval of December 11, 2017 Summary Board of Directors Meeting Minutes - XI

b. Request for the Use of School Facilities

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

Group: **Girls on the Run**

Date/Time: Monday through Thursday
 February 12, 2018 through May 3, 2018
 3:45 p.m. - 5:15 p.m.

Requested Facility: Elementary School Lobby by MPR2. Elementary Hallways (for inclement weather), Cinder Track

Event: Running Program Designed for Girls in Grades 3-5

Fee: None

Group: **Hershey United Lacrosse Association**

Date/Time: March 4, 11, 18, 25, 2018
 1:00 p.m. - 4:00 p.m.

Requested Facility: 322 Turf Field

Event: Spring Pre-Season Youth Lacrosse Training

Fee: Rental of Turf Field: \$35.00 per hour (Approximately \$420.00)
 Turf Field Manager: \$42.41 per hour/per field (Approximately \$508.92)
 Custodian: \$39.95 per hour (Approximately \$479.40)

c. 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: **Derry Township Parks & Recreation**

Date/Time: November 2, 2013
 3:15 p.m. - 6:30 p.m.
 November 3, 2018
 5:00 a.m. - 5:30 p.m.

Requested Facility: Middle School Cafeteria, Lobby outside Cafeteria/Auditorium, Foyer (for briefing, check in and check out)

Event: Annual Winter Arts & Craft Show

* Fees: Cafeteria: \$55.00 per hour (Approximately \$863.50)
 Kitchen: \$80.00 per hour (Approximately \$1,256.00)
 LGI: \$25.00 per hour (Approximately \$392.50)
 Custodian: \$39.95 per hour (Approximately \$627.22)

* Requesting Waiver of All Fees - See Attached Letter

d. Announcement of Staff Development Conferences

Staff Member:	Carol Dundorf
Conference:	American Museum of Natural History Professional Development
Location:	New York City, NY
Dates:	January 12-13, 2018
Expenses:	None
Staff Member:	Alys Stets
Conference:	Assistive Technology Industry Association
Location:	Orlando, FL
Dates:	January 31, 2018 - February 3, 2018
Expenses:	\$825.00
Staff Members:	Kelli Anderson, Michele Taylor
Conference:	The Opening Minds Early Education, Childcare, and School Age Conference and Expo
Location:	Chicago, IL
Dates:	February 7 - 10, 2018
Expenses:	\$1,124.42 (each)
Staff Member:	Christen Manari
Conference:	Mid-Atlantic Conference on Personalized Learning 2018
Location:	Pittsburgh, PA
Dates:	February 26-28, 2018
Expenses:	\$625.00

5. NEW BUSINESS

a. Personnel - General

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

Classified:

Bucher, Summer (replacing Nicole Vasquezi-Rode)

Paraprofessional

Intermediate Elementary School

Level A: 5.75 hours per day

Salary: \$16.34 per hour

Effective: 01/09/2018 (retroactive)

Fischer, Andrew*

Substitute Stockroom/Truck Driver

District-wide

Salary: \$18.27 per hour

Effective: 01/09/2018 (retroactive)

Groh, Cathy (replacing Christine Risser)

Paraprofessional

Primary Elementary School

Level A: 5.75 hours per day

Salary: \$16.34 per hour

Effective: 01/11/2018 (retroactive)

Steller, Lynda (replacing Faith Ezzo)

Paraprofessional (Self-Contained Classroom)

High School

Level B: 6.5 hours per day

Salary: \$16.34 per hour

Effective: 01/17/2018

Szekeres, Kimberly (replacing Kimberly Sullivan)

Paraprofessional (Self-Contained Classroom)

Primary Elementary School

Level B: 6.5 hours per day

Salary: \$16.34 per hour

Effective: 01/09/2018 (retroactive)

Yi, Yan Fen (replacing Suzy Kelly)

Cafeteria/Recess Aide

Intermediate Elementary School

Level A: 3.0 hours per day

Salary: \$13.58 per hour

Effective: 01/09/2018 (retroactive)

Transfer of Classified Staff:

Ezzo, Faith*

From: Paraprofessional (Self-Contained Classroom)

High School

To: Paraprofessional (Self-Contained Classroom) (replacing Bonny Schildt)

Middle School

Level B: 6.5 hours per day

Salary: \$18.56 per hour

Effective: 01/03/2018 (retroactive)

Kelly, Suzy*

From: Cafeteria/Recess Aide

Intermediate Elementary School

To: Library Aide (replacing Diane LeHew)

High School

Level C: 7.5 hours per day

Salary: \$17.43 per hour

Effective: 01/09/2018 (retroactive)

Sullivan, Kimberly*

From: Paraprofessional (Self-Contained Classroom)

Primary Elementary School

To: Paraprofessional (Self-Contained Classroom) (replacing Karen Kettering)

Intermediate Elementary School

Level B: 6.5 hours per day

Salary: \$18.56 per hour

Effective: 01/09/2018 (retroactive)

Vonada, Robert*

From: Bus Driver

District-wide

To: Stockroom/Truck Driver (replacing John Livering)

Level A: 5.75 hours per day

Salary: \$20.61 per hour

Effective: 01/10/2018 (retroactive)

*** 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

Yea: 8

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

Nay: 0

Abstain: 0

Not Cast: 1

Terry Singer

MOTION CARRIED

6. DELEGATE REPORTS

a. Dauphin County Technical School

Minutes

Mrs. Steiner attached her report for the Dauphin County Technical School.

b. CAIU

Minutes

Mrs. Memmi attached her report for the Capital Area Intermediate Unit.

c. Downtown Hershey Association

Minutes

Mr. Abel attached is report for the Downtown Hershey Association.

d. Athletic Hall of Fame

Minutes

Mr. Singer attached his report for the Athletic Hall of Fame.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

Mrs. Steiner thanked the Elementary PTO for the card and treats provided to the Board.

b. Superintendent's Report

Minutes

Mr. McFarland provided the Board with the following updates:

- Board members were provided their ballots for the Dauphin County Technical School and asked Board members to complete the form and return to him before leaving this evening;
- Congratulate Mindy Smith, 5th grade teacher, submitted an application for the PA Educational Tech conference for students to present on various topics;
- Elementary band will be performing the National Anthem at the February 24, 2018 Hershey Bears game.
- Hershey High School students will be participating in the 9th annual Poetry Out Loud Competition, to be held at the Hershey Theater on January 18, 2018.

c. Board President's Report

Minutes

Mrs. Sicher thanked the Administration for the Board appreciation gifts.

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:

- Michael Hallinan - Spoke about the changes to the District's Gifted Program
- Angelina Berg (student) - Spoke about the changes to the District's Gifted Program
- Stephanie Patton - Spoke about student concerns

9. ADJOURNMENT

Minutes

Following a motion by Mrs. Memmi and a second by Mrs. Steiner the meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved January 22, 2018

Kathy Sicher
President of the Board of Directors

Derry Township School District
School Board Meeting
January 11, 2018

Please Sign In AND Print Your Name

Signature Daniel B Tredinnick	Printed Name Dan Tredinnick
Signature Jackie Castleman	Printed Name Jackie Castleman
Signature Lindsey Schmiat	Printed Name Lindsey Schmiat
Signature Patsy Gilbert	Printed Name Patsy Gilbert
Signature Myla Mela	Printed Name Myla Mela
Signature Angelina Berg	Printed Name Angelina Berg
Signature Michael Milovic	Printed Name Michael Milovic
Signature DAMIAN MILIC	Printed Name DAMIAN "
Signature BLAISE "	Printed Name BLAISE "
Signature ANASTASIA "	Printed Name Ava "
Signature Matt "	Printed Name Matt "
Signature Natalia Spedden	Printed Name Natalia Spedden
Signature Stephanie Patton	Printed Name Stephanie Patton
Signature Melinda Curran	Printed Name Melinda Curran
Signature Michael Hallinan	Printed Name Michael Hallinan



Delegate Report December 2017

The Dauphin County Technical Institute Joint Operating Committee (JOC) met in executive session, work session and regular session on December 13, 2017. Prior to the JOC work session, the biannual Joint Board Meeting was held. Judy Haverstick attended all sessions and Tricia Steiner attended all except the JOC executive session.

After a reorganization of the Joint Board (Brad Harker was voted as Chair but will be finalized with mailed ballots to absent members), the meeting primarily consisted of a presentation of the 2018-2019 Preliminary Budget Report (attached).

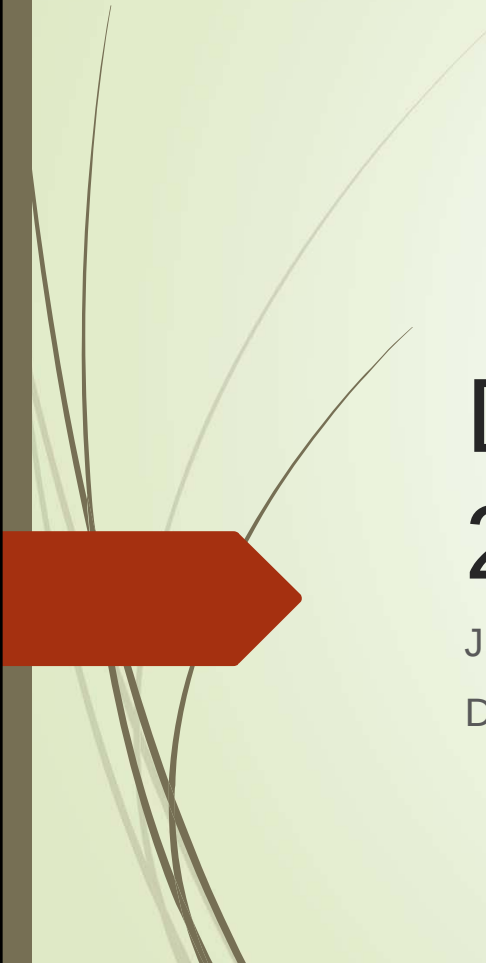
Items most discussed during the presentation included the proposals to hire a Social Worker as well as an Industrial Technology Instructor. Many building improvements and educational needs, including the addition of another modular classroom, were also discussed.

The JOC met immediately following the Joint Board Meeting. Procedures and votes for reorganization duplicated the Joint Board, with Brad Harker being voted as the JOC Chair. Reports from all Staff departments were provided. Of note included Dr. Grimm's (Administrative Director) report of the planning of a new electric sign which has received positive support and feedback from the community. A note of frustration was expressed by Mrs. Traynor (Assistant Administrative Director) in their attempts at working collaboratively with Harrisburg Area Community College (HACC) to access needed space for the welding program.

The JOC approved all business items except for one, which included the request to purchase new microphones. After just purchasing new microphones last year, the FCC opened other frequencies that now cause interference. It was suggested that other avenues of exchange and/or compensation be explored before purchasing new microphones. This item was tabled until the next meeting.

Lastly, the DCTS will host its annual Talent Show on Friday, February 2, 2018 at 7:00 pm in the DCTS Auditorium. The next JOC meeting will occur on Wednesday, January 10th. You may find all meeting agendas posted on BoardDocs at www.boarddocs.com/pa/daup/Board.nsf

Respectfully submitted,
Tricia Steiner



DCTS Preliminary 2018/2019 Budget

Joint Board

December 13, 2017



Budget Approval Process

➤ Assembly

- October - Budget assembly begins
- January thru March - Reviewed by JOC & Superintendents
- April - Presented to the Joint Board for Approval

➤ Approval

- A majority of the seven member districts
- Joint Board Meeting is held on 2nd Wednesday of April
- Mail vote on the budget is required as per public school code, when quorum is not present
- Votes tallied by JOC Secretary and reported at the May JOC meeting

Key Budgetary Items

- Retirement (PSERS)
- Salaries
 - 2 New positions
 - 1 Reallocated position from Perkins (Year 2 of 3)
- Building Improvements
 - Fume Hood Installation for Physics
 - Security Door for Main/Front Office
 - Door and Windows for Masonry Theory Room/Shop Area
 - Replacement of Five HVAC Controllers
 - Domestic Hot Water Heater (Year 4 of 4)
- Educational Needs
 - Instructional Management System (Software Program)
 - Equipment
- Technology Improvements
 - One-to-One Initiative
 - Replacement of Fiber Optic Cable

➤ Utilization of Capital Reserve



Retirement (PSERS)

➤ Employer Contributions

- 32.57% - 2017/2018 (\$2,727,494)
- 33.43% - 2018/2019 (\$2,879,423)
- 34.79% - 2019/2020
- 35.26% - 2020/2021
- 35.68% - 2021/2022
- 36.32% - 2022/2023

➤ PSERS Fund Balance Reserve

- \$1,173,733 as of November 30th



Salaries

- Based on the average of previous year member district salary scales
 - i.e. 17/18 MD scales are used for DCTS 18/19 scale
- **Social Worker (new position)**
 - Current CAIU Contract - \$664/day for 72 days (15/16: 28 days; 16/17: 72 days)
 - Mental Health and homeless student concerns/needs are on the rise
 - More students have IEPs that require services beyond learning support
 - Allows for home visits
 - Helps with truancy and community resources
- **Industrial Technology Instructor (new position)**
 - Blue Print Reading & Engineering Electives
 - 3-4 academies need blue print reading
- **Reallocate an Instructional Coach position (year 2 of 3)**
 - Perkins to General Fund



Building Improvements – Fume Hood

- Purchased a chemical fume hood for Physics in August 2017
- Science Wing is located above Culinary Arts
- Third-Party Vendor
 - Need to install new belt driven up-blast centrifugal roof exhaust fan
 - Need to install new controller, wire new circuitry, and install water, drain, and natural gas lines
 - New roof curb for the exhaust fan
- **Estimated \$15,000**



Building Improvements – Security Door

- 2016 Risk & Vulnerability Assessment
- Main Entrance should be redesigned
 - Hallway to staff/administrator offices should be blocked off
- **Estimated \$4,000**



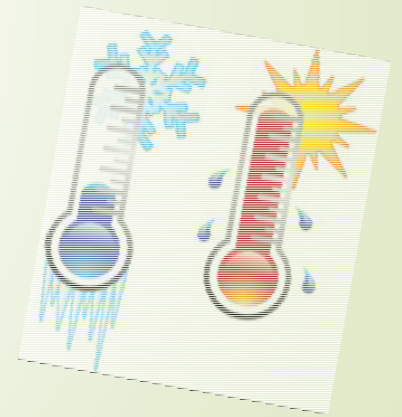
Building Improvements – Masonry

- Theory Room and Shop Area are not connected in Masonry
- Engineer drawings and permit are required to cut holes in the wall for a door and two windows
- BCT and Masonry students will install
- **Estimated \$8,000**
 - \$5,000 in materials
 - \$3,000 for drawings and permit



Building Improvements – HVAC Controllers

- Current Honeywell controllers are failing
 - Cannot control the temperature and outside air louvers
- New Programmable BACnet controllers
 - AHU 2 – Second Floor Mechanical Room
 - AHU 3 – Second Floor Mechanical Room
 - AHU 11 – Warehouse/Copy Shop
 - ERV – Cosmetology
 - RTU 6 – Second Floor Classrooms
- **Estimated \$30,000**



Building Improvements – Hot Water Heater

- Four Domestic Hot Water Heaters (2007)
- Hard water caused scale build-up on coils
 - Installed Water Softener in June 2016
- **Four Year Plan**
 - 2015/2016 - \$14,325
 - 2016/2017 - \$14,100
 - 2017/2018 - \$13,970
 - **2018/2019 - \$15,000 Budgeted**



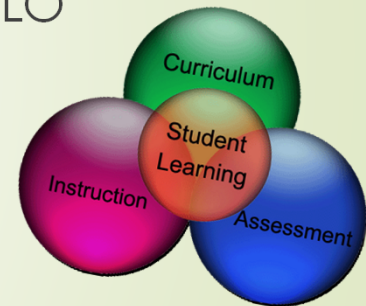
Facility Assessment Projects

- Updated spreadsheet to identify progress of each item
 - Internal – Maintenance and CTE Programs
 - External – Seeking quotes
- Priority Scale
 - Immediate - \$9,917
 - DCTS \$4,230
 - 6 items to be completed by 1/31/18
 - High - \$1,995,967
 - 17 items
 - Medium - \$1,144,421
 - 14 items
 - Low - \$1,023,801
 - 13 items



Educational Needs – Assessment Software

- EdInsight Instructional Management System
 - Student Performance Suite
 - Data Manager/Analyzer, Resource Tracker, Curriculum Manager/Online Lesson Planner, Student Data Depot, Assessment Builder with PA Benchmark Assessments, SLO Module, RTI/MTSS (Response to Intervention/Multi-Tier System of Supports)
- Create and maintain a modern and evolving curriculum that never goes out of date
 - Available to all staff immediately
- Estimated \$11,000 - \$13,300
 - **Annual Renewal \$9,000 – \$11,300**



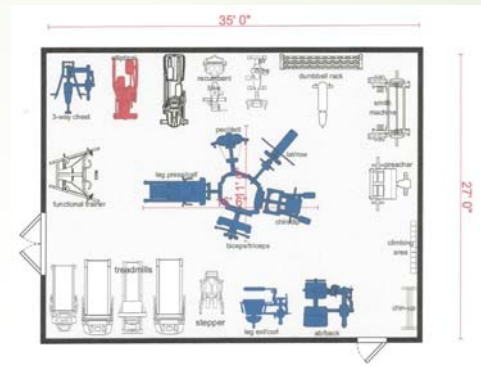
Educational Needs – Equipment

➤ Academics

- **Universal Fitness Gym**
- Treadmill

➤ Career & Technical

- Emissions Machine (Auto Tech)
- Spray Booth Simulator (Collision & Refinishing)
- **Resistant Spot Welder (Collision & Refinishing)**
- Radio Communication System (Criminal Justice/Police Science)
- Used Diesel Trailer (Diesel Technology)
- Diesel Engine Trainer (Diesel Technology)
- CAT Diesel Engine (Diesel Technology)



Educational Needs – Equipment continued

➤ Career & Technical

- **SimView – Patient Simulator Digital Upgrade (Health Careers)**
- Patient Bed (Health Careers)
- 4k Video Camera (Graphic Arts)
- 3 MacPro Computers (Graphic Arts)
- Dust Collection System (Masonry)
- **Aquaponic Nutrient Film Technology Production System (Horticulture)**
- **4' x 8' Flood Table (Horticulture)**
- Bear Cat Chipper/Shredder/Blower (Small Engine Equipment)
- Two Exmark Mowers (Small Engine Equipment)
- Grounding & Bonding: Copper Connectivity Trainer (Electronics Technology)



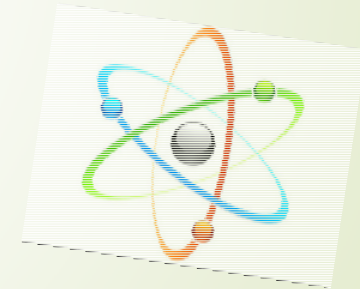
Technology Improvements

➤ One-to-One Initiative – Year 2

- 21st Century Learning – every student has access to Technology
- New devices for Freshmen

➤ Replacement of Fiber Optic Cable

- Current Fiber - 1997
 - Supports 1Gig
- 10 Gig Speed from CAIU
- Improve performance
- **Estimated \$10,000 for materials**
 - Installation by IST students



Capital Reserve Utilization

➤ Modular Classroom

- Increased enrollment
- Out of academic classroom space
- Need to offer more electives
- Placement next to current modular classroom
- Additional electricity was added in 2013/2014
- **Estimated \$150,000**



Capital Reserve Utilization continued

➤ Replacement of Gymnasium Floor

- Original Floor (1968) – 6,800 sq. ft.
 - Average life is 30 years (Repairs/Refurbish extend life to 50 years)
- Repaired/Refinished (Water Leak) – January 2010
 - \$43,524 for 1,600 square feet
- Several sections have started to buckle
 - Pipe Burst - 2013
 - Refinished – December 2014
 - Pinned 2 sections – August 2017
- ScissorLoc I Low Profile: floating floor, solid maple wood, basket weave pattern to provide air flow
- Powervent Airflow System: sensor system helps to prevent or alleviate moisture issues
- **Estimated \$117,000**



Capital Reserve Utilization continued

➤ Carpet Tiles for Gym Floor

- Provides protection to gym floor
 - Middle School Expo, Craft Shows, Student Testing, Career Camp
- Easy to handle for quick set up and break down
 - Cart for storage and transport
- **Estimated \$17,700**

➤ Wall Pads for Gymnasium

- Student Safety
- 33 wall pads, 2" thick
- **Estimated \$6,100**



Capital Reserve Utilization continued

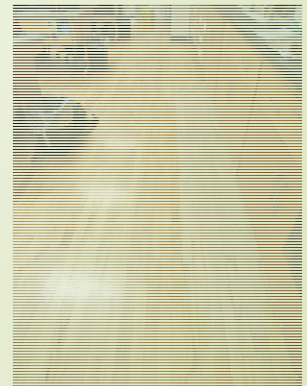
➤ Weight Room Floor

- Currently wood with random mats for protection
- Install sport impact flooring over the wooden floor
- **Estimated \$8,000**



➤ Drafting & Design Program Floor

- Floors are worn and damaged
- Restoration of wooden floor
- **Estimated \$5,200**



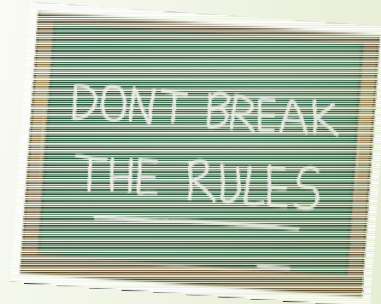
Capital Reserve Utilization continued

➤ School Code

- Money may be accumulated, during a period not to exceed five years from the date the first payment was made into the fund

➤ **Current Balance \$586,638**

- **\$520,588 by 2019/2020**
- \$30,143 by 2020/2021
- \$33,793 by 2021/2022
- \$2,114 by 2022/2023



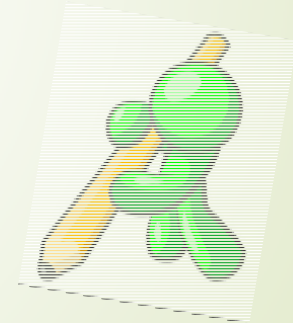
2018/2019 Preliminary Budget

➤ Total Budget \$18,734,032

- Salaries & Benefits (\$15,345,485) 81.9%
- Other (\$3,388,547) 18.1%

➤ \$696,090 Increase (3.86%)

- \$402,704 for salaries
- \$196,167 for PSERS
- \$119,905 for educational materials
- \$63,524 for health care
- \$30,445 for operations
- \$29,345 for tuition reimbursements
- (\$146,000) for building improvements



Revenue Sources

- **Member Districts** **80.7%**
 - Five-Year & Three-Year Average Daily Membership
- **Tuition Districts** **2.1%**
 - Currently 28 Students
- **State Funds** **13.6%**
 - CTE & Health Services Subsidies
 - Social Security and Retirement Subsidies
- **Other Revenue** **3.6%**
 - Interest
 - Health Care Employee/Retiree Contributions
 - Health Care Rebates & Reimbursements
 - Energy Curtailment
 - PSERS Fund Balance Reserve



Member District Contributions

	<u>2018/2019</u>	<u>2017/2018</u>	<u>% Change</u>
Central Dauphin *	\$6,698,223	\$6,442,823	4.0%
Derry Township *	460,837	441,391	4.4%
Halifax Area *	547,041	466,719	17.2%
Harrisburg **	3,759,446	3,655,271	2.8%
Lower Dauphin *	1,173,664	1,178,218	(0.4%)
Middletown Area *	1,199,851	1,163,824	3.1%
Susquehanna Township *	1,279,449	1,205,271	6.2%

3.88% Overall Change in Member District Contributions

** Allocation is based on the Five-Year ADM (Enrollment)*

*** Allocation is based on the Three-Year ADM (Enrollment)*

Five-Year & Three-Year Average Daily Membership (ADMs)



	<u>2018/2019</u>	<u>Allocation</u>
Central Dauphin *	433.038	44.3%
Derry Township *	29.793	3.0%
Halifax Area *	35.366	3.6%
Harrisburg **	243.047	24.9%
Lower Dauphin *	75.877	7.8%
Middletown Area *	77.570	7.9%
Susquehanna Township *	82.716	8.5%

* *Five-Year Average ADM (2011/2012 to 2016/2017)*

** *Three-Year Average ADM (2013/2014 to 2016/2017)*

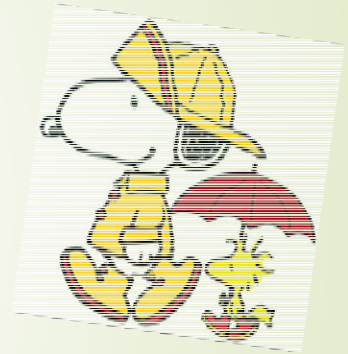
Fund Balance Reserves – 11/30/17

- PSERS Reserve Fund

- \$1,173,733

- Health Care Reserve Fund

- \$652,062



Fine Tuning – January thru March

- Comparative data
 - 2017/2018 Estimated Actuals
 - 2019/2020 & 2020/2019 Projected Budgets
- Allocating Equipment to Perkins
 - Perkins \$576,434 for 17/18
- Salary Scale
- Educational Incentives (due March 1st)
- Retirements (60 day notice)
- Health Insurance Renewal
- Property Insurance Renewal
- Miscellaneous adjustments
- Ancillary Budgets (Adult & Continuing Ed; Cafeteria; Scholarship; Summer School)



Questions

On Behalf of the DCTS Staff and Students
Thank You for your Support



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **December 21, 2017** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Mrs. Rice recognized and thanked the following departing Board Members for their dedicated service and commitment:
 - Mr. Clifton Edwards, Susquehanna Township SD
 - Mr. Robert Copeland, East Pennsboro Area SD
- The Board announced the following retirees: **Susan Laird**, School Counselor, ANPS, retirement with over 15 years of service, and **Cindy Mortzfeldt**, Executive Director, retirement with over 31 years of service.
- Alicia McDonald, Director of Student Services, shared an email from the LYDC Principal about a success story for one of the Loysville youth. The judge in Juvenile Court was very complimentary of the progress and success of the young man.
- Theresa Kinsinger, Director of Organizational Services, shared that we have over 560 employees but still have several openings. We continue to struggle to find special education teachers and para-educators. In addition, the board members will be receiving an email requesting information to be submitted for the recent Right to Know request. We are also in the process of moving to the new Qualified High Deductible Health Plan.
- Len Kapp, Supervisor of Operations and Transportation, shared that some minor remodeling and upgrade for the facility is taking place. Changes are being made to improve team function and work flow. We are also beginning a process to revitalize the landscaping at the Enola facility. Our transportation services continue to grow. We currently have 115 vehicles transporting children across our region.
- David Martin, Director of Technology Services, shared that since we have installed a new security appliance, we have been able to interrupt and stop DDoS attacks. Our region's goal is to continue to increase our cyber security. On December 14th, the TAC group had Office 365 training. Every other month during the TAC meetings, more intense training will be offered based on the feedback and needs of the districts. The CAIU will continue to provide Helpdesk support over the holidays.
- Daren Moran, Business Manager, reported that the Board Finance Committee will meet today to review the draft proposed 2018-19 General Operating Budget. This budget is the only one that requires approval at the district level by 50% of the districts and 50% of the weighted votes. The 2016-17 Local Audit Report is on today's agenda for approval. There were no findings or weaknesses noted.
- Cindy Mortzfeldt, Executive Director, shared that her report was available for review. She highlighted the student artists from Hill Top Academy who entered their work into the 44th Annual Our Art, Our Voice Art Exhibition. This was a juried art show and several of our students won. The art exhibit will be displayed across various sites in the region and then displayed at Susquehanna Art Museum in March. The ELECT program will be monitored in early January. The annual CAIU All Staff Day will be held on Friday, January 12, 2018.

Approved Action Items

- Appointment of new Board Members:
 - Ms. Gwendolyn Soult, Newport SD, to fill an unexpired term of December 21, 2017 – June 30, 2018
 - Mr. Dennis Helm, East Pennsboro Area SD, to fill an unexpired term of December 21, 2017 – June 30, 2019

- Mrs. Melanie Gurgiolo, Camp Hill SD, to fill an unexpired term of December 21, 2017 – June 30, 2019
- Mrs. Maria Memmi, Derry Township SD, to fill an unexpired term of December 21, 2107 – June 30, 2018
- Minutes from the November 16, 2017 CAIU Board Meeting
- Minutes from the December 7, 2017 CAIU Special Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$3,777,382.48 in receipts and \$5,740,049.78 in expenditures for November 2017
- Summary of Operations for the 2017-18 fiscal year showing revenues of \$33,018,827.43 and expenses of \$25,103,115.58
- Budget Administration
 - Proposed 2017-18 Original Budget – Early Intervention State –in the amount of \$13,782,372
 - Proposed 2017-18 Original Budget – National Network of Partnership Schools Grant in the amount of \$7,500
 - Proposed 2017-18 Original Budget – Statewide System of Support in the amount of \$205,413
- Other Fiscal Items
 - 2016-17 Local Audit Report
- Other Business Items
 - Dr. Saia E-Signature Resolution
- Policies & Programs
 - Delete Policy #248 – Unlawful Harassment
 - Delete Policy #348 – Unlawful Harassment
- Job Descriptions
 - First Reading, Existing Position, New Description – Statewide Comprehensive Planning Supervisor
 - First Reading, Existing Position, Revised Description – Program Supervisor, Student Services
 - First Reading, Existing Position, Revised Description – Program Director, Student Services
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice wished everyone a Merry Christmas and Happy New Year. She thanked the Board for their attendance this morning.

Board Member Sharing of Information

- Mr. Eric Samples, Lower Dauphin SD, shared that their superintendent, Dr. Sherri Smith, is retiring and Dr. Robert Shultz will become their new superintendent on January 5, 2018.
- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that the Wreaths Across America event at Fort Indiantown Gap was the second largest event after Arlington Cemetery.

NEXT MEETING: Thursday, January 25, 2018, 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:

- **MELISSA BIALAS**, Educational Coach, Student Services Team, effective December 22, 2017. Reason: Personal.
- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, effective November 22, 2017. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **KAREEM COTTON**, part-time Educational Paraprofessional, Early Intervention Program, effective January 2, 2018. Base salary of HS+30, Step 3, \$19,790 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 MAWA budget.
- **SARAH FINDLAY**, Teacher, Emotional Support Program, effective December 5, 2017. Base salary of Masters, Step 1, \$48,404 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **ASHLEY REDDIG**, Remedial Specialist, ANPS Program, effective December 18, 2017. Base salary of Masters, Step 2, \$48,904 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the ANPS budget.
- **SARAH ROGERS**, Long Term Substitute Teacher, ESL Program, effective December 14, 2017 – March 27, 2018. Base salary of Masters, Step 3, \$49,404 for 189 days of service will be prorated for a total of 65 days. This is a replacement position funded through the ESL budget.
- **EMILY WOLSZCZENSKI** part-time Teacher, ESL Program, effective November 29, 2017. Base salary of Masters, Step 11, \$61,484 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.

C. CHANGES OF STATUS:

- **BETHANY BORNAK**, Speech and Language Clinician, Early Intervention Program, change in resignation date from January 22, 2018 to January 11, 2018.
- **ROSEMARY BRAUGHT**, from part-time to full-time Secretary, Student Services Team, effective December 4, 2017.
- **ELIZABETH BRYER**, from Long Term Substitute Speech and Language Clinician to permanent, full-time Speech and Language Clinician, Early Intervention Program, effective December 4, 2017.
- **AARON CLARKE** from Administrative Assistant to Online Learning Account Manager, CAOLA Program, effective January 2, 2018. Change of status results in a change of salary to \$50,350 for 12 months of service and will be prorated for a total of 129 days through June 30, 2018.
- **CARLY COALSON**, Remedial Specialist, ANPS Program, change in resignation date from November 22, 2017 to November 17, 2017.
- **STEPHANIE CRATER**, Long Term Substitute Remedial Specialist, ANPS Program, change in end date of assignment from December 21, 2017 to January 3, 2018 resulting in an increase of days from 65 to 67.
- **DEBORAH EVANS**, from Educational Consultant to Long Term Substitute Program Supervisor, Training and Consultation Program, effective January 2, 2018 – June 30, 2019. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, High \$115,172 for 12 months of service and will be prorated for 129 days through June 30, 2018.

- **KELLY HERMAN**, from Educational Paraprofessional to Social Worker, Pupil Services Program, effective January 2, 2018. Change of status results in a change of salary to Masters, Step 9, \$57,676 for 189 days of service and will be prorated for a total of 111 days.
- **SARAH HOFFEE**, Speech and Language Clinician, Early Intervention Program, change in leave of absence return to work date from January 2, 2018 to June 25, 2018.
- **ERIC SCHNECK**, from Application Support Specialist II to Application Support Specialist III, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$42,285 for 12 months of service.
- **MEREDITH SEIDEL**, from Long Term Substitute Teacher to permanent Teacher, CATES Program, effective November 29, 2017. This is a replacement position funded through the CATES budget.
- **LINDSEY STAUFFER**, from Educational Paraprofessional to Mental Health Worker, Pupil Services Program, effective January 2, 2018. Change of status results in a change of salary to MHW Bachelors, Step 5, \$32,946 for 189 days of service and will be prorated for a total of 111 days.
- **AREIL SUTTON**, from Application Support Specialist III to Senior Application Support Specialist, Technology Team, effective July 1, 2017. Change of status results in a change of salary to \$47,460 for 12 months of service.
- **EMILY WOLSZCZENSKI**, from part-time to full-time Teacher, ESL Program, effective December 14, 2017.

D. CHANGES OF SALARY:

E. LEAVES OF ABSENCE:

- **MIREK CHMIELEWSKI**, Personal Care Assistant, Autism Support Program, leave of absence August 21, 2017 – November 22, 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 – November 16, 2017 for a total of 55 unpaid days. Employee will then take leave without pay for an additional 4 unpaid days from November 17, 2017 – November 22, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **AMBER KELLER**, Teacher, ESL Program, leave of absence effective January 3, 2018 – March 29, 2018. Leave is requested using accumulated paid leave time from January 3, 2018 – the morning of January 10, 2018 for a total of 5.5 paid days and without pay from the afternoon of January 10, 2018 – March 29, 2018 for a total of 54.5 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.
- **NICOLE MILLER**, Program Assistant, Curriculum Team, leave of absence effective December 5, 2017 – December 20, 2017. Leave is requested using accumulated paid leave for a total of 12 days and is in accordance with CAIU and FMLA policies.
- **MELISSA ROBERTS**, Occupational Therapist, OT/PT Program, leave of absence effective November 6, 2017 – November 17, 2017. Leave is requested using accumulated paid leave for a total of 10 days and is in accordance with CAIU and FMLA policies.

F. ISSUANCE OF TENURE:

The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 21, 2017:

- Morgan Coldren
- Katherine Strohm

Executive Director's Report

December 21, 2017

FAREWELL

As I write my final Executive Director's report, I am deeply honored to have had the opportunity to work at the CAIU over these past 31 ½ years. While I look forward to retirement, I will truly miss being part of the CAIU team. The CAIU staff demonstrates tireless dedication in their work and commitment to children, families, and school districts in our region. The school districts in our region excel and the CAIU is proud to collaborate with staff across many areas in our districts. Thank you to each of you for your leadership and support. I wish the very best to all of you as you continue your work supporting education in the Capital Region.

NEWS

Curriculum Services



New Teacher Induction: The CAIU continues to offer a New Teacher Induction series designed for teachers new to the profession that focuses on establishing a clear understanding of the responsibilities of a teacher and how to fulfill those responsibilities with quality and integrity. Using Multi Measure Educator Effectiveness, Cheryl Giles-Rudawski, Supervisor and Curriculum Specialist, leads the series recognizing the state changes for evaluation of teachers, the active nature of learning, and the complex decision making that characterizes

good teaching. Each session focuses on one of the four domains of the framework: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities.

Student Services

Student Artists

Fifteen students at Hill Top Academy entered their artwork into the 44th Annual Our Art, Our Voice Art Exhibition. This is a juried art show sponsored by The Arc, Dauphin County. The exhibition will move around through many locations before they retire the exhibition on Sunday, March 25th. In early March, the art exhibit will be displayed at the Susquehanna Art Museum in Harrisburg. Several of the Hill Top Academy students were winners in the art show. They will receive their awards at the March celebration.

Hill Top Academy

- The mobile dentist was at Hill Top on November 10th and saw approximately 30 students who had otherwise not been able to access a dentist.
- The staff at the neighboring University of Pittsburgh building have provided gifts to some of the needier students. This has become an annual tradition for them, and we appreciate their generous spirit!

Preschool

- Erin Hogan, student at Dickinson College majoring in Educational Studies, will be volunteering at Delbrook Preschool. We are looking forward to working with our volunteer in January.
- The Preschool Speech/Language program will be providing supervision to four graduate interns in the Spring semester. Graduate students will have placements in our program from Western Kentucky University, Eastern Carolina University, University of

South Carolina and Loyola University (Maryland). We are committed to helping the next generation of speech pathologists have rich learning experiences to prepare them for their careers!

ELECT

- The ELECT program held its annual holiday event in the evening of December 5th for the teen parents and their children. The teens had an opportunity to do some holiday activities with their children such as icing painting a cookie, making a picture frame, and using jingle bells to engage them in music. Pictures of the children were taken with our visiting Santa, and the students used their Baby Buck incentives to purchase items from our holiday store. We had about 70 people attend – the parents, their children, and additional adult guests.

OT/PT Program

- On December 6th, the OT/PT program held one of three scheduled program meetings. There were two main discussion sessions during the afternoon. One was about how we write and progress monitor goals. The other was an opportunity for each therapy group to hold clinical conversations about their successes and concerns. The day ended with an ice cream sundae bar with door prizes to celebrate the season a bit, too.

Loysville Youth Development Center

- The current population is 101 residents. That includes 9 new residents admitted in November and 12 who were released. There are 4 residents, who have already graduated from high school, who are unable to attend school due to class sizes being at the regulatory maximum.
- Seventeen of the 101 students already had their GED or High School Diploma when they arrived.
- Students participated in a Transition Fair on November 15th. This is arranged through the Transition office at Loysville, Elena Taylor, and Connie Swift.
- Mr. David Harper, Special Education Teacher, organized an Anti-Bullying awareness unit that included organized lessons, student self-assessment, and an assembly with a movie. Several students read a message and/or poem with anti-bullying content that was developed by the students at the assembly on November 21st.
- LYDC and our Technology team have added NetSupport software to the network system at Loysville. Implementation on a trial basis was successful and we are working on full implementation. This helps track student activity on the network. It seems like a solution to many of the security concerns and be a great monitoring tool for school staff.
- Staff is working with Holly Brzycki to develop CAOLA courses that are customized to the needs of the population at LYDC. 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 for student and community security at LYDC. They selected 8 courses that are commonly used and expect the first to be ready for a trial period soon.
- Honor Roll calculations for the first marking period –
 - a. Honors – 42 students
 - b. High Honors – 3 students

Pupil Services

- Referrals continue to be submitted requesting school psychologist time for our districts. A new psychologist was hired and another position is posted.
- The CAMhP (Capital Area Mental Health Program) classes have grown, and we have added a Mental Health Worker, shared across the classrooms, to be able to provide an additional layer of support to the students.

- Dr. Janilyn Elias, Program Director, has met with KidsPeace for discussions about how we could collaborate to streamline referrals and admissions. KidsPeace provides community, residential, and hospital services for children with significant mental health needs.

Variety, A Children's Charity



Janessa, age 11 received an adaptive bike from Variety about a year ago, and then on Tuesday, November 14th, we presented her with a communication device at the Capital Area Intermediate Unit.

Her mother told Variety, “Last year, Janessa started using a communication device in school, and right before Christmas (last year), she came up to me, held my face with both of her hands, and said, ‘I love you, Mommy.’ Other kids, you know, their moms hear that at one and a half or two years old, but it took ten years for her to get that out.

Having this device is a game changer for us as a family because she will have a voice at home now – not just at school. We have four other teenagers at home. When Janessa tries to get her thoughts across, there are times when she’s trying to say something and just gives up with a sigh. I’m hoping that this device will help to change all of that. Because of Variety, she will now be able to have a voice every day, all day, and to especially be able to talk with her family.”

NOTIFICATION OF ACTIVITIES

- Planning for **All Staff Day** to be held on Friday, January 12, 2018, at the Radisson Hotel, Camp Hill, is nearing completion. All staff will attend the morning session with various presentations and celebrations. Our keynote speaker will be Carlos Ojeda, Jr. Workshop sessions and service projects will be offered in the afternoon. Nearly 300 CAIU organized and completed service projects prior to All Staff Day.
- Held the Fall Communications Meeting in person and virtually with staff and introduced Dr. Saia to staff.
- Attended CPAVTS Professional Advisory Meeting.
- Met with leadership of CAEA along with Theresa Kinsinger and Alicia McDonald for our quarterly Meet and Discuss.

*Wishing All a Very Merry Christmas
and a Joyous New Year!*

DELEGATE REPORT-DHA

The Downtown Hershey Association (DHA) Board met on December 11, 2017. The Board heard from the Organizing and Design Committees. Also, the 2018 events were previewed including Art on Chocolate, Market on Chocolate, Choctober fest, and the Holiday Celebration.

At the end of the year, DHA made a recommendation on nominees to the Downtown Core Design Board presented at the Board of Supervisors in early January. Also, votes were taken for officers, board members, and the 2018 budget.

A few notes on the budget

- As noted at the December board meeting, DHA is increasing the Market line item to account for the hiring of a Market Director.
- DHA also accounted for a new event, Culturefest, in this budget and are estimating that expenditures will be similar to Choctoberfest and Art on Chocolate previously.
- Finally, Admin expenditures are dedicated to projects, which in 2018 may include contributions or commitments to Chocolate Avenue streetscape improvements, ChocolateTown Square East, and the installation of plantings at Ridge and Chocolate, all of which will be moving forward in 2018.

John Abel