

Derry Township School District

Board of Directors Meeting

September 26, 2016

Summary Minutes - V

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Brian Shiflett at 7:08 p.m.

b. Roll Call

Present: Chris Barrett, Maria Memmi, Heidi Eby, Brian Shiflett, Kathy Sicher, Terry Singer, Julie Neal

Absent: Jayanth Franklin, Jennifer Myself

Non-Voting Member Absent: Joseph McFarland

Staff/Public in Attendance: Mike Frentz, Dan Tredinnick, Jason Reifsnyder, Peter Ebert, Judy Haverstick, Dorinda Wilson, Lily Romero, Mike Knause, Kristin Juchem

Solicitor in Attendance: William Zee

Media in Attendance: Monica von Dobeneck – *The Sun*

c. Flag Salute

d. Approval of 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.

2. INFORMATIONAL AND PROPOSALS

a. Announcement of Executive Session

Minutes

The Board met in Executive Session prior to this evening meeting to discuss matters of personnel, and labor relations and arbitrations.

b. Recognition of Citizens (Agenda Items)

Minutes

The following citizens were recognized by the Board of Directors:

- None

c. Standing Committee Meeting Report

Minutes

Mr. Barrett provided the following updates with regard to the Communications Standing Committee Meeting:

- Communications Audit Report
- Requests to Distribute Materials from Outside Organizations
- Telephone Consumer Protection Act - Informational

d. Student Representatives' Report

Minutes

The student representatives provided the Board with the following updates:

- Recent Activities
- Upcoming Activities

e. Finance/Budget Update

Minutes

Mr. Frentz provided the Board with a budget calendar update.

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

The following items will be on the Agenda for the October 11, 2016 Public Board of Directors Meeting:

1. Approval of September 26, 2016 Board of Directors Summary Minutes
2. Approval of Cooperative Purchasing Agreement - National Joint Power Alliance
3. Requests for the Use of Facilities
4. Personnel
5. Staff Development

Minutes

The anticipated agenda items for the October 11, 2016 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

Minutes

Following a motion by Mrs. Sicher and a second by Mrs. Eby the consent agenda items were approved.

Vote Results

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

MOTION CARRIED

a. Approval of September 12, 2016 Summary Board of Directors Meeting Minutes - IV

b. Approval of August 2016 Finance Report

1. The Treasurer's Report for the month ending August 31, 2016 was summarized as follows:

General Fund Revenue	\$8,509,308
General Fund Expenditures	4,095,532
Balance of Cash Plus Investments (Includes Capital Reserve)	19,636,800

2. The listed schedule of investment transactions for the period beginning August 1, 2016 through August 31, 2016, had total interest earnings of \$560 comprised of the following:

Money Market	456
General Fund	0
Capital Reserve	104

The average interest rate for August 2016 was .04%

3. The August 2016 expenditures for the paid bills for all funds totaled \$2,955,902 excluding net payroll, retirement contributions, and debt service.
4. The September 2016 expenditures for the unpaid bills for all funds totaled \$945,192.
5. Estimated expenditures of the General Fund for the month of September 2016 were in the

following amounts:

Operating Expenses	\$1,000,000
Utilities	105,600
Net Payroll (3 pays)	1,898,000
Employer Provided Insurance	432,000
Payroll Deductions	1,006,000
Employer Payroll Taxes (FICA/RET)	2,123,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$6,564,600

c. Approval of High School Club: Conspiracy Club

The Administration recommended the addition of the Hershey High School Conspiracy Club. No Limited Service Contract is associated with the club nor does it desire a student activity account.

d. Approval of Thirty-Day Review of Policies

The Administration recommended the approval of a Thirty-Day Review of the following policies of the Derry Township School District Policy Manual:

- 247 Hazing
- 609 Investment of District Funds
- 707 Use of School Facilities
- 815 Acceptable Use of Technology Resources

The policies will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

e. Approval of Thirty-Day Review of Board Operating Guideline

The Administration recommended the approval of a Thirty-Day Review of the following Board Operating Guideline of the Derry Township School District Policy Manual:

006-BOG-2 Local Meeting Parliamentary Procedures and Standing Rules

The Board Operating Guideline will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

f. Requests for the Use of School Facilities

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

Group:	Capital Area Girls on the Run
Date/Time:	Monday, Wednesday September 12, 14, 19, 21, 26, 2016 (Retroactive) 3:45 - 5:15 p.m. Monday, Wednesday September 28 - November 17, 2016 3:45 - 5:15 p.m.
Requested Facility:	Elementary Cinder Track and Music Room Hallway
Event:	3rd, 4th, 5th Grade Girls Meet for Running
Fee:	<u>None</u>
Group:	Junior Girl Scout Troop #110022
Date/Time:	First and Third Tuesday of Each Month October 4, 2016 - May 23, 2017 3:15 - 5:15 p.m.
Requested Facility:	Elementary Cafeteria II
Event:	Meetings

Fee: None

Group: **Hershey Youth Football Association**

Date/Time: October 6, 2016
3:30 - 8:00 p.m.

Requested Facility: Middle School Cafeteria, Adjacent Hallway

Event: Fundraiser Candle Drop-off/Pick-up

Fee: None

Group: **Trojan Youth Wrestling**

Date/Time: October 17, 25, 2016
5:45 - 7:30 p.m.

Requested Facility: High School Wrestling Mat Room Hallway

Event: Registration

Fee: None

Group: **Hershey Youth Basketball**

Date/Time **ECC Gym**

Requested Facility: Monday through Thursday
October 31 - December 1, 2016
5:00 - 9:00 p.m.

Monday through Friday
December 2, 2016 - March 10, 2017
5:00 - 9:00 p.m.

Saturday
December 3, 2016 - March 11, 2017
(Not available 2/18/2017)
9:00 a.m. - 6:00 p.m.

Sunday
December 4, 2016 - March 12, 2017
(Not available 2/19/2017)
1:00 - 6:00 p.m.

Date/Time **Elementary Gym**

Requested Facility: Monday, Wednesday
October 31, 2016 - December 1, 2016
5:00 p.m. - 9:00 p.m.

Monday, Wednesday
December 2, 2016 - March 10, 2017
5:00 p.m. - 9:00 p.m.

Saturday
December 3, 2016 - March 11, 2017
9:00 a.m. - 6:00 p.m.

Sunday
 December 4, 2016 - March 12, 2017
 1:00 - 6:00 p.m.
Date/Time **Middle School Gym**
Requested Facility: Monday through Thursday
 October 31, 2016 - December 1, 2016
 5:00 p.m. - 9:00 p.m.

Monday through Friday
 December 2, 2016 - March 10, 2017
 (Not available 12/9/2016, 2/27/2017, 2/28/2017)
 5:00 - 9:00 p.m.

Saturday
 December 3, 2016 - March 11, 2017
 (Not available 12/10/2016, 2/18/2017)
 9:00 a.m. - 6:00 p.m.

Sunday
 December 4, 2016 - March 12, 2017
 (Not available 2/19/2017)
 1:00 - 6:00 p.m.
Date/Time **High School Gym**
Requested Facility: Sunday
 December 11, 2016 - March 12, 2017
 (Not available 12/4/2016, 12/18/2016, 2/19/2017)
 1:00 - 6:00 p.m.
Event: Hershey Youth Basketball Practices and Games
Fee: Custodial \$38.64 per hour

Group: **Senior Men's Basketball**
Date/Time: Tuesday, Thursday
 November 1, 2016 - October 31, 2017
 5:30 - 7:30 p.m.
Requested Facility: Elementary Gym
Event: Senior Men's Basketball Games
Fee: None

Group: **Trojan Youth Wrestling**
Date/Time: Monday, Tuesday, Wednesday, Friday
 November 7, 2016 - March 15, 2017
 5:30 - 8:30 p.m.
Requested Facility: High School Wrestling Mat Room, Bathroom
Event: Trojan Youth Wrestling Practice
Fee: None

Group: **Trojan Youth Wrestling**
Date/Time: Monday, Tuesday, Wednesday
 November 14, 2016 - February 8, 2017

5:30 - 6:30 p.m.

Requested Facility: Middle School Wrestling Mat Room, Bathroom

Event: Trojan Youth Wrestling Practice

Fee: None

Group: **Hershey Youth Football Association**

Date/Time: November 18, 2016

Requested Facility: Middle School Cafeteria, Auditorium, Restrooms

Event: End of Season Celebration

Fee: None

Group: **Trojan Youth Wrestling**

Date/Time: December 16, 2016 (set-up)
Time TBD

December 17, 2016

7:00 a.m. - 5:00 p.m.

December 18, 2016

7:00 a.m. - 7:00 p.m.

Requested Facility: High School Gym, Wrestling Mat Room, Cafeteria, Restrooms

Event: Trojan Youth Wrestling Tournament

Fee: Custodian: \$38.64 per hour

Head Cook: Charged for time needed per HESPA Contract

Group: **Hershey Youth Basketball Association**

Date/Time: October 4, 18, 2016

November 1, 15, 29, 2016

December 6, 2016

January 3, 2017

February 7, 2017

March 7, 2017

7:00 - 9:00 p.m.

Requested Facility: Middle School LGI

Event: Hershey Youth Basketball Board Meetings

Fee: None

g. Requests 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: **Hershey Youth Field Hockey**

Date/Time: October 23, 30, 2016

1:00 - 5:00 p.m.

Requested Facility: 322 Turf Field

Event: Youth Field Hockey Tournament

Fee: None (Waiver)

h. Announcement of Staff Development Conferences

Staff Members: Michelle Kindt, Megan MacNicol

Conference: Pennsylvania State Modern Language Association Conference
Location: Erie, PA
Dates: October 13-15, 2016
Expense: \$607.00 (Each)

Staff Member: Bonnie Ritchey

Conference: Cooperative Education Conference
Location: State College, PA
Dates: October 18-19, 2016
Expenses: \$538.00

Staff Member: Jennifer Marron

Conference: Childhood Apraxia of Speech: An Intensive Training for the School-based Therapist
Location: Pittsburgh, PA
Dates: October 20-22, 2016
Expenses: \$1,045.00

Staff Members: David Lillenstein, Jason Pedersen

Conference: Association of School Psychologists of Pennsylvania Fall Conference
Location: State College, PA
Dates: October 19-20, 2016
Expenses: \$125.00

Staff Member: Jennifer Quinnan

Conference: Pennsylvania Department of Education
Integrated Learning: The School-to-Career Connection
Location: State College, PA
Dates: November 2-4, 2016
Expenses: \$535.00

Staff Member: Jonathan Pinkerton

Conference: Jazz Educator's Network Conference
Location: New Orleans, LA
Dates: January 4-7, 2017
Expenses: \$1,048.00

5. NEW BUSINESS

a. Approval of Business Manager Contract

The Human Resources Committee recommended the Board reappoint Mr. Michael Frentz to the position of Business Manager for Derry Township School District effective July 1, 2017 through June 30, 2021.

Minutes

Following a motion by Mrs. Eby and a second by Mr. Barrett the Business Manager's Contract was

approved.

Vote Results

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

MOTION CARRIED

b. Approval of Communication Audit Proposal - National School Public Relations Association

The Administration recommends approving the National School Public Relations Association Communication Audit Proposal at a cost of \$13,500 plus travel expenses.

Minutes

Following a motion by Mr. Barrett and a second by Mr. Singer the National School Public Relations Association Communication Audit proposal was tabled.

MOTION CARRIED TO TABLE

c. Approval of Citizen Advisors

The Board of Directors recommended the approval of the following community members to serve as Citizen Advisors. The term will expire June 30, 2018.

Communication & Community Engagement Standing Committee:

- Jason Ernest
- Jody Jacobs

Curriculum Council:

- R. Michael Dotts
- Nancy Kiscadden

General Services:

- Julie Lynn Nerino

Policy Standing Committee:

- Serdar Ural

Minutes

Following a motion by Mrs. Sicher and a second by Mr. Barrett the citizen advisors were approved.

Vote Results

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

MOTION CARRIED

d. Casting of Votes for Pennsylvania School Board Association Officers

PSBA Bylaws, Article IV; Section 6 states that each member entity cast one vote per office. The Board Secretary cast the majority votes for Derry Township School District.

PSBA 2016 Slate of Candidates:

President-Elect:

- **Michael Faccinetto**

Vice President:

- **David Hutchinson**

Minutes

Following a motion by Mrs. Neal and a second by Mrs. Sicker the Board cast their votes for the listed PSBA Officer's Michael Faccinetto (President Elect) and David Hutchinson (Vice President).

Vote Results

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

MOTION CARRIED

e. Casting of Votes for Pennsylvania School Board Association Open Trustee Positions on the Insurance Trust Board

Member school entities were asked to vote for open trustee position on the PSBA Insurance Trust Board. The Board Secretary cast the majority votes for Derry Township School District.

Trustee (term ends December 31, 2017)

- Marianne L. Neel
- Michael Faccinetto

Trustee (term ends December 31, 2018)

- William S. LaCoff

Trustee (term ends December 31, 2019)

- Kathy K. Swope
- Mark B. Miller

Minutes

Following a motion by Mrs. Neal and a second by Mrs. Sicker the Board cast their votes for the following PSBA Open Trustee Positions:

Marianne L. Neel (Term ends December 31, 2017)

Michael Faccinetto (Term ends December 31, 2017)

William S. LaCoff (Term ends December 31, 2018)

Kathy K. Swope (Term ends December 31, 2019)

Mark B. Miller (Term ends December 31, 2019)

Vote Results

Aye:	7	Chris Barrett, Brian Shiflett, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, Maria Memmi
No:	0	
Abstain:	0	

MOTION CARRIED

f. Personnel – Resignations

The Administration recommended the approval of the following resignations:

Professional:

Martindell, Toni

Instructional Coach

Middle School

Reason: Personal

Effective: To Be Determined (no later than 11/14/2016)

Classified:

Beare, Toni

Substitute General Food Service Worker

District-wide

Reason: Reasonable Assurance Not Returned

Effective: 09/27/2016

Groff, Rickie

Substitute Custodian

District-wide

Reason: Personal

Effective: 09/20/2016 (retroactive)

Huzinec, Ann

Substitute Nurse Assistant

District-wide

Reason: Reasonable Assurance Not Returned

Effective: 09/27/2016

Maart, Joanna

Substitute Cafeteria/Recess Aide

Elementary School

Reason: Per Reasonable Assurance

Effective: 09/27/2016

Minutes

Following a motion by Mrs. Eby and a second by Mrs. Sicher the Personnel - Resignations items were approved.

MOTION CARRIED

g. Personnel – General

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

Classified:

Beres, Amy

Substitute Bus Driver

District-wide

Salary: \$17.22 per hour

Effective: 09/27/2016

Engle, Rochelle (replaced John Mock)
Cafeteria/Recess Aide
Elementary School
Level A: 3.0 hours per day
Salary: \$13.30 per hour
Effective: 09/27/2016 (pending receipt Act 126 certification)

Oswald, Cathy
Substitute Bus Driver
District-wide
Salary: \$17.22 per hour
Effective: 09/27/2016

Peters, Nicole (replacing Desiree Geiger)
Administrative Assistant
Food Service
Full-Time, 8.0 hours per day
Salary: \$18.43 per hour
Effective: 09/27/2016

Change in Hours for Classified Staff:

Lachman, Brenda*
Bus Driver
District-wide
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$17.22 per hour
Effective: Start of 2016-2017 school year (retroactive)

Smith, Robinson*
Bus Driver
District-wide
From: Level A: 5.25 hours per day
To: Level A: 5.5 hours per day
Salary: \$17.22 per hour
Effective: Start of 2016-2017 school year (retroactive)

Yaremchak, Kimberly*
Cafeteria/Recess Aide
Primary Elementary School
Revised: Level A: 3.0 hours per day
Salary: \$13.30 per hour
Effective: 09/13/2016 (retroactive)

Transfer of Classified Staff:

Cooper, Dominique*
From: Substitute Bus Driver
District-wide
To: Bus Driver (replacing Dennis Hassler)
District-wide
Level A: 5.0 hours per day
Salary: \$17.22 per hour

Effective: 08/31/2016 (retroactive)

Limited Service Contracts:

Daneke, Kaitlin*

Co-Curricular Band Director

Elementary School

Group H, Step 3

Salary: \$1,315

Effective: 09/27/2016

Ozimok, Megan*

Grade Level Coordinator - Grade 2

Primary Elementary School

Salary: \$2,000

Effective: 09/27/2016

Ruff, Brandy*

Co-Curricular Chorus Director

Elementary School

Group I, Step 2

Salary: \$822

Effective: 09/27/2016

Shrift, Brooke*

Mentor to Danielle Slatt, Grade 1 Teacher Long Term Substitute

Early Childhood Center

Salary: \$1,500

Effective: 09/27/2016

2. The Administration recommends the approval of the Limited Service Contract List of Winter Coaches for the 2016-2017 school year as attached.

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

Minutes

Following a motion by Mrs. Eby and a second by Mr. Singer the personnel - general items were approved.

Vote Results

Aye:	7	Chris Barrett, Brian Shiflett, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, Maria Memmi
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No:	0
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Abstain:	0
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Not Cast:	2	Jayanth Franklin, Jennifer Mysel
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MOTION CARRIED

6. DELEGATE REPORTS

a. Dauphin County Technical School

Minutes

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

b. Capital Area Intermediate Unit

Minutes

Mr. Franklin attached his report for the Capital Area Intermediate Unit.

c. Dauphin County Tax Association

Minutes

Mrs. Eby attached her report for the Dauphin County Tax Association.

d. Derry Township Tax Association

Minutes

Mr. Shiflett attached his report for the Derry Township Tax Association.

e. Athletic Hall of Fame

Minutes

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

f. Trojan Foundation

Minutes

The Trojan Foundation report was attached.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

The following members provided reports to the Board:

- None

b. Board President's Report

Minutes

Mr. Shiflett provided the Board with the following updates:

- Board Retreat

8. RECOGNITION OF CITIZENS

Minutes

The following citizens were recognized by the Board:

- Kristin Juchem - Transportation

9. ADJOURNMENT

Minutes

Following a motion by Mr. Barrett and a second by Mrs. Eby the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved at the October 24, 2016 meeting

Brian L. Shiflett
President of the Board of Directors

JWR

September 26, 2016

Please Sign In AND Print Your Name

Printed Name _____

Dan Tredinnick

Judy Haverstick

Printed Name _____

Peter Ebert

Printed Name _____

Dorinda Wilson

Printed Name _____

new name
Lily Romero

Printed Name _____

Mike Knapp

Printed Name _____

Printed Name _____

Printed Name _____

Printed Name

Printed Name _____

Printed Name

Printed Name _____

Printed Name _____

Printed Name



The Dauphin County Technical School Joint Operating Committee (JOC) met on September 14, 2016 in executive session, work session and regular session. Brian Shiflett and Julie Neal attended all meetings, and a quorum was present. Brian and Joe McFarland also participated in the Planning for the Future Committee meeting held prior to the other meetings.

Representatives from the Harrisburg School District, including Dr. Sybil Knight-Burney, Superintendent; Bill Gretton, CFO; Danielle Robinson, Board President; and Jim Thompson, Board Vice-President. They made a pitch to the JOC to consider moving forward with the new member district admission process. The JOC responded with an explanation of its engagement of a professional consultant and next steps in the process.

Business Administrator Maria Zaharick shared with the JOC a draft of the 2015-16 year-end financial picture and estimated distributions to the member districts. At the moment, the year-end operating surplus is \$1,168,485, which includes a budgeted \$400,000 reduction in the PSERS assigned fund balance and a substantial rebate from the school's health insurance consortium. That amount results in a \$51,622 allocation to DTSD, and combined with a \$83,362 debt service allocation, DCTS' total FY2015-16 estimated distribution to DTSD is \$134,984, which will likely be paid after the school receives its insurance rebate.

Derry Township School District is sending 42 students to DCTS, including 15 9th graders, according to the September 2016 3rd Day enrollment report. Compare that to the same time last year when 29 Derry Township students were enrolled. Our district's budgetary contribution is based upon a 5-year historical enrollment average, and for 2016-17, DTSD's contribution is based upon a 5-year enrollment average of 31 students.

Dr. Fox, Principal, reported on the results of a Risk and Vulnerability Assessment performed by law enforcement officials. The report contains many short and long-term recommendations, which the school will incorporate into its planning.

In other business, The JOC approved applying for supplemental equipment grants for a Kawasaki Mule utility vehicle for the Small Engine Equipment Program, Telephone and VoIP Trainers for the Electronics Technology Program, and a Precision Aquaponics System for the Horticulture Program.

The JOC approved a 3-year Administrative Director's contract for Dr. Peggy Grimm, effective July 1, 2016.

Next month, the Building Construction Cares team will return to Crisfield, Maryland for a week of service work helping to repair Hurricane Sandy damage. Building Construction Cares is one of many service opportunities DCTS students participate in during the school year

The next JOC meeting will be held Wednesday, October 12, 2016, 7:00 p.m. The JOC meets in the DC Tech cafeteria. JOC meeting agenda are on BoardDocs (www.boarddocs.com/pa/daup/Board.nsf).

Respectfully submitted,

Brian Shiflett

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **September 22, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: **Cynthia Shiraki**, Program Supervisor of preschool and school-age Occupational Therapists and Physical Therapists, retirement after 28 years of service
- Alicia McDonald, Director of Student Services, shared that September is reconciliation time for districts' special education contracts. Hill Top Academy has a team in place to assist with intakes and class placements. The preschool program received an \$18,000 grant from Office of Child Development and Early Learning (OCDEL) in partnership with Follow Me Daycare.
- Theresa Kinsinger, Director of Organizational Services, shared that the recently negotiated contract has been implemented. Information sessions related to implementation of Health Savings Accounts (HSAs) are being planned. An area of focus for districts is about website accessibility per ADA including options for online applications. The IU is staying abreast of the change in Fair Labor Standards Act and the impact on exempt employees. There is information on the CAIU website about a Guest Teacher training planned for October 27th and 28th at CAIU.
- Len Kapp, Supervisor, Operations and Transportation, shared an update on the culvert project. The Hill Top Academy (HTA) parking lot project is nearing completion. In 2015-16, nearly two million miles were provided by the CAIU in transportation for our districts. We currently have over 100 vehicles in service for this school year. The Drivers' Education program is in high demand with approximately 200 students in the queue.
- Brian Griffith, Director of Curriculum Services, introduced Cheryl Rudawski, who provided an overview of Title III and English as a Second Language (ESL) services provided by the CAIU. Student teachers attended their final day of High Impact Strategies training today at the CAIU.
- Daren Moran, Business Manager, shared that the local auditors are at the CAIU. The Board Finance Committee will be contacted in the near future to schedule meetings in preparation for the 2017-2018 budget.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the *Every Student Succeeds Act* (ESSA) workgroups have the final presentation of recommendations to the Pennsylvania Department of Education (PDE) on October 18th at the Forum. On that same day, the Pennsylvania Association of Intermediate Units (PAIU) will hold their fall Day on the Hill event at the Capitol. On October 19th the PAIU Aspiring Leaders group, comprised of promising educators within Intermediate Units from across the state, will hold their first virtual meeting of the school year.
- Cindy Mortzfeldt, Executive Director, shared that there was a My Bike presentation on August 29th. The 2016-2017 South Central PA Consortium for Excellence and Equity is planned for another year of professional development sessions. Hill Top Academy is once again providing Power Packs to families through New Hope Ministries. She also recognized Linda Wheeler, a CAIU employee who recently passed away, for her service to the IU and shared details about a book drive which is planned in her memory. Linda worked as a Reading Specialist in the Nonpublic School Services program since 2003 and was an active member of the local Capital Reading Council.

Executive Session – No executive session was held.

Approved Action Items

- Minutes from the August 25, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$11,537,619.86 in receipts and \$4,342,548.59 in expenditures for August 2016
- Summary of Operations for the 2015-16 fiscal year (as of September 9, 2016) showing revenues of \$86,574,934.02 and expenses of \$85,603,864.63
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$10,582,906.07 and expenses of \$6,675,253.07
- Budget Administration
 - Proposed 2016-17 Original Budget – Loysville YDC Title I, Part D in the amount of \$300,308
- Other Fiscal Matters
 - 2016-17 Special Education Contract: Harrisburg SD
- Other Business Items
 - PSBA 2017 – Slate of Candidates
- Policies & Programs
 - Second Reading, Revised Policy #004 – Membership
 - First Reading, New Policy #331.1 – Use of Personal Vehicles
 - First Reading, New Policy #707 – Use of Intermediate Unit Facilities
 - First Reading, New Policy #702 – Gifts, Grants, Donations
- Job Descriptions
 - Second Reading, Existing Position, Revised Description – Data Specialist
 - Second Reading, Existing Position, Revised Description – Online Learning Support Administrator
 - First Reading, Existing Position, Revised Description – Business Support Specialist
- Personnel Items – See Attached Report

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board members for being at this morning's meeting. She appreciated their attendance.

NEXT MEETING: Thursday, October 27, 2016, 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:

- **ANN BAILETS**, Program Supervisor, School-Age Speech and Language Program, effective November 11, 2016. Reason: Retirement after more than 36 years of continuous service.
- **STACEY CHYR**, Teacher, Early Intervention Program, effective September 2, 2016. Reason: Accepted a position with Central Dauphin School District.
- **LAURA ASHLEY HEINEMAN**, Business Support Specialist, Administrative Team, effective September 16, 2016. Reason: Personal.
- **ADAM KILLIAN**, Senior Network Administrator, Technology Team, effective October 27, 2016. Reason: Personal.
- **CASSANDRA MIZAK**, Educational Paraprofessional, Autism Support Program, effective September 12, 2016. Reason: Personal.
- **ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, effective September 23, 2016. Reason: Accepted a position outside of the CAIU.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, effective September 16, 2016. Reason: Employee is moving out of state.
- **LINDA WHEELER**, Remedial Specialist, ANPS Program, effective August 30, 2016. Reason: Employee passed away while on sabbatical after 13 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **LAURA CARRELL**, Personal Care Assistant, Autism Support Program, effective September 19, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **MICHELLE CLARK**, School Psychologist, Pupil Services Program, effective September 7, 2016. Base salary of Masters + 30, Step 3, \$51,400 for 189 days of service will be prorated for a total of 176 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **JOCELYN CONFER**, Personal Care Assistant, Emotional Support Program, effective September 19, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.
- **KIERSTEN DIMINICK**, Educational Paraprofessional, Early Intervention Program, effective September 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 160 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **ALISON SCHWARTZ**, Teacher, Early Intervention Program, effective September 6, 2016. Base salary of Bachelors, Step 7, \$50,655 for 189 days of service will be prorated for a total of 164 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.
- **LAURA SHIFFLETT**, School Psychologist, Pupil Services Program, effective September 19, 2016. Base salary of Masters, Step 2, \$47,774 for 189 days of service will be prorated for a total of 166 days with additional new hire days as required. This is a replacement position funded through the Pupil Services budget.
- **BENNETT SMITH**, Personal Care Assistant, Autism Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 178 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **RONALD TROXELL**, Personal Care Assistant, Emotional Support Program, effective September 7, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service

will be prorated for a total of 174 days with additional new hire days as required. This is a new position funded through the Emotional Support budget.

- **SPENCER TURNER**, Teacher, Loysville Youth Development Center, effective August 31, 2016. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for a total of 183 days with additional new hire days as required. This is a new position funded through the Loysville Youth Development Center budget.
- **AUDREY WRONSKI**, part-time Educational Paraprofessional, Early Intervention Program, effective August 29, 2016. Employee will be paid at a rate of \$12.88 per hour, based on HS + 30, Step 1, \$18,253 for 189 days of service with additional new hire days as required. This is a replacement position funded through the MAWA budget.

C. CHANGES OF STATUS:

- **SARAH BETACK**, Speech and Language Clinician, School-Age Speech Program, increase in number of work days from 113 days to 121 days.
- **JENNIFER LYDEN**, from Speech and Language Clinician to Program Supervisor, Early Intervention Speech and Language Program, effective September 15, 2016. This change in status results in a change in employment classification to Act 93 and a change of salary to Grade 3, Low \$107,956 for 12 months of service. This will be prorated for 205 days through June 30, 2017. This position is funded through the MAWA budget.
- **COLETTE MEDLIN**, Speech and Language Clinician, Early Intervention, decrease in number of work days from 189 days to 174 days.
- **ALEXIS SNYDER**, Inclusion Consultant, Early Intervention Program, change in leave of absence return to work date from October 31, 2016 to September 13, 2016.
- **LINDA STEELE**, Educational Paraprofessional, Deaf/Hard of Hearing Program, rescinding resignation, effective September 16, 2016.

D. CHANGES OF SALARY:

- **STACEY CHYR**, Inclusion Consultant, Early Intervention Program, change of salary due to completion of Masters + 15 credits effective July 25, 2016. Salary will be based on a Masters + 15, Step 13, \$66,385 for 189 days of service and will be prorated for 25 days due to employee's resignation, which was effective September 2, 2016.
- **BRYAN GUERRISI**, Online Learning Support Administrator, CAOLA Program, change of salary due to change in job description and increase in duties related to the growth of the CAOLA Program, effective August 22, 2016. Base salary of \$47,500 for 12 months of service will be prorated for a total of 224 days through June 30, 2017. This position is funded through the CAOLA budget.
- **STEPHANIE JOHNSON**, Teacher, Hospital Program, change of salary for completion of Master's Degree effective for the 2016-2017 school year. Salary will be based on a Masters, Step 6, \$52,239 for 189 days of service.
- **SARAH KELLY**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 9, \$58,244 for 189 days of service.
- **TANYA MORRET**, Educational Consultant, Curriculum Team, change of salary for completion of Masters + 15 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 15, Step 15, \$71,028 for 189 days of service.
- **ANNETTE WILSON**, Guidance Counselor, ANPS Program, change of salary for completion of Masters + 30 credits effective for the 2016-2017 school year. Salary will be based on a Masters + 30, Step 12, \$65,580 for 189 days of service.

E. LEAVES OF ABSENCE:

- **KARL MOHLER**, Maintenance Technician, Administrative Team, leave of absence August 29, 2016 – September 12, 2016. Leave is requested using accumulated paid leave for a total of 10 days and is accordance with CAIU and FMLA policies.

Executive Director's Report

September 22, 2016

Program Spotlight

English as a Second Language (ESL) and Title III

The Capital Area Intermediate Unit offers English as a Second Language (ESL) for students limited in English proficiency to school districts, charter school, non-public schools, and Technical Schools. Our highly qualified teachers are assigned to schools on an as-needed basis via the district contact. The ESL Program includes referral/intake, assessment of language proficiency, state test administration, individual or small group direct instruction, push in instruction, staff development, supervision, logistics/scheduling, and curriculum. Our current staff includes 3 full time and 3 part-time ESL teachers and one ESL Consultant. Currently, we are supporting approximately 125 students in 26 schools.

Our CAIU Title III Consortium consists of twenty school district/charter school/AVTS (*Big Spring, Camp Hill, Commonwealth Charter Academy, Cumberland Valley, Dauphin County Technical School, Derry Twp., East Pennsboro Area, Halifax Area, Infinity Charter School, Lower Dauphin, Middletown Area, Millersburg Area, Northern York County, Shippensburg Area, South Middleton, Steelton Highspire, Susquehanna Twp., Susquenita, Upper Dauphin Area, West Perry*).

Title III dollars are used to support the position of an ESL Consultant (Ann Tenan) who works directly with schools to create quality ESL Programs, consult with teachers supporting English Language Learners, provide professional development, provide ESL Networking, and communicate regularly on ESL issues and policies. Monies are used for supplemental supports and materials, professional development, technology and resources (Rosetta Stone, Imagine Learning, iReady).

NEWS

"My Bike" Presentation and Parade Event

On Monday, August 29th, we had the privilege to again host the **"My Bike"** event on behalf of Variety. Seven children received bikes and at least ten other children were fitted for bikes. Special guests included PA Secretary of Administration, Sharon Minnich, and PA State Senator, Rob Teplitz. The children and families demonstrated their joy as they rode their bikes in a parade through the lobby amidst cheers from IU staff.



Curriculum Services

South Central PA Consortium for Excellence and Equity

The CAIU will offer for a second year, in partnership with the Penn Center for Educational Leadership at the University of Pennsylvania under the direction of Dr. Robert Jarvis, the South Central PA Consortium for Excellence & Equity. This consortium is driven by a mission to positively transform the lives of each and every one of our students by preparing them for success in post-secondary education and in life – especially our diverse children and youth who have traditionally struggled academically in our schools, or who might likely be the first in their family to attend and graduate from college. Six workshops will be offered throughout the 2016-17 school year with a focus on engaging diverse learners, creating family and community partnerships, understanding the effects of poverty on learning, and creating culturally responsive schools. We are offering an additional opportunity this year for middle school students. The Student Leadership Institute is planned for October 26th with a focus to help support the development of the leadership and academic potential of diverse middle level students.

Student Services

The PA Pediatric Physical Therapy Association has announced that Lori Glumac is the recipient of the 2016 Pediatric Special Interest Group Award of Excellence as unanimously voted on by the selection committee. This award will be presented on October 29th at their meeting. Congratulations to Lori!!

The CAIU Project MAX team, Greer Aukstakalnis (OT), Lisa Smiley (Autism Consultant), and Emily Sidelinger (SLP), presented about their work at a poster session during the PaTTAN Low Incidence Conference in August. Project MAX is a PaTTAN initiative to support teams serving students with complex support needs and supporting access to the general curriculum and presuming student competence.

Loysville Youth Development Center (LYDC)

- There are currently 95 residents at the site and school. Fifteen of the 95 residents, 16% of the population, already have their GED or High School Diploma. We will be looking at additional vocational programming to best meet the needs of this population.
- Loysville YDC started the Standardized Program Evaluation Protocol (SPEP) evaluation process on September 1. This is an institution wide effort. The SPEP process will generate a score that rates the effectiveness of the total facility regarding programming, services, education, treatment, recidivism, vocational training, employability, etc. It will take several months before a score is generated. The school provided information about the services we provide.
- There were five teacher openings this year at LYDC. One position is currently vacant (Industrial Technology – Shop).
- State Senator Rob Teplitz toured the facility on September 6th. He spent a good deal of time at the school with many questions about the education program and students we serve. He is the newest member of the LYDC Community Advisory Board.

Pupil Services/ELECT-EFI/CAMhP/Diakon/Educational Coaches

- Diakon/Center Point Day Program opened this year with 22 students ~ 16 of which are district referred students. This is the highest beginning of the year enrollment to date.
- CAMhP ~ the new mental health program continues to look for a new “home” but is at Hill Top Academy for the time being. That program continues to grow with new referrals being submitted.

- With the new coaches on staff, Hill Top Academy and district-based classrooms are streamlining the intake process. This process has the districts following the same procedures for all intakes. We have already received positive feedback from districts.
- ELECT-EFI ~ welcomes Jan Cuva-Primmer as a new case manager. In addition, we now have Perry County as part of our service area. This was previously supervised by Tuscarora IU #11.

Hill Top Academy

- Current Enrollment: 113 with 13 new referrals
- The 2016-2017 school year at Hill Top Academy is off to a great start! In year 2 of Positive Behavior Interventions and Supports (PBIS), we have implemented a School-Wide reinforcement system with our "Labs Loot" currency. Staff and students have embraced this new PBIS system and it has quickly become a part of the culture and identity of the school.
- Hill Top Academy is pleased to be able to continue encouraging positive connections with the Upper Allen Police Department this school year. Officers have already visited classrooms to read to students on Fridays and will continue to be a positive presence in our classrooms and during school-wide celebrations.
- Hill Top Academy again will partner with Messiah College to host interns from their Special Education Teacher Preparation program. This semester we will welcome and support 14 teacher interns into our Hill Top classrooms.
- To start the year, Hill Top Academy has sent home 48 backpacks full of food for our neediest families each weekend. This has been possible through our partnership with New Hope Ministries in Mechanicsburg and their Power Packs program. Power Packs is a food and nutrition program, where students in need receive food in backpacks on Fridays to take home over the weekend.

Preschool/Early Intervention

- Terry (Kennedy) Telep, program supervisor, has been invited to participate on the United Way of Carlisle & Cumberland County Success by 6 Advisory Board.
- We have received an Evidence Based Grant (\$17,937) to support our partnering with Follow Me Childcare Center to ensure that the social emotional development of young children is proceeding at an appropriate pace through the implementation of periodic social emotional screenings while providing trainings and support to early childhood site and families. We will utilize a Professional Learning Community of Social and Emotional development to focus on this as well and PATHS Curriculum (Promoting Alternative Thinking Skills).
- The Preschool Program participated in a focus group with The Perry County Literacy Council and The Foundation for Enhancing Communities on 9/12/16. Discussions centered around conducting an in-depth needs assessment that documents the challenges faced by families with young children accessing early childhood education, including cultural, economic, and geographic barriers.
- Our internal Professional Learning Communities (PLCs) kick off is 10/3/16; we have approximately 15 PLCs for staff to choose from. Groups will share their experiences and what they learned throughout the school year on the final professional development day on May 25, 2017.
- We continue to partner with local colleges and high school students who are interested in early childhood special education. We have three Shippensburg University special education candidates working in the Preschool Program, a student volunteer from Messiah College who is working at our Delbrook Preschool and, in addition we have two senior high school students working at Lemoyne Preschool and Options

Preschool. We continue to partner with Messiah College interns from their Special Education Teacher Preparation program.

Reconciliation of 2015-16 School-age Special Ed Contracts & Services

- Our Regional Special Ed Plan Agreement created a process for reconciliation of any excess revenue or expense shortfall. The 2015-16 school year ended with excess revenue in our special education contract budget of \$940,698.62, which is 5% of our overall special education contracts (\$18,882,449)
- We had 41 school entities contract with us (local and out of area districts, charters, and other entities). Thirty-five of them will be receiving refunds and two will receive invoices.

District Based Classrooms

- We have opened our brand new Autism Support class at Steelton Elementary with much success. The staff and students have been welcomed very well by the faculty within the building.
- Our Project Max initiative has expanded to our High School Multiple Disabilities Support class (Paulette Walker). Collaborative meetings are scheduled throughout the year during which our teams (including speech and OT) will develop an action plan to help the students obtain maximum access to grade level, general education curriculum.
- Staff at East Pennsboro Middle and High Schools have worked very well together throughout the schedule changes needed there. They are sharing rooms and staff in order to keep education going as smoothly as possible. We thank the administration at East Pennsboro Area School District for all of their support during this time.
- Our Autism Support class at Susquehanna Township High School has begun plans to increase pre-vocational and community-based instructional activities. Some of these will occur within the building while others will occur out in the community. These activities will be used to help students improve social skills and build valuable daily living skills.

Hospital Programs & Project SEARCH

- Plans are under way to add an additional class to the in-patient hospital program at the Pennsylvania Psychiatric Institute (PPI). This class is for students ages 4-12 and is anticipated to be open at the end of October.
- A Project Search Open House will be held on November 15 at Penn State Health Medical Center. This event gives prospective students and families an opportunity to learn more about this exciting program.

NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting. The meeting was held at IU 13 and we had the opportunity to tour their onsite medical facility.
- Attended the PAIU Executive Directors' monthly meeting including a meeting with PDE staff.
- Participated in the PAIU Government Relations Committee meeting.
- Attended the Professional Advisory Committee meeting at CPAVTS.
- Attended the monthly Chief Recovery Officer meeting at Harrisburg School District

Dauphin County Tax Collection Committee – 9/1/2016, 7:00pm

- 29 delegates out of 52 present = quorum
- Accepted Summary Report of May 2016 regular meeting
- Accepted Financial Report Ending August 31, 2016
- New Business
 - Tax Collection Matters
 - Keystone's 2016 3rd quarter review
 - Highest collection rate Dauphin County has ever seen
 - Up 2% over last year at this time
 - Delinquent collections continue to improve
 - August 19, 2016 Keystone visit on-site with DCTCC representatives
 - Very beneficial
 - Impressive streamlined process
 - Administrative matters
 - Audit Subcommittee – Ratification of annual audit of tax collector for FYE 12/31/2015 filed with DCED by September 1st, per ACT 32 requirements – approved.
 - Audit Subcommittee – Discussion of August 19th meeting on-site with Keystone
- Old Business
 - Act 32 Audit and Evaluation – Discussion of proposed report to be prepared by DCTCC, with assistance from Keystone.
 - Voluntary, not required
 - Keystone recommending
 - Solicitor complimented Keystone on their openness and willingness to advocate and participate in this type of audit
- Adjournment – 7:06pm

Respectfully Submitted by

Heidi Eby

Township of Derry Tax Collection Association - Delegate Report
September 2016

The Township of Derry Tax Collection Association met September 22, 2016, 6:00 p.m., in the Association office conference room at 610 Clearwater Road. A quorum was present with Brian Shiflett and Maria Memmi representing the Derry Township School District.

The members approved the June 23, 2016, meeting minutes and the June, July and August 2016 Financial Reports. The Association's revenues and expenses are tracking well to the 2016 budget, with a small surplus forecasted.

Mrs. Melhorn provided updates on a few topics. The Association's computer system is working well, and minor issues have been resolved by the system vendor.

Mrs. Melhorn reported that HE&R has generated a much greater volume of new employee records this year, with approximately 800 new employees entered in Q1 and approximately 1,600 in Q2. Mrs. Melhorn explained that new employee records are entered manually into the tax system, and because of the increased volume, she authorized the system vendor to modify the software at a cost of \$2,000 to allow import of new employee records from tax disks, rather than requiring manual input.

Mrs. Melhorn detailed changes to the Association's accounts with PNC Bank. Beginning prior to the time Mrs. Melhorn became manager, Association proceeds were automatically swept into higher interest-bearing accounts, and automatically swept back out for transfers to the Township, School District or for Association expenses such as payroll. Recently, PNC began charging the Association account fees, which are estimated about \$7,000 annually. Working with PNC, Mrs. Melhorn had the sweep accounts eliminated, as the fees were far in excess of any interest generated. Also wire transfers for Township fund transfers are being converted to ACH transfers, saving about \$200 monthly. When all the changes are implemented, Mrs. Melhorn expects the bank fees to drop to about \$3,500 annually. She is also attempting to have PNC waive some accrued charges in 2016.

While the banking changes will result in financial benefit to the Association, there have been a couple glitches. In one instance, PNC shut down the automatic sweeps while approximately \$5 million of DTSD funds were in the sweep account. Because there had been no prior need for the Association manager and officers to have signatures on file for the sweep accounts, the Association was unable to move the money to the District. Appropriate signatures were gathered tonight, and within days Mrs. Melhorn expects to move the funds to the proper accounts.

Mrs. Melhorn two personnel changes. One employee has left to enter school to pursue a new career field and has been replaced. The Association's data entry specialist has tendered her notice and Mrs. Melhorn is in the process of identifying a replacement.

The meeting adjourned at 6:25 p.m. The next meeting is scheduled October 27, 2016, 6:00 p.m., in the Association office conference room at 610 Clearwater Road.

Respectfully submitted,
Brian Shiflett

Trojan Foundation
Minutes – Annual Meeting
September 7, 2016

Present: Ross Santangelo, Alan Malkoff, Lou Verdelli, Ann Rowland, Jim Zugay, Marc Moyer, David Twaddell, Mike Frentz, Joe McFarland, Laurie Eberle, Bruce Hancock, Dan Tredinnick, Julie Neal

New Board members Laurie Eberle and Bruce Hancock were introduced and welcomed. Also, due to her work schedule, former member Bina Singh will be replaced with her husband, Harjit Singh, on the Board. Joe announced that Barb Clouser, HEA President, will be joining the Board as an ex officio member.

As this was the annual meeting, Alan Malkoff nominated Ross Santangelo to continue in his role as President, with a second from Marc Moyer. There was a further motion by Marc Moyer to approve the slate of officers, with a second from Jim Zugay:

Ross Santangelo – President
Alan Malkoff – Vice President
Lou Verdelli – Treasurer
Ann Rowland - Secretary

Financial Review – The weight equipment previously discussed was purchased for the District with foundation funds and the equipment is also able to be adapted for use by students with disabilities. The EITC monies have all been expended, and all current approved grant requests have been paid out.

Grant Request – An initial request was submitted for an online course for 5 teachers and 2 administrators on Design Thinking, an educational approach that focuses on fostering critical thinking. The group reviewed and agreed it is a good concept to embrace, with the provision that there is an action plan developed for follow-up after the conference. Jim motioned to approve that the initial request be moved to the next stage of review, with a second by Marc Moyer.

Taste of Hershey – Joe will reach out to Hershey Lodge regarding possible event dates.

APEF – We will be hosting an Association of PA Education Foundations (APEF) Eastern Region Meeting on November 17 from 9-12. This group will be a great resource as we continue to move our foundation and mission forward.

Board Insurance - We are covered by the District's insurance policy with the exception of the Taste of Hershey event, because alcohol is served. We will explore options regarding supplemental coverage for that event.

Jim and Marc volunteered to man a Trojan Foundation table at the Elementary Back to School Night on Wednesday, September 21. Ann will update the brochure in advance of this event, and Jim will coordinate getting it printed.

Lou announced that there will be a second annual Hershey High School alumni get together on November 25, the Friday after Thanksgiving.

Ann will be reaching out to Natalie Nutt, Executive Director of the Bridge Foundation, regarding attending the November Board Meeting to share her insight on EITC.

Our next meeting will be **Wednesday, November 9 in the District office at 7:30 AM.**