

**Derry Township School District**  
**Board of Directors Meeting**  
**October 24, 2016**  
**Summary Minutes - VII**

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**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

The meeting was called to order by Brian Shiflett at 7:07 p.m.

**b. Roll Call**

**Members Present:** Heidi Eby, Maria Memmi, Jennifer Mysel, Brian Shiflett, Kathy Sicher, Terry Singer, Chris Barrett

**Members Absent:** Julie Neal, Jayanth Franklin

**Non-Voting Member in Attendance:** Joseph McFarland

**Staff/Public in Attendance:** Mike Frentz, Stacy Winslow, Jason Reifsnnyder, Dan Tredinnick, Judy Haverstick, Ronald Wales Jr., Mike Knause.

**Solicitor in Attendance:** Kim Smith

**Media in Attendance:** Monica Von Dobeneck- *The Sun*

**c. Flag Salute**

**d. Approval of Board of Directors Agenda**

Approval of the October 24, 2016 Derry Township School District Board of Directors Agenda.

**Minutes**

Following a motion by Mrs. Mysel and a second by Mr. Barrett 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. The Human Resources Committee met on October 17<sup>th</sup> and this evening.

**b. Recognition of Citizens (Agenda Items)**

**Minutes**

The following citizens were recognized by the Board:  
None

**c. Standing Committee Report**

**Minutes**

Mr. Shiflett provided the following update regarding the General Services Standing Committee Meeting:

- RFP Architect of Record

**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 financial update pertaining to the 2015-2016 school year.

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

The following items will be on the Agenda for the November 7, 2016 Public Board of Directors Meeting:

1. Presentations:
  - Athletic Department Update/Athlete of the Month (September/October) Scott Govern
  - High School Student of the Month
2. Approval of October 24, 2016 Board of Directors Summary Minutes
3. Approval of Policies
4. Approval of Board Operating Guidelines
5. Requests for the Use of Facilities
6. Personnel
7. Staff Development

**Minutes**

The anticipated agenda items for the November 7, 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. Mysel and a second by Mrs. Eby the Consent Agenda items were approved.

*Vote Results*

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

**MOTION CARRIED**

**a. Approval of October 11, 2016 Summary Board of Directors Meeting Minutes - VI**

**b. Approval of September 2016 Finance Report**

1. The Treasurer's Report for the month ending September 30, 2016 was summarized as follows:

General Fund Revenue	\$27,190,579
General Fund Expenditures	5,210,888

Balance of Cash Plus Investments (Includes Capital Reserve)	41,018,019
2. The listed schedule of investment transactions for the period beginning September 1, 2016 through September 30, 2016, had total interest earnings of \$716 comprised of the following:	
Money Market	620
General Fund	2
Capital Reserve	94
The average interest rate for September 2016 was .03%	
3. The September 2016 expenditures for the paid bills for all funds totaled \$1,771,132 excluding net payroll, retirement contributions, and debt service.	
4. The October 2016 expenditures for the unpaid bills for all funds totaled \$1,572,791.	
5. Estimated expenditures of the General Fund for the month of October 2016 were in the following amounts:	
Operating Expenses	\$1,200,000
Utilities	119,900
Net Payroll (2 pays)	1,337,000
Employer Provided Insurance	476,600
Payroll Deductions	726,000
Employer Payroll Taxes (FICA/RET)	158,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$4,017,500

**c. Approval of Budget Transfers**

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

The Administration recommended the Board authorize the October 2016 budget transfers.

**d. Requests for Payment**

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

Vendor	Amount	Project
Spire AVL, LLC	7,515.88	Auditorium Lighting upgrade (HS)
GDC Solutions	52,384.00	HS replacement of Programming and Writing Lab 5
Premier Construction	120,895.44	High School entrance doors
DOTCO Flooring	36,717.00	Flooring Elem Cafeteria, Carpet replacement HS
Lobar Associates	84,342.30	Repair inlets paving repairs, Elem Van drop off expansion
Clark Equipment	16,203.80	Bobcat 3650 4X4
Garland DBS	524,476.93	Elementary Roof, HS caulking project
Mitel Business Systems	39,051.30	Replace telephones HS

Prof. Roof Services	4,150.00	Elementary Roof
EVAC and Chair North	6,160.00	Evac Chairs
KIT Network Cabling	11,388.00	MS Auditorium upgrades
Total	903,284.65	

**e. Approval of High School Club – History**

The Administration recommended the addition of the Hershey High School History Club. The club requested a Student Activity Account. No Limited Service Contract will be associated with the club.

**f. Approval of High School Club – Entrepreneur**

The Administration recommended the addition of the Hershey High School Entrepreneur Club. The club did not request a Student Activity Account. No Limited Service Contract will be associated with the club.

**g. Approval of Overnight Field Trip/Excursion - High School Choirs**

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

<i>Group:</i>	High School Choirs
<i>Number of Participating Students:</i>	75
<i>Grade Level:</i>	9-12
<i>Destinations:</i>	Pennsylvania State Capitol Roxbury Township High School, Succasunna, NJ New York City
<i>Purpose:</i>	Rotunda Performance Roxbury High School Choral Invitational Experience Broadway Musical
<i>Depart:</i>	March 24, 2017
<i>Return:</i>	March 26, 2017
<i>Trip Leader:</i>	Joe Farrell

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

**h. Requests for the Use of School Facilities**

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

<b>Group:</b>	<b>Girl Scouts Daisy Troop #11290</b>
<i>Dates/Time:</i>	October 26, 2016 November 9, 30, 2016 December 2, 21, 2016 January 4, 18, 2017 February 1, 15, 2017 March 1, 15, 29, 2017 April 12, 26, 2017 May 10, 24, 2017 June 7, 2017 6:30 - 7:30 p.m.

*Requested Facility:* ECC Cafeteria, Access to Restrooms  
*Event:* Meetings  
*Fee:* None

***Group:*** Penn State Milton S. Hershey Medical Center  
*Date/Time:* December 13, 2016  
11:30 a.m. - 1:30 p.m.  
*Requested Facility:* District Office - Classroom A  
*Event:* Meeting  
*Fee:* \$25/per hour (Approximate \$50)

***Group:*** Hershey Festival Strings  
*Dates/Time:* March 30, 2017  
April 4, 2017  
4:00 - 6:30 p.m.  
*Requested Facility:* Middle School Auditorium, Cafeteria  
*Event:* Rehearsal of Middle School String Orchestra Students  
*Fee:* None

**i. Announcement of Staff Development Conferences**

***Staff Members:*** Gregg Longenecker, Wendy Peiffer, Brooke Shrift, Leann Snyder, Stacy Stahl  
*Conference:* National Council of Teachers of Mathematics  
*Location:* Philadelphia, PA  
*Dates:* October 31 - November 3, 2016  
*Expenses:* \$710.00 (each)

***Staff Member:*** Lynn Shirk  
*Conference:* American Council on the Teaching of Foreign Languages Conference and Expo  
*Location:* Boston, MA  
*Dates:* November 18 -20, 2016  
*Expenses:* \$1,220.00

***Staff Member:*** Kathryn Mack  
*Conference:* National Council of Social Studies  
*Location:* Washington, D.C.  
*Dates:* December 2 - 4, 2016  
*Expenses:* \$805.00

## 5. NEW BUSINESS

### a. Approval of Off-Site Catering Agreement - Cocoa Beanery

The Administration recommended the approval of the one-year off-site Catering Agreement with Hershey Entertainment and Resorts Company (specifically the Cocoa Beanery).

#### Minutes

Following a motion by Mrs. Eby and a second by Mrs. Sicher the Off-site Catering Agreement with Hershey Entertainment and Resorts Company (Specifically the Cocoa Beanery) was approved.

#### Vote Results

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

### MOTION CARRIED

### b. Approval of Memorandum of Understanding - HEA Flexible Schedule Days

The Administration recommended the approval of the Memorandum of Understanding for Flexible School Days with the Hershey Educational Association.

#### Minutes

Following a motion by Mr. Barrett and a second by Mrs. Mysel the Memorandum of Understanding for Flexible School Days with the Hershey Educational Association was approved.

#### Vote Results

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

### MOTION CARRIED

### c. Personnel - Resignations

The Administration recommended the approval of the following resignations:

#### Professional:

##### Cantore, Kathy

Mathematics Teacher

Middle School

Reason: Retirement

**Revised:** Effective: 12/02/2016

#### Classified:

##### Senchak, Mary

Administrative Assistant

High School

Reason: Retirement

Effective: 12/31/2016

#### Minutes

Following a motion by Mrs. Mysel and a second by Mrs. Eby the personnel-resignation items were

approved.

## **MOTION CARRIED**

### **d. Personnel - General**

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

#### **Classified:**

**Tobias, Joy** (replacing Janette Cruz)

Cafeteria/Recess Aide

Elementary School

Level A: 3.0 hours per day

Salary: \$13.30 per hour

Effective: 10/25/2016 (pending receipt of Act 151 and 126 certifications)

#### **Transfer of Classified Staff:**

**Moses, Karen\***

General Food Service Worker

From: High School

To: Middle School

Level A: 4.0 hours per day

Split Position: 2/3 days per week

Salary: \$16.08 per hour

Effective: Start of the 2016-2017 school year (retroactive)

**Uhler, Kausandra\***

From: Substitute General Food Service Worker

District-wide

To: General Food Service Worker (replacing Lorrie Peters)

High School

Level A: 4.0 hours per day

Salary: \$12.65 per hour

Effective: 10/25/2016

#### **Limited Service Contract:**

**Hoover, Sheila**

Youth and Government

Middle School

Group I, Step 2

Salary: \$822

Effective: 10/25/2016

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

**Blase, Kaitlyn\***

Grade 1 Teacher

Early Childhood Center

Extension of Unpaid Childrearing Leave

Effective: 11/14/2016 through the end of the 2016-2017 school year

**Lillenstein, Tiffany\***

Kindergarten Teacher

Early Childhood Center

Paid/Unpaid Childrearing Leave

Effective: 11/14/2016 through approximately 03/01/2017 (End of 2nd Trimester)

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

#### **Minutes**

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

#### *Vote Results*

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

#### **MOTION CARRIED**

## **6. DELEGATE REPORT**

### **a. Dauphin County Technical School**

#### **Minutes**

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

## **7. SPECIAL REPORTS**

### **a. Board Members' Report**

#### **Minutes**

The following members provided reports to the Board:

- Mrs. Mysel - PSBA School Leadership Conference, Opioid Town Hall Meeting at Lower Dauphin Middle School
- Mrs. Memmi - PSBA School Leadership Conference
- Mr. Shiflett - PSBA School Leadership Conference
- Mr. Singer - PSBA School Leadership Conference

### **b. Superintendent's Report**

#### **Minutes**

Mr. McFarland provided the Board with the following updates:

- Drugs 101 Presentation at HHS
- Recognition of staff

### **c. Board President's Report**

#### **Minutes**

Mr. Shiflett provided the Board with the following updates:

- Opioid Town Hall Meeting at Lower Dauphin Middle School
- Board member attendance

## **8. RECOGNITION OF CITIZENS**

#### **Minutes**

The following citizens were recognized by the Board:

None



## 9. ADJOURNMENT

### Minutes

Following a motion by Mrs. Mysel and a second by Mrs. Sicher the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

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Michael Frentz  
Secretary to the Board  
Approved at the November 7, 2016 meeting

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Brian L. Shiflett  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
October 24, 2016

**Please Sign In AND Print Your Name**

*Signature*

*Printed Name*

*Daniel B Tredinnick*

Dan Tredinnick

*Signature*

*Printed Name*

*Judy Haveistick*

*Judy Haveistick*

*Signature*

*Printed Name*

*Ronald Wales, Jr.*

Ronald Wales, Jr.

*Signature*

*Printed Name*

*Mike Krause*

Mike Krause

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## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM** is made and entered this 24<sup>th</sup> day of October, 2016, by and between the **Derry Township School District** with offices located at 30 East Grenada Ave., Hershey, Pennsylvania 17033 (hereinafter referred to as "District") and **Hershey Education Association**, collective bargaining entity (hereinafter referred to as "Association").

**WHEREAS**, the Collective Bargaining Agreement ("CBA") between the Parties is silent on start and end times for the school day as relates specifically to the District's K-5<sup>th</sup> grade professional staff;

**WHEREAS**, the CBA between the Parties requires that K-5<sup>th</sup> grade professional staff attend two evening meetings, which have historically been meetings that are above and beyond the contractual work day; and

**WHEREAS**, the Association and the District agree that offering evening hours for biannual parent conferences is in the best educational interests of its students;

**NOW THEREFORE**, the parties, intending to be legally bound hereby, and in consideration of the mutual covenants contained herein, agree as follows:

Employees assigned to teach the District's K-5<sup>th</sup> grades will work two (2) school days from 12 pm to 7 pm. ("flexible schedule days"). The two flexible schedule days shall occur on the District's biannual parent-teacher conference days as may be scheduled by the District and identified on the academic calendar. On each flexible schedule day, employees will be entitled to a duty-free meal period of thirty (30) minutes, to be scheduled and completed between the hours of 3 pm and 6 pm.

The evening conference days will be identified in future years on the board approved calendar.

This Memorandum of Understanding is not intended to create a precedent modifying the work day or interpreting the CBA in any other way other than as is described above and agreed by the parties. It is the intent of the parties that this Memorandum will be incorporated into the successor contract entered into by the parties.

FOR THE DERRY TOWNSHIP  
SCHOOL DISTRICT

Brian L. Hyatt

10/24/2016  
Date

FOR THE HERSHEY EDUCATION  
FOUNDATION

Barbara Clouser

November 1, 2016  
Date



The Dauphin County Technical School Joint Operating Committee (JOC) met on October 12, 2016 in executive session, work session and regular session. Brian Shiflett 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.

Business Administrator Maria Zaharick shared the preliminary financial statements for the 2015-16 school year. The school's auditors, Trout, Ebersole & Groff, have completed their field work and will present their audit results at an upcoming JOC meeting.

The JOC gave final approval to the employment agreement for Dr. Grimm. The term of the agreement is three years, effective July 1, 2016. Her annual salary for 2016-17 is \$128,281. The JOC approved the contract terms at last month's meeting.

The JOC authorized the administration to apply for competitive equipment grants for three programs in the amount of \$50,000. If awarded, the grant pays for 50% of the cost, and the school pays for the remainder out of the capital reserve fund.

Dr. Grimm announced that the school will hold their first ever CTE Xpo for middle school parents and their families (see enclosed flyer) November 9, 5:30 to 8:00 p.m. The program replaces the annual open house event. This event is one of many outreach programs implemented to educate students and their families about career and technical education programs offered at DCTS.

Dr. Grimm announced that Barley Snyder will present their preliminary report on the Harrisburg SD new member district admission process to the member district superintendents on October 17. The JOC approved an additional amount, not to exceed \$10,000, for Phase One tasks performed by Barley Snyder. Barley Snyder expects to complete Phase One without exceeding that additional amount.

The next JOC meeting will be held Wednesday, November 16, 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](http://www.boarddocs.com/pa/daup/Board.nsf)).

Respectfully submitted,

Brian Shiflett



# FIND YOUR DIRECTION >>>>

At The DCTS CTE Xpo  
for Middle School Students

# NOVEMBER

## 09, 2016

5:30 p.m.-8:00 p.m.

### ADVANCED MANUFACTURING ACADEMY

*Drafting & Design Technology*  
*Electronics Technology*  
*Precision Machining Technology*

### CONSTRUCTION ACADEMY

*Building Construction Technology*  
*Carpentry*  
*Electrical Construction & Maintenance*  
*HVAC*  
*Masonry*

### HEALTH SCIENCE ACADEMY

*Dental Assistant*  
*Health Careers*  
*Medical Assistant*

### IT ACADEMY

*Information Systems Technology*  
*Web Development & Design*

### SERVICE ACADEMY

*Cosmetology*  
*Criminal Justice/ Police Science*  
*Culinary Arts*  
*Horticulture*  
*Veterinary Assistant*

### TRANSPORTATION ACADEMY

*Automotive Technology*  
*Collision & Refinishing Technology*  
*Diesel Technology*  
*Small Engine Equipment Technology*

### VISUAL ARTS & MARKETING ACADEMY

*Commercial Art*  
*Graphic Arts*  
*Marketing*



AN EVENING FOR  
**MIDDLE SCHOOL**  
**STUDENTS & THEIR FAMILIES**  
TO EXPLORE CAREER AND  
TECHNICAL EDUCATION



6001 Locust Lane  
Harrisburg, PA 17109

[www.dcts.org](http://www.dcts.org)



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