

**Derry Township School District**  
**Board of Directors Meeting**  
**November 7, 2016**  
**Summary Minutes - VIII**

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**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

The meeting was called to order by Mr. Shiflett at 7:02 p.m.

**b. Roll Call**

**Present:** Chris Barrett, Brian Shiflett, Kathy Sicher, Terry Singer, Heidi Eby, Jayanth Franklin, Maria Memmi, Jennifer Mysel, Julie Neal

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

**Staff/Public in Attendance:** Mike Frentz, Stacy Winslow, Scott Govern, Dale Reimann, Jason Reifsnyder, Dan Tredinnick, Ron Wales, Judy Haverstick, Judy Guo, William Morgret, Alex Morgret, Alicia Morgret, 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**

**Minutes**

Following a motion by Mrs. Eby and a second by Mrs. Mysel the Board Agenda for the evening's meeting was approved.

**2. INFORMATIONAL AND PROPOSALS**

**a. High School Students Recognition**

**Minutes**

- Dr. Reimann recognized the Hershey High School Students of the Month for the month of October.
- Mr. Govern recognized the Hershey High School Student Athletes for the month of September and October.

**b. Recognition of Staff Member**

**Minutes**

Mr. Govern recognized Anthony Turchetta (DTSD Athletic Trainer) for taking life saving measures during a recent athletic event.

**c. Presentation - Athletic Department Update**

**Minutes**

Mr. Govern provided the Board with an athletic department update.

**d. Announcement of Executive Session**

**Minutes**

The Board met prior to this meeting to discuss matters of personnel and labor relations and arbitrations.

#### e. Recognition of Citizens (Agenda Items)

##### Minutes

The following citizens were recognized by the Board:

None

#### f. Standing Committee Meeting Report

##### Minutes

- Mrs. Sicher provided the following updates with regard to the Curriculum Council Standing Committee Meeting:
  - Informational items
    - COCOA Class
    - iNacol Presentation
    - The Core Appendices
  - New Course Proposals
    - Career Literacy
    - Journalism IV
    - Technology Education Independent Study
  - Course Removal
    - Engineering Technology System I
- Mr. Shiflett provided the following updates with regard to the General Services Standing Committee Meeting:
  - Architect of Record Presentations

#### g. Student Representatives' Report

##### Minutes

The student representatives provided the Board with the following updates:

- Recent Activities
- Upcoming Activities

#### h. Community Correspondence Report

##### Minutes

Mr. Tredinnick informed the Board that there were a total of five submissions during the month of October.

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

##### Minutes

The Anticipated Agenda items for the November 21, 2016 meeting of the Derry Township Board of School Directors were reviewed.

### 3. UNFINISHED BUSINESS

### 4. CONSENT AGENDA ITEMS

##### Minutes

Following a motion by Mr. Barrett and a second by Mrs. Mysel the Consent Agenda items were approved.

##### Vote Results

<b>Aye:</b>	9	Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer
<b>No:</b>	0	
<b>Abstain:</b>	0	

Not Cast: 0

## MOTION CARRIED

### a. Approval of October 24, 2016 Summary Board of Directors Meeting Minutes – VII

### b. Approval of High School Special Education Student Activity Account

The Administration recommended a Student Activity Account for High School Special Education. No Limited Service Contract will be associated with this account.

### c. Approval of Overnight Field Trip/Excursion - High School Model United Nations Club

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

<i>Group:</i>	Hershey High School Model United Nations Club
<i>Number of Participating Students:</i>	25
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Baltimore, MD
<i>Purpose:</i>	John Hopkins Model United Nations Conference
<i>Depart:</i>	February 9, 2017
<i>Return:</i>	February 12, 2017
<i>Trip Leader:</i>	Lynn Shirk

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

### d. Approval of Policies

The Administration recommended the approval of the following policies of the Derry Township School District Policy Manual which were on public display for thirty-days in the Hershey Public Library, District Office, and the Derry Township School District Website:

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

### e. Approval of Board Operating Guideline

The Administration recommended the approval of the following Board Operating Guideline of the Derry Township School District Policy Manual which were on public display for thirty days in the Hershey Public Library, District Office, and the Derry Township School District Website:

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

### f. Request for the Use of School Facilities

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

**Group:** Holy Family University

**Date/Time:** December 6, 2016  
3:30 p.m. - 5:30 p.m.

**Requested Facility:** High School Library Conference Room

**Event:** Informational Meeting for Teachers Interested in Off-Campus Graduate Programs

Fee:                      Room Rental: \$25 per hour (Approximate: \$50)

**g. Announcement of Staff Development Conferences**

**Staff Members:** Lisa Butler, Robert Finkill

*Conference:*      National Council for the Social Studies Conference

*Location:*        Washington, DC

*Dates:*            December 2-4, 2016

*Expenses:*        \$1,102.00

**Staff Member:** Donna Spangler

*Conference:*      The Art of Coaching - Elena Aguilar

*Location:*        Los Angeles, CA

*Dates:*            January 30-31, 2017

*Expenses:*        \$2,375.00

**Staff Member:** David Lillenstein

*Conference:*      National Association of School Psychologists Convention

*Location:*        San Antonio, TX

*Dates:*            February 21-24, 2017

*Expenses:*        \$269.00

**5. NEW BUSINESS**

**a. Approval of Side Letter Agreement - Modify Section 5.4 of the HESPA Agreement**

The Administration recommended the approval of the Side Letter Agreement to modify Section 5.4 with the Hershey Educational Support Professionals Association.

**Minutes**

Following a motion by Mr. Barrett and a second by Mrs. Eby the side letter agreement to modify section 5.4 with the Hershey Educational Support Professionals Association was approved.

*Vote Results*

<b>Aye:</b>	9	Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer
<b>No:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

**MOTION CARRIED**

**b. Turf Fields Maintenance Agreement - Turf, Track and Court, LLC**

The Administration recommended the Board approve a 3-year service agreement with Turf, Track and Court, LLC in the amount of \$30,000 effective for the 2016-2017, 2017-2018, and 2018-2019 school years.

**Minutes**

Following a motion by Mrs. Eby and a second by Mrs. Mysel the three-year service agreement with Turf, Track and Court, LCC was approved.

*Vote Results*

<b>Aye:</b>	9	Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy
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Sicher, Maria Memmi, Terry Singer

**No:** 0

**Abstain:** 0

**Not Cast:** 0

**MOTION CARRIED**

**c. Wellness Website Agreement - Higher Information Group**

The Administration recommended the Board approve the proposal for Higher Information Group to develop a Wellness Website for the District in the amount of \$8,000.

**Minutes**

Following a motion by Mrs. Eby and a second by Mr. Barrett the proposal for Higher Information Group to develop a Wellness Website for the District was approved.

*Vote Results*

**Aye:** 9

Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer

**No:** 0

**Abstain:** 0

**Not Cast:** 0

**MOTION CARRIED**

**d. Personnel – Resignation**

The Administration recommended the approval of the following resignation:

**Professional:**

**Dietrich, Robin**

Biology/Chemistry Teacher

High School

Reason: Retirement

Effective: 01/16/2017

**Minutes**

Following a motion by Mrs. Eby and a second by Mrs. Mysel the Personnel - Resignation item was approved.

**MOTION CARRIED**

**e. Personnel – General**

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

**Transfer of Professional Staff:**

**Spangler, Donna\***

From: Spanish Teacher

Middle School

To: Instructional Coach (replacing Toni Martindell)

Middle School

Effective: To be determined

**Classified:**

**Grierson, Jennifer**

Substitute Bus Driver

District-wide  
Salary: \$17.22 per hour  
Effective: 11/08/2016

**Guerrieri, Cassandra**

Substitute Nurse Assistant  
District-wide  
Salary: \$25.05 per hour  
Effective: 11/08/2016 (pending receipt of Nursing License)

**Johnson, Shahara** (replacing Joshua O'Brien)

Paraprofessional  
High School  
Level A: 5.75 hours per day  
Salary: \$16.01 per hour  
Effective: 11/08/2016

**Limited Service Contract:**

**Ulerick, Kenneth**

Assistant Wrestling Coach  
Middle School  
Group F, Step 1  
Salary: \$1,918  
Effective: 11/08/2016

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

**Minutes**

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

*Vote Results*

<b>Aye:</b>	9	Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer
<b>No:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

**MOTION CARRIED**

**6. DELEGATE REPORT**

**a. Dauphin County Technical School**

**Minutes**

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

**b. CAIU**

**Minutes**

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

## 7. SPECIAL REPORTS

### a. Board Members' Report

#### Minutes

The following members provided reports to the Board:  
None

### b. Superintendent's Report

#### Minutes

Mr. McFarland provided the Board with the following updates:

- Recognition of students

### c. Board President's Report

#### Minutes

Mr. Shiflett provided the Board with the following updates:

- Board re-organization meeting
- Dauphin County Technical School Open House

## 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. Memmi the meeting was adjourned at 8:12 p.m.

Respectfully submitted,

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Michael Frentz  
Secretary to the Board  
Approved at the November 21, 2016 meeting

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Brian L. Shiflett  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
November 7, 2016

Please Sign in AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Signature

Mr Lacey

Printed Name

Ron Lacey

Signature

William Morgart

Printed Name

William Morgart

Signature

Judy Haverstick

Printed Name

Judy Haverstick

Signature

Judy Guo

Printed Name

Judy Guo

Signature

Printed Name

Alex Morgart

Signature

Printed Name

Alvin Morgart

Signature

Mike Knauff

Printed Name

Mike Knauff

Signature

Printed Name

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## SIDE LETTER AGREEMENT

Derry Township School District ("District") and the Hershey Educational Support Professionals Association ("HESPA") hereby agree to modify Section 5.4 of the current Collective Bargaining Agreement as follows. The parties agree to insert the following language into the agreement:

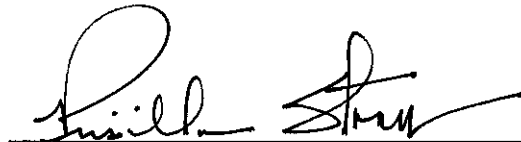
*Due to the job responsibilities of the positions, all Level C Food Service Workers, Head Cooks and Assistant Head Cooks shall not be entitled to a thirty (30) minute unpaid meal period. The above mentioned employees shall still be permitted to take two (2) fifteen (15) minute rest breaks. The rest breaks should occur during the first and second half of the employees scheduled shift.*

11/4/16

Date

11/7/2016

Date



HERSHEY EDUCATIONAL SUPPORT  
PROFESSIONALS ASSOCIATION



DERRY TOWNSHIP SCHOOL DISTRICT



# DCTS Welcome Back

## October 2016

FIND YOUR DIRECTION

## CTE Xpo for Middle School Students

*By Dr. Peggy Grimm, Administrative Director*

Greetings from Dauphin County Technical School! It is hard to believe that we will soon be celebrating Thanksgiving. Staff and students have had a busy start to the 2016-17 school year.

**The following information addresses a change in the open house event that DCTS holds each fall.**

Dauphin County Technical School has proudly opened their doors each November, inviting the public to visit our amazing programs and facility. The intended purpose of our open house has always been to provide an opportunity for middle schoolers and their parents to learn about career and technical education.

Our open house is the culmination of a three pronged process for recruiting students. The process begins with our Vocational Transition Counselor, Christine Noll, along with our student ambassadors visiting our consortium middle schools. A presentation is given to current 8<sup>th</sup> grade students through Power Point, videos, and most importantly our own DCTS students (ambassadors). The visits to middle schools begin mid-September.

The second prong in our recruitment process is providing guided tours of our programs to the consortium district 8<sup>th</sup> graders. Those tours begin near the end of October and are conducted during the school day. This generally occurs through the first week in November.

The third prong in the recruitment process is to provide an evening open house for 8<sup>th</sup> graders to bring their parents to Dauphin County Technical School so that they can share their experience in consideration of attending DCTS. An invitation is sent to all 8<sup>th</sup> grade parents encouraging them to attend. Our hope is that students return to their middle school and begin the application process. Applications are due in January.

Traditionally, the attendance at our DCTS Open House has been incredible and the halls are so crowded that it can be difficult to navigate through the building. The population of attendees varies from alumni, neighbors, our current students and parents, and middle school students and their parents. Prospective students and their parents must wait in long lines to have an opportunity to meet the instructors and ask questions about the programs. Unfortunately, our open house evening has shifted away from its purpose, which is to provide an evening for middle schoolers and their parents to visit our school, to meet the staff, visit programs, experience demonstrations, discover the academic opportunities, student activities, and much more.

The administration is concerned that the objective of open house is no longer being met. We have been engaged in discussions on how to realign our current open house to meet the objective. It was agreed to rebrand open house to target all middle schoolers, grades 6, 7, and 8, and most importantly their parents. Through the rebranding process, we changed the intended audience, marketing, format, and name of our event to the ***DCTS CTE Xpo for Middle School Students***. **This evening will be devoted entirely to our middle school students and their parents.**

Our middle school expo will provide increased opportunities for prospective students and their parents to engage with our instructors, experience live demonstrations in our programs, learn about the rigor of our academic courses and how this connects to the mission of DCTS: to prepare our students to be career and college ready. The evening of the expo our wonderful cafeteria staff will serve a DCTS popular lunch. We want our middle school visitors to have a true DCTS student experience!

The DCTS administration and staff realizes that this change will be a disappointment for alumni who enjoyed coming back to school to visit their former teachers. As I indicated on our DCTS Facebook page.....we are discussing an alumni event for the spring 2017. DCTS alumni interested in serving on the planning committee, please contact me via email: [pgrimm@dcts.org](mailto:pgrimm@dcts.org).

# Student Ambassadors

The DCTS Student Ambassadors serve the vital role of being the Dauphin County Technical School's representatives for all of the sending schools in Dauphin County. The Student Ambassadors travel to all of the schools and conduct presentations to hundreds of eighth graders about the tremendous opportunities available to students who choose to attend DCTS. Student ambassadors make a profound impact on the students who they interact with. Their pride in the school is evident as they speak about what DCTS has done to impact their lives. They assist prospective students in the



process of choosing whether to choose career and technical education. The 25 students who comprise the student ambassador team are recommended by staff to serve as our representatives. They are recommended according to their academic excellence and stellar attendance.

They serve as positive role models for other students, as well as being articulate speakers. The students are all required to conduct a mock presentation to exemplify their presentation skills.

## Community Service Award

Shelly Milbrand, Guidance Counselor, received the Community Service Award from East Pennsboro Area School District on October 7, 2016. Shelly was recognized for her time spent with the East Pennsboro Music Department. She helps with the marching band by assisting with moving equipment, making props, chaperoning and working the concession stand. She also makes costumes for their Musical. Shelly is an alumni and a parent of the East Pennsboro Area School District.





# Students of the Month

## 9<sup>th</sup> Grade – Sara Starliper, Visual Arts & Marketing Academy

Sara's home school is Middletown. She enjoys drawing, writing, reading, and anime. Sara is a member of the Middletown Area Color Guard and volunteers as a counselor for Camp Invention. Her future plan is to become an animator.

## 10<sup>th</sup> Grade – Fabian Berrun, Masonry

Fabian's home school is Central Dauphin East. He enjoys playing basketball, hanging out with friends, video games and anime. Fabian's future plan is to enjoy life.

## 11<sup>th</sup> Grade – Laurel Musser, Carpentry

Laurel's home school is Central Dauphin East. She enjoys writing stories and poems, drawing, firefighting, and color guard. Laurel is a member of BC Cares and volunteers at the local fire companies. She is currently working at Texas Roadhouse as a hostess. Laurel's future plan is to attend HACC for Carpentry and Business.

## 12<sup>th</sup> Grade – Dakota Crabb, Small Engine Equipment Technology

Dakota's home school is Halifax. She enjoys reading and drawing. Dakota is a student ambassador and participates in military training. Her future plan is to join the Army.

## Rotary – Larry Vega, Electronics Technology

Larry's home school is Central Dauphin East. He enjoys reading and engineering. Larry is a student mentor and Math tutor. He is also involved in Robotics and National Honor Society. Larry volunteers at his church. His future plans are to attend Messiah College and become a Mechanical Engineer.

## Reader – Jose Reyes, Masonry

Jose's home school is Central Dauphin East. His favorite authors are Allison Van Diepen and Matt de la Peña. Jose's favorite books are *Mexican White Boy*, *Street Pharm*, and *Snitch*. His favorite genre is teen fiction and anything that deals with real life scenarios. Jose is currently working at the Lancaster Brewing Company.



# BC CARES – Crisfield, Maryland

From October 2 to October 7, several students from Building Construction Technology and Carpentry traveled to Crisfield, MD to assist the United Methodist Disaster Response Peninsula Delaware Conference with several projects – installation of a handicap ramp, re-shingled two roofs, repaired the roof on a shed, and installed a new porch roof.

BCT: Michael Barowski, Jared Bricker, Ryan Dickson, Nathaniel Flourence, Elizabeth Hillegass, Ryan Holste, Kyle Kelly, Joshua Negron, Ameena Santana, Christopher Santiago, and John Williamson

Carpentry: Noah Gainor, Bradley Mowers, Laurel Musser, Aindrea Shuller, and Devon White





## SOAR Program

On October 18 and 19, Mrs. Lisa DiLorenzo and Mrs. Mary Grist from the Harrisburg Area Community College spoke to our seniors about SOAR (Students Occupationally and Academically Ready). SOAR is the Career and Technical Program of Study educational plan that articulates the secondary Career and Technical programs to post-secondary degree or diploma or certification programs. Students at DCTech could earn up to 16 college credits prior to graduating from high school. SOAR prepares today's student for High Priority Occupations which are in high demand by employers.



## DCTS Welcomes U.S. Congressman Scott Perry

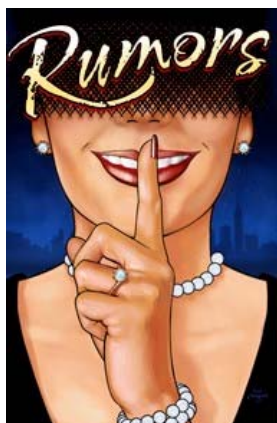
On Wednesday, October 26, U.S. Congressman Scott Perry visited DCTS. Congressman Perry met with Amanda Doughty-Alicea, Christopher Vicente Arriaga, Joyce Colon, Deionne Gross, Jayda Hockenberry, Isaiah Pearson, Yaxanie Rivera, Brian Lee Rodriguez, Inez Toro, and Devon White. These students wrote letters to him last year during their Government class and had the opportunity to ask him questions concerning their local communities.



# Announcements

**DCTS Theatre proudly presents**  
**Rumors in the Auditorium. Tickets**  
**are \$5.00 at the door.**

- **November 18: 7:00 p.m.**
- **November 19: 2:00 p.m. & 7:00 p.m.**
- **November 20: 2:00 p.m.**



## DCTS MIDDLE SCHOOL XPO

Interested in what DCTS has to offer, or intrigued by what you could learn? Experience DCTS first hand by coming to the CTE Xpo for Middle School students and their families on Wednesday, November 9 from 5:30 p.m. to 8:00 p.m.

## DCTS ALUMNI

DCTS is seeking alumni. Please register on the Alumni Page on the DCTS website, [www.dcts.org](http://www.dcts.org). Click on "Community", then "Alumni". This webpage is the start of creating an Official DCTS Alumni Chapter and Class Reunions.

## DCTS TALENT SHOW

DCTS Education Foundation is hosting a Talent Show in the Auditorium on February 3, 2017.

## BRAIN BUSTERS

DCTS' first Brain Busters team will be taping for an episode to air in December on November 16, 2016 at WGAL Studios in Lancaster. Anyone from DCTS, including parents and family is welcome and encouraged to attend the taping! Taping starts at 6:45 PM and goes until approximately 9:00 PM.

## PARENT TECHNOLOGY NIGHT

DCTS has several online resources for Parents to stay informed on their son/daughter's education. If you are interested in learning more about PowerSchool, Schoology or Parent Online (Cafeteria Point of Service), please stop by the Parent Technology Lab:

- December 1: 5:00 p.m. to 8:00 p.m.
- March 3: 12:30 p.m. to 3:30 p.m.

## CEAD – CREATIVE EXPRESSIONS AT DCTS

Creative Expressions at DCTS will be hosting Open-Mic Nights throughout the 2016/2017 School Year. Want to play an instrument? No Problem! Want to try reading that poem you wrote? No Problem! You just need to come and experience the fun! Join in, sing along, try something new – just show up!

Culinary Dining Room from 6:00 p.m. to 8:00 p.m.

- January 13
- March 10
- May 19

## FOUR DIAMONDS EVENTS

- Teacher Dress Down Day: December 16
- Student Dress Down Day: January 17
- Kick-off Assembly: January 17
- Mini-THON® - March 10 from 3:00 p.m. to 8:00 p.m.

## RESCHEDULED VISITING AUTHOR

DCTS will proudly host Matt de la Peña, a New York Times bestselling, Newberry Medal winning, author of six young adult novels on December 15.

## BOOK FAIR

The Annual Fall Book Fair will be held in the Library from November 7 to November 11.

## DCTS ANNUAL SPRING DINNER & SILENT AUCTION

Mark your calendar for Friday, April 21, 2017 from 6:00 p.m. to 8:00 p.m.

## NO SCHOOL

- November 23 to November 28 (Thanksgiving Holiday)
- December 23 to January 2 (Winter Holiday)
- January 16 (Martin Luther King Day/In-Service Day)
- February 20 (Famous Americans' Day)
- March 3 (In-Service Day/Parent Conferences)
- April 12 (In-Service Day)
- April 13 to April 17 (Spring Holiday)
- May 3 (NOCTI – 12<sup>th</sup> grade only)
- May 29 (Memorial Day)



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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **October 27, 2016** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- **Program Spotlight:** David Colestock, Supervisor, provided an overview of services provided to the students and staff at our nonpublic schools including Titles I and II services.
- The Board announced the following retiree: **Kristi Shireman**, Program Supervisor of Early Intervention Speech and Language, retirement after 18 years of service
- Alicia McDonald, Director of Student Services, shared an update on the preschool grant implementation with Follow Me Childcare Center. The PA Psychiatric Institute is opening more beds for younger students, as a result, CAIU is opening another classroom there. The CAIU operates seven classrooms across the hospital settings in our region.
- Theresa Kinsinger, Director of Organizational Services, shared that there is a Guest Teacher training today for 30 participants. Her staff continues to fill vacant positions. Open Enrollment paperwork will be distributed tomorrow and informational meetings about Health Savings Accounts have been scheduled.
- Len Kapp, Supervisor, Operations and Transportation, shared that the Hill Top Academy parking lot and driveway project has been completed and is providing for a more efficient traffic flow. He provided an update on the culvert repair project at Enola and noted that his staff is preparing for winter weather.
- Daren Moran, Business Manager, shared that the local auditors have completed their work and will present their report at next month's board meeting. His team is working to fill a staff vacancy, and budget preparation for the 2017-18 fiscal year will begin in the near future.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about an upcoming PEMA Chemical Management Clean-up training and that the CAIU 15 PDE Federal Program Regional Coordinator is now holding monthly update meetings at CAIU for the purpose of updating districts on Every Student Succeeds Act (ESSA) implementation and to answer any questions related to Federal Program implementation.
- David Martin, Directory of Technology Services, shared that the Regional Wide Area Network (RWAN) bid went out for a 3-year contract. Joe Gallucci and he are presenting at the Association of Educational Service Agencies (AESAs) annual conference on the AgendaManager product. An E-rate training is scheduled, and his team recently replaced wireless access points at CAIU.
- Cindy Mortzfeldt, Executive Director, shared that we are currently in year two of the Equity and Excellence series implementation. A middle school event was held yesterday. The agenda and session outline are on the Board agenda. We also held a new employee orientation yesterday which was presented by CAIU administrators. There is a Project Search Open House at Hershey Medical Center on November 15<sup>th</sup> from 6:00-8:00 pm. Our CAIU preschool staff worked with Simpson Library in Mechanicsburg to share information during the Parent and Toddlers Together Workshop. On October 31<sup>st</sup> at 2:00, the CAIU will host another My Bike event through Variety, the Children's Charity.
- Rennie Gibson, Executive Assistant, shared that our next board meeting will be held on the third Thursday of the month due to the Thanksgiving holiday.

**Executive Session** – No executive session was held.

## **Approved Action Items**

- Minutes from the September 22, 2016 CAIU Board Meeting



- Treasurer's Report and Payment of Bills – a total of \$9,986,190.01 in receipts and \$9,471,120.00 in expenditures for September 2016
- Summary of Operations for the 2015-16 fiscal year (as of October 13, 2016) showing revenues of \$85,654,214.89 and expenses of \$85,741,518.45
- Summary of Operations for the 2016-17 fiscal year showing revenues of \$17,998,213.98 and expenses of \$12,142,156.76
- Budget Administration
  - Proposed 2016-2017 Original Budget – Review of Higher Ed Teacher Programs in the amount of \$155,000
  - Proposed 2016-2018 Original Budget – Title I Part D – Neglected and Delinquent Subpart 2 in the amount of \$86,604
  - Proposed 2016-2018 Original Budget – Title III Part A – English Language Acquisition in the amount of \$219,580
- Policies & Programs
  - Second Reading, New Policy #331.1 – Use of Personal Vehicles
  - Second Reading, New Policy #707 – Use of Intermediate Unit Facilities
  - Second Reading, New Policy #702 – Gifts, Grants, Donations
  - First Reading, New Policy #706 – Property Records
  - First Reading, Revised Policy #826 – Management of Individualized Identifiable Health Information
- Job Descriptions
  - Second 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 their attendance this morning. She was also very appreciative of the work of the CAIU staff as shared through the letters of commendation attached to the Board agenda.

**NEXT MEETING: Thursday, November 17, 2016, 8:00 a.m., Board Room, CAIU Enola Office**

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## *Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting*

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**A. RESIGNATIONS:**

**JULIE BARBER-BRISTOL**, Speech and Language Clinician, School-Age Speech Program, effective December 9, 2016. Reason: Moving out of state.

**RACHEL BENECKE**, Educational Paraprofessional, Diagnostic Program, effective October 6, 2016. Reason: Personal.

**KAREEM COTTON**, Inclusion Educational Paraprofessional, Early Intervention Program, effective October 14, 2016. Reason: Personal.

**FREDERICK GARMAN**, Educational Paraprofessional, CATES Program, effective October 6, 2016. Reason: Personal.

**SARAH MAZZULLA**, Teacher, Emotional Support Program, effective December 2, 2016. Reason: Personal.

**RUTH NAZAY**, Personal Care Assistant, Autism Support Program, effective October 4, 2016. Reason: Personal.

**DEBRA PARODA**, Program Secretary, Loysville Youth Development Center, effective January 5, 2017. Reason: Retirement after 17 years of continuous service.

**ERIN SAUNDERS**, Program Secretary, Pennsylvania Institute for Instructional Coaching (PIIC) Program, effective October 31, 2016. Reason: Personal.

**CATHY WRIGHT-DANIELS**, Educational Paraprofessional, Autism Support Program, effective October 21, 2016. Reason: Personal.

**B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:**

**ALYSSA DEGSOSKY**, Speech and Language Clinician, Early Intervention Program, effective November 7, 2016. Base salary of Masters, Step 3, \$48,693 for 189 days of service will be prorated for 123 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**JIL DESSO**, part-time Teacher, ESL Program, effective September 27, 2016. Employee will be paid at the rate of \$32.96 per hour, based on Bachelors, Step 4, \$46,717 for 189 days of service. This is a replacement position funded through the ESL budget.

**TIMOTHY DORSEY**, Program Supervisor, Student Services Team, start date to be determined and contingent upon receipt of acceptable Act 168 forms. Salary will be based on Act 93, Range 3, \$112,363 for 12 months of service, prorated based on number of days worked through June 30, 2017. This is a replacement position funded through the CORE budget.

**NATHANIEL KREYSAR**, Educational Paraprofessional, Autism Support Program, effective September 26, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 165 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

**JEREMY LOPUS**, Personal Care Assistant, Autism Support Program, effective October 10, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

**MICHELE MARSICO**, part-time Teacher, ESL Program, effective October 10, 2016. Employee will be paid at the rate of \$31.21 per hour, based on Bachelors, Step 1, \$44,247 for 189 days of service. This is a replacement position funded through the ESL budget.

**MARVIN MOSES**, Personal Care Assistant, Autism Support Program, effective October 31, 2016. Base salary of HS, Step 12, \$26,410 for 189 days of service will be prorated for a total of 140 days with additional new hire days as required. This is a new position funded through the Autism Support budget.

**NICHOLAS RUDDLE**, Educational Paraprofessional, Emotional Support Program, effective October 24, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be

prorated for a total of 142 days with additional new hire days as required. This is a replacement position funded through the Emotional Support budget.

**HARRY SHIELDS**, Long Term Substitute Teacher, Loysville Youth Development Center, effective November 7, 2016 – January 27, 2017. Base salary of Bachelors, Step 5, \$47,898 for 189 days of service will be prorated for 48 days of service. This is a replacement position funded through the Loysville Youth Development Center budget.

**LINDSEY STAUFFER**, Educational Paraprofessional, Diagnostic Program, effective November 14, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 127 days with additional new hire days as required. This is a replacement position funded through the Diagnostic budget.

**JENNIFER STURTEVANT**, Speech and Language Clinician, Early Intervention Program, effective October 17, 2016. Base salary of Masters, Step 6, \$52,239 for 189 days of service will be prorated for a total of 138 days with additional new hire days as required. This is a replacement position funded through the MAWA budget.

**C. CHANGES OF STATUS:**

**KIMARIE BROWN**, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

**ERIN LAVIA**, Teacher, Emotional Support Program, change in resignation date from June 3, 2016 to July 28, 2016 due to working the Extended School Year Program (ESY).

**MARYANN MERCER**, from part-time to full-time Educational Paraprofessional, Multiple Disabilities Support Program, effective for the 2016-2017 school year.

**ANDREW RICHMOND**, Educational Paraprofessional, Emotional Support Program, rescinding resignation, effective September 23, 2016. Change from full-time status to part-time status.

**TAMMY TRUE**, Program Secretary, Student Services Team, change in leave of absence return to work date from September 30, 2016 to October 31, 2016.

**D. CHANGES OF SALARY:**

**CRYSTAL JENKINS**, Penn Data Specialist, Student Services Team, change in salary due to change of job description and increase in job duties, effective July 1, 2016. Salary will be \$44,811 and based on 12 months of service.

**TRACEY SNYDER**, Job Coach, Transitional Support Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

**ELENA TAYLOR**, Job Coach, Loysville Youth Development Center, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

**PAMELA WILSON**, Job Coach, Project Search Program, payment of \$2,950 stipend as per the Memorandum of Understanding (MOU), effective July 1, 2016.

**E. LEAVES OF ABSENCE:**

**FREDERICK GARMAN**, Educational Paraprofessional, CATES Program, leave of absence September 12, 2016 – October 6, 2016. Leave is requested using accumulated paid leave from September 12, 2016 – September 14, 2016 for a total of 3 paid days and without pay from September 15, 2016 – October 6, 2016 for a total of 16 unpaid days. Leave is requested in accordance with CAIU and FMLA policies.

**KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, leave of absence November 18, 2016 – December 16, 2016. Leave is requested using accumulated leave time for a total of 13.5 paid days. The remainder of the leave will be without pay and will result in a total of 1.5 unpaid days. Employee is not eligible for FMLA, but leave is in accordance with CAIU Board Policy #339 – Uncompensated Leave.

**WILLIAM MERCER**, Personal Care Assistant, CATES Program, leave of absence September 12, 2016 – September 16, 2016. Leave is requested using accumulated paid leave for a total of 5 days and is accordance with CAIU and FMLA policies.

# Executive Director's Report

October 27, 2016

## PROGRAM SPOTLIGHT

### Nonpublic School Services

Services for nonpublic school students were established in Pennsylvania through Act 89 in 1975. Intermediate Units are required to establish a program of services to provide auxiliary services for students attending nonpublic and private schools. These services are funded through an annual state allocation based on the total nonpublic enrollment within the intermediate unit footprint. Within our CAIU region, services are provided at 42 nonpublic schools by 20 remedial specialists, 14 school counselors, 2 school psychologists, 15 Speech and Language Clinicians and 2 ESL staff. Services provided include:

- **Academic Remediation.** The major objective of teachers who provide remedial assistance is to help students maximize academic strengths while overcoming individual learning needs. Individual and small group instruction is aligned with classroom activities.
- **School Counseling.** School counselors work as a team with teachers, administrators, and parents. Counseling services are provided to elementary and secondary students.
- **Speech and Language Support.** Speech and language assessments are used to identify eligible students. Services are designed and individualized by a speech clinician to provide therapy for students with language difficulties, articulation, fluency, and voice usage.
- **Psychological Evaluation and Consultative Services.** Psycho-educational assessments are completed as a result of school based concerns. Assessments are used to gather additional information about the student in order to help him or her be successful in their present setting. The primary focus of consultative services is to define concerns related to individual student issues.

In addition to the Act 89 program, additional services are provided for staff and students through federal funds such as IDEA, Title IA and Title IIA.

## NEWS

### Technology Services

**Regional Wide Area Network.** The CAIU Technology Services team has been working collaboratively with our member school districts to plan the next generation Regional Wide Area Network (RWAN). On Monday, October 17<sup>th</sup>, the CAIU submitted a Request for Proposal (RFP) through the E-rate portal. Included in the RFP is upgraded fiber connections to all of our 24 school districts, 2 vocational technical schools. We currently have 1 Gbps connection to our schools and as blended learning has increased there is a need for more bandwidth. In addition to the RWAN connections, we included increased Internet bandwidth as well as district requests for their internal needs for a total of 52 separate connections.

## **Tinker Expo**

The CAIU held its First Annual Tinker Expo on October 5, 2016. The Expo was a



success with over 115 attendees partaking in ten breakout sessions and tinkering at twelve different hands-on table displays focusing on the makerspace concept and innovative practice in the classroom. Highlights from the day included being able to experience Virtual Reality with Playstation, getting hands on with Lego Robotics, and creating working circuits with Raspberry Pi integration. Along with the inside events of the day, the day included a food truck rally with three food truck vendors for CAIU employees and attendees of the Tinker Expo. The Tinker Expo Committee is already planning the Second Annual Tinker Expo on October 24, 2017!



## **Student Services**

### **Deaf/Hard of Hearing Program**

- Jennifer McLaughlin, CAIU DHH classroom teacher, and Michele Kurtz, CAIU Educational Interpreter, are offering sign language lessons twice a month to teachers and staff at Conewago Elementary School. Our elementary Deaf and Hard of Hearing class is located in this building.
- At Susquehanna Township Middle School, CAIU Deaf and Hard of Hearing students, assisted by CAIU Educational Interpreter, Laury Walker, presented information on deaf culture on the school's WAVE station to celebrate Deaf Awareness Week, September 26-30. On Tuesdays, beginning the week of October 11<sup>th</sup>, one student each week will teach a sign language lesson on the television station. Laury has also labeled sign language vocabulary around the school. Students have already begun to try to communicate with the deaf/hard of hearing students during lunch.

### **School-Age Speech/Language**

- The School-Age Speech/Language program will continue to host Speech/Language Networking sessions for Speech/Language Pathologists employed by local school districts. This is a wonderful opportunity for these professionals to discuss issues pertinent to the role of a school-based speech/language pathologist. The first meeting of 2016-17 is scheduled for Friday, October 28<sup>th</sup>, from 1:00 – 3:30 p.m. in Enola.

### **Blind/Visually Impaired Support**

- On August 11<sup>th</sup> and 12<sup>th</sup>, all CAIU teachers of the visually impaired attended the Low Incidence Institute, held in State College. During these two days of training, they learned how to use various iOS devices to support students with visual impairments.

### **Participation at the 'Fall Parent and Toddlers Together Workshops' at the Simpson Library in Mechanicsburg**

- This workshop provides a setting in which parents and children can work and play together. It also brings in resource people from the community for parents to ask questions and gain information on different aspects of parenting and early childhood development.

- **Preschool** - Yvonne Wiley Shreffler, CAIU Preschool Speech Therapist, attended and answered parent questions and concerns about their children's speech development. Jean Gray, CAIU Preschool Educational Consultant, attended and provided information on child development and resources in the community and on the internet.
- **Audiology** - Diane Graybill, CAIU Audiologist, attended to serve as a resource for parents who had questions regarding hearing loss.

## **Preschool**

- Preschool had their kick off for Professional Learning Communities (PLCs) on October 3<sup>rd</sup>. Approximately 100 preschool staff participated in 14 different PLCs ranging from social-emotional development, motor planning, dual language learners, service delivery collaboration, increasing parental involvement, instruction and coaching in the home, instruction through play, self-regulation, and promoting participation. Staff developed action plans and goals to focus on throughout the year. Staff will share their work with all preschool staff on May 25<sup>th</sup> as part of a professional development session.
- As part of the Evidence Based Grant, several CAIU preschool staff and staff from Follow Me Child Care participated in training for Promoting Alternative Thinking Strategies (PATHS).
- Donna Weldon, Service Coordinator, participated in a Resource Expo in collaboration with Capital Area Head Start sharing resources and materials about early intervention.
- The educational team (teacher, OT, PT, SLP) in Kristin Leitzel's preschool class, at Options Child Care in Camp Hill, made a special request for an adaptive chair for one of their students. They shared the attached PowerPoint (See attachment in Agendamanager) to help others understand the impact that this purchase had and how it helped the child become more independent.

## **CAMhP Program (Capital Area Mental health Program)**

- CAMhP Program has completed its 2<sup>nd</sup> round of family/district check-ins to review academics and mental health status. Districts and families are extremely pleased with the outcome of the program and the success of their students. Currently, no students are being discharged and additional referrals are being submitted.

## **Instructional Coaches**

- Coaches are working to support their initiatives in all classrooms and supporting staff and supervisors during the first marking period's data review meetings. Staff is using benchmark data from both academic and behavioral probes for these meetings.

## **Loysville Youth Development Center**

- Eleven students have been released and 11 students have entered since early September. Currently there are 95 residents.
- Fourteen of the 95 students, or 15%, of the population already have their GED or High School Diploma. Two students passed the GED test this month.
- Students donated artwork and pictures to be sold at a silent auction to benefit the Caitlin's Smiles foundation. Students also made cards, in art class, to give to patients through the Caitlin's Smiles. These efforts were coordinated by Elena Taylor and Shane Davis, staff at the LYDC School.

## **ELECT**

- Jody Forney-Cole and Melissa Rosado, two of the ELECT case managers, presented at the 42<sup>nd</sup> Annual Family Involvement Conference. Their topic is 'My Mom and Dad are Grads!- Teen Parents: Keeping the focus on education to promote success for future generations.'



## OT/PT

- Professional Learning Communities (PLCs) began meeting this year. Many of the PTs are investigating how to increase the generalization of participation skills in regular school classes. OTs have chosen to collaborate on the topic of self-regulation with a goal of providing consistency in the types of strategies, vocabulary, and skills being used.

## Autism/MDS

- On October 4<sup>th</sup>, Dina Roseberry, Autism Support teacher at East Pennsboro High School, was honored by Isaac's Deli for being a difference maker. She and the Autism Support classes at EPHS received lunch from Isaac's. The following post describing the event is from Isaac Deli's Facebook page.
  - *At the beginning of September, we asked our fans to tell us about a difference maker they know at work who deserved a catering from Isaac's. In the winning post we picked, Dee Dombach told us about her co-worker Dina Roseberry at the Capital Area Intermediate Unit at East Pennsboro High School. We got to meet both her and Dee today when we dropped off the catering prize...which Dina shared with the students in her class and fellow teachers! What an inspiration and a difference maker...keep up the awesome work you do, Dina! Thanks for letting us make your day.*
- Our Autism Support class at Central Dauphin Middle school has partnered with the Dauphin County Library System to create welcome tote bags for new library patrons. This project began last school year and was very successful. This project gives our students the opportunity to gain vocational skills while at the same time contributing to a worthy organization. We thank the DCLS for allowing our students to have this opportunity.
- Our Autism Support class at Dillsburg Elementary read an article from the News-2-U program in regards to 9/11 and honoring the local heroes in our community. As a result, the students made thank you cards that were sent along with a letter to the local police officers sharing their appreciation for their work in Carroll Township. The police department responded to the class indicating that they will be displaying the cards throughout their police station and also sent some Carroll Township Police Junior Officer stickers for the students.
- Our first collective Project Max meeting was held on October 4<sup>th</sup> with two of our classes collaborating on instructional strategies and technological innovations to incorporate grade level standards into our classes for students with complex learning needs.

## Hospital

- We have worked with Pennsylvania Psychiatric Institute (PPI) to open another class for students ages 4-12. The classroom is nearly complete with an opening date of October 31<sup>st</sup>. The new area will accommodate 9 students who are in need of in-patient psychiatric care. CAIU staff will provide the educational part of the students' days.

## NOTIFICATION OF ACTIVITIES

- Attended the monthly Central Region Executive Directors' meeting.
- Attended the PAIU Executive Directors' monthly meeting including a meeting with PDE staff.
- Participated in the PAIU Innovations/Entrepreneurial Capacity Committee meeting.
- Visited Hill Top Academy for classroom and student visits.
- Attended the monthly Chief Recovery Officer meeting at Harrisburg School District.
- Began this year's school district administration team visits. The CAIU Cabinet members met with West Perry's administrative team on October 4<sup>th</sup>. These meetings provide an opportunity for districts to share feedback about CAIU services and for the CAIU team to learn about the needs of our districts. Our second district visit is scheduled with Lower Dauphin SD on October 25<sup>th</sup>.

- Attended Shippensburg Area SD's board meeting on October 10<sup>th</sup> to provide an overview of CAIU Programs and Services.
- Attended the PASA-PSBA School Leadership Conference including Women's Caucus Board Meeting.
- Held New Employees Orientation session on October 26<sup>th</sup>.

## SAVE THE DATE

- **Project SEARCH** - An **Open House** will be held on November 15<sup>th</sup> from 6:00-8:00 p.m. at Penn State Health Milton S. Hershey Medical Center. This event gives prospective students and families an opportunity to learn more about this exciting program.
- The **5<sup>th</sup> Annual CAIU iPad Summit** will be held on Friday, December 2<sup>nd</sup>. Please visit the Smore (<https://www.smores.com/eh9u7>) and the Wikispace (<http://caiupadsummit16.wiki.caiu.org/home>) for more information.

Register here: <https://goo.gl/eNNQWH>