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**Derry Township School District**  
**Board of Directors Meeting**  
**January 9, 2017**  
**Summary Minutes - XIII**

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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:** Heidi Eby, Jayanth Franklin, Maria Memmi, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer

**Absent:** Jennifer Mysel, Chris Barrett

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

**Staff/Public in Attendance:** Stacy Winslow, Mike Frentz, Dan Tredinnick, Jason Reifsnyder, Julie Nerino, Judy Haverstick, Miriam Collins, Joe Kristobak, Barb Kristobak, Emily Briselli, Dianna Briselli, Sec Briselli, Kathie Hedrick, DJ Hedrick, Patrick Gavazzi.

**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 Mr. Franklin and a second by Mrs. Sicher the Board Agenda for this evening's meeting was approved.

**2. INFORMATIONAL AND PROPOSALS**

**a. School Board Recognition**

**Minutes**

The High School recognized the School Directors for their service to the District.

**b. High School Student Recognition**

**Minutes**

Dr. Reimann recognized the January Hershey High School Students of the Month.

**c. Announcement of Executive Session**

**Minutes**

The Board met in Executive Session prior to this evening meeting to discuss certain conferences, working sessions, and financial matters.

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

**Minutes**

The following citizens were recognized by the Board of Directors:

- None

**e. Standing Committee Meeting Reports**

**Minutes**

Mrs. Sicher provided the following updates with regard to the Curriculum Council Standing Committee Meeting:

- Comprehensive Plan
- Blending Learning
- Course Changes/Revision
- IXL Presentation

Mr. Franklin provided the following updates with regard to the General Services Standing Committee Meeting:

- Transportation Update
- Capital Plan and Technology

#### **f. Student Representatives' Report**

##### **Minutes**

The Student Representatives provided the Board with the following updates:

- Recent Activities
- Upcoming Activities

#### **g. Community Correspondence Report**

##### **Minutes**

Mr. Tredinnick informed the Board that there were a total of two submissions during the month of December.

#### **h. Finance/Budget Update**

##### **Minutes**

Mr. Frentz provided the Board with a financial update pertaining to the 5-year budget projection model.

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

The following items will be on the Agenda for the January 23, 2017 Public Board of Directors Meeting:

1. Approval of January 9, 2017 Board of Directors Summary Minutes
2. Presentation: Fulton Financial Trust Update
3. Approval of December 2016 Finance Report
4. Approval of Budget Transfers
5. Approval of Managed Print Services Agreement
6. Requests for the Use of Facilities
7. Personnel
8. Staff Development

##### **Minutes**

The anticipated agenda items for the January 23, 2017 meeting of the Derry Township Board of School Directors were reviewed

### **3. UNFINISHED BUSINESS**

**a. 2017 Committee/Delegate Assignments**

**Committee Assignments:**

Athletic & Activities	Heidi Eby
	Jennifer Mysel
	Julie Neal
	Terry Singer
Communications & Community Engagement	Chris Barrett
	Heidi Eby
	Maria Memmi
	Jennifer Mysel
Curriculum Council	Jennifer Mysel
	Brian Shiflett
	Kathy Sicher
General Services	Jay Franklin
	Maria Memmi
	Julie Neal
	Brian Shiflett
Policy	Chris Barrett
	Brian Shiflett
	Kathy Sicher
	Terry Singer
Human Resources	Heidi Eby
	Jennifer Mysel
	Brian Shiflett
	Kathy Sicher

Board President is Ex-officio member of each Standing Committee

<b>Delegate Assignments:</b>	
Athletic Hall of Fame	Terry Singer
CAIU	Jay Franklin
Dauphin County Technical School	Julie Neal
	Brian Shiflett
	Jennifer Mysel, Alternate
Dauphin County Tax Collection	Heidi Eby
	Mike Frentz
	Brian Shiflett, Alternate

Downtown Hershey Association	Chris Barrett
Township of Derry Tax Collection	Heidi Eby
	Maria Memmi
Founder's Park	Scott Govern
	Mark Anderson, Alternate
HACC	Heidi Eby
Joint Work Group	Jennifer Mysel
	Brian Shiflett
	Chris Barrett - Alternate
Parks & Recreation	Maria Memmi
	Terry Singer
PSBA Delegate & Legislative Liaison	Julie Neal
	Kathy Sicher
Tax Increment Financing (TIF) Economic Development	Jay Franklin
	Julie Neal
	Kathy Sicher
Trojan Foundation	Julie Neal
District Wellness	Maria Memmi

#### Minutes

Following a motion by Mr. Franklin and a second by Mrs. Sicher the committee/delegate assignments were approved as listed.

#### Vote Results

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

#### MOTION CARRIED

### 4. CONSENT AGENDA ITEMS

#### Minutes

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

#### Vote Results

<b>Aye:</b>	7	Brian Shiflett, Jayanth Franklin, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, Maria Memmi
<b>No:</b>	0	
<b>Abstain:</b>	0	

**Not Cast:** 2 Chris Barrett, Jennifer Mysel

**MOTION CARRIED**

**a. Approval of December 19, 2016 Summary Board of Directors Meeting Minutes – XI**

**b. Approval of Policies**

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

007 Local Board Procedures  
336 Personal Necessity Leave  
618 Student Activity Funds  
810.2 Transportation - Video/Audio Recordings  
827 Conflict of Interest

**c. Announcement of Staff Development Conference**

<b>Staff Members:</b>	<b>Erin Ives, Michelle O'Brien</b>
<b>Conference:</b>	<b>Mid-Atlantic Conference on Personalized Learning</b>
<b>Location:</b>	<b>Baltimore, MD</b>
<b>Dates:</b>	<b>February 28 - March 1, 2017</b>
<b>Expenses:</b>	<b>\$755.00 (Each)</b>

**5. NEW BUSINESS**

**a. HEA Retirement Notification Incentive**

The Administration recommended the District offer a \$5,000 early retirement incentive to members of the HEA Bargaining Unit provided the employee retires at the end of the 2016-2017 school year, submits written notice of retirement on or before February 24, 2017, and accepts retirement under PSERS.

**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby the HEA Retirement Notification Incentive was approved.

**Vote Results**

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

**MOTION CARRIED**

**b. Approval of the Partnership of Packer, Oesterling & Smith Agreement**

The Administration recommended approval of a letter of agreement with the Partnership of Packer, Oesterling & Smith, Inc (PPO&S) in the amount of \$5,000 for Phase One, Step One of a comprehensive communications audit. PPO&S was identified as a qualified provider of this service through the firm's response to a Request For Proposals issued by the Communications & Community Engagement Committee.

**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby the Letter of Agreement with the Partnership of Packer, Oesterling & Smith, Inc in the amount of \$5,000 for Phase One, Step One of a comprehensive communications audit was approved.

*Vote Results*

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

**MOTION CARRIED**

**c. Personnel – Resignations**

The Administration recommended the approval of the following resignations:

**Act 93:**

**Downs, Sherri**

Benefits/Business Assistant  
District Office  
Reason: Retirement  
Effective: 04/28/2017

**Classified:**

**Hoyer, William**

Substitute Custodian  
District-wide  
Reason: Job Abandonment  
Effective: 01/10/2017

**Neu, Katharine**

Substitute Administrative Assistant  
District-wide  
Reason: Personal  
Effective: 12/01/2016 (retroactive)

**Tetzlaff, Tammy**

Substitute Custodian  
District-wide  
Reason: Job Abandonment  
Effective: 01/10/2017

**Weber, Tara**

Substitute Administrative Assistant

District-wide  
Reason: Job Abandonment  
Effective: 01/10/2017

**Minutes**

Following a motion by Mr. Franklin 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:

**Act 93:**

**Kristobak, Joseph**

Interim Principal

High School

Salary: \$400 per day

Effective: 01/17/2017

**Professional:**

**Hoover, Emily** (for Robin Dietrich)

Chemistry Teacher

High School

Long Term Substitute

Bachelors, Step 1

Salary: \$48,794 (pro-rated)

Effective: 01/12/2017 through the end of the 2016-2017 school year

**Classified:**

**Korn, Laura** (replacing Mary Senchak)

Administrative Assistant

High School

Full-time, 7.5 hours per day

Salary: \$18.43 per hour

Effective: 01/10/2017 (pending receipt of Act 126 certification)

**Limited Service Contracts:**

**Ambler, Jason\***

Mentor to Emily Hoover, HS Chemistry Teacher Long Term Substitute

High School

Salary: \$500

Effective: 01/10/2017

**Shay, James\***

Science Olympiad Coordinator

Middle School

Group H, Step 14

Salary: \$2,218

Effective: 01/10/2017

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



**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby the Personnel - General items were approved.

**Vote Results**

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

**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:

- Mrs. Sicher - TIF Committee
- Mrs. Neal - Taste of Hershey

**b. Superintendent's Report****Minutes**

Mr. McFarland provided the Board with the following updates:

- Recognition of Students

**c. Board Vice President's Report****Minutes**

Mr. Shiflett provided the Board with the following updates:

- Recognition of Staff

**8. RECOGNITION OF CITIZENS****Minutes**

The following citizens were recognized by the Board:

- None

**9. ADJOURNMENT****Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Memmi the meeting was adjourned at 8:04 p.m.

Respectfully submitted,

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Michael Frentz  
Secretary to the Board  
Approved at the January 23, 2017 meeting

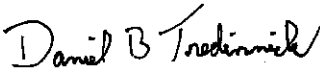
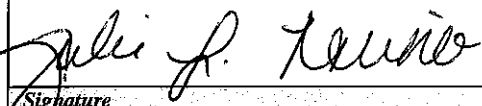
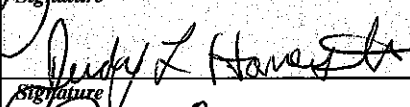

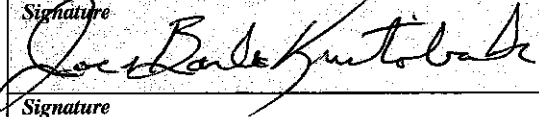



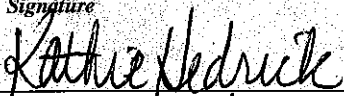
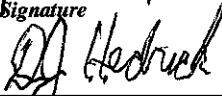
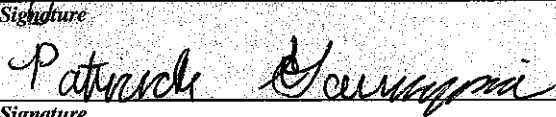
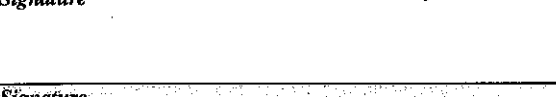
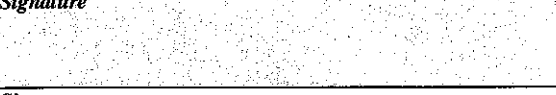
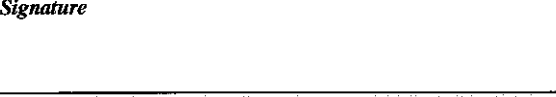

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Jennifer L. Mysel  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
January 9, 2017

Please Sign in AND Print Your Name

Signature	Printed Name
	Dan Tredinnick
	Julie L. Nevino
	Judy Haverstick
	Miriam Collins
	Joe and Barb Kristobek
	Emily Briselli
	Diana Briselli
	Sec Briselli
	Kathie Hedrick
	DJ Hedrick
	Patrick Garavani
	Patrick Garavani
	Patrick Garavani
	Patrick Garavani
	Patrick Garavani



# Dauphin County Technical School

December 2016

FIND YOUR DIRECTION

## Reflecting on the Year of the Wolverine

*By Dr. Jon Fox, Principal*

It is hard to believe that we are putting the finishing touches on 2016. As we look back and reflect on the year, we are proud of the many activities, scholastic achievements, and the dedication that our faculty, staff, and students have shown on a daily basis. As a Principal, I could not be more fortunate to work daily with the best students, faculty, and staff. While there are many highlights of this school, I would like to showcase a few of the many activities that our students participated in.

First, through the leadership of the Wolverine Council and advisors, Mrs. Hampton and Ms. Tansey, our students raised monetary and canned food donations to support the Bethesda Mission, which is located in downtown Harrisburg and provides many services to our community. Dauphin County Technical School is proud to support this community-based organization.

Our students continued to showcase their talents through participating in Creative Expressions (CEAD), which held their first open mic night on November 4. The event was coordinated by club advisor Mr. Jeff Williams. Several students sang and played instruments while enjoying coffee, cookies,

and each other's company. The talents of our students were also on full display as our DCTS theater program performed Neil Simon's Rumors play. Our students worked diligently under the leadership of Mr. Ryan Pines and Mr. Tyler Wonders. The set was designed and constructed by students from Building Construction Technology. In addition, students from Cosmetology, with the assistance of Mrs. Carol Knapp, provided makeup support for the actors and actresses. The fall play was another great success.

Several students from Horticulture applied their skills and knowledge from their program of study to assist with a landscape design and planting for the Lower Paxton Heroes Grove Project, which will honor those who showed a commitment to service to Dauphin County. DCTS is proud to partner with the Heroes Grove Project Committee.

Finally, we would like to recognize the Building Construction Cares students. This organization has continued to take students from a variety of program areas to different regions throughout the United States that are in need of recovery following natural disasters. Our students, under the leadership of Mr. Brightbill, Mr. Carroll, and Mrs. Deiling, once again went to Crisfield, Maryland to assist families who were still recovering from Superstorm Sandy.

As you can tell, 2016 was a successful and fun-filled year. As we welcome 2017, we have

many great events in store for our students and community. DCTS students will once again lace up their sneakers and have fun while raising important funds to support the Four Diamonds Fund during the Wolverine Mini-Thon that will be held on March 10. The DCTS Education Foundation will host a talent show on February 3, and in May, the DCTS Theater Program will be performing the hit musical, *The Little Mermaid*, in the auditorium. Finally, mark your calendar for the Spring Dinner and Silent Auction to benefit students and activities at DCTS, the annual event will take place at DCTS on April 21. We look forward to seeing you at these many exciting future events.

I would like to thank our students, faculty, and staff for their commitment to our community. We are proud to be a part of Dauphin County and the communities that we serve. We look forward to continuing our commitment to service. Thank you DCTS teachers, administrators, staff, parents/guardians, and most of all our students.



## Thank you Thrivent Financial

Health Careers Instructors, Mrs. Cline and Mrs. Lenig-Zerby, received a \$250 grant from Thrivent Financial in Sunbury, PA. The funds were used to purchase laundry detergent, paper towels, dryer sheets, and hand sanitizer.

Pictured are: Ashley Manning, Arifa Karim, Inez Toro, Destiny Williams, Mrs. Lenig-Zerby, Niquell John, Mrs. Cline, Heather Herb, and Lena Mahaffey.



## Genuine Acts of Kindness

On December 20, nine students were recognized with a certificate by DCTS Administration for their Genuine Acts of Kindness, an initiative implemented to reward students for demonstrating an act of kindness which is more than just doing the right thing. The initiative highlights the importance of treating one another and property with respect and to let students know that their acts of kindness do not go unnoticed.

Pictured are: Heaman Dhimal, Dylan Dundore, Haiden Jacob-Byrd, Aaron Rivera, Kilmeny Thomas, Amaya Wilson and MariaRae Vazquez. Absent from the photo: Azhane Parker-Luster and Dezanay Waid.





# Students of the Month

## 9<sup>th</sup> Grade – Johnicia Badgett, Construction Academy

Johnicia's home school is Middletown. He enjoys landscaping, drawing, construction, and wildlife. Johnicia is involved in SkillsUSA, Freshman Student Council, and softball. He also volunteers at Fink Elementary Santa's Secret Shop and Hoffer Park Christmas Display. Johnicia's future plan is to become a wildlife conservation officer or a construction worker.

## 10<sup>th</sup> Grade – Jaquan Brown, Electrical Construction & Maintenance

Jaquan's home school is Susquehanna Township. He enjoys playing football and volunteers at the Soup Kitchen. Jaquan's future plan is to become an electrician.

## 11<sup>th</sup> Grade – Sarina Middleton, Cosmetology

Sarina's home school is Derry Township. She enjoys reading, writing, singing, playing guitar, drawing, and watching movies. Sarina is involved in the Four Diamonds Leadership committee and Theatre program. She also volunteers for a photography study for autism and works at a hair salon. Sarina's future plan is to become a movie and tv makeup artist.

## 12<sup>th</sup> Grade – Alyssa McCandless, Medical Assistant

Alyssa's home school is Harrisburg. She enjoys art, dance, writing, and music. Alyssa is involved in National Honor Society, National Technical Honor Society, Senior Class Council Secretary, and Church Youth Group. She also volunteers at homeless outreaches and summer mission trips. Alyssa's future plan is to attend college for Human Resources and Cultural Studies.

## Reader – Sheldon Pink, Drafting & Design Technology

Sheldon's home school is Susquehanna Township. His favorite books are *The Iliad*, *Percy Jackson* series, and *Ender's Game*. Sheldon's favorite genre is Sci-Fi/Fantasy. He recommends *Ender's Game* and *A Game of Thrones*.



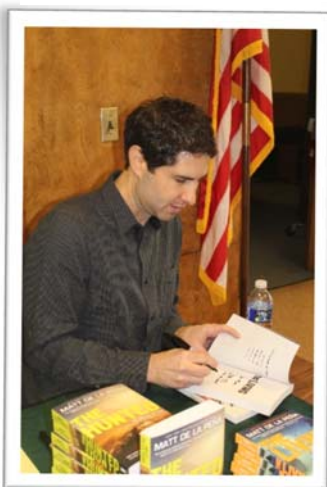
## Outstanding School Citizenship Award

Aindrea Shuller, Senior in Carpentry, has been selected to receive the Recognition Award for Outstanding School Citizenship presented by Lower Paxton Township Lions Club. She is being recognized for her high academic standing, involvement in school activities, and projects related to community service.



## DCTS Welcomes Matt de la Peña

On December 15, Matt de la Peña, a New York Times bestselling, Newberry Medal winning, author of six young adult novels, stopped by for a student assembly, book signing, and writing workshop.



## Alumni Spotlight

Congratulations to Alumni Ethan Stauffer, 2016 Culinary Arts Graduate! Ethan is currently attending the Culinary Institute of America in New York and will be heading to New Orleans in March. He has secured an externship at Emeril's New Orleans. BAM!



## Wolverine Bowling

On December 15, the Varsity Wolverines battled the Mechanicsburg Wildcats at Trindle Bowl. After a rough first game, the Wolverines bounced back to win the second game of the match. For the season, the Wolverines have a record of 10  $\frac{1}{2}$  and 4  $\frac{1}{2}$ , good for 3<sup>rd</sup> place in their league. Leading the Wolverines in scoring were Dylan Dundore, with a 203 and a 256, and Dylan Shumaker, with a 199.

In JV action, the Wolverines cruised to victory against Middletown. The Wolverines dominated both games and won the match by over 400 pins. The JV squad now sports a record of 12-2 and are holding steady in 2<sup>nd</sup> place. Helping the JV Wolverines roll out a victory were Joseph Kieffer, with games of 226 and 202, and Noah Gainor, with a 221.



## 2016 Master of the Rafter

The 27<sup>th</sup> annual Master of the Rafter competition was held on November 22 in Carpentry.

Shane Hinkle – Master of the Rafter with a time of 1 minute 51 seconds

Michael Laskoski – 2<sup>nd</sup> place with 1:56

Juan Ortiz – 3<sup>rd</sup> place with 2:15

Laurel Musser – 4<sup>th</sup> with 2:17

Jamil Karim – 5<sup>th</sup> with 2:31





# Announcements

## DCTS BRAIN BUSTERS TEAM

McCaskey vs. Dauphin County Technical School will air on Sunday, January 8 at 12:00 p.m. on WGAL8.

## AFTER SCHOOL TUTORING

Need a little extra help on homework, projects, or studying? DCTS offers after school tutoring on Tuesday's and Thursday's from 3-4 pm in the School Library.

## 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

## 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 on March 3 from 12:30 p.m. to 3:30 p.m.

## SHEETZ COUPON BOOKS

SkillsUSA is selling Sheetz coupon books for \$10. Please contact Beth Wagner, Advisor at [bwagner@dcts.org](mailto:bwagner@dcts.org).

## DCTS 2017 YEARBOOK

Yearbooks are on sale until February 17 for \$65.00

## FOUR DIAMONDS EVENTS

- 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.

## DCTS TALENT SHOW

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

## DCTS ANNUAL SPRING DINNER & SILENT AUCTION

Mark your calendar for Friday, April 21, 2017 from 6:00 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.

## NO SCHOOL

- 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)

## WEATHER CLOSINGS/DISMISSALS

In case of heavy snow, icy roads or other extreme weather conditions, tune into any of the local radio or television stations between 6:30 a.m. and 7:30 a.m. for closing or delay information.

Early dismissals are in accordance with the sending school schedules for inclement weather.



The Dauphin County Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator or Section 504 Coordinator at 6001 Locust Lane, Harrisburg, PA 17109 (717) 652-3170. For information regarding services, activities, and facilities that are accessible to and usable by handicapped individuals and groups, please contact our Administrative Director.

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# CAIU BOARD HIGHLIGHTS

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

## **Reports/Updates**

- The Board announced the following retirees: **Marita Lautsch**, Program Secretary, retirement after 10 years of service and **William Mercer**, Personal Care Assistant – CATES Program, retirement at 7 years of service.
- Alicia McDonald, Director of Student Services, shared information that the CAIU now has three adaptive bikes and staff is able to complete the bike fittings for the My Bike program.
- Theresa Kinsinger, Director of Organizational Services, shared that she has discussed Fair Labor Standards Act implications and changes to emergency certification requirements with Human Resources district staff and information about the Decima award which honors a staff member for their dedication to children with special needs.
- Len Kapp, Supervisor, Operations and Transportation, shared that his team is ready for winter weather.
- Brian Griffith, Director of Curriculum Services, shared that PDE is creating a plan to implement Every Students Succeeds Act (ESSA), which involves recommendations to shorten assessments by one day per assessment area and for eighth graders to only take one assessment in math.
- Daren Moran, Business Manager, shared an overview of the CAIU Finances and the 2017-2018 General Operating Budget.
- David Martin, Directory of Technology Services, shared that the WAN and Internet bid presentations will be held after the holiday break. He also shared a video clip from ABC27 and East Pennsboro School District related to their use of the CAIU's telepresence robot with a homebound student.
- Dr. Rhonda Brunner, Assistant Executive Director, shared information about leadership initiatives and CAIU staff service projects.
- Cindy Mortzfeldt, Executive Director, shared that she visited the My Bike program presentation at AFSCME headquarters in Harrisburg. She also had an opportunity to visit the CAIU classes at Pennsylvania Psychiatric Institute (PPI) and helped the students with building their gingerbread house. She congratulated Rhonda on her completion of the yearlong Executive in Residence program through the Association of Educational Service Agencies (AESAs).

**Executive Session** – Executive session was held to review legal and personnel matters.

**Board Committee Report** – The Board Finance Committee met on December 7, 2016 to review the 2017-18 General Operating Budget.

## **Approved Action Items**

- Resignation from Mrs. Judith Quigley, Mechanicsburg Area SD, effective December 9, 2016
- Appointment of new Board Member: Dr. Layne Lebo, Mechanicsburg Area SD, to fill an unexpired term of December 22, 2016 – June 30, 2017.
- Election of Vice President: Mr. Jay Franklin, Derry Township SD was elected as Vice President to fill the vacancy created when Mrs. Quigley resigned.
- Minutes from the November 17, 2016 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,086,866.55 in receipts and \$4,550,978.29 in expenditures for November 2016

- Summary of Operations for the 2016-17 fiscal year showing revenues of \$33,689,872.93 and expenses of \$24,500,800.84
- Budget Administration
  - Proposed 2017-2018 Original Budget – General Operating Budget (1<sup>st</sup> Reading) in the amount of \$5,831,756
- Policies & Programs
  - Second Reading, Revised Policy #007 – Distribution
  - Second Reading, Revised Policy #331 – Job Related Expenses
  - Second Reading, Revised Policy #336 – Personal Necessity Leave
- Job Descriptions
  - First Reading, New Position, New Description – Account Manager
- Personnel Items – See Attached Report

#### **Executive Director's Report**

- See attached written report.

#### **Board Member Sharing of Information**

- Mrs. Barbara Geistwhite, Cumberland Valley SD, reported that they have received bids for their new elementary and middle schools.
- Mr. Jay Franklin, Derry Township SD, wished everyone a Merry Christmas.

#### **President's Report**

- Mrs. Jean Rice thanked the board for their attendance and wished everyone a Merry Christmas and safe travels.

**NEXT MEETING: Thursday, January 26, 2017, 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:**

- **MARITA LAUTSCH**, Program Secretary, Early Intervention Program, effective December 30, 2016. Reason: Retirement after more than 10 years of continuous service.
- **WILLIAM MERCER**, Personal Care Assistant, CATES Program, effective December 30, 2016. Reason: Retirement after more than 7 years of continuous service.
- **KELSIE PAXTON**, Educational Paraprofessional, Dual Diagnosis/Emotional Support Programs, effective December 5, 2016. Reason: Personal.
- **MICHAEL ZIMMERMAN**, Educational Paraprofessional, Multiple Disabilities Support Program, effective December 5, 2016. Reason: Employee accepted a position with Harrisburg School District.

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

- **SHAWN BENNAGE-GREGORY**, part time Floater Educational Paraprofessional, Student Services Team, effective December 9, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated based on number of days worked and with additional new hire days as required. This is a replacement position funded through the Classroom budget.
- **PATSY CONFER**, Educational Paraprofessional, CATES Program, effective November 21, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 122 days with additional new hire days as required. This is a new position funded through the CATES budget.
- **SAMANTHA GRUBBS**, Educational Paraprofessional, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH HALFORD**, Personal Care Assistant, Autism Support Program, effective November 29, 2016. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 119 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **STACY IRVIN**, Personal Care Assistant, Autism Support Program, effective January 3, 2017. Base salary of HS, Step 1, \$16,892 for 189 days of service will be prorated for a total of 105 days with additional new hire days as required. This is a replacement position funded through the Autism Support budget.
- **ELIZABETH JENSEN**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **BRIDGET MADDEN**, Social Worker, CATES/Pupil Services Program, effective January 3, 2017. Base salary of Masters, Step 4, \$49,744 for 189 days of service will be prorated for a total of 100 days with additional new hire days as required. This is a replacement position funded through the CATES/Pupil Services budget.
- **PERRI ROSEN**, part-time Long Term Substitute School Psychologist, Pupil Services Program, effective January 5, 2017 – June 9, 2017. Base salary of Masters + 60, Step 2, \$53,335 for 189 days of service will be prorated based on number of days worked. This is a new position funded through the Pupil Services budget.
- **GRETCHEN SHIELDS**, Educational Paraprofessional, Emotional Support Program, effective December 12, 2016. Base salary of HS + 30, Step 1, \$18,253 for 189 days of service will be prorated for a total of 110 days with additional new hire days as

required. This is a replacement position funded through the Emotional Support budget.

- **BARBARA SWENSON**, Floater Teacher, Student Services Team, effective December 5, 2016. Base salary of 80% of Bachelors, Step 1, \$44,247 for 189 days of service will be prorated for a total of 115 days with additional new hire days as required. This is a new position funded through the Classroom budget.
- **GILLIAN WITHERS**, Nurse, Pupil Services Program, effective December 12, 2016. Base salary of 90% of Bachelors, Step 2, \$44,747 for 189 days of service will be prorated for a total of 110 days with additional new hire days as required. This is a new position funded through the Pupil Services budget.

**C. CHANGES OF STATUS:**

- **SHANNON ELLISON**, from Long Term Substitute Teacher, Emotional Support Program to full-time permanent Floater Teacher effective January 3, 2017. Change of status results in a change of salary to 80% of Bachelors, Step 2, \$44,747 for 189 days of service which will be prorated for a total of 100 days. This is a new position funded through the Classroom budget.
- **RENNIE GIBSON**, Administrative Assistant, Administration Team, change from Exempt status to Non-Exempt status based on review of Fair Labor Standards Act (FLSA) rules, effective December 1, 2016.
- **KAREN LAWSON**, Educational Paraprofessional, Early Intervention Program, rescinding leave of absence request, effective December 5, 2016.
- **MITZI MCKENZIE**, Long Term Substitute Educational Paraprofessional, Autism Support Program, change in end date of assignment from December 22, 2016 to June 2, 2017, resulting in an increase of days from 88 to 188.

**D. CHANGES OF SALARY:**

**E. LEAVES OF ABSENCE:**

- **DEBORAH EVANS**, Educational Consultant, Curriculum Team, leave of absence December 13, 2016 – January 31, 2017. Leave is requested using accumulated paid leave for a total of 27 days.
- **JAMES GUMP**, Teacher, Loysville Youth Development Center, leave of absence effective October 5, 2016 through December 23, 2016. Leave is requested using accumulated paid leave for a total of 50 days and is in accordance with CAIU and FMLA policies.
- **JILL JOHNSON**, Communications Facilitator, Deaf/Hard of Hearing Program, intermittent FMLA leave through December 4, 2017. Leave is requested in accordance with CAIU and FMLA policies.
- **ANN VACCHIANO**, Teacher, Project Search Program, leave of absence November 22, 2016 – December 22, 2016. Leave is requested using accumulated paid leave for a total of 17 days and is in accordance with CAIU and FMLA policies.

**F. ISSUANCE OF TENURE:**

- The following temporary professional employees have met all criteria required to obtain tenure and shall be elevated to the status of professional and issued professional contracts, effective December 22, 2016:  
Kelly Evans

## Executive Director's Report

December 22, 2016

### NEWS

#### 5<sup>th</sup> Annual iPad Summit

On December 2, 2016, the Capital Area Intermediate Unit hosted the 5th Annual CAIU iPad Summit. The summit brought together over 140 educators, tech directors, principals and school leaders for a day full of presentations, workshops, and hands-on sessions. The Summit offered over 20 sessions that focused on ways to integrate using iPads seamlessly and transparently in the classroom. Our wonderful presenters shared their ideas and experiences to engage and motivate students of all age levels.



Some topics that were presented included content creation, flipping the classroom, coding, gaming, and digital storytelling.

Dr. Randy Ziegenfuss and Mrs. Lynn Fuini-Hetten from Salisbury Township School District kicked off this year's Summit with a keynote presentation entitled, "Elevating Our Vision for the Future." The day ended with an App Smackdown in which educators shared their favorite apps and how they used them in their learning environment. Participants walked away with a wealth of ideas for ways to utilize their iPads effectively in the classroom.

#### Student Services

##### **OT/PT, Nurses, Social Work**

- Mrs. Gottlieb, program supervisor, has been spending her first months at our various sites observing therapists and getting better acquainted with the classroom teams in general. Her observations have validated the comments that she heard regarding the expertise of our related services staff! They are truly child-centered practitioners who work collaboratively with classroom teams.
- Lori Glumac attended the American Physical Therapy Association's Academy of Pediatric Physical Therapy Annual conference. She will create a list of the practice changes that she plans to implement as a result of the new information learned at the conference and will share this information with the IU Physical Therapists.

##### **Autism/Hospital Programs**

- Samantha Forsythe's Autism Support class at Central Dauphin Middle School has connected with the school district's NutriPacks program. Every week the students help fill bags with groceries in preparation for disbursement to students at various schools within the district. This activity helps promote vocational skills while at the same time providing a service to the community.
- Enrollment in our Autism Support classes is increasing with 6 new students enrolling within the past month across all grade levels.
- On December 1, our new class opened at the Pennsylvania Psychiatric Institute (PPI) for students ages 4-12. This new area accommodates 9 students who are in need of in-patient psychiatric care. CAIU staff will provide the educational part of the students' days.



### **Loysville Youth Development Center**

- Loysville currently has 104 residents. Over the past month, 13 students have been released and 17 new students entered. Eighteen of the 104 students, or 17%, of the population already have their GED or High School Diploma.
- There are seven students that will complete their high school experience by mid-January and earn their high school diploma. Most will be leaving before the end of the second marking period so there is no commencement ceremony planned.
- Mr. Dave Harper organized an Anti-Bullying initiative that culminated with an assembly on November 22. Students took a survey, talked about bullying behavior in class, and wrote about past experiences. The results were shared at an assembly along with a movie. A few students read their class writings in front of the student body. It was well received by students.
- Elena Taylor was nominated by Department of Human Services (DHS) Loysville for Employee of the Month for her extra efforts in helping the students at Loysville with Transitional services and other support. We congratulate her on the nomination and offer best wishes in the final selection.

### **Hill Top Academy**

- The Pennsylvania Child Welfare Resource Center operated by The University of Pittsburgh (located next door to Hill Top) has reached out and offered to provide Christmas gifts for the students most in need at Hill Top Academy. The Hill Top social workers will work with Pitt staff to identify and distribute the gifts anonymously to students.
- Hill Top Academy will be collaborating with Elizabethtown University to complete an exciting research study titled: Interoception, the 8th Sense: A Pilot Intervention Efficacy Study for School Age with Autism Spectrum Disorder. This study's purpose is to determine if intervening to improve interoceptive awareness will help school-aged children with autism increase interoception capability which may allow improved self-regulation and performance at school.
- Hill Top Academy and Messiah College have engaged in planning to expand their partnership for the 2017-2018 school year. Tentative arrangements have been made for Hill Top Academy to host 10-15 Level I interns from Messiah's new OT/PT graduate program.

### **Pupil Services/CAMhP/Diakon/Educational Coaches**

- Diakon/Center Point Day program has 30 students with 23 of them district referred students receiving Drug and Alcohol, Anger Management and Social Anxiety counseling.
- The Capital Area Mental-health Program (CAMhP) continues to receive referrals; however, we are running out of space. Our original plan was to open two classes but due to space constraints only one was opened at the start of the school year. We are investigating other options to open a second class.
- Data coaching meetings are happening classroom wide on a weekly basis. The administrative staff meets monthly with the coaches to review the data and provide appropriate professional development.

### **Preschool Updates**

- We will have 3 graduate students working with us for their internships in speech/language pathology in the Spring 2017 semester. Two of the interns will split their experience between preschool and school-age speech language. One of the students will complete her internship just with a preschool speech language therapist. The graduate programs represented will be: Misericordia, Edinboro and James Madison.

- Preschool supervisors and the preschool service coordinators attended a discussion led by Colleen Wislor, Lincoln Intermediate Unit at the CAIU regarding Pennsylvania Migrant Education Program.
- January will kick off school age transition meetings for approximately 570 families.

## **NOTIFICATION OF ACTIVITIES**

- Attended the monthly Central Region Executive Directors' meeting.
- The CAIU Cabinet members met with Millersburg Area School District's administrative team. 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.
- Attended school board meetings at Middletown Area SD, Mechanicsburg Area SD and Carlisle Area SD to share an overview of CAIU services.
- Attended Association of Education Service Agencies (AESA) Annual Conference in Savannah, GA.

## **Upcoming CAIU Events**

**All Staff Day** – January 13, 2017 – All CAIU employees will attend the All Staff Day at the Best Western Premier Hotel and Conference Center, Harrisburg. A variety of activities and presentations is planned for the morning, and staff will participate in workshop sessions or service projects during the afternoon.