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**Derry Township School District**  
**Board of Directors Meeting**  
**March 27, 2017**  
**Summary Minutes - XIX**

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**1. OPENING ITEMS**

**a. Call to Order**

**Minutes**

The meeting was called to order by Mrs. Mysel at 7:04 PM.

**b. Roll Call**

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

**Absent:** None

**Non-Voting Members in attendance were:** Joseph McFarland

**Staff/Public in attendance were:** Mike Frentz, Dan Tredinnick, Jason Reifsnyder, Sandy Ballard, Aimee Graybash, Greg Graybash, Peter Ebert, John Foley, Andrea Abruzzo, Ann Rowland, David Mysel, Philip Ayala, Ed Fetter, Steve Dayton, Kevin Fergenson, Erick Valentin, Rick Leblanc, Julie Nerino, Teresa Peschel, Mark Anderson, Tricia Steiner, Rich Cappell, Susan Kelly-Dreiss, Shirley Tookey, Judy Haverstick, Phil Freidrich, Judith Woodring, Bill Woodring, David Sweigert, Lauren Zumbrun, Mike Knause.

**Solicitor in Attendance:** Kim Smith

**Media in Attendance:** Monica Von Dobeneck

**c. Flag Salute**

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

**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby the board agenda for this evening's meeting was approved.

**MOTION CARRIED**

**2. INFORMATIONAL AND PROPOSALS**

**a. Presentation: Music in Our Schools - Fifth Grade Cellists**

**Minutes**

Tani Miller and several of the elementary cellists played a song and provided a brief presentation to the school board with regard to Music in Our Schools.

**b. Presentations: Architect of Record**

**Minutes**

The board listened to Architect of Record presentations.

**c. Presentation: One to One iPads**

**Minutes**

Mr. Sweigert and Mrs. Landry provided the board with an overview of the One-to-One iPad initiative.

**d. Announcement of Executive Session****Minutes**

The board met in executive session prior to this meeting to discuss matters of personnel.

**e. Recognition of Citizens (Agenda Items)****Minutes**

The following citizens were recognized by the board:

Jonathan Christ - TIF

Kevin Fergenson - TIF

**f. Standing Committee Meeting Report****Minutes**

Mr. Barrett provided the following updates with regard to the Communication and Community Engagement Standing Committee Meeting:

- Communications Audit
- Digital Literacy Course for Parents

**g. Student Representatives' Report****Minutes**

The student representatives provided the board with the following updates:

- Recent Activities
- Upcoming Activities

**h. Finance/Budget Update****Minutes**

Mr. Frentz provided the board with a 2017-2018 preliminary budget update.

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

The anticipated agenda items for the April 10, 2017 meeting of the Derry Township Board of School Directors were reviewed.

1. Approval of March 27, 2017 Board of Directors Summary Minutes
2. High School Student Recognition/Athletes of the Month
3. Finance Update
4. Requests for the Use of Facilities
5. Personnel
6. Staff Development

### 3. UNFINISHED BUSINESS

#### a. Tax Increment Financing Committee

##### Minutes

The board discusses the Tax Increment Financing proposal. Following a motion by Mr. Franklin and a second by Mrs. Memmi the TIF proposal was not approved.

##### Vote Results

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<b>Yea:</b>	3	Brian Shiflett, Jayanth Franklin, Maria Memmi
<b>Nay:</b>	6	Chris Barrett, Heidi Eby, Jennifer Mysel, Julie Neal, Kathy Sicher, Terry Singer
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

**MOTION CARRIED**

### 4. CONSENT AGENDA ITEMS

##### Minutes

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

##### Vote Results

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<b>Yea:</b>	9	Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer
<b>Nay:</b>	0	
<b>Abstain:</b>	0	
<b>Not Cast:</b>	0	

**MOTION CARRIED**

#### a. Approval of March 13, 2017 Summary Board of Directors Special Mtg-XVII, March 13, 2017 Regular Mtg-XVIII, & March 20, 2017 Special Mtg XIX Minutes

#### b. Approval of February 2017 Finance Report

1. The Treasurer's Report for the month ending February 28, 2017 is summarized as follows:

General Fund Revenues	\$1,501,067
General Fund Expenditures	4,229,171
Balance of Cash Plus Investments (Includes Capital Reserve)	32,477,854

2. The listed schedule of investment transactions for the period beginning February 1, 2017 through February

28, 2017, has total interest earnings of \$11,793 comprised of the following:

Money Market	5
General Fund	11,700
Capital Reserve	88

The average interest rate for February 2017 was .51%

3. The February 2017 expenditures for the paid bills for all funds total \$1,723,904 excluding net payroll, retirement contributions, and debt service.

4. The March 2017 expenditures for the unpaid bills for all funds total \$773,727 excluding net payroll, retirement contributions, and debt service.

5. Estimated expenditures of the General Fund for the month of March 2017 are in the following amounts:

Operating Expenses	\$1,000,000
Utilities	106,600
Net Payroll (3 pays)	2,070,000
Employer Provided Insurance	401,600
Payroll Deductions	1,129,000
Employer Payroll Taxes (FICA/RET)	2,145,000
Debt Service	71,275
Total Estimated Expenditures	\$6,923,475

**c. Approval of Budget Transfers**

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

The Administration recommends the Board authorize the March 2017 budget transfers.

**d. Request for Payment**

<b>Vendor</b>	<b>Amount</b>	<b>Project</b>
B & H Photo-Video	5,701.48	MS Auditorium sound booth
Integra One Inc.	23,662.88	District Office switch upgrade
Total	29,364.36	

**e. New Course Proposal - Financial Foundations**

The Administration recommends the approval of a new Hershey High School course offering entitled:

- Financial Foundations

The course offering was reviewed and approved at the March 13, 2017 meeting of the District Curriculum Council. Funds for the course will be accounted for in the 2017-2018 District Budget.

**f. Approval of Overnight Field Trip/Excursion - Youth and Government**

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

<b>Group:</b>	Youth and Government
<b>Number of Participating Students:</b>	129
<b>Grade Level:</b>	8-12
<b>Destination:</b>	Harrisburg, PA
<b>Purpose:</b>	Youth and Government Model Legislature and Court
<b>Depart:</b>	April 20, 2017
<b>Return:</b>	April 23, 2017
<b>Trip Leader:</b>	Rick Teetsel

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

**g. Approval of Overnight Field Trip/Excursion - 2017 PJAS State Science Fair Competition**

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

<b>Group:</b>	Pennsylvania Junior Academy of Science (PJAS)
<i>Number of Participating Students:</i>	6
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Penn State University, State College, PA
<i>Purpose:</i>	2017 PJAS State Science Fair Competition
<i>Depart:</i>	May 14, 2017
<i>Return:</i>	May 16, 2017
<i>Trip Leader:</i>	Jason Sibbach

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

**h. Approval of Overnight Field Trip/Excursion - HS Math Team**

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

<b>Group:</b>	HS Math Team
<i>Number of Participating Students:</i>	8
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Indiana University of PA
<i>Purpose:</i>	2017 Math Competition
<i>Depart:</i>	April 19, 2017
<i>Return:</i>	April 20, 2017
<i>Trip Leader:</i>	Ann Lemaster

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

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

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

**Group:** **The Goddard School**  
*Date/Time:* June 8-9, 2017  
4:30 p.m. - 9:00 p.m.  
*Requested Facility:* Elementary MPR1  
*Event:* Kindergarten Registration

**Fee:** Room Rental: \$35.00/per hour (Approximately \$315) Custodian: \$38.64/per hour (if needed)

***Group:*** **Hershey Youth Football Association**

***Date/Time:*** Monday through Friday  
July 24, 2017 - November 3, 2017  
5:00 p.m. - 9:00 p.m.

***Requested Facility:*** Memorial Cinder Track Football Field  
Middle School Football Field

***Event:*** Hershey Youth Football/Cheer Practice & Games

**Fee:** None

***Group:*** **Derry Township Parks & Recreation**

***Date/Time:*** August 5, 2017  
8:00 a.m. - Noon

***Requested Facility:*** High School Track, Walking Paths on Campus

***Event:*** Hershey Splash and Dash Community Fun Race

**Fee:** None

***Group:*** **Hershey Youth Football Association**

Saturdays  
***Date/Time:*** August 12, 2017 through October 21, 2017  
(Not Available August 12, 2017)  
8:00 a.m. - Noon

***Requested Facility:*** Memorial Cinder Track Football Field  
Middle School Football Field

***Event:*** Hershey Youth Football/Cheer Games

**Fee:** None

***Group:*** **Hershey Youth Football Association**

September 2, 16\*, 30, 2017  
October 14, 21, 28, 2017  
***Date/Time:*** \* September 16, 2017 - field not available until  
5:00 p.m.  
Noon - 10:00 p.m.

***Requested Facility:*** Football/Track Turf Field



*Event:* Hershey Youth Football Games  
 Synthetic Turf Replacement Fee: \$35.00/per hour  
*Fee:* Turf Field Manager: Will be DTSD Employee (Fee waived by athletic director)  
Custodian: Per HESPA Agreement

**j. Requests for the Use of School Facilities with Waiver**

The Administration recommends the approval of the following Requests for the Use of School Facilities with Waiver:

**Group:** Learning Forward PA  
 September 22, 2017  
 December 8, 2017  
*Date/Time:* March 9, 2018  
 May 4, 2018  
 9:00 a.m. - 3:30 p.m.  
*Requested Facility:* Middle School LGI  
*Event:* Professional Learning in PA Board Meetings  
 LGI Rental: \$35.00/per hour (approximately \$910.00)  
*\*Fee:* Custodian Fees: Per HESPA Agreement (if needed)  
 \* Request for Waiver of Facility and Custodian Fees (Letter is attached)

**k. Announcement of Staff Development Conferences**

**Staff Member:** Stacy Stahl  
*Conference:* Everyday Mathematics Experienced Consultants Workshop  
*Location:* New York City, NY  
*Dates:* April 19 - April 20, 2017  
*Expenses:* \$0

**5. NEW BUSINESS**

**a. Appoint Voting Delegates to PSBA 2017 Delegate Assembly**

**Minutes**

Following a motion by Mrs. Eby and a second by Mr. Franklin, Mrs. Neal and Mrs. Mysel were approved as voting delegates to the PSBA 2017 delegate assembly.

*Vote Results*

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**Yea:** 9 Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer

**Nay:** 0

**Abstain:** 0

**Not Cast:** 0

**MOTION CARRIED**

**b. Approval of HESPA Memorandum of Understanding for a 4-Day Work Week during the Summer of 2017**

The Administration recommends the approval of a HESPA Side Letter Agreement for the Three-Day Summer Closure/Four-Day Work Week from June 12, 2017 through August 11, 2017.

**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby the HESPA Side Letter Agreement for the Three-Day Summer Closure/Four-Day Work Week was approved.

*Vote Results*

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**Yea:** 9 Brian Shiflett, Chris Barrett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Julie Neal, Kathy Sicher, Maria Memmi, Terry Singer

**Nay:** 0

**Abstain:** 0

**Not Cast:** 0

**MOTION CARRIED**

**c. Approval of Architect of Record**

The Administration recommends Crabtree, Rohrbaugh & Associates as the District's Architect of Record.

**Minutes**

Following a motion by Mr. Franklin and a second by Mrs. Eby, Crabtree, Rorhbaugh & Associates were approved as the District's architect of record.

*Vote Results*

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**Yea:** 5 Brian Shiflett, Heidi Eby, Jayanth Franklin, Jennifer Mysel, Kathy Sicher

**Nay:** 4 Chris Barrett, Julie Neal, Maria Memmi, Terry Singer

**Abstain:** 0

**Not Cast:** 0

**MOTION CARRIED**

**d. Personnel - General**

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

**Classified:**

**Fischer, Jean Marie**

Substitute General Food Service Worker

District-wide  
Salary: \$10.98 per hour  
Effective: 03/28/2017

**Matincheck, Christine** (replacing Kausandra Uhler)

General Food Service Worker  
High School

Level A: 4.0 hours per day  
Salary: \$12.65 per hour  
Effective: 03/28/2017 (pending receipt of Act 126 certification)

**Tobin, Jean**

Substitute General Food Service Worker  
District-wide

Salary: \$10.98 per hour  
Effective: 03/28/2017 (pending receipt of Act 126 certification)

**Transfer of Classified Staff:**

**Leonard, Tonya\***

From: Assistant Head Cook  
To: Head Cook (replacing Sandra Agee)  
Middle School

Level C: 8.0 hours per day  
Salary: \$21.99 per hour  
Effective: 07/01/2017

**Limited Service Contracts:**

**Leonzo, Christine\***

Summer School Coordinator Pre K-5  
Elementary School  
Group H, Step 1

Salary: \$1,150  
Effective: 03/28/2017

**Maggio, Lisa\***

Assistant Track and Field Coach  
High School  
Group E, Step 5

Salary: \$1,479.50 (split position)  
Effective: 03/28/2017

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

#### Minutes

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

#### Vote Results

**Yea:** 9

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

Nay: 0

Abstain: 0

Not Cast: 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**

**c. HACC**

**d. PSBA**

**e. The Trojan Foundation**

**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**

Mrs. Mysel provided the board with the following updates:

- Suicide Prevention Presentation

**8. RECOGNITION OF CITIZENS**

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak are asked to come to the microphone and follow the same guidelines outlined at the initial public comment portion of our meeting.

**Minutes**

The following citizens were recognized by the board:  
None

## 9. ADJOURNMENT

### Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby the meeting was adjourned at 9:51 PM.

Respectfully Submitted,

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Michael Frentz  
Secretary to the Board  
Approved March 27, 2017

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Jennifer L. Mysel  
President of the Board of Directors

JWR


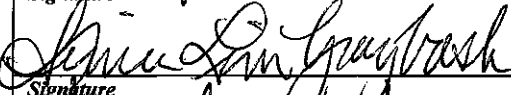
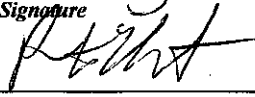
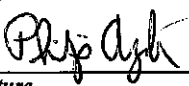

**Derry Township School District**  
**School Board Meeting**  
 March 27, 2017

**Please Sign In AND Print Your Name**

<i>Signature</i> Daniel B Tredinnick	<i>Printed Name</i> Dan Tredinnick
<i>Signature</i> Richard L. Blane	<i>Printed Name</i> Rick LoBlanc
<i>Signature</i> Julie L. Verino	<i>Printed Name</i> Julie L. Verino
<i>Signature</i> Teresa Baltrusch Peschel	<i>Printed Name</i> TERESA BALTRUSCH PESCHEL
<i>Signature</i> Mark W. Andersen	<i>Printed Name</i> MARK W. ANDERSEN
<i>Signature</i> Patricia Steiner	<i>Printed Name</i> Tricia Steiner
<i>Signature</i> Hardy Cappell	<i>Printed Name</i> 
<i>Signature</i> Nick Cappell	<i>Printed Name</i> 
<i>Signature</i> Susan Kelly-Dreiss	<i>Printed Name</i> Susan Kelly-Dreiss
<i>Signature</i> Shirley Tooke	<i>Printed Name</i> Shirley Tooke
<i>Signature</i> Judy Haversick	<i>Printed Name</i> Judy Haversick
<i>Signature</i> Phil Fitzgerald	<i>Printed Name</i> PHIL FITZGERALD
<i>Signature</i> Judith Woodring	<i>Printed Name</i> Judith Woodring
<i>Signature</i> Bill Woodring	<i>Printed Name</i> Bill Woodring

**Derry Township School District  
School Board Meeting  
March 27, 2017**

**Please Sign In AND Print Your Name**

<i>Signature</i>	<i>Printed Name</i>
	Dan Tredinnick
	Sandy Ballard
	Aimee Lin Graybush
	Greg Graybush
	Peter Ebert
	JOHN FOLEY
	Andrea Abruzzo
	Ann Rowland
	DAVID MYSER
	Philip Ayala
	John Ayala
	Ed Fells
	Steve Dayton
	Kevin Ferguson
	Eric Valentin







## SIDE LETTER AGREEMENT

Derry Township School District ("District") and the Hershey Educational Support Professionals Association ("HESPA") hereby agree to the following provisions should the school district operate under a "Three Day Summer Closure" / "Four Day Work Week" from June 12, 2017 through August 11, 2017.

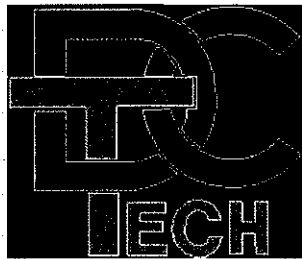
1. 8 Hour/40 Hour/12 Month Employees: (Custodial/Maintenance, Grounds, Administrative Assistant, Stockroom)
  - 10 hour workdays Monday through Thursday (Schedule(s) TBD)
  - Leave Requests for 10 hours = deduction of 10 hours of leave
  - Leave Requests for 8 hours = deduction of 8 hours (2 hours without pay)
2. 7.5/37.5/12 Month Hour Employees: (Administrative Assistant, Graphics Clerk)
  - 9.375 hour workdays Monday through Thursday (Schedule(s) TBD)
  - Timesheets will state 7.5 hours/day Monday through Friday
  - Leave requests for full day = 7.5 hours
    - i. Employee will work with direct supervisor to "make-up" the 1 hour and 45-minute differential during the same pay period
3. Section 9 "Overtime" will not apply until an employee exceeds, the 40 hour work week.
4. Bereavement Leave/Jury Duty: One day equals one day regardless of hours to be worked within the day.
5. Holiday (Independence Day): One day equals one day regardless of hours to be worked within the day.
6. Specific shifts will be determined by the Director/Principal.
7. Summer Schedule Time Sheet Submission - To accommodate the District's summer schedule the District has requested, and the Association has agreed, to modify the regular workweek schedule set forth in the contract. Instead of the standard workweek being five - (7.5 hour days - 37.5 hours) members of the bargaining unit who normally work a 7.5-hour day agree to work four 9.375 days for their 37.5 hour workweek. We have been advised that the District's payroll processing program is geared to function with a 5-day/37.5 or 5-day. To facilitate payroll processing the district has directed all affected workers to continue to record their time on the District's standard 5-day/37.5 hour time sheet, and to submit them for payment. The Association has been in contact with PSEA legal counsel who has advised those affected that time sheets can be submitted in the manner requested, provided the Association receives a written/signed acknowledgment that it is being done at the request of and for the benefit of the District, and with the further understanding that everyone concerned acknowledges that the hours per day portion of the time sheet is adjusted to facilitate processing and is in no way submission of false or fraudulent data. If the District wants to maintain an un-adjusted time record, the members of the bargaining unit will cooperate in recording actual, unadjusted time records on the four days they actually work. This signed agreement will constitute the District's direction to submit adjusted time sheets as outlined above until further notice.

Date

HERSHEY EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

Date

DERRY TOWNSHIP SCHOOL DISTRICT



## Delegate Report March 2017

The Dauphin County Technical School Joint Operating Committee (JOC) met in executive session, work session and in regular session on March 22, 2017. Brian Shiflett and Julie Neal attended all meetings. Brian Shiflett also attended the Planning for the Future Committee meeting held earlier in the evening.

Maria Zaharick, Business Administrator, presented the third draft of the DCTS 2017-18 budget. This version shaves \$33,000 from the second draft. DTSD's share of the preliminary budget is \$426,633, representing a 0.9% decrease from the current year budget. Overall, the budget grows 3.2% from the current year. Much like our own district's budget, salaries and retirement contributions represent the primary components of the increase. Keep in mind that if Harrisburg SD becomes a member district for 2017-18, DTSD's contribution will increase about \$15,000.

Ms. Zaharick also briefed the JOC on the proposed 2017-18 Adult & Continuing Ed, Cafeteria, Capital Reserve, Scholarship and Summer School Budgets.

The school's guidance counselors presented an overview of the latest school counseling comprehensive plan, including goals and initiatives planned and implemented over the past few years.

The JOC conducted first reads of new policies 800-Records Management and 324-Personnel Records. The JOC conducted first reads of revised policies 216-Student Records, 246-Student Wellness and 808-Food Services.

The JOC approved collective bargaining agreements for the both the DCTS Educators Association and the Education Support Personnel. Both agreements are effective July 1, 2017 and continue until June 30, 2021.

On a bittersweet note, the JOC accepted the resignation of Dr. Jon Fox, Principal, who was appointed Assistant Superintendent for the Bermudian Springs School District, effective July 1. The DCTS Principal position has been posted.

The JOC approved the solicitation of proposals for an audit of existing communication processes and activities and for assisting the school in preparing internal and external communication plans. The concept is similar to what is underway in DTSD with PPO&S.

The JOC approved the awarding of bids for the purchase of replacement wireless access points and data switches contingent upon eRate funding. The JOC also approved equipment purchases totaling \$26, 847.89 for five different CTE programs via Perkins Funding, Competitive Equipment Grants, and the Capital Reserve Fund.

I've attached flyers for the DCTS Spring Musical, April 7-9, as well as for the Spring Dinner and Silent Auction, Friday, April 21. Please come join us at these events!

The next Joint Board and JOC meetings will be held Wednesday, April 12, 2017, 7:00 p.m. All DTSD school board members are encouraged to attend the Joint Board meeting. The 2017-18 proposed budget will be on the agenda and possibly a Harrisburg SD membership agreement as well. Meetings are held in the DC Tech cafeteria, and all meeting agenda are posted on BoardDocs ([www.boarddocs.com/pa/daup/Board.nsf](http://www.boarddocs.com/pa/daup/Board.nsf)).

Respectfully submitted,

Brian Shiflett

