



Derry Township School District Board of Directors Meeting October 26, 2015 Summary Minutes - VII

1. OPENING ITEMS

1.1 Call to Order

Minutes: The October 26, 2015 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 7:00 p.m.

1.2 Roll Call

Members in attendance: Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

Non-Voting Members in attendance: Joseph McFarland

Members not in attendance: Jayanth Franklin

Staff/Public in attendance: Dan Tredinnick, Jason Reifsnyder, Mike Frentz, Stacy Winslow, Dale Reimann, Jennifer Mysel, Alton Perry, Lee Vasiliades, Vathana Oukan

Solicitor in Attendance: Kim Smith

Media in Attendance: Jenna Faust – *The Sun*, Monica Von Dobeneck - *PennLive*

1.3 Flag Salute

1.4 Approval of Board of Directors Agenda

Minutes: Following a motion by Mr. Barrett and a second by Mr. Shiflett the Board Agenda for the evening's meeting was approved.

2. INFORMATIONAL AND PROPOSALS

2.1 Student Recognition

Minutes: Dr. Reimann introduced the High School Students for the month of October 2015.

2.2 Presentation - Finance (Mr. Frentz)

Minutes: Mr. Frentz provided the Board with a finance presentation.

2.3 Announcement of Executive Session

Minutes: The HR Committee met on October 19, 2015 to discuss matters of labor relations. The Board met in Executive Session prior to the evening's meeting to discuss matters of labor relations and arbitrations, and purchase or lease of real estate and agency business

which, if conducted in public, would violate a lawful privilege or lead to disclosure of confidential information.

2.4 Recognition of Citizens (Agenda Items)

Minutes: The following citizens were recognized by the Board:
None

2.5 Standing Committee Meeting Report

Minutes: Mr. Shiflett provided the following updates with regard to the Policy Standing Committee Meeting:

- Revision of existing Policies/Board Operating Guidelines
- New Policies
- Revocation of Policies

2.6 Student Representatives' Report

Minutes: The student representatives provided the Board with the following updates:

- Recent events
- Upcoming events

2.7 Anticipated Agenda Items for the Next Board of Directors Meeting

1. Presentation -Building Student and Teacher Leadership (Dr. Reimann)
2. Approval of October 26, 2015 Board of Directors Summary Minutes
3. Student Recognition
4. Approval of Conference Day Speaker Agreement - August 2016
5. Requests for the Use of Facilities
6. Personnel
7. Staff Development

Minutes: The anticipated agenda items for the November 9, 2015 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

3.1 TIF Update (Chris Brown)

Minutes: Chris Brown provided a TIF update to the Board.

3.2 Dauphin County Technical School Discussion

Minutes: The Board continued their discussion with regard to Dauphin County Technical School.

4. CONSENT AGENDA ITEMS

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

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock,
Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

4.1 Approval of October 13, 2015 - Summary Board of Directors Meeting Minutes
- VII

4.2 Approval of September 2015 Finance Report

1. The Treasurer's Report for the month ending September 30, 2015 was summarized as follows:

General Fund Revenue	\$21,674,793
General Fund Expenditures	3,441,812
Balance of Cash Plus Investments (Includes Capital Reserve)	37,426,590

2. The listed schedule of investment transactions for the period beginning September 1, 2015 through September 30, 2015, had total interest earnings of \$874 comprised of the following:

Money Market	785
Capital Reserve	89

The average interest rate for September 2015 was .03%

3. The September 2015 expenditures for the paid bills for all funds totaled \$2,396,555 excluding net payroll, retirement contributions, and debt service.

4. The October 2015 expenditures for the unpaid bills for all funds totaled \$996,481

5. Estimated expenditures of the General Fund for the month of October 2015 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	83,000
Net Payroll (3 pays)	2,035,000
Employer Provided Insurance	381,300
Payroll Deductions	1,013,000
Employer Payroll Taxes (FICA/RET)	234,000
Debt Service	0
Total Estimated Expenditures	\$4,746,300

4.3 Approval of Budget Transfers

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

The Administration recommended the Board authorize the October 2015 budget transfers.

4.4 Requests for Payment

The Administration recommended the Board approve the following payments from the Capital Projects Fund - Expenditures are part of the 5-Year Capital Plan:

Vendor	Amount	Project
Johnstone Supply	632.92	A/C and Heat in Lower Level DO.
Amazon.com	1423.77	Library smart classroom
DOTCO Flooring Inc	2,240.00	Library smart classroom
Professional Roof Associates	3,200.00	Elementary School roof - Inspections
CM Eichenlaub	195,000.00	High School gym bleachers
GDC IT Solutions	1,573.00	Library smart classroom
Michael Marsiglia	1,380.00	Automated External Defibrillator
Ronin Consulting	1,329.17	VMWare Host Upgrade
PAVL Systems	59,525.00	HS Auditorium dimming and controls system
Garland/DBS	857,307.10	Elementary School roof
Total	1,123,610.96	

4.5 Approval of Computer Recycling

The Administration recommended the Board approve Computer Barn to recycle all outdated or damaged computer equipment for the 2015-2016 school year at no cost.

4.6 Requests for the Use of School Facilities

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

Group: Girl Scouts Brownie Troop #11040

Date/Time: October 30, 2015
November 13, 20, 2015
December 11, 18, 2015
January 22, 2016
February 5, 19, 2016
March 4, 18, 2016
April 1, 15, 2016
May 6, 20, 2016
June 3, 2016
3:35 p.m. - 5:00 p.m.

Requested Facility: Primary Elementary Cafeteria

Event: Meetings

Fee: None

Group: Trojan Youth Wrestling

Date/Time: Tuesday, Wednesdays, Fridays
November 10, 2015 through March 18, 2016
5:30 p.m. - 8:15 p.m.

Requested Facility: High School Wrestling Room, Restroom

Event: Practice

Fee: None

Group: Hershey Youth Basketball Association

Date/Time: November 14, 2015
9:00 a.m. - 11:00 a.m.

Requested Facility: Middle School LGI

Event: Equipment Handout

Fee: Custodian: \$41.64 per hour

Group: Hershey Lacrosse Association

Date/Time: Sundays or Saturdays (pending weather conditions)
November 14, 2015 through February 27, 2016
1:00 p.m. - 5:00 p.m.

Requested Facility: 322 Field or Football/Track Turf Field

Event: Youth Practice

Fee: Turf Manager: \$30.00 per hour

Group: Walk, Central PA, Walk

Date/Time: Tuesdays and Thursdays
November 17, 2015 - February 25, 2016

Requested Facility: Elementary Hallways

Event: Community Group Indoor Walking During Winter Months

Fee: None

Group: Trojan Youth Wrestling

Date/Time: Tuesdays, Wednesdays
November 17, 2015 through February 10, 2016
5:30 p.m. - 6:30 p.m.

Requested Facility: Middle School Wrestling Room, Locker Room

Event: Youth Practice

Fee: None

Group: Hershey Youth Football Association
Date/Time: November 21, 2015
Requested Facility: Middle School Cafeteria, Auditorium
Event: Post-Season Celebration
Fee: Custodian: \$41.64 per hour

Group: Middle School Music Department
Date/Time: December 11, 2015
 5:00 p.m. - 9:00 p.m.
Requested Facility: Middle School Auditorium, Band Room, Chorus Room, Music Room, Cafeteria, LGI
Event: Tuba Christmas Holiday Concert
Fee: None

Group: Hershey United Lacrosse Association
Date/Time: June 24, 2016
 Set-up (Time to be determined)
 June 25, 2016
 8:00 a.m. - 10:00 p.m.
 June 26, 2016
 8:00 a.m. - 7:00 p.m.
Requested Facility: 322 Turf, Football/Track Turf, Memorial Field, 2 Middle School Grass Fields, JV Baseball Outfield, Field Hockey Grass Field
 High School Multi-purpose Grass Field, Football/Track Turf, Restrooms (See attached map)
Event: Tournament
Fee: Custodian: \$41.64 per hour (Approximately \$1,124)
Turf Field Managers (2): \$30.00 per hour (Each) ((Approximately \$1,620))

5. NEW BUSINESS

5.1 Approval of School Based Outpatient Therapy - Pressley Ridge
 The Administration recommended the Letter of Agreement between Derry Township School District and Pressley Ridge for the purposes of school based outpatient therapy for students enrolled in the District throughout the 2015-2016 school year.

Minutes: Following a motion by Mrs. Abruzzo and a second by Mrs. Eby the Letter of Agreement with Pressley Ridge for the 2015 - 2016 school year was approved.

Vote Results

Aye	8	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
No	0	
Abstain	0	
Not Cast	1	Jayanth Franklin

MOTION CARRIED

5.2 Granada Avenue Property - Room One

The Administration recommended the Board approve the buy-out agreement with Room One, Inc. regarding the Granada Avenue Property.

Minutes: Following a motion by Mr. Shiflett and a second by Mrs. Neal the buy-out agreement with Room One, Inc. regarding the Granada Avenue Property was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.3 Appointment of Law Firm for the District's Solicitor of Record

WHEREAS the law firm of Hartman Underhill & Brubaker, LLC (HUB) is undergoing dissolution and has identified October 31, 2015, as the last day on which the firm will provide legal services to its clients; and

WHEREAS the School Law Group of HUB has accepted employment with the law firm of Barley Snyder, located in Lancaster, Pennsylvania; and

WHEREAS Attorney Kim Smith, the Derry Township School District's Solicitor of Record will begin employment with Barley Snyder, effective November 2, 2015;

NOW THEREFORE BE IT RESOLVED that the Board of School Directors for the Derry Township School District appoints the law firm of Barley Snyder to serve as Solicitor for the District, effective November 2, 2014; and

BE IT FURTHER RESOLVED that Kim Smith shall serve as the Derry Township School District's Solicitor of Record, effective November 2, 2015.

Minutes: Following a motion by Mrs. Eby and a second by Mr. Shiflett the appoint of Barley Snyder for the District's Solicitor of Records was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.4 Approval of Market Street Sports Group Agreement

The Administration recommended approval of the Market Street Sports Group Consultation Agreement in the amount of \$5,000 to evaluate sponsorship and naming rights opportunities within the school district.

Minutes: Following a motion by Mrs. Eby and a second by Mr. Shiflett the Market Street Sports Group Consultation Agreement was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.5 Approval of Source4Teachers Addendum

The Administration recommended the approval of the 2015-2016 pricing of the Source4Teachers Addendum for services of substitute teachers and staff.

Minutes: Following a motion by Mr. Hancock and a second by Mrs. Neal the Source4Teachers pricing addendum was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.6 Ben and Tim Scholarship Transfer

The Administration recommended the Board approve the Scholarship Transfer Agreement with Ben and Time Day, Inc.

Minutes: Following a motion by Mrs. Eby and a second by Mrs. Neal the Ben and Tim Scholarship Transfer was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.7 KIT Security Agreement

The Administration recommended the Board approve the Security Camera Proposal with KIT in the amount of \$42,663.74.

Minutes: Following a motion by Mr. Shiflett and a second by Mrs. Neal the KIT Security Agreement was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0
Abstain 0
Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.8 Approval of Affiliation Agreement - Millersville University of Pennsylvania
The Administration recommended the Board approve the five-year Affiliation Agreement with the Derry Township School District and Millersville University of Pennsylvania effective the 2015-2016 academic year.

Minutes: Following a motion by Mrs. Neal and a second by Mrs. Eby the Affiliation Agreement with Millersville University was approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock,
Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

5.9 Personnel - Resignations

The Administration recommended the approval of the following resignations:

Act 93:

McKonly, Michael

Interim Athletic Director

Reason: Retirement

Change: Effective: 12/14/2015

Classified:

Gentry, Kristi

Teachers' Aide

Early Childhood Center

Reason: Personal

Effective: 10/19/2015 (retroactive)

Minutes: Following a motion by Mr. Barrett and a second by Mr. Shiflett the personnel - resignation items were approved.

5.10 Personnel - General

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

Classified:

O'Connell, Kim (replacing David Olson)

Cafeteria/Recess Aide

Elementary School

Level A: 3.0 hours per day

Salary: \$13.00 per hour
Effective: 10/27/2015

Shipper, Angela (replacing Michelle Agee)
Secretary - Guidance
High School
Full-time, 7.5 hours per day
Salary: \$18.01 per hour
Effective: 11/11/2015

Stoner, Susan (replacing Toni Beare)
General Food Service Worker
Middle School
Level A: 4.0 hours per day
Salary: \$12.36 per hour
Effective: 10/27/2015 (pending receipt of Act 126 certification)

Wildasin, Kristin *
Temporary Nurse Assistant
High School
From: Level A: 4.75 hours per day
To: Level A: 5.25 hours per day
Salary: \$24.48 per hour
Effective: 10/27/2015

Transfer of Classified Staff:

Fazenbaker, Stacy *
From: General Food Service Worker
Middle School
To: Custodian (2nd Shift) (replacing Gina Naccarato)
High School
Full-time, 8.0 hours per day
Salary: \$15.86 per hour
Effective: 11/2/2015

Koons, Larry *
From: General Food Service Worker
Elementary School
To: Substitute General Food Service Worker
District-wide
Salary: \$10.73 per hour
Effective: 12/01/2015

Limited Service Contracts:

Moosic, Frank
Head Varsity Softball Coach

High School
Group C, Step 15
Salary: \$6,016
Effective: 3/7/2016 (pending receipt of Act 34, 151, 114, and 126 certifications)

Suri, Debra
Head Varsity Cheerleading Coach - Winter
High School
Group G, Step 2
Salary: \$1,612
Effective: 11/16/2015 (pending receipt of Act 34, 151, 114, and 126 certifications)

Wilson-Fox, Carol Rena
Head Cheerleading Coach - Winter
Middle School
Group I, Step 6
Salary: \$1,021
Effective: 11/16/2015 (pending receipt of Act 34, 151, 114, and 126 certifications)

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

Minutes: Following a motion by Mr. Barrett and a second by Mrs. Abruzzo the Personnel - General Items were approved.

Vote Results

Aye 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 1 Jayanth Franklin

MOTION CARRIED

6. DELEGATES REPORTS

6.1 Dauphin County Technical School

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

6.2 Capital Area Intermediate Unit

Minutes: Mrs. Sheehan attached her report for the Capital Area Intermediate Unit.

6.3 Pennsylvania School Board Association

Minutes: Mrs. Eby attached her report for the Pennsylvania School Board Association.

7. SPECIAL REPORTS

7.1 Board Members' Report

Minutes: The following members provided reports to the Board:

- Mr. Shiflett - Recognition of High School Classroom Observation, Dauphin County Technical School Open House, PSBA Conference

7.2 Superintendent's Report

Minutes: Mr. McFarland provided the Board with the following updates:

- Talks with Teachers
- Recognition of Staff
- Dauphin County Technical School Open House

7.3 Board President's Report

Minutes: Mrs. Sheehan provided the Board with the following updates:

- PSBA Webinar Series

8. RECOGNITION OF CITIZENS

Minutes: The following citizens were recognized by the Board:

None

9. ADJOURNMENT

Minutes: Following a motion by Mrs. Neal and a second by Mrs. Eby the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved at the November 9, 2015 meeting

Maryellen B. Sheehan
President of the Board of Directors

JWR

October 13 , 2015

Please Sign In AND Print Your Name

[illegible]

DAUPHIN COUNTY TECHNICAL SCHOOL

Delegate Report
October 2015



The Dauphin County Technical School Joint Operating Committee (JOC) met on October 14, 2015 in executive session, work session and regular session. Brian Shiflett and Julie Neal attended all meetings.

Brian also attended the first Planning for the Future Committee meeting of the school year. This year the committee will be focused on examining options for two career programs, Welding and expanding the Veterinary Assistant program to include a large animal component. DCTS is partnering with Middletown Area SD and Phoenix Contact to pursue innovation grants that encompass the proposed Welding program.

During the work session, Maria Zaharick, Business Administrator, reviewed summary reports from the audited financial statement for 2014-15. At the end of the year, the school transferred \$1,077,016 from the General Fund to the Capital Reserve Fund.

Dr. Grimm and Ms. Zaharick provided an update on the Dental Assistant program. After a second solicitation, no bids were received for the HVAC work, so the Administration is recommending that the work be done in-house. The JOC authorized the Administration to purchase the necessary materials. The JOC approved an electrical bid award in the amount of \$24,591 to Pro Electric LLC. The Administration also received multiple bids for the Dental Lab equipment, but needs further time to evaluate the compliance of the bids. The project is still estimated to be under budget.

In other business, the JOC conducted a first reading of Policy 146, Student Services, Policy 204, Attendance, and revised Policy 206, Student Transfer.

The JOC approved the purchase of a used diesel truck for use as a Diesel Technology trainer in the amount of \$17,000.

The JOC approved the hiring of Barbara Maroney as the new Adult Education Coordinator, replacing David Smith. Dr. Maroney earned a PhD in Administration and Leadership Studies from Indiana University of Pennsylvania, and she most recently was the Dean of Graduate and Professional Studies at Central Penn College.

The next JOC meeting will be held Wednesday, November 11, 2015, 7:00 p.m. The JOC is now meeting in the DC Tech auditorium. JOC meeting agenda are on BoardDocs (www.boarddocs.com/pa/daup/Board.nsf).

Respectfully submitted,

Brian Shiflett



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **October 22, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board announced the following retiree: **Renee Burkhardt**, EPP, Early Intervention, retirement after 28 years of service.
- Monthly Program Spotlight – Eric Bostick, Program Supervisor, and Kristin Leitzel, inclusion teacher at Options Preschool, provided an overview of a unique opportunity for children with special needs to participate in an inclusive preschool classroom setting with typically developing children.
- The Board recognized and thanked the following Board Members for their dedicated service and commitment to the students, staff and region:
 - **Mrs. Janis Macut**, Central Dauphin SD
 - **Mrs. Nancy Otstot**, East Pennsboro Area SD
- Alicia McDonald, Director of Student Services, shared that the Project Search program is going well and the students have begun their first rotations. The students will complete four rotations throughout the year. The Hershey Middle School autism class continues to work on the Project MAX initiative. Students have opportunities to participate in the general education settings. The second annual Competent Learner Model (CLM) conference will be held next week at the CAIU. The special education program closed out the 2014-2015 fiscal year reconciliation process with 41 contracted entities.
- Theresa Kinsinger, Director of Organizational Services, shared that employee fingerprinting is underway. Open Enrollment for staff will begin soon along with an employee Benefits Fair in November.
- Mr. Len Kapp, Supervisor of Operations and Transportation, shared that the LED lighting retrofit of Enola and Hill Top Academy is 90% complete.
- Brian Griffith, Director of Curriculum Services, shared that the curriculum directors attended a conference featuring Dr. Jay McTighe on the topic of curriculum and assessment; PA Department of Education was at the CAIU this week to share information about the School Performance Profile and Keystones and to gather input from the field to inform future decisions.
- David Martin, Director of Technology Services, shared that the Technology Team is planning for districts' online ELL assessments. Training on the use Content Keeper, internet filtering solution, will take place in November. Lower Dauphin SD staff will demonstrate the use of the mobility aspect of Content Keeper. The Internet Bandwidth available through the CAIU exceeds the national average. A committee has met to consider the rebid of the internet contract. .
- Daren Moran, Business Manager, shared that the CAIU hasn't had to request additional funds due to our current cash flow. The business office is working with the local auditors to complete the 2014-15 audit. The CAIU has completed final expenditure reports and PDE has paid the amounts owed from the 2014-15 fiscal year.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that the Division of Federal Programs canceled their Fall Regional Workshop but held a webinar this week which highlighted Uniform Grants Guidance. PSBA has announced that the new policy format will be live on the CAIU website within the next two weeks. The legal references for PSBA policies will be moved to the end of the policy and links will be active for the legal sources.

The CAIU will be utilizing PEMA's CEM planner to house our Emergency Operations Plan for efficiency and ease of sharing with local EMAs.

- Cindy Mortzfeldt, Executive Director, shared information about the Options Daycare service project. Secretary of Education Pedro Rivera attended this month's superintendent meeting at the CAIU. In addition the several networking groups currently at the CAIU, a new networking group will begin this year for Speech and Language pathologists. The Board members were invited to visit the Willow Mill preschool center following the board meeting.

Executive Session –The Board met in Executive Session to review the details of a personnel issue.

Board Committee Reports - The Negotiations Committee met on September 24, 2015, to start planning for negotiations that will begin in January 2016.

Approved Action Items

- Minutes from the September 24, 2015, CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$7,000,868.98 in receipts and \$6,720,722.55 in expenditures for September 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$82,602,951.05 and expenses of \$81,829,619.66
- Summary of Operations for the 2015-16 fiscal year showing revenues of \$4,274,650.13 and expenses of \$10,744,073.34
- Budget Administration
 - Proposed 2015-16 Original Budget – PA Institute for Instructional Coaching in the amount of \$1,345,414
 - Proposed 2015-16 Original Budget – PA Assessment and Accountability in the amount of \$397,116
 - Proposed 2015-16 Original Budget – Math Design Collaborative in the amount of \$365,000
 - Proposed 2015-17 Original Budget – Title I, Part D – Neglected and Delinquent, Subpart 2 in the amount of \$718,552
 - Proposed 2015-17 Original Budget – Title II, Part A – Improving Teacher Quality in the amount of \$44,333
 - Proposed 2015-17 Original Budget – Title III, Part A – English Language Acquisition in the amount of \$211,182
 - Proposed 2015-16 Original Budget – Comprehensive Planning in the amount of \$1,247,856
- Other Fiscal Matters
 - Appointment of Barley Snyder to serve as Solicitor for the CAIU
- Other Business Items
 - Appointment of New Board Member, Mr. Ford Thompson, Central Dauphin SD, to fill an unexpired term beginning November 1, 2015, and ending June 30, 2018.
- Policies & Programs
 - Second Reading, Revised Policy #222 – Tobacco Use (Pupils)
 - Second Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
 - Second Reading, Revised Policy #317.1 – Educator Misconduct
 - Second Reading, Revised Policy #322 – Gifts
 - Second Reading, Revised Policy #326 – Complaint Process
 - Second Reading, Revised Policy #328 – Compensation Plans/Salary Schedules
 - Second Reading, Revised Policy #330 – Overtime
 - Second Reading, Revised Policy #332 – Working Periods
 - First Reading, Revised Policy #321 – Political Activities
 - First Reading, Revised Policy #334 – Sick Leave
 - First Reading, Revised Policy #335 – Family and Medical Leave
 - First Reading, Revised Policy #336 – Personal Necessity Leave
 - First Reading, Revised Policy #337 – Vacation

- First Reading, Revised Policy #338 – Sabbatical Leave
- First Reading, Revised Policy #338.1 – Compensated Professional Leave
- First Reading, Revised Policy #339 – Uncompensated Leave
- First Reading, Revised Policy #346 – Workers' Compensation
- First Reading, Revised Policy #348 – Unlawful Harassment
- First Reading, Revised Policy #351 – Drug-free Workplace
- First Reading, Revised Policy #352 – Attorney Fees for Employees
- First Reading, Revised Policy #304.1 – Anti Nepotism
- Removal of Policy #327 – Management Team
- Removal of Policies #316 and #416 – Non-tenured Employees
- Personnel Items – see attached report

Executive Director's Report

- See attached written report.

President's Report

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

Board Member Sharing of Information

- Mrs. Nancy Otstot, East Pennsboro Area SD, shared information about the PSBA-PASA Conference. She expressed her appreciation for being able to serve on the CAIU Board.
- Dr. Fred Baldwin, Carlisle Area SD, also attended the PSBA-PASA Conference and was encouraged by the work districts are doing with their 1:1 initiatives.
- Mr. Mike Berk, South Middleton SD, provided well wishes for the departing Board members.
- Mrs. Janis Macut, Central Dauphin SD, expressed her appreciation for the opportunity to serve on the CAIU Board. She also shared information about the session she attended at the conference on Transgender situations in schools.

NEXT MEETING: Thursday, November 19, 2015, 8:00 a.m., Board Room, CAIU Enola

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

A. RESIGNATIONS:

DAVID BLOM, teacher, Autism Support effective October 6, 2015. Reason: Accepted a position with East Pennsboro School District.

BONNIE BOSON, substitute receptionist, Administration effective September 30, 2015. Reason: Retirement after three years of CAIU service.

LORI CARBAUGH, personal care assistant, CAPP Elementary effective October 8, 2015. Reason: Resignation for personal reasons following FMLA.

BEVERLY CORDIER, HR Projects Coordinator, Administration/HR effective January 8, 2016. Reason: Retirement after more than 28 years of CAIU service.

RACHEL MOYER, personal care assistant, Autism Support effective October 30, 2015. Reason: Personal.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

IRMA BAUGHMAN, HR Generalist, Administration/HR effective October 26, 2015. Base salary of \$52,000 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the General Op Budget.

JAMES BRILL, technology infrastructure supervisor, Technology Services with effective date yet to be determined. Base salary of \$91,400 for 12 months of service will be prorated based on the number of days remaining in the 2015/2016 school year. This is a replacement position funded through the Network Services/DP GO Budget.

MEGAN CENTENO, behavior specialist, Student Services effective November 9, 2015. Base salary of Bachelors, Step 4, \$46,080 for 189 days of service will be prorated for a total of 132 days with additional days as required for a new hire. This is a replacement position funded through the Ed Consultant Budget.

KIRSTI DIETZ, teacher, Autism Support effective October 6, 2015. Base salary of Bachelors, Step 2, \$44,110 for 189 days of service will be prorated for a total of 155 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

ARIEL FRANCHAK, part-time, long-term substitute remedial specialist, ANPS effective October 13, 2015 through December 22, 2015. Base salary of Masters +30, Step 3, \$50,763 for 189 days of service will be prorated for a total of 29 days. This is a long-term substitute replacement funded through the Act 89 Budget.

JOSEPH GRUM, personal care assistant, Autism Support effective October 5, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 156 days with additional new hire days as required. This is a replacement position funded through the Autism Support Budget.

JASON HALLER, technology support specialist, Technology Services effective October 26, 2015. Base salary of \$35,328.70 for 12 months of service will be prorated for a total of 179 days through June 30, 2016. This is a replacement position funded through the IMS Budget.

CARLOS MEDINA, educational paraprofessional, Intervention Team effective September 28, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 161 days with additional new hire days as required. This is a new position funded through the Emotional Support Budget.

C. CHANGES OF STATUS:

LYNETTE LEE, from part-time to full-time educational paraprofessional, Early Intervention effective October 1, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 144 days. This is a replacement position funded through the MAWA Budget.

MITZI McKENZIE, from educational paraprofessional to long-term substitute teacher, Autism Support effective October 19 – December 23, 2015. Base salary of Bachelors, Step 1, \$43,322 for 189 days of service will be prorated for a total of 45 days. This is a long-term substitute position funded through the Autism Support Budget.

GINA YOCUM, part-time educational paraprofessional, Autism Support, change of resignation date from September 21, 2015 to October 16, 2015.

D. CHANGES OF SALARY:

JOSEPH GALLUCCI, change of salary for accepting and successfully performing the technology applications supervisor position as of July 1, 2015. New base salary of \$91,400 for 12 months of service will be prorated for a total of 172 days. This position is 50% funded through the Comprehensive Planning Budget and 50% funded through the Technology Enterprise Budget.

MICHELLE SHOLDER, teacher, MDS, change of salary for completion of Masters +45 credits effective the 2015/2016 school year. Salary will be based on Masters +45, Step 11, \$64,269 for 189 days of service. Employee is on sabbatical leave for the 2015/2016 school year.

E. LEAVES OF ABSENCE:

KAITLIN JAMESON, school psychologist, Pupil Services, child-rearing leave of absence effective September 21, 2015. Leave is requested with pay using accumulated sick and personal leave effective September 21 – October 27, 2015 for a total of 26 days and without pay beginning October 28, 2015. Leave is requested in accordance with CAIU and FMLA Policies.

JESSICA PACE, physical therapist, OT/PT, child-rearing leave of absence effective September 25 – December 4, 2015. Leave is requested with pay using accumulated sick and personal leave for a total of 11 days and without pay for a total of 28 days while utilizing short-term disability. Leave is requested in accordance with CAIU and FMLA Policies.

Executive Director's Report

October 22, 2015

PROGRAM SPOTLIGHT

The Capital Area Intermediate Unit Early Intervention Preschool Program provides a wide array of programs and services for children from their third birthday until entry into school. Services for children during the preschool years are provided without cost to their families when the child is determined to meet eligibility requirements. IEPs are written to define services, including related services as appropriate.

Specific services may include screening and assessment, support in early childhood environments, specialized classrooms, therapy/treatment, early language parent training, and transition to school age programming.

The CAIU, in collaboration with UCP, offers a unique opportunity for children with special needs to participate in a classroom setting with typically developing children. A team of teachers and therapists helps make this learning environment very special for the children. At this month's Board meeting, Eric Bostick, Supervisor, and Kristin Leitzel, Preschool Teacher, will provide an overview of our inclusive preschool classroom.

RECOGNITION

Congratulations to **Susan Voigt**, Program and Grant Evaluations Specialist at CAIU, for her selection as President-Elect for Southern Region PASCD.

Congratulations to **Karen Shenk**, Educational Consultant on the Curriculum Services Team, for successfully completing the Applied Behavior Analysis coursework that will make her eligible to sit for National Board Certification as a Certified Behavior Analyst.

NEWS

CURRICULUM SERVICES

October 12 In-Service at East Pennsboro Area SD. CAIU Curriculum/Technology staff delivered in-service to middle and high school teachers at the East Pennsboro Area School district. Their teachers asked for differentiated offerings, and we delivered! The CAIU provided a menu of choices to meet the staffs' individual needs and interests. Prior to the October 12 in-service, administrative leaders from East Pennsboro Area School District and the Instructional Technology Team collaborated on how to structure and deliver such a unique type of professional development.

Assistive Technology Workshop. Geri Schaffer, Educational Consultant on the Curriculum Services Team, is offering new Assistive Technology workshops here at the CAIU by having full-day learning labs. District and IU staff can attend at any time on the designated day. The first workshop was held on October 8, 2015. Geri answered questions and demonstrated the equipment for fifteen people who attended. Educators from several districts as well as IU employees and families stopped in. The workshop will be offered several times throughout the year. Educators and families are encouraged to stop in if they have questions or want to preview the new devices.

STUDENT SERVICES

2014-2015 School-Age, Special Education Reconciliation

- Accounting and communication for the 2014-15 reconciliation is complete.
- There were 41 districts/entities that contracted with the CAIU for school-age, special education services in 2014-2015. The final contracted revenue was \$17,501,542.78. The CAIU final expenditures were \$16,859,485.91 resulting in an overall variance of \$642,056.87 to be

returned to 31 districts/entities based on the specific services purchased. There were no districts/entities for which reconciliation resulted in an invoice. The largest refund was \$93,141.80 and the smallest was \$417.56.

Blind/Vision Support Program

- October 14 was White Cane Day. Several members of the BVIS staff created a bulletin board (in the Enola office lobby) highlighting cane skills.

Equitable Participation

- Equitable participation funds are being utilized to support nonpublic schools by working with teachers and/or grade level teams. A particular focus is sharing/modeling/coaching teachers in techniques and strategies to differentiate instruction for identified students.
- Our first non-public school learning support network meeting was held on October 14, 2015. A number of learning support teachers from non-public schools in the region attended.

School Age Speech and Language Program

- The School Age Speech and Language Program will be hosting three networking meetings for district SLPs during the 2015-16 school year. The first meeting will be held on October 30 from 1:00 p.m. – 3:00 p.m.

Preschool

- On 9/10/15, with the assistance and coordination of the CAIU Technology Department, a video was completed with a former Preschool child and mother. The mother shared her family's experience in Early Intervention and the developmental skills that her child gained through the programming and services received at the CAIU. Skills learned and gained contributed to a successful transition into a local district kindergarten program at the end of August. The video is expected to be part of a PAIU Preschool Funding Campaign and communication drive with legislators and stakeholders.
- We have a new partnership with Follow Me Christian Child Care Center located in Harrisburg. Although we worked with them for years providing services to children enrolled at their site, we will be replicating the co-teaching, collaborative 10 year partnership that we have had at United Cerebral Palsy of Central PA at their Options Childcare and Preschool Program; also known as Capital Area Children's Center (CACC). Similar to CACC, we will operate an inclusive classroom utilizing a co-teaching model at Follow Me starting in mid-October with two different groupings of children.
- The Preschool Leadership Team was invited to participate in a panel at the EI Leadership Fall Conference on November 4-5 with an emphasis on Promoting High Quality Leadership. The Preschool Leadership Team will share program research, a video and discuss the professional learning communities that program staff is participating in this year.
- We had a very successful collaborative and interactive training on Supporting Naïve Learners in Instruction presented by School Age Consultants/BCBA's and the Preschool classroom teaching teams utilizing CLM to all of our preschool staff.

Pupil Services/Hospital/ELECT-EFI

- Lancaster-Lebanon Intermediate Unit #13 is looking to model our district referral program with Diakon. They have a similar program with Diakon in Lancaster but without district referrals and would like to add this to their repertoire of services
- Hershey Medical Center Children's Hospital, in conjunction with the CAIU teaching staff at HMC, is working on a 6-9 month plan to implement user friendly techniques for staff to use with children with autism who come to the hospital

Hill Top Academy

- Enrollment: 122
- SCM (Safe Crisis Management) initial training and recertification is being offered to Hill Top/CAIU staff.

- Our new Educational Consultant (Christina Derr) at HTA starts this month. Ms. Derr is coming to us from Harrisburg SD where she worked as an IEP facilitator.
- The Hill Top Academy elementary students have an upcoming experiential educational trip to Paulus Orchard in Dillsburg.

Transition

- Students have begun their first internship rotation at Hershey Medical Center through our Project Search program. Internships have been arranged in Patient Transport, Human Resources, Simulation Lab, Environmental Health Services, Admissions, and the Infusion Clinic.

Autism

- We welcome our newest teacher, Kirsti Dietz, to the Autism Support class at East Pennsboro HS. Kirsti replaces David Blom who has spent 14 years teaching at CAIU but has recently taken a position with EPSD. We are pleased to have Kirsti on board and we wish Dave the best in his new position.
- The Hershey MS Autism Support class team continues to work on the Project MAX (Maximizing Access and Learning) initiative. Meetings have been held with the building principal as well as grade level teachers in order to expand opportunities for our students with autism in the general education setting.
- The 2nd annual Competent Learner Model (CLM) Conference will be held at CAIU on October 27- 29.

Deaf/Hard of Hearing

- We continue to grow in our DHH class at East Hanover Elementary School, having added three students during October.

Data Systems Updates

- The Data Quality Network meeting on September 16th was attended by 39 staff members from 27 LEAs in the CAIU region. The video conference was broadcast live across the state to other IU sites. There were a total of 529 participants from 28 IUs. PDE staff from the Division of Data Quality presented from the CAIU Enola office about changes to PIMS reporting for the 2015-2016 school year.
- In September, the Capital Area Data Network (CADN) hosted 28 data managers from 21 entities for the first meeting of the 15-16 school year. Discussion focused primarily on recent changes to the reporting of summer graduates and dropouts and other 15-16 PIMS changes.

NOTIFICATION OF ACTIVITIES

- Attended PAIU Central Region Executive Directors' monthly meeting in State College.
- Met with CAEA Leadership, along with Alicia McDonald and Theresa Kinsinger.
- Attended East Pennsboro Township's Intergovernmental meeting.
- Attended United Way Education Task Force's initial meeting. Will be co-chairing this task force along with David Volkman, Executive Deputy Secretary PDE.
- Attended PAIU Executive Directors' Monthly meeting.
- Attended PAIU Government Relations Committee meeting.
- Attended PSBA-PASA Conference in Hershey.
- Attended PASA Women's Caucus Executive Board meeting.

10-26-2015 PSBA Delegate Board Report

Julie, Brian, Jay & I attended the 2015 PSBA School Leadership Conference.

Theme: "Challenge Tradition. Champion Innovation!"

- Delegate Assembly (Heidi & Julie)
 - Adoption of 2016 Core Principles and Supporting Concepts for PSBA Platform
 - Core Legislative Principles
 - ...1. Support an Effective Child-Centered Public Education
 - ...2. Strengthen the Work of Local School Boards
 - ...3. Support for Increased Equity and Accountability
 - ...4. Secure Adequate and Equitable Funding
 - Adoption of Proposed Amendments to the PSBA Bylaws
 - For details: <http://www.psba.org/about>
 - Report of the PSBA Standards of Effective Governance Commission & Presentation of the PSBA Principals for Governance and Leadership
 - New Principles developed from the Standards for Effective Governance and the Code of Conduct.
 - With the new Principles, not only is the governing body held accountable for meeting these expectations, but the individual school board director as well.
 - The Principles for Governance and Leadership are attached.
 - Announcement of PSBA Election Results
 - President: Mark Miller
 - Vice President: Michael Faccinetto
- Speakers & workshops (Heidi, Julie, Brian & Jay).
 - Various events & workshops were available throughout the conference for all to attend.
 - Tracks available:
 - ...1. Team of Ten Track
 - ...2. School of the Future Track
 - ...3. Effective Partnerships Track
 - ...4. Urban/Suburban/Rural Track
 - ...5. Student Achievement Track
 - ...6. Financial Issues Track
 - ...7. Community Engagement & Advocacy Track
 - Look for PSBA to make available on their website the workshop for all board members to access.

Examples of workshops attended:

- ✓ Behind the Curtain: Tackling the Myths and Mysteries of the School Superintendent Position
- ✓ "The Butterfly Effect" and Risk Management
- ✓ The School Board President-Superintendent Partnership: Achieving Excellence
- ✓ Legislative Update – Education Politics: The struggle to Win Friends and Influence People
- ✓ 360 degree Superintendent Evaluation: A Tool for Communication Between Board & Superintendent
- ✓ Team of Ten: Creating a Circle of Trust
- ✓ PSBA's Policy System Training
- ✓ Crossing the Line: Setting Boundaries for Student-Adult Relationships
- ✓ Exploring Alternative Revenue Sources in Challenging Economic Times
- ✓ Foundation of Trust and Clear Expectations: One District's Journey
- ✓ Legal Update: Review of Judicial and Legislative Developments



Pennsylvania School Boards Association Principles for Governance and Leadership

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will...

Advocate Earnestly

- Promote public education as a keystone of democracy
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by engaging members of local, state and federal legislative bodies

Lead Responsibly

- Prepare for, attend and actively participate in board meetings
- Work together in a spirit of harmony, respect and cooperation
- Participate in professional development, training and board retreats
- Collaborate with the Superintendent as the Team of 10

Govern Effectively

- Adhere to an established set of rules and procedures for board operations
- Develop, adopt, revise and review policy
- Align decisions to policy
- Differentiate between governance and management, delegating management tasks to administration
- Allocate finances and resources
- Ensure compliance with local, state and federal laws

Plan Thoughtfully

- Adopt and implement a collaborative comprehensive planning process, including regular reviews
- Set annual goals that are aligned with the comprehensive plan
- Develop a financial plan that anticipates both short and long-term needs

Evaluate Continuously

- Formulate a master facilities plan conducive to teaching and learning
- Utilize appropriate data to make informed decisions
- Use effective practices for the evaluation of the superintendent
- Assess student growth and achievement

Communicate Clearly

- Review effectiveness of the comprehensive plan
- Promote open, honest and respectful dialogue among the board, staff and community
- Encourage input and support for the district from the school community
- Protect confidentiality
- Honor the sanctity of executive session

Act Ethically

- Never use the position for improper benefit to self or others
- Act to avoid actual or perceived conflicts of interest
- Recognize the absence of authority outside of the collective board
- Respect the role, authority and input of the superintendent
- Balance the responsibility to provide educational programs with being stewards of community resources
- Abide by the majority decision

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____