

**Derry Township School District
Board of Directors Meeting
December 14, 2015
Summary Minutes - XI**

1. OPENING ITEMS

a. Call to Order

Minutes

The December 14, 2015 meeting of the Derry Township Board of School Directors was called to order by Mr. Shiflett at 7:01 p.m.

b. Roll Call

Present: Chris Barrett, Heidi Eby, Jayanth Franklin, Joseph McFarland, Maria Memmi, Jennifer Myself, Brian Shiflett, Kathy Sicher, Terry Singer

Non-Voting Members in attendance: Joseph McFarland

Absent: Julie Neal

Staff/Public in attendance: Dan Tredinnick, Jason Reifsnnyder, Mike Frenz, Stacy Winslow, Jackie Castleman, Erick Valentin, Alton Perry

Solicitor in Attendance: Kim Smith

Media in Attendance: Jenna Faust – *The Sun*

c. Flag Salute

d. Approval of Board of Directors Agenda

Minutes

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

2. INFORMATIONAL AND PROPOSALS

a. Presentation - Field Trips (Mrs. Castleman & Mr. Valentin)

Minutes

Mrs. Castleman and Mr. Valentin provided the Board with a field trip update.

b. Announcement of Executive Session

Minutes

The Board met in Executive Session prior to the meeting to discuss matters of personnel, and labor relations and arbitrations.

c. Recognition of Citizens (Agenda Items)

Minutes

The following citizens were recognized by the Board:

None

d. Standing Committee Meeting Report

Minutes

Mrs. Mysel provided the following updates with regard to the Athletic and Activities Standing Committee Meeting:

- Introduction of new Athletic Director
- Student Mentor/Leadership Council Program

e. Student Representatives' Report

Minutes

The student representatives provided the Board with the following updates:

- Recent Activities
- Upcoming Activities

f. Community Correspondence Report

Minutes

Mr. Tredinnick informed the Board that there were a total of three submissions during the month of November.

g. Finance/Budget Update

Minutes

Mr. Frentz provided the Board an update with regard to the 5-year budget project and the 2016-2017 budget.

h. Athletic Study Ad-Hoc Committee Discussion

Minutes

The Board discussed the possibility of creating an Athletic Study Ad-Hoc Committee.

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

1. Approval of December 14, 2015 Board of Directors Summary Minutes
2. High School Entrance Doors
3. Board Committee and Delegate Assignments
4. Requests for the Use of Facilities
5. Personnel
6. Staff Development

Minutes

The anticipated agenda items for the January 11, 2016 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

Minutes

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

Vote Results

Aye: 8 Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No: 0
Abstain: 0
Not Cast: 1 Julie Neal

MOTION CARRIED

a. Approval of November 23, 2015 - Summary Board of Directors Meeting Minutes - IX and December 1, 2015 Reorganization Summary Meeting Minutes

b. Approval of November 2015 Finance Report

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

General Fund Revenue	\$2,736,591
General Fund Expenditures	4,800,889
Balance of Cash Plus Investments (Includes Capital Reserve)	32,140,432

2. The listed schedule of investment transactions for the period beginning November 1, 2015 through November 30, 2015, had total interest earnings of \$1,251 comprised of the following:

Money Market	1,160
Capital Reserve	91

The average interest rate for November 2015 was .04%

3. The November 2015 expenditures for the paid bills for all funds totaled \$1,598,245 excluding net payroll, retirement contributions, and debt service.

4. The December 2015 expenditures for the unpaid bills for all funds totaled \$256,225.

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

Operating Expenses	\$1,000,000
Utilities	91,400
Net Payroll (2 pays)	1,415,000
Employer Provided Insurance	402,000
Payroll Deductions	705,000
Employer Payroll Taxes (FICA/RET)	1,702,000
Debt Service	0
Total Estimated Expenditures	\$5,315,400

c. Approval of Student Club - High School Pep Band

The Administration recommended the addition of the Hershey High School Pep Band. No Limited Service Contract is associated with this club.

d. Approval of New Policy

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

- 210.1 Field Trip Medications

e. 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:

- 005 Organization
- 104 Nondiscrimination Employment
- 210 Use of Medication
- 216.1 Supplemental Discipline Records
- 340 Responsibility for Student Welfare
- 810 Transportation

f. Approval to Revoke Policies

The Administration recommended the approval to revoke 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:

- 134 Individual and Remedial Services
- 203.2 Prevention of Disease Transmission in Schools
- 210.1 Student Accidents

g. Approval of Board Operating Guidelines

The Administration recommended the approval of the following Board Operating Guidelines 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:

- 005-BOG-0 Duties of Board Officers
- 005-BOG-2 Functions of Standing Committees

h. Requests for the Use of School Facilities

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

Group: Hershey Symphony Festival Strings
Date/Time: January 14, 2016; February 4, 2016
4:00 p.m. - 6:30 p.m.
February 9, 2016 (date may change)
4:30 p.m. - 6:30 p.m.
Requested Facility: Middle School Auditorium, Cafeteria
Event: Rehearsal of 70 Middle School String Students
Fee: None

Group: Hershey Soccer Club
Date/Time: April 3, 10, 2016
10:00 a.m. - 8:00 p.m.
Requested Facility: 322 Turf Field, 2 Grass Fields Adjacent to 322 Turf
Event: Hershey Soccer Club Travel Team Tryouts
Fee: Turf Field Manager: \$30.00 per hour (Approximate \$660)

Group: Hershey Middle School Bands
Date/Time: May 7, 14, 21, 2016
June 4, 2016
7:00 a.m. - 3:30 p.m.
May 20, 2016
June 3, 2016
3:00 p.m. - 10:30 p.m.
Requested Facility: Middle School Auditorium, Cafeteria, Music Rooms
Event: Music in the Parks
Fee: Custodian: \$41.64 per hour (if needed)

Group: Derry Township Parks & Recreation
Date/Time: November 4, 2016
3:15 p.m. - 6:30 p.m.
November 5, 2016
5:00 a.m. - 5:30 p.m.
Requested Facility: Hershey High School Hallways, LGI, Cafeteria, Restrooms
Event: Annual Winter Arts & Craft Show
Fee: None
(Township Event)

i. Announcement of Staff Development Conferences

Staff Member: Justin Allison
Conference: Pesticide Applicator Short Course
Berks County Agricultural Center

Location: Leesport, PA

Dates: January 11-15, 2016

Expenses: \$559.87

Staff Members: Kimberly Brown, Erin Ives, Allison Mackley

Conference: Mid-Atlantic Conference on Personalized Learning "Connecting Innovative Educators"

Location: Baltimore, MD

Dates: February 29 - March 2, 2016

Expenses: \$750.00 (each)

5. NEW BUSINESS

a. 2016-2017 Budget Resolution Adoption

The Administration recommended the Board approve the Resolution to limit the increase of real estate taxes for the 2016-2017 fiscal year to no more than 2.4%.

Minutes

Following a motion by Mrs. Eby and a second by Mr. Barrett the 2016-2017 Budget Resolution was approved.

Vote Results

Aye:	8	Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	1	Julie Neal

MOTION CARRIED

b. CAIU Board Representative

The Derry Township School District maintains a permanent seat on the Board of Directors for the Capital Area Intermediate Unit. The Administration recommended Jayanth Franklin represent the District replacing Maryellen Sheehan for the remainder of the term ending June 30, 2018.

Minutes

Following a motion by Mrs. Eby and a second by Mr. Barrett, Mr. Franklin was approved as the CAIU Board Representative with the term ending June 30, 2018.

Vote Results

Aye:	8	Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	1	Julie Neal

MOTION CARRIED

c. Approval of Bid # 2016-01 - 77 Passenger Propane Buses

The Administration recommended Brightbill Body Works, Inc. be awarded bid #2016-01 for three (3) 2017 Bluebird, Vision, 77-passenger propane school buses, in the amount of \$95,421.00 each for a total of \$286,263.00.

Brightbill Body Works, Inc. was the only bid that met all of our specifications for propane buses.

Minutes

Following a motion by Mr. Franklin and a second by Mrs. Eby bid number 2016-01 for three 2017 Bluebird, Vision, 77-passenger propane school buses, in the amount of \$95,421.00 each for a total of \$286,263.00 was approved.

Vote Results

Aye:	8	Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	0	

Abstain: 0
Not Cast: 1 Julie Neal

MOTION CARRIED

d. Approval of Rubicon International Agreement

The Administration recommended that the Board approve the 2.5 year Agreement with Rubicon Atlas curriculum management system at a total cost of \$18,925.

Minutes

Following a motion by Mrs. Eby and a second by Mr. Franklin the 2.5 year Agreement with Rubicon Atlas curriculum management system at a total cost of \$18,925 was approved.

Vote Results

Aye: 8 Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No: 0
Abstain: 0
Not Cast: 1 Julie Neal

MOTION CARRIED

e. Personnel – Resignations

The Administration recommended the approval of the following resignations:

Classified Staff:

Kercher, Joan

Secretary
Food Services
Reason: Retirement
Effective: 07/07/2016

O'Connell, Kim

Cafeteria/Recess Aide
Elementary School
Reason: Personal
Effective: 12/22/2015

Reinbold, Candace

Special Education Aide
High School
Reason: Personal
Effective: 12/07/2015 (retroactive)

Minutes

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

MOTION CARRIED

f. Personnel – General

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

Classified:
Montalbano, Carol
Substitute Cafeteria/Recess Aide
Elementary School
Salary: \$11.33 per hour
Effective: 12/15/2015

Seibert, Kelly (New position)
Special Education Aide
Early Childhood Center
Level A: 3.75 hours per day
Salary: \$15.64 per hour
Effective: 12/15/2015

Limited Service Contract:
Pinkerton, Jonathan *
Musical Music Director
High School
Revised: Group G, Step 10
Revised: Salary: \$2,471
Effective: 12/15/2015

2. The Administration recommends the approval of the following request in accordance with District Policy 339:

Reedy, Ronald
Bus Driver
District-wide
Uncompensated Leave
Effective: 12/14/2015 through 02/26/2016 (retroactive)

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

Minutes

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

Vote Results

Aye:	8	Chris Barrett, Brian Shiflett, Jayanth Franklin, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	0	
Abstain:	0	
Not Cast:	1	Julie Neal

MOTION CARRIED

6. DELEGATE REPORT

a. The Trojan Foundation

Minutes

Mrs. Eby attached her report for 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 Staff
- Recognition of Students
- Recognition of AAA Bond Rating

c. Board President's Report

Minutes

Mr. Shiflett provided the Board with the following updates:

- Recognition of New Board Member Training
- Recognition of administrators graduating from the Learning Forward Program

8. RECOGNITION OF CITIZENS

Minutes

The following citizens were recognized by the Board:

None

9. ADJOURNMENT

Minutes

Following a motion by Mrs. Eby and a second by Mr. Franklin the meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved at the January 11, 2016 meeting

Brian L. Shiflett
President of the Board of Directors

JWR

Derry Township School District
School Board Meeting
December 14, 2015

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

Jackie Castleman

Jackie Castleman

Signature

Printed Name

Eric Valentin

Eric Valentin

Signature

Printed Name

Vatnana Oulcan

Vatnana Oulcan

Signature

Printed Name

Alton Perry

Alton Perry

Signature

Printed Name

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Trojan Foundation Delegate Report

December 2, 2015 Meeting

I. Welcome new board member Debra Suri

II. Approve Previous Meeting Minutes

III. Financial Review

- A. \$90,000 is the current balance which is about the same as last month.

IV. Taste of Hershey (TOH)

- A. Sunday, March 13, 2016 is the date 1:00pm – 3:30pm.
- B. The board intends to start the planning process for TOH immediately after the start of the new year.
- C. Discussion about the silent auction last year during TOH.
 - 1. Last year, the silent auction was consigned sports memorabilia.
 - 2. Suggestion made to use children's artwork as all or part of the silent auction this year.
 - 3. Board members were encouraged to think of any "new" restaurants TOH may want to invite this year.
 - 4. A "Save the Date" reminder will be sent to all restaurants that participated in the TOH in the past.
 - 5. A TOH Committee to plan and to run the event is being formed.

V. Lunch Packet Program Involvement (to be discussed at next meeting)

VI. APEF Seminar

- A. This seminar was the Association of Pennsylvania Educational Foundations.
- B. Many successful foundations have Executive Directors (FT or PT)
- C. Board size is typically 16-20 people
- D. Successful boards have strong ties to community alumnae.
 - 1. Approximately 95% of all funds given to a foundation come from individuals, and not from corporations.
 - 2. Creating or linking to an alumnae group is something that the Trojan Foundation may want to consider in the near future.
- E. The government has put EITC funds in jeopardy because as of now, the government has not given direction if those funds will result in a tax break for this year.
- F. Successful foundations have developed a clear, compelling need statement.
 - 2. A Communications Committee to convey the need statement and to communicate clearly and regularly with the community is being formed.
- G. Foundations also take advantage at any events they have of mobile giving.

VII. All-Class Reunion

- A. About 100 people attended
- B. It is possible to build the community connections and perhaps begin an alumnae database through this avenue.

VIII. TF School Board Report (to be discussed at next meeting)

IX. Grant Requests

- A. There is one request from Alys Stets. It is the initial proposal for her multiple disabilities classroom. It was moved to next level.

X. Website Update

- A. A request for high school student / students through Bonnie Ritchey at the high school did not result in anyone wanting to create / run / update the Trojan Foundation website.
- B. For right now, it will simply remain a page on the district's website.
- C. Discussion ensued about needing a wider online presence and perhaps having a parent create such a site for the Trojan Foundation in the future.

XI. New Business

- A. Goals for the Trojan Foundation in the upcoming year include:
 - 1. Setting up working committees
 - 2. Expanding the current number of board members
- B. The Trojan Foundation probably wants to create a brochure or some kind of flier to encourage people to donate to the Trojan Foundation.
 - 1. The Derry Township Historical Society received a large donation.
- C. Next meeting will be: **January 6th, 2016 at 7:30** (District Office).