

**Derry Township School District
Board of Directors Meeting
January 25, 2016
Summary Minutes - XIII**

1. OPENING ITEMS

a. Call to Order

Minutes

The meeting was called to order by Brian Shiflett at 7:00 p.m.

b. Roll Call

Present: Heidi Eby, Maria Memmi, Jennifer Mysel, Julie Neal, Brian Shiflett, Kathy Sicher, Terry Singer

Non-Voting Members: Joseph McFarland

Absent: Chris Barrett, Jayanth Franklin

Media in Attendance: Monica von Dobeneck – *PennLive*

c. Flag Salute

d. Election of Secretary Pro Tempore

Minutes

Following a motion by Mrs. Eby and a second by Mrs. Sicher the Board approved Mr. McFarland as Secretary Pro Tempore for the meeting.

e. Approval of Board of Directors Agenda

Approval of the January 25, 2016 Derry Township School District Board of Directors Agenda.

Minutes

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

2. INFORMATIONAL AND PROPOSALS

a. Recognition of Citizens (Agenda Items)

Minutes

The following citizens were recognized by the Board:

None

b. 2016-2017 School Calendar

Minutes

The proposed 2016-2017 school calendar was reviewed.

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

The following items will be on the Agenda for the February 8, 2016 Public Board of Directors Meeting:

1. Pre-board Meeting Middle School Art Reception - 6:30 p.m.
2. Student Recognition
3. Presentation - Milton S. Hershey Trust Performance Report (Mr. Hake and Ms. Peris)
4. Presentation - Refinancing 2011 Bonds
5. Presentation - Trojan Foundation Update (Mr. Verdelli)
6. Presentation - Finance (Mr. Frentz)
7. Presentation - School Counseling - Life after High School (Dr. Winslow and Guidance Counselors)
8. Approval of January 25, 2016 Board of Directors Summary Minutes
9. 2016-2017 School Calendar
10. Requests for the Use of Facilities
11. Personnel
12. Staff Development

Minutes

The anticipated agenda items for the February 8, 2016 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

Adoption of items of routine nature and those that normally do not require public deliberations on the part of the Governing Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

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

Vote Results

Aye:	6	Brian Shiflett, Julie Neal, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	1	Terry Singer
Abstain:	0	
Not Cast:	2	Chris Barrett, Jayanth Franklin

MOTION CARRIED

a. Approval of January 11, 2016 Summary Board of Directors Meeting Minutes – XII

b. Approval of December 2015 Finance Report

1. The Treasurer's Report for the month ending December 31, 2015 was summarized as follows:

General Fund Revenue	\$1,653,922
General Fund Expenditures	3,648,330

Balance of Cash Plus Investments (Includes Capital Reserve)	29,378,512
2. The listed schedule of investment transactions for the period beginning December 1, 2015 through December 31, 2015, had total interest earnings of \$1,144 comprised of the following:	
Money Market	1,053
Capital Reserve	91
The average interest rate for December 2015 was .04%	
3. The December 2015 expenditures for the paid bills for all funds totaled \$1,559,256 excluding net payroll, retirement contributions, and debt service.	
4. The January 2016 expenditures for the unpaid bills for all funds totaled \$1,079,038.	
5. Estimated expenditures of the General Fund for the month of January 2016 were in the following amounts:	
Operating Expenses	\$1,000,000
Utilities	84,400
Net Payroll (2 pays)	1,336,000
Employer Provided Insurance	614,500
Payroll Deductions	710,000
Employer Payroll Taxes (FICA/RET)	157,000
Debt Service	0
Total Estimated Expenditures	\$3,901,900

c. 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) month of the Fiscal Year.

The Administration recommended the Board authorize the January 2016 Budget Transfers.

d. Requests for Payment

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

Vendor	Amount	Project
Professional Roof Services	4,800.00	Elementary Roof Project
RPC Video Inc	20,955.00	Board room A/V upgrades
Garland/DBS Inc.	102,208.27	Elementary Roof Project
PAVL Systems	782.23	Auditorium Lighting upgrade
B & B Communications	5,923.00	High School paging and clock system
Total	134,668.50	

e. Approval of Overnight Field Trip/Excursion - Middle School - Camp Kenbrook

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

<i>Group:</i>	Sixth Grade Class
<i>Number of Participating Students:</i>	320
<i>Grade Level:</i>	6th
<i>Destination:</i>	Kenbrook, Lebanon, PA
<i>Purpose:</i>	Outdoor Cross Curricular Lessons
<i>Depart:</i>	May 23, 2016 & May 25, 2016
<i>Return:</i>	May 25, 2016 & May 27, 2016
<i>Trip Leader:</i>	Mike Warfel, Dan Hugendubler

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

f. Requests for the Use of School Facilities

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

Group: Hershey High School Softball *

Date/Time: January 30, 2016
2:00 p.m. - 5:00 p.m.

Requested Facility: High School Gym

Event: Free Softball Clinic for Hershey Girls

Fee: Custodian: \$41.64 for time needed

* Previously Approved on January 11, 2016
Date, Time, and Location Changed

Group: Hershey Little League Baseball

Date/Time: March 1, 2016 - November 1, 2016
Monday through Friday
5:00 p.m. - 10:00 p.m. (During school year)
9:00 a.m. - 10:00 p.m. (After school year)
Saturdays
9:00 a.m. - 10:00 p.m.
Sundays
Noon - 10:00 p.m.

Requested Facility: North Baseball Field, South Baseball Field, Memorial & JV Baseball Fields
* May request use of turf field and gym through Athletic Director on a special need basis

Event: Little League Baseball Practices and Games

Fee: * None

A turf Manager Fee of \$30 per hour for turf field and/or Custodial Fee (per HESPA Agreement) may be charged if inside facility is needed

Group: Hershey Youth Lacrosse
Date/Time: March 8, 9, 15, 16, 22, 23, 29*, 30, 2016
 7:00 p.m. - 9:00 p.m.
 * March 29, 2016 may be a conflict with High School Girls' Lacrosse game
Requested Facility: 322 Turf Field
Event: Hershey Youth Lacrosse Practice
Fee: Turf Manager: \$30 per hour

Group: Hershey Little League Baseball
Date/Time: March 12, 2016
 10:00 a.m. - Noon
Requested Facility: Elementary School Gym
Event: Baseball Clinic for Hershey Little League
Fee: None

g. Announcement of Staff Development Conferences

Coaching Staff: Jeff Geisel, Russ Feeney, Blaine Leonard, Steve Hynes, Andrew Foltz, Brian Ferry, Brian Evans, Alaric Krause, John Arndt, Matt Connors, Mike Minto

Conference: Tony Franklin System Seminar
Location: Atlantic City, NJ
Dates: February 6-8, 2016
Expenses: \$1,995.00 (total)

Staff Member: Jason Pedersen
Conference: National Association of School Psychologists Convention
Location: New Orleans, LA
Dates: February 9 through 12, 2016
Expenses: \$239.00

5. NEW BUSINESS

a. Approval of 2014-2015 Final Audit

The Administration recommended approving the audit report for the year ended June 30, 2015 as presented by Mr. Brian Straub, CPA from the District's auditing firm of Waggoner, Frutiger & Daub.

Minutes

Following a motion by Mrs. Eby and a second by Mrs. Sicher the 2014-2015 final audit report was approved.

Vote Results

Aye:	7	Brian Shiflett, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	0	

Abstain: 0

Not Cast: 2 Chris Barrett, Jayanth Franklin

MOTION CARRIED

b. Approval of RefME Agreement

The Administration recommended the approval of the RefME Online Citation Creator License Agreement at no cost to the District.

Minutes

Following a motion by Mrs. Neal and a second by Mrs. Mysel the RefME online citation creator license agreement was approved.

Vote Results

Aye: 7 Maria Memmi, Jennifer Mysel, Kathy Sicher, Heidi Eby, Terry Singer, Julie Neal, Brian Shiflett

No: 0

Abstain: 0

Not Cast: 2 Chris Barrett, Jayanth Franklin

MOTION CARRIED

c. Phase II - Elementary Roof Project - Professional Roof Services

The Administration recommended the Board approve the contract with Professional Roof Services in the amount of \$43,600 for design specifications for Phase II of the Elementary School Roof Project.

Minutes

Following a motion by Mrs. Neal and a second by Mrs. Mysel the contract with Professional Roof Services for design specifications for Phase II of the elementary school roof project was approved.

Vote Results

Aye: 7 Maria Memmi, Jennifer Mysel, Kathy Sicher, Heidi Eby, Terry Singer, Julie Neal, Brian Shiflett

No: 0

Abstain: 0

Not Cast: 2 Chris Barrett, Jayanth Franklin

MOTION CARRIED

d. Service Agreement - HVAC (Middle School)

The Administration recommended the Board approve the 3-year HVAC service agreement with Trane effective February 1, 2016 in the total amount of \$11,739.20

Minutes

Following a motion by Mrs. Mysel and a second by Mrs. Sicher the 3-year HVAC service agreement with Trane was approved.

Vote Results

Aye: 7 Brian Shiflett, Julie Neal, Terry Singer, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi

No: 0

Abstain: 0

Not Cast: 2 Chris Barrett, Jayanth Franklin

MOTION CARRIED

e. Service Agreement - Granada Property Roof

The Administration recommended the Board approve the 3-year Roof Preventative Maintenance agreement with Houck in the amount of \$7,000 per year for the Granada Avenue Property effective February 1, 2016.

Minutes

Following a motion by Mrs. Eby and a second by Mrs. Mysel the 3 year roof preventative maintenance agreement with Houck for the Granada Avenue property was approved.

Vote Results

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

MOTION CARRIED

f. High School Entrance Door Project

The Administration recommended the Board award the bid for High School Entrance Doors to Premier Construction Group, Inc. in the amount of \$223,253.

Minutes

Following a motion by Mrs. Sicher and a second by Mr. Singer the bid award for the high school entrance doors to Premier Construction Group, Inc. was approved.

Vote Results

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

MOTION CARRIED

g. Approval of Derry Township Tax Association Appointment

The Administration recommended Richard Polignone be appointed to the Derry Township Tax Association as an At-Large Member with a term expiring December 31, 2018.

Minutes

Following a motion by Mrs. Eby and a second by Mrs. Mysel the recommendation to appoint Richard Polignone to the Derry Township Tax Association as an At-Large Member with a term expiring December 31, 2018 was approved.

Vote Results

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

MOTION CARRIED

h. Personnel – Resignations

The Administration recommended the approval of the following resignations:

Classified Staff:

Bernardo, Marci

Substitute Cafeteria/Recess Aide

Elementary School

Effective: 01/25/2016

Sheeche, Julie

Substitute Nurse Assistant

District-wide

Effective: 01/25/2016

Shiley, Carol

Substitute Cafeteria/Recess Aide

Elementary School

Effective: 01/25/2016

Minutes

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

MOTION CARRIED

i. Personnel – General

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

Transfer of Classified Staff:

Schauble, Ashlie *

From: Substitute Cafeteria/Recess Aide

Elementary School

To: Cafeteria/Recess Aide (replacing Kim O'Connell)

Elementary School

Level A: 3.0 hours per day

Salary: \$13.00 per hour

Effective: 01/26/2016

Limited Service Contract:

Yentsch, Josh

Theater Set Construction

High School

Group H, Step 7

Salary: \$1,611

Effective: 01/26/2016

2. The Administration recommended the approval of the Limited Service Contract List of Spring Coaches for the 2015-2016 school year as attached.

3. The Administration recommended the approval of the following request in accordance with District Policy 339:

Reedy, Ronald *

Bus Driver

District-wide

Extension of Uncompensated Leave

Effective: 02/26/2016 through 04/29/2016

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

Minutes

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

Vote Results

Aye:	6	Brian Shiflett, Julie Neal, Heidi Eby, Kathy Sicher, Jennifer Mysel, Maria Memmi
No:	1	Terry Singer
Abstain:	0	
Not Cast:	2	Chris Barrett, Jayanth Franklin

MOTION CARRIED

6. DELEGATE REPORT

a. Dauphin County Technical School

Minutes

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

b. Dauphin County Tax Association

Minutes

Mrs. Eby provided her report for the Dauphin County Tax Association.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

None

b. Superintendent's Report

Minutes

Mr. McFarland provided the Board with the following updates:

- Student Recognition
- Staff Recognition

c. Board President's Report

Minutes

None

8. RECOGNITION OF CITIZENS

Minutes

The following citizens were recognized by the Board:

None

9. ADJOURNMENT

Minutes

The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved at the February 8, 2016 meeting

Brian L. Shiflett
President of the Board of Directors

JWR

DAUPHIN COUNTY TECHNICAL SCHOOL

Delegate Report
January 2016



The Dauphin County Technical School Joint Operating Committee (JOC) met on January 13, 2016 in executive session, work session and regular session. Brian Shiflett and Julie Neal attended all meetings. Brian and Joe McFarland also attended the Planning for the Future Committee meeting prior to the regular meetings.

The JOC also met January 20 in executive session with Brian and Julie attending.

During the work session, Assistant Director Sandy Traynor presented a plan to transition all Career and Technical programs to seven academies in the 2016-17 school year. Programs within five of the seven academies will be designated as "Pathways," and students enrolled in those academies will rotate through programs for their entire ninth grade, rather than just the first marking period. Greater exposure will help students make a more informed program choice, which is expected to yield a greater percentage of program completers.

The JOC reviewed several building maintenance projects, including an HVAC replacement for the auditorium, an HVAC upgrade for the warehouse, and a plan to perform a phased replacement of the school's domestic hot water heaters. One or more of these projects may appear on the February agenda for approval. All projects were identified in the first draft budget proposal distributed to the Joint Board in December.

The JOC approved a \$5,000 loan to the newly organized DCTS Education Foundation for start-up costs, including the 501(c)(3) application fees and directors and officers liability insurance.

The JOC authorized the administration to solicit bids for school-wide copiers/printers.

The JOC approved an increase in the student meal price to \$2.85, a \$0.10 increase, for the 2016-17 school year.

The next JOC meeting will be held Wednesday, February 10, 2016, 7:00 p.m. The JOC is now meeting in the DC Tech cafeteria. JOC meeting agenda are on BoardDocs (www.boarddocs.com/pa/daup/Board.nsf).

Respectfully submitted,

Brian Shiflett

DAUPHIN COUNTY TAX COLLECTION COMMITTEE

January 20, 2016 – 6:30 PM @ Middle Paxton Township Building

- I. Welcome to Organization Meeting - August "Skip" Memmi
- II. Roll Call to Establish Quorum – *34 out 52 delegates present*
- III. Public Comment - *None*
- IV. Annual Organization Meeting; Bylaws Art. II, Section 2
 - A. Designation of Temporary Chairperson – *Solicitor, Guy Beneventano*
 - B. Election of Officers
 - i. Nomination for Slate of Officers (Chairperson, Vice-Chairperson, Secretary) -- VOTE REQUIRED – *same slate approved for 2016*
- V. Accept Summary Report of November 2015 Meeting - *approved*
- VI. Accept Financial Report Ending December 31, 2015 - *approved*
- VII. New Business
 - A. Tax Collection Matters
 - i. Keystone's 2015 Review and 2016 (First Quarter) Priorities –
 - a. *collections for 2015 up 4.5% over previous year (best year to date) due to enforcement of collection procedures, particularly delinquent collections.*
 - b. *2015 tax return & instructions mailing went out January 15th*
 - ii. Audit Subcommittee -- Review and Discussion of Audit of TCC Operations (FYE 12/31/14) – *no findings, clean audit, approved*
 - B. Administrative Matters
 - i. Designation of Sub-Committees Under Bylaws Art. IV, Section 1 (Audit, Executive, Finance, Risk Management) – *approved as proposed*
 - ii. Appointment of Committee Members by Chairperson, Subject to TCC Approval – *approved*
 - iii. Appointment of Appeals Board Members (Three Required) – *approved as proposed (Heidi Eby, Derry Township School District appointed)*
 - iv. Determine Schedule of Remaining 2016 Regular Meetings – *approved as proposed*
 - v. Ratify 2016 PennPRIME Trust Renewal Proposal (2016 Total Contribution – \$4,176.00) -- *approved as proposed*
- VIII. Old Business
 - A. Ethics Act – Statements of Financial Interest (2015) – *fill out by March 1st*
 - B. Conflict of Interest Questionnaire (2016) – *will be emailed to all committee members*
 - C. Appointments of Delegates, Voting and Non-Voting (2016) – *new members please send contact information to Guy Beneventano*
- IX. Closing Comments and Adjournment

Respectfully submitted by Heidi Eby