

# **Derry Township School District Board of Directors Meeting January 26, 2015 Summary Minutes - XIII**

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## *Roll Call*

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

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

**Members not in attendance:** None

**Staff/Public in attendance:** Stacy Winslow, Jason Reifsnyder, Dan Tredinnick, Mike Frentz, Dale Reimann, Erick Valentin, Dee Stalnecker, Tom Richards, Jason Umberger, Beth Ann Olmsted, Megan Hulse, Terry Singer, Chris Collier, Alton Perry, Donna Cronin

**Media in Attendance:** Monica Von Dobeneck - *PennLive*

## **1. OPENING ITEMS**

### **1.1 Call to Order**

**Minutes:** The January 26, 2015 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 7:03 p.m.

### **1.2 Roll Call**

### **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 Recognition of Students**

**Minutes:** Mr. McFarland and Mr. Valentin recognized two middle school students for exemplifying the COCOA Principles.

### **2.2 Presentation - Derry Township School District Athletic Philosophy (Mr. Confer & Dr. Reimann)**

**Minutes:** Dr. Reimann and Mr. Confer provided the Board with an overview of the District's Athletic Philosophy.

### 2.3 Presentation - Mandated Reporter Law Requirements for School Districts (Dee Stalnecker)

**Minutes:** Dee Stalnecker provided the Board an update with regard to the Mandated Reporter Law Requirements for School Districts.

### 2.4 Announcement of Executive Session

**Minutes:** The Board met in Executive Session prior to the meeting to discuss matters of personnel, purchase or lease of real estate, and in consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.

### 2.5 Recognition of Citizens (Agenda Items)

**Minutes:** The following citizens were recognized by the Board:

- Tom Richards - Athletic Philosophy
- Donna Cronin - Athletic Philosophy
- Terry Singer - Athletic Philosophy

### 2.6 Standing Committee Meeting Reports

**Minutes:**

- Mrs. Eby provided the following updates with regard to the Communications Standing Committee Meeting:
  - Appointment of Chair
  - Trojan Quest
  - Committee Updates on Website
  - The Sun (DTSD Monthly Feature)
  - Mobile Application
  - DTSD Policy 913
  - Website Enhancements/Updates
- Mr. Shiflett provided the following updates with regard to the Finance Standing Committee Meeting:
  - New Bank Depository Services
  - Bond Refinancing
  - TIF Discussion
  - 2015 - 2016 Budget

### 2.7 Student Representatives' Report

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

- Past Events
- Upcoming Events

## 2.8 Finance/Budget Update

**Minutes:** Mr. Frentz provided the Board with a Finance/Budget Update.

## 2.9 Anticipated Agenda Items for the Next Board of Directors Meeting

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

## 3. UNFINISHED BUSINESS

### 3.1 Waiver Request for the Use of School Facilities

The Administration recommended the approval of the following Waiver Request for the Use of School Facilities previously approved:

**Group:** **Hershey Lions Club**  
**Date/Time:** March 22, 2015  
8:30 a.m. - 3:30 p.m.  
**Requested Facility:** Middle School Cafeteria, Kitchen  
**Event:** Spaghetti Dinner  
**Fee:** \* Room Rental: \$80 per hour (Approximate \$560)  
\* Request waiver

**Minutes:** Following a motion by Mr. Barrett and a second by Mrs. Eby the Waiver Request for the Use of School Facilities was approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<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. Shiflett the consent agenda items were approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

4.1 Approval of January 12, 2015 - Summary Board of Directors Meeting Minutes  
- XII

#### 4.2 Approval of December 2014 Finance Report

1. The Treasurer's Report for the month ending December 31, 2014 was summarized as follows:

General Fund Revenue	\$2,607,056
General Fund Expenditures	3,644,156
Balance of Cash Plus Investments	33,067,920

(Includes Capital Reserve)

2. The listed schedule of investment transactions for the period beginning December 1, 2014 through December 31, 2014, had total interest earnings of \$8,095 comprised of the following:

Money Market	7,460
Capital Reserve	635

The average interest rate for December 2014 was .26%

3. The December 2014 expenditures for the paid bills for all funds totaled \$1,478,709 excluding net payroll, retirement contributions, and debt service.

4. The January 2015 expenditures for the unpaid bills for all funds totaled \$791,435.

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

Operating Expenses	\$1,000,000
Utilities	95,700
Net Payroll (2 pays)	1,281,000
Employer Provided Insurance	530,300
Payroll Deductions	660,000
Employer Payroll Taxes (FICA/RET)	150,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$3,717,000

#### 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 January 2015 budget transfers.

#### 4.4 Request for Payment - Capital Projects

The Administration recommended the approval of the following invoice as reviewed and approved by Mr. Varvel:

### **School Bus Snow Remover**

1. Quintin Machinery, LLC      \$20,850  
Invoice No. 1762

#### **4.5 Approval of Overnight Field Trip/Excursion - High School Christian Alliance Team (CAT)**

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

*Group:* Christian Alliance Team (CAT)  
*Number of Participating Students:* 20  
*Grade Level:* 9-12  
*Destination:* Burlington, NJ  
*Purpose:* To help rebuild homes and give hope to Hurricane Sandy victims  
*Depart:* May 15, 2015  
*Return:* May 16, 2015  
*Trip Leaders:* Jesse Woodrow, Vanessa Rudzinski

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

#### **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:* Hershey Soccer Club**  
*Date/Time:* February 15, 22, 2015  
March 1, 8, 15, 29, 2015  
April 19, 2015  
1:00 p.m. - 4:00 p.m.  
*Requested Facility:* 322 Turf Field  
*Event:* Winter Training for Hershey Soccer Club  
U-12-U-18 Teams  
*Fee:* Turf Field Manager - \$35 per hour

***Group:* Hershey Soccer Club**  
*Date/Time:* February 18, 2015  
March 18, 2015  
April 15, 2015  
May 20, 2015  
June 17, 2015  
July 15, 2015  
August 19, 2015  
September 16, 2015  
October 21, 2015  
November 18, 2015

December 16, 2015  
7:00 p.m. - 9:30 p.m.  
*Requested Facility:* Middle School LGI  
*Event:* Monthly Board Meetings  
*Fee:* None

***Group:*** **Hershey Little League Baseball**  
***Date/Time:*** March 1, 2015 - November 1, 2015  
• Monday - Friday  
\* 5:00 p.m. - 10:00 p.m.  
\*After end of school year 9:00 a.m. - 10:00 p.m.  
• Saturday  
9:00 a.m. - 10:00 p.m.  
• Sunday  
Noon - 10:00 p.m.  
(South Softball Field must end by 4:00 p.m. on 4/25, 2015;  
5/2; 5/9; 5/16/2015)  
*Requested Facility:* North Baseball Field, South Softball Field, Memorial Field, JV  
Baseball Field  
*Event:* Little League Baseball Practices and Games  
*Fee:* None

***Group:*** **Hershey Symphony Festival Strings**  
***Date/Time:*** March 12, 2015  
4:00 p.m. - 6:30 p.m.  
*Requested Facility:* Middle School Auditorium, Cafeteria  
*Event:* Rehearsal of Middle School Orchestra Students  
*Fee:* None

***Group:*** **Hershey Soccer Club**  
***Date/Time:*** March 22, 2015 - June 21, 2015  
Weekdays: 5:30 p.m. - 8:00 p.m.  
Weekends: 9:00 a.m. - 6:00 p.m.  
(Unavailable: May 23, 24, 2015 and June 20, 21, 2015)  
*Requested Facility:* Middle School Soccer Field  
*Event:* Soccer Practices and Games  
*Fee:* None

***Group:*** **Hershey Soccer Club**  
***Date/Time:*** April 12, 26, 2015  
10:00 a.m. - 8:00 p.m.  
*Requested Facility:* 322 Turf Field  
*Event:* Hershey Soccer Club Travel Team Tryouts

Fee: Turf Field Manager: \$35 per hour

**Group:** **Hershey Girls' Softball Association**

*Date/Time:* April 25, 2014  
May 2, 9, 16, 2015  
4:00 p.m. - 9:00 p.m.

*Requested Facility:* South Softball Field

*Event:* Recreational Games

Fee: None

**Group:** **Hershey Soccer Club**

*Date/Time:* May 23, 30, 2015  
June 27, 2015  
July 11, 2015  
2:30 p.m. - 8:30 p.m.

*Requested Facility:* 322 Turf Field or Football Turf Field, Locker Rooms

*Event:* Hershey Soccer Club Women's Premier Soccer League and  
National Premier Soccer League Home Games

Fees: One Turf Field: \$55 per hour  
Turf Field Manager: \$35 per hour  
Custodian: \$39.14 per hour or per HESPA Agreement Rate

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

*Date/Time:* August 8, 2015  
8:00 a.m. - Noon

*Requested Facility:* Hershey High School Track & Walking Paths on Campus

*Event:* Hershey Splash & Dash Community Fun Run

Fee: None (Township Event)

## 5. NEW BUSINESS

### 5.1 Approval of Issuance of General Obligation Bonds, Series of 2015

The Administration recommended the Board approve the resolution approving issuance of General Obligation Bonds, Series of 2015 in the amount of \$9,995,000. The purpose of the bonds will be to refinance a portion of the General Obligation Bonds, Series A of 2010.

**Minutes:** Following a motion by Mr. Shiflett and a second by Mr. Franklin the issuance of general obligation bonds, series 2015 was approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

## **MOTION CARRIED**

### **5.2 Approval of Resolution Not To Exceed Act I Index**

The Administration recommended the Board approve the resolution to limit the increase of real estate taxes for the 2015-2016 fiscal year to no more than 1.9%.

**Minutes:** Following a motion by Mrs. Abruzzo and a second by Mrs. Neal the resolution to not exceed Act I index was approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

## **MOTION CARRIED**

### **5.3 Approval of Derry Township Tax Association Appointment**

The Administration recommended Richard B. Shreve be appointed to the Derry Township Tax Association as an At-Large Member with a term expiring December 31, 2017.

**Minutes:** Following a motion by Mrs. Abruzzo and a second by Mr. Franklin the Derry Township Tax Association Appointment (Richard B. Shreve) was approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

## **MOTION CARRIED**

### **5.4 Approval of Tax Increment Financing Member Appointments (TIF)**

Tax Increment Financing Member Appointments were approved:

- Brian Shiflett
- Bruce Hancock
- Chris Barrett
- Mike Frentz

**Minutes:** Following a motion by Mr. Franklin and a second by Mrs. Abruzzo the Tax Increment Financing Member Appointments (TIF) were approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

## **MOTION CARRIED**



### 5.5 Approval of 2015-2016 School Calendar

The Administration recommended the approval of the 2015-2016 school calendar.

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Shiflett the Approval of the 2015 - 2016 School Calendar was approved.

#### *Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

#### **MOTION CARRIED**

### 5.6 Personnel - General

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

#### **Professional:**

**Diamantoni, Alexandra \*** (for Tiffany Lillenstein)

Reading Specialist

Elementary School

Long Term Substitute

Extension effective: 03/03/2015 through the end of the 2014-2015 school year

#### **Classified:**

**Reinbold, Candace (re-hire)**

Special Education Aide

High School

Level A: 5.75 hours per day

Salary: \$15.19 per hour

Effective: 01/27/2015

#### **Transfer of Classified Staff:**

**Beare, Toni \***

From: General Food Service Worker

Middle School

To: Substitute General Food Service Worker

District-wide

Salary: \$10.43 per hour

Effective: 01/07/2015 (retroactive)

2. The Administration recommended the approval of the following request in accordance with Section 6.10 of the HEA Collective Bargaining Agreement:

**Lillenstein, Tiffany \***

Reading Specialist

Elementary School

Extension of Unpaid Childrearing Leave

Effective: 03/03/2015 through the end of the 2014-2015 school year

3. The Administration recommended the approval of the Limited Service Contract additions/changes in accordance with Section 4.09 of the HEA Collective Bargaining Agreement:

**LSC Additions**

AP Test Administration Coordinator - HS (Group I)

Powerlifting Advisor - HS (Group D)

Student Production - MS (Group G)

Assistant Coaches - MS Wrestling (Group F)

**LSC Changes:**

Auditorium Manager - MS (Group I)

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

**Minutes:** Following a motion by Mrs. Neal and a second by Mr. Franklin the personnel general items were approved.

*Vote Results*

**Aye**            9    Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No**             0

**Abstain**       0

**Not Cast**     0

**MOTION CARRIED**

**5.7 Administrative Co-Chair Responsibilities Discussion**

**Minutes:** The Board of Directors and Mr. McFarland discussed the roles and responsibilities of the Administrative Co-Chairs.

**6. DELEGATES REPORTS**

**6.1 Dauphin County Technical School**

**Minutes:** Mr. Shiflett attached his report with regard to the Dauphin County Technical School.

**6.2 Capital Area Intermediate Unit**

**Minutes:** Mrs. Sheehan attached her report with regard to the Capital Area Intermediate Unit.

**6.3 Derry Township Tax Association**

**Minutes:** Mr. Shiflett attached his report with regard to the Derry Township Tax Association.

## **7. SPECIAL REPORTS**

### **7.1 Board Members' Report**

**Minutes:** The following members provided reports to the Board:

- Mr. Barrett - Board Goals
- Mrs. Eby - Elementary PTO Staff Appreciation Breakfast

### **7.2 Superintendent's Report**

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

- Recognition of community members
- Recognition of staff
- Recognition of students

### **7.3 Board President's Report**

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

- Recognition of administration with regard to communication of inclement weather
- Appointment of Delegate for Capital Intermediate Unit
- Upcoming Committee Meetings

## **8. RECOGNITION OF CITIZENS**

**Minutes:** The following citizens were recognized by the Board:

- Chris Coller - Dauphin County Technical School

## **9. ADJOURNMENT**

**Minutes:** Following a motion by Mr. Franklin and a second by Mrs. Abruzzo the meeting was adjourned at 9:02 p.m.

Respectfully submitted,

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

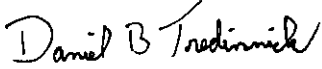
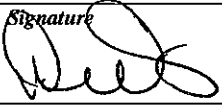
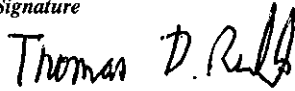
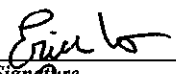
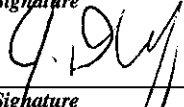

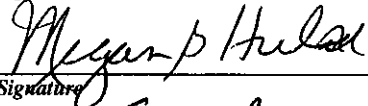
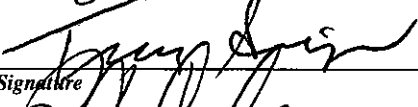
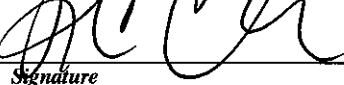

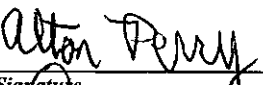

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Maryellen B. Sheehan  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
January 26, 2015

Please Sign In AND Print Your Name

Signature	Printed Name
	Dan Tredinnick
	Dee Stalneck
	Tom Richard
	Eric Valentin
	Jason Underjester
	Beth Ann Olmsted
	Megan G. Hulse
	Terry Singer
	CHRIS Celler
	Monica van Dobrech
	Alton Perry
	Donna M. Cronin



2015-2016

# Derry Township School District

Adopted:  
Revised:

## July 2015

# of Days: Elem-0 Sec-0 Staff-0						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August 2015

# of Days: Elem-1 Sec-1 Staff-4/7						
Su	M	T	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2015

# of Days: Elem-19 Sec-19 Staff-18						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October 2015

# of Days: Elem-21 Sec-21 Staff-22						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November 2015

# of Days: Elem-18 Sec-18 Staff-18						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December 2015

# of Days: Elem-16 Sec-17 Staff-17						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Weekend/Summer Recess
	Significant Date/Event
	Early Dismissal for Students
	No School, Students
	No School, Students & Staff
	2 hour late start
	State Testing Window

## August

18: New Staff Orientation  
19-20: New Teacher Induction  
24-26: In-Service  
31: First Student Day

## September

4,7: Labor Day Recess  
23: No School Staff & Students

## October

12: Columbus Day; Act 80  
In-Service  
13: 2-hour late start  
30: End of 1<sup>st</sup> Marking Period

## November

13: 6<sup>th</sup> Grade Conferences (No School for 6th Grade Students)  
20: End of 1st Trimester  
25: Early Dismissal for students  
26-30: Thanksgiving Recess

## December

3: Early Dismissal 1-5;  
Elementary Conferences  
4: Elementary Conferences (No School for K-5)  
2-16: Keystone Exams  
24 - 31: Winter Recess

## January

1: Winter Recess  
6-15: Keystone Exams  
15: End of 2<sup>nd</sup> Marking Period  
18: Teacher Work Day  
19: 2-hour late start

## February

15: President's Day  
16: 2-hour late start

## March

4: End of 2<sup>nd</sup> Trimester  
22: End of 3<sup>rd</sup> Marking Period;  
Early Dismissal 1-5;  
Elementary Conferences  
23: Act 80; K-5 Conferences;  
Grades 6-12 In-Service  
24: Act 80; In-Service  
25, 28: Spring Recess

## April

11-29: PSSA Exams  
29: Early Dismissal for students

## May

2-6: PSSA Exams  
16-27: Keystone Exams  
27: Early Dismissal for students  
30: Memorial Day

## June

7: Last day for students; End of 4th Marking Period; End of 3rd Trimester; Early dismissal for Students; Graduation

## January 2016

# of Days: Elem-19 Sec-10 Staff-20						
Su	M	T	W	Th	F	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2016

# of Days: Elem-20 Sec-20 Staff-20						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## March 2016

# of Days: Elem-19 Sec-19 Staff-21						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## April 2016

# of Days: Elem-21 Sec-21 Staff-21						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## May 2016

# of Days: Elem-21 Sec-21 Staff-21						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## June 2016

# of Days: Elem-5 Sec-5 Staff-5						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Makeup Days\*

Additional makeup days to begin June 8

\* Includes three (3) Act 80 days that can be applied as makeup days without adding additional student days

## Marking Period End Dates

### Quarter Marking Periods (Sec.)

First: October 30 (41 days)  
Second: January 15 (45 days)  
Third: March 22 (45 days)  
Fourth: June 7 (50 days)

### Trimester Periods End Dates (Elem)

First: November 20 (56 days)  
Second: March 4 (62 days)  
Third: June 7 (62 days)

## Student and Staff Days

Total Student Days – Elementary	180
Total Student Days - Secondary	181
Total Staff Days	190*
New Teachers	193*

\*Includes two unscheduled work days – one completed in the period July 1- August 15; the second requires 6 hours professional development by May 1



# DAUPHIN COUNTY TECHNICAL SCHOOL

Delegate Report  
January 2015



The Dauphin County Technical School Joint Operating Committee (JOC) met in Executive Session, Work Session and Regular Session on January 14, 2015. Julie Neal and Brian Shiflett attended all meetings.

On January 14, DCTS sold guaranteed school lease revenue bonds through the Pennsylvania State Public School Building Authority using Boenning & Scattergood as the underwriter. The net savings from the refunding of the 2007 Series of bonds is much higher than the \$1 million estimate the school's financial advisor, PFM, provided in the fall of 2014. The net savings to the whole of the member districts, net of PlanCon reimbursements, will be \$1,634,096. One reason the savings are greater is Moody's assigned the issue a Aa3 underlying rating, one notch higher than expected, based upon the stronger legal security for the pooled lease revenue bonds. Under the structure of the new bonds, the school districts' pledges are absolute, unconditional and paid directly to the trustee. Moody's also noted the strong long-term credit quality of the six member districts.

The JOC approved a resolution accepting the competitive bond sale; confirming approval of a first supplemental lease with the Dauphin County Technical School Authority and a first supplemental lease and sublease with the Pennsylvania State Public School Building Authority; and authorizing officers to execute the first supplemental leases and the sublease on behalf of the Joint Board.

The bottom line savings for DTSD: \$268,399 in net savings through June 30, 2017. See calculations below.

Here are some additional bond sale highlights: \$19,405,000 of 2015 Series of Bonds were sold with \$1,236,297 of original issue premium and \$271,259 of issuance costs, yielding \$20,370,038 in proceeds which is the amount required in escrow to refund the 2007 Series of Bonds. The yield of the issue is 2.580825%, and settlement is scheduled for February 18, 2015, which meets the 90-day requirement for the May 15, 2015, call date on the 2007 Series of Bonds. Because of the strong Moody's credit rating, no bond insurance was purchased. The 2015 Series of Bonds has a nine-year call date (March 15, 2024).

Debt Service Savings Calculation for DTSD, net of PlanCon reimbursements (The first number is the DTSD local effort for the 2007 Series, and the second number is the DTSD local effort for the 2015 series)

2014-15: \$49,595.20 - 6,052.04 = \$43,543.16

2015-16: \$205,306.15 - 80,693.83 = \$124,612.32

2016-17: \$205,354.69 - 105,110.80 = \$100,243.89

Total debt service savings through June 30, 2017 = \$268,399.37

For the remaining years through March 15, 2031, the 2015 Series debt service schedule is essentially the same as the 2007 Series.

**Gross Debt Service Comparison for DTSD (before PlanCon reimbursement)**

	Principal	Interest	Gross Debt Service through 3/15/2031
2007 Series	\$3,328,494	\$1,325,446.59	\$4,653,940.59
2015 Series	\$3,236,754	\$1,035,908.95	\$4,272,662.95
		Gross Debt Service Savings	\$381,277.64

In addition to the 2014-15 debt service savings from the bond refunding activity, DTSD will receive an estimated \$84,000 in debt service refunds at the end of the school year resulting from tuition district debt service payments.

Neither the \$43,543 of savings from bond refunding, nor the \$84,000 expected debt service refund, is factored into our current year budget.

The JOC has a proposal on the table to allocate the entire 2014-15 year-end general fund surplus to the Capital Reserve Fund. That proposal will be taken up for adoption at the February 11 JOC meeting. Central Dauphin School District expressed opposition to the plan. In past years, only a portion of the surplus was transferred into the Capital Reserve Fund, capping the fund balance at \$200,000. Assuming the Joint Board resolution to lift the \$200,000 cap is approved, the school estimates the year-end surplus at \$1,000,000.

In other business, the JOC conducted first reads of revised Policy 107 – Adoption of Planned Instruction, Policy 109 – Resource Materials, Policy 110 – Instructional Supplies, and Policy 123 – Interscholastic Athletics. The JOC conducted second readings and approved revised Policy 106 – Course Guides, and Policy 108 – Adoption of Text Books.

The JOC authorized the Administration to contract with Singer Equipment Company to replace the cooler/refrigerator combination unit with a stand-alone cooler and a stand-alone freezer for \$60,185.03.

The JOC approved a data cable upgrade bid in the amount of \$40,578.16, contingent on 2015-16 E-Rate funding, to Pennsylvania Networks, Inc. The JOC rejected all bids for the wireless expansion project. The administration intends to rework the proposal to acquire the equipment through available purchasing vehicles and install the equipment with in-house resources.

The next JOC meeting will be held Wednesday, February 11, 2015, 7:00 p.m.

Respectfully submitted,

Brian Shiflett





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# CAIU BOARD HIGHLIGHTS

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

## Reports/Updates

- As January is School Board Recognition Month, the CAIU would like to take this opportunity to thank our nineteen Board Members for devoting their time to support education and serve the local schools and community.
- The Board announced the following retiree: Jean Mulligan, Vision Itinerant Teacher, retirement after almost 29 years of service.
- Theresa Kinsinger, Director of HR and Communications, indicated that the HR staff continues to work through the requirements for clearances and employment background checks for existing and new staff. She is working to secure updated clearances for staff per Act 168 requirements.
- Alicia McDonald, Director of Student Services, shared information about the transition to the Capital Area Peak Potential Program (CAPP). The CAIU now provides educational services for students who are at Hershey Medical Center for kidney dialysis.
- David Martin, Director of Technology Services, shared that his team continues to work on a Disaster Recovery Plan. A meeting was held recently with districts to begin development of policies and systems to address disaster recovery. Also, the collaborative statewide Technology Advisory Council meeting was held. Technology staff across the Commonwealth come together virtually to discuss pertinent issues and policies about technology. The Regional Computer Fair is scheduled for March 25<sup>th</sup> at the CAIU. Breakout sessions for the students are being planned.
- Brian Griffith, Director of Curriculum Services, shared that CAOLA surpassed another milestone with 3,000 students enrolled in online courses. About half of those students are full-time online students. A group of teachers and administrators from Big Spring, CAIU, East Pennsboro, Susquehanna Township, and Susquenita visited various schools in the Philadelphia and New Jersey areas to observe different hybrid learning models. Also, WITF recently recorded a community forum on drug use. The TV show will air on February 19 at 8:30 p.m. and again on February 21 at 2:00 p.m. This show is another resource for the work around Real Life Real Issues: Drugs and Young People.
- Daren Moran, Business Manager, provided an update on the Special Audit reviewing the contracts between CAIU and PDE. On today's agenda, the 2015-16 General Operating budget is available for second reading and approval. The budget documents will be sent to the local districts for review and a vote by their boards.
- Rennie Gibson, Board Secretary, distributed a Statement of Financial Interest form to each Board Member and asked that the forms be completed and returned to her. This document is required to be completed on an annual basis. Also, she shared information regarding the upcoming annual CAIU Board of Directors' election, which will take place by mail ballot this spring. Board members representing Carlisle, Central Dauphin, Cumberland Valley, Derry Township, Greenwood, Millersburg, Newport and Steelton-Highspire school districts will be included in this year's election.
- Dr. Rhonda Brunner, Assistant Executive Director, shared that there are several new policies on the agenda related to new Child Protective Services regulations. The CAIU Core Safety Team is working to update the Emergency Operations Plan and is planning Tabletop safety exercises. She has visited thirteen school sites (non-public, preschool, and Hill Top



Academy) and has scheduled fourteen more as part of her goal of visiting staff in their teaching environments.

- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Early Intervention Validation Report that was also available for the Board members' review. The annual CAIU All Staff Day was held on January 19. A variety of activities was planned for the morning with Chris Heeter as the keynote speaker. In the afternoon, staff had the opportunity to participate in workshop sessions or service projects. Also, the Hill Top Academy food service had their Administrative Review on Wednesday, January 21. The preliminary report indicated that there were no corrective actions. She also shared a mid-year update on the 2014-15 CAIU Organizational Goals. The document was available for the Board members' review.

**Executive Session** –The Board met in Executive Session to review the details of a compensation plan and a legal issue.

### **Approved Action Items**

- Minutes from the December 18, 2014 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$2,998,180.54 in receipts and \$5,761,249.52 in expenditures for December 2014
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$27,674,500.58 and expenses of \$27,658,208.09
- Budget Administration
  - Proposed 2015-16 Original Budget – General Operating (2<sup>nd</sup> Reading) in the amount of \$5,667,285
- Other Fiscal Matters – No other Fiscal Matters
- Policies & Programs
  - Second Reading, Revised Policy #620 – Fund Balances
  - Second Reading, Existing Position, Revised Description – Business Manager
  - First Reading, Revised Policy #307 – Student Teacher/Interns
  - First Reading, Revised Policy #309 – Assignment and Transfer
  - First Reading, Revised Policy #317 – Conduct/Disciplinary Procedures
  - First Reading, New Policy #317.1 – Educator Misconduct
  - First Reading, Revised Policy #333 – Professional Development
  - First Reading, Revised Policy #806 – Child Abuse
  - First Reading, Revised Policy #818 – Contracted Services
  - First Reading, Existing Position, Revised Description – Director, Organizational Services
  - First Reading, Existing Position, New Description – Inclusion Consultant
- Personnel Items – see attached report

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

- See attached written report.

### **President's Report**

- Mrs. Rice thanked the Board members for their attendance. She appreciates their effort to get to the meeting this morning with the weather.

### **Board Members Sharing of Information**

- Dr. Fred Baldwin, Carlisle Area School District, shared his concerns about the cost and the requirements for clearances especially for volunteers. He is afraid that the new requirements will discourage volunteers to participate in our schools. He is also interested in hearing any feedback from Board Members who have used both Board Docs and AgendaManager.
- Nancy Otstot, East Pennsboro Area School District, asked how many districts has a designated Board Secretary employed at the district.

## Information Items

- See AgendaManager at [www.caiu.org](http://www.caiu.org) for additional miscellaneous correspondence

**NEXT MEETING:** Thursday, February 26, 2015, 8:00 a.m., Board Room, CAIU Enola

**DATE SAVER:** Immediately following the February Board Meeting, an overview of the Regional Blended Learning Grant will be provided.

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

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**A. RESIGNATIONS:**

**AMY KWIATKOWSKI**, mental health treatment specialist, CAPP effective January 6, 2015.  
Reason: Personal.

**ARIAN MONASMITH**, online learning administrator, CAOLA effective January 9, 2015.  
Reason: Personal.

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

**MARY TROAIN-GERMANN**, accounting clerk, Business effective January 19, 2015. Range 3 base salary of \$34,417.50 for 12 months of service will be prorated for a total of 117 days through June 30, 2015. This is a replacement position funded through the General Operating Budget.

**JACK RENTZEL**, application developer II, Technology Services effective January 19, 2015. Base salary of \$68,439 for 12 months of service will be prorated for a total of 117 days. This is a replacement position funded through the Application Development Budget.

**C. CHANGES OF STATUS:**

**BRYAN GUERRISI**, from program assistant to online support administrator, Curriculum Services, CAOLA effective January 12, 2015. New salary of \$44,000 for 12 months of service will be prorated for the remaining 122 days of the 2014/2015 school year. This is a replacement position funded through the CAOLA Budget.

**JILLE JOHNSTON**, from teacher, Diagnostic to teacher, Emotional Support effective January 5, 2015. This position is funded through the Diagnostic Budget.

**LYNETTE LEE**, from part-time, long-term substitute to permanent, part-time educational paraprofessional, Early Intervention effective January 5, 2015. This position is funded through the MAWA Budget.

**SARAH MAZZULLA**, from teacher, Emotional Support to teacher, Diagnostic effective January 5, 2015. This position is funded through the Emotional Support Budget.

**DEBRA ZERVANOS**, change of status from mental health worker, CAPP to full-time EPP/PCA, Emotional Support effective January 5, 2015. New base salary of HS+30, Step 11, \$25,491 for 189 days of service will be prorated for a total of 103 days through the end of the 2014/2015 school year. This is a voluntary demotion funded through the Emotional Support Budget.

**D. CHANGES OF SALARY:**

**AMY COOK**, part-time occupational therapist, OT/PT, increase days from 95 to 107 for the 2014/2015 school year effective December 1, 2014. Base salary of Masters, Step 11, \$59,603 for 189 days of service will be prorated for a total of 107 days. Reported as 102 days on the December Board Addendum.

**SHANNON GERHARDS**, part-time speech therapist, Early Intervention, ASHA stipend of \$2,500 will be prorated for a total of 119 days for the 2014/2015 school year.

**TANYA HALLER**, art teacher/floater, Student Services, change of salary for completion of master's degree effective December 15, 2014. New base salary of Masters, Step 8, \$54,088 for 189 days of service will be prorated for a total of 110 days.

**JOANNE RUCHINSKI**, service coordinator, Early Intervention, change of salary for completion of Masters +15 credits effective December 15, 2014. New base salary of Masters +15, Step 13, \$65,298 for 189 days of service will be prorated for a total of 102 days.

**MICHELLE SHOLDER**, teacher, Multiple Disability Support, change of salary for completion of Masters +30 credits effective December 22, 2014. New base salary of Masters +30, Step 10, \$60,423 for 189 days of service will be prorated for a total of 105 days.

**LISA SMILEY**, part-time educational consultant, Student Services, change of salary due to an increase in number of contracted days from 80 to 108 effective December 18, 2014. Base salary of Masters, Step 9, \$55,795 for 189 days of service will be prorated for a total of 108 days.

**E. ISSUANCE OF TENURE:**

Upon recommendation of the Executive Director, the following temporary professional employee to be elevated to the status of professional and shall be issued a professional contract, effective January 22, 2015:

**WENDY RIDWAY**, Inclusion Consultant, Early Intervention



## Executive Director's Report January 22, 2015

### NEWS

#### Student Services

##### **Preschool/Early Intervention**

- The Verification Improvement plan was closed out in December. A copy of the Validation Report and Improvement Plan is attached to the Board agenda for your review.
- We welcome Trina Strohm as a new teacher to the Delbrook Preschool Center.
- Two autism classroom programs held open houses in December for families with successful turn-out (Foosse and Fishing Creek).
- The preschool December 1 Child Count was 989 active children.
- "Roots and Branches" is made up of a community of learners in the Preschool Program. The group meets throughout the year to learn more about local refugee communities, migrant labor and immigration, their own relationship to immigration from their family of origin, and how these conditions affect students and families. The group is in the process of planning training on cultural diversity which will take place on May 27<sup>th</sup>. Please check out the Roots and Branches art piece hanging outside the Friendship and Juniata Rooms made by the Preschool Staff. The branches bear many fruits and flowers when our roots are woven strong with diversity and understanding.
- We received an email from a parent in the community that we are partnering with via the inclusion performance and positive behavior support grants: *"Happy New Year! I'm inquiring to see if there has been a date scheduled for the next training. The response from the previous session was incredible and we have people asking when the next one will be. Just yesterday I had to pull out the "10 words or less" card on my 17yr old daughter. Thank you again for allowing us to participate. The skills and parental advice given has been such a great blessing. Thank you in advance for your assistance."*

##### **Hill Top Academy**

- We continue to receive and accept new student referrals; several classes are currently approaching maximum size.
- We welcomed Sarah Mazzulla as a new teacher into the Diagnostic classroom and we made several staff changes, as well.
- Staff is being trained on the administration of the Classroom Diagnostic Tools to be used as benchmarks and as a diagnostic tool to assess incoming students.
- Professional development planning is on our mind as we move through January. Input from our staff is being gathered to prepare for 2015-16. We are planning to train staff on the Engage NY English/Language Arts curriculum for 2015-16.
- The Capital Area Partial Program license was mailed back to the Office of Mental Health and Substance Abuse Services on Monday December 29<sup>th</sup> and operations of the partial program officially ended at midnight, January 1<sup>st</sup>, 2015.
  - All former clients of the partial program were assisted in arranging for outside psychiatric services and, when needed, outside mental health services.
  - Students returned to the Capital Area Peak Potential program on January 5<sup>th</sup> for what appeared to be a smooth transition.
  - The Peak Potential program is off to a good start with several referrals and new placements.
  - Staff members of the Peak Potential program attended meetings to discuss the new program, review roles and responsibilities, reinforce new concepts, understand the education system and IEP process, and address questions. Planning includes continuing to meet with staff and closely monitor the new program, as well as



providing ongoing training to ensure professional growth and development within the context of an intensive therapeutic emotional support program.

- Discussions are well underway to establish psychiatric consultation services for the new program and it is hoped that these services can be in place within the next few months.

### **Pupil Services/Hospital/Diakon/ELECT-EFI/Homeless**

- We are operating a new educational program for the hospital partial program for day Dialysis patients. The services are provided to these students and districts utilizing current staff at Hershey Medical Center.
- Ongoing collaboration with Diakon has given way to a joint presentation at a national conference.
- Trish Lacey started as our new Homeless Coordinator for Dauphin County. Meetings are scheduled with the new Regional Coordinator in preparation for the April audit.
- On December 23rd, a representative from Mazzetti and Sullivan presented to the staff on Current Trends in Street Drugs and Signs and Symptoms of Drug Use.
- We have also welcomed a new Occupational Therapist (OT), Jocelyn Colyer, to our staff.

### **Blended Learning School Visits**



Teachers and administrators from Big Spring SD, CAIU, East Pennsboro Area SD, Suquenita SD and Susquehanna Township SD recently visited schools in the Philadelphia and Elizabeth, NJ areas. The team met with central office administrators and observed classes where blended/personalized learning is being implemented.

### **Technology Services**

#### **Content Keeper Training**

To be proactive and to meet the needs of the districts, the Internet Consortium switched to a new Internet content filter for the 2015-16 school year called Content Keeper. Since we implemented Content Keeper's Content Filtering solution for all of our school districts in September 2014, we have offered this training to the school districts on two separate occasions. Both trainings were well represented by our school districts and the training was well received. Now that we are well into the first year of implementation, we worked with Content Keeper to provide additional training at no cost. On January 14, Content Keeper provided training to representatives from 13 school districts with 20 participants. This training included the following topics:

1. Administrator Training
2. Report Training
3. An introduction to Content Keeper's upcoming release of new functionality and reporting capabilities
4. A demonstration of Content Keeper's mobility solution

In addition to the training, we concluded by having a discussion about mobility solutions and managing devices when they are not on the school campus.

#### **Collaborative Technology Advisory Council (TAC) Meeting – Technology Law and Policy**

The statewide group of Intermediate Unit Technology Directors conducts several statewide collaborative technology coordinator discussions each year. Collaborative TAC meetings are focused around specific topics. We hold video conference with other IUs and their districts to create a very collaborative virtual learning environment. The past two sessions were on Disaster Recovery



solutions from Microsoft and VMWare. On Thursday, January 15th, Mark Walz, attorney for Sweet, Stevens, Katz, and Williams joined us to share his expertise in the area of technology law and policy. We focused on the most dynamic and critical technology policies through the lens of current case law, trends and patterns. The specific policies we discussed were related to Social Media, Acceptable Use, Electronic Devices, Records Retention and Destruction, and Data Breach Notification. After the virtual session ended, the districts at the CAIU discussed having specific follow up sessions on data breach policy and procedures.

## NOTIFICATION OF ACTIVITIES

- The Annual **CAIU All Staff Day** will be held on Monday, January 19, 2015, at the Best Western Premier Hotel & Conference Center. A variety of activities is planned for the morning session with Chris Heeter as the keynote speaker. In the afternoon, staff will participate in a variety of breakout sessions or service projects.
- Attended the monthly PAIU Executive Directors' meeting
- Participated in the Chief Recovery Officer's committee meeting with the Harrisburg School District
- Met with President and Vice President of CAEA for our quarterly meeting
- Attended PASA Women's Caucus Executive Board Meeting
- Met with Superintendents' Conference Committee to plan the Spring Leadership Conference
- Met with Bob Greene from Eidex Data Systems for a demonstration of the data tool and explore applicability of the tool for our districts. Several of our districts have begun to use this tool as a resource for comparative school data
- Met with Dr. Robert Jarvis from the Graduate School of Education at the University of Pennsylvania to review the work the consortium of school districts has done around excellence and equity
- Participated in the onsite Administrative Review of the CAIU Breakfast and Lunch program

## Upcoming CAIU Events

**STEM Competition** – February 20, 2015 - The CAIU will host the Governor's JOBS1st STEM competition. This event is a unique competition for students in grades 9-12 that provides an opportunity to explore careers utilizing Science, Technology, Engineering and Math (STEM). Teams from several of our high schools will compete in this regional event. Final competition will be held on May 29 at Thaddeus Stevens College of Technology.

**CAIU CanvasCon 2015** – March 4, 2015 – This will be a day for teams from any district to join us to learn more about Canvas. We begin by discussing how Canvas supports a Blended Learning environment. Staff from districts will present about how they are using Canvas, what they like about it, etc. Canvas representatives will also present new features and answer questions.

**CAIU Regional Computer Fair** – Registration is now open for the 2015 Regional Computer Fair at the Capital Area Intermediate Unit. The event will be held on Wednesday, March 25, 2015 and will showcase both Middle and High School student products/projects created using technology. The Computer Fair is an annual event where students from our districts submit projects in the area of: Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design. While judging of the projects is being completed, students have the opportunity to attend technology sessions in a variety of topics. It is a great opportunity for students to demonstrate their technology skills in front of their peers, educators, and professionals from the private sector. The winners of the CAIU Regional Computer Fair will advance to the statewide competition on May 19<sup>th</sup> and 20<sup>th</sup> at Dickinson College in Carlisle and compete against students from across Pennsylvania. Please visit the site for details: <http://www.caiu.org/services/technology/computer-fair.aspx>

## Upcoming Events

### **PETE&C**

The Pennsylvania Educational Technology Expo and Conference (PETE&C) is a statewide event held on February 8-11 at the Hershey Lodge & Convention Center. This conference is an annual conference and has sessions on best practices regarding instructional technology as well as supporting educational technology from a technical aspect. The latest technology products and services that are showcased are appropriate for administrators, technology directors, school board members, and teachers. The CAIU technology staff not only attends this conference, but provides the technology support for the conference. The CAIU is also providing a 2 day pass for each district that we serve.

### **PA Assoc. Of School Personnel Administrators (PASPA) Conference**

The annual PASPA Conference will be held on February 25-27, 2015 at the Sheraton Harrisburg-Hershey Hotel. PASPA, a state organization for school personnel practitioners, is a unified voice on personnel issues and guarantees to help each member maximize competencies through professional development activities and statewide resource networks.

## Township of Derry Tax Collection Association - Delegate Report

The Township of Derry Tax Collection Association met January 22, 2015, at 6:00 p.m., in the Association office conference room at 610 Clearwater Road. A quorum was present, and Brian Shiflett, Andrea Abruzzo, and Mike Frentz represented the Derry Township School District.

The members elected officers for 2015. Matt Weir will serve as President, Brian Shiflett as Vice President, Wendy Melhorn as Secretary and Richard Polignone as Treasurer.

The members approved the November 13, 2014, meeting minutes and the November and December 2014 Financial Reports. The Association's 2014 annual expenditures were less than budget for all major categories, except for Computer Maintenance & Software, reflecting 2014 charges for upgrading the Association's tax software and computers.

The members approved the audit report for 2013, prepared by Waggoner, Frutiger & Daub CPA's.

Mike Frentz presented a proposal for conducting a census, including door-to-door follow-up services. The members discussed the pros and cons of conducting a formal census, as well as the resources and direct costs required for a census mailing. Mr. Frentz's past experience indicates that a periodic census, including door-to-door visits, can produce incremental tax revenues that exceed the costs of the census. Mr. Frentz will continue to research options for a census and bring additional information to the members at future meetings.

The next meeting is scheduled February 26, 2015, at 6:00 p.m.

Respectfully submitted,

Brian Shiflett  
Andrea Abruzzo