

Derry Township School District Board of Directors Meeting March 23, 2015 Summary Minutes - XVII

Roll Call

Members in attendance: Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Maryellen Sheehan, Brian Shiflett

Non-Voting Members in attendance: Joseph McFarland

Members not in attendance: Chris Barrett, Hank Donahue, Bruce Hancock

Staff/Public in attendance: Jason Reifsnyder, Stacy Winslow, Mike Frentz, Dan Tredinnick, Jon Sheppard, Michelle Sheppard, Holly Parrey, Lisa Lorcous-Peterson, Jackie Castleman, Ray Faidley, Alton Perry, Carin Kaug, Scott Schuyler

Media in Attendance: Myla Merkel – *The Sun*, Monica Von Dobeneck – *PennLive*

1. OPENING ITEMS

1.1 Call to Order

Minutes: The March 23, 2015 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 6:59 p.m.

1.2 Roll Call

1.3 Flag Salute

1.4 Approval of Board of Directors Agenda

Minutes: Following a motion by Mrs. Neal 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. Winslow recognized the March Hershey High School Students' of the Month.

2.2 Presentation - Music in Our Schools

Minutes: Michelle Kisner provided the Board with an overview of the Music in Our School program.

2.3 Presentation - Middle School Art in the Boardroom

Minutes: Miss Harley provided the Board with an overview of the Middle School Art program.

2.4 Announcement of Executive Session

Minutes: The Board met in Executive Session prior to this meeting to discuss matters of personnel and purchase or lease of real estate.

2.5 Recognition of Citizens (Agenda Items)

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

2.6 Standing Committee Meeting Reports

Minutes:

- Mr. Shiflett provided the following updates with regard to the Policy Standing Committee Meeting:
 - Appointment of Chair
 - Employee Policies
 - Special Education Policies
 - Board Operating Guideline
- Mr. Shiflett provided the following updates with regard to the Finance Standing Committee Meeting:
 - Budget Update
 - Solicitor Services at Board Meetings

2.7 Student Representatives' Report

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

- Recent 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

The Anticipated Agenda Items for the April 13, 2015 Public Board of Directors Meeting are listed:

1. Presentation - 3D Printer (Mr. Seip)
2. Approval of March 23, 2015 Board of Directors Summary Minutes
3. Approval of Keynote Speaker - August 25, 2015
4. Resolution: Pension Reform
5. Requests for the Use of Facilities

- 6. Personnel
- 7. Staff Development

Minutes: The anticipated agenda items for the April 13, 2015 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

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

4.1 Approval of March 9, 2015 - Summary Board of Directors Meeting Minutes - XVI

4.2 Approval of February 2015 Finance Report

1. The Treasurer's Report for the month ending February 28, 2015 was summarized as follows:

General Fund Revenue	\$1,337,861
General Fund Expenditures	4,227,913
Balance of Cash Plus Investments (Includes Capital Reserve)	29,127,995

The listed schedule of investment transactions for the period beginning

2. February 1, 2015 through February 28, 2015 had total interest earnings of \$6,551 comprised of the following:

Money Market	6,012
Capital Reserve	539

The average interest rate for February 2015 was .30%

3. The February 2015 expenditures for the paid bills for all funds totaled \$1,793,295 excluding net payroll, retirement contributions, and debt service.

4. The March 2015 expenditures for the unpaid bills for all funds totaled \$952,502.

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

Operating Expenses	\$1,000,000
Utilities	105,680
Net Payroll (2 pays)	1,337,000
Employer Provided Insurance	426,770
Payroll Deductions	669,000
Employer Payroll Taxes (FICA/RET)	1,548,750
Debt Service	0
Total Estimated Expenditures	\$5,087,200

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 March 2015 budget transfers.

4.4 Requests for Payment - Construction Projects

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

Hershey High School Roof Project

- | | |
|------------------------------------|-----------|
| 1. Professional Roof Services, LLC | \$800.00 |
| Invoice No. 5347 | |
| 2. Skylight Doctors | 16,232.00 |
| Invoice No. 3347 | |

4.5 Approval of Overnight Field Trip/Excursion - Hershey Memory Team

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

<i>Group:</i>	Hershey Memory Team
<i>Number of Participating Students:</i>	8
<i>Grade Level:</i>	10-12
<i>Destination:</i>	USA National Memory Championship
<i>Purpose:</i>	Participation
<i>Depart:</i>	March 28, 2015
<i>Return:</i>	March 29, 2015
<i>Trip Leader:</i>	Colette Silvestri

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

4.6 Approval of Hershey Public Library Student Survey

The Administration recommended the approval for distribution of the Hershey Public Library Teen Community Survey to all students in grades 6-12 via their student email accounts. Participation is voluntary and all survey responses will remain anonymous.

4.7 Approval of Thirty-Day Review of Board Operating Guideline

The Administration recommended the approval of a thirty-day review of the following Board Operating Guideline for the Derry Township School District which will be on public display for thirty days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- 007-BOG-1 - Board Member Training

4.8 Approval of Thirty-Day Review of Policies

The Administration recommended the approval of a Thirty-Day Review of the following policies of the Derry Township School District Policy Manual:

- 113.2 Positive Behavior Supports
- 113.3 Screening and Evaluations for Students With Disabilities
- 301 Creating A Position
- 302 Employment of Superintendent
- 304 Employment of District Staff
- 305 Employment of Substitutes
- 306 Employment of Summer School Staff
- 307 Student Teachers/Interns
- 308 Employment Contract/Board Resolution
- 309 Assignment and Transfer
- 310 Abolishing a Position
- 311 Suspensions and Furloughs
- 312 Evaluation of Superintendent
- 313 Evaluation of Employees
- 316 Nontenured Staff Employees
- 323 Tobacco Use Employees
- 324 Personnel Files
- 325 Dress and Grooming
- 326 Complaint Process
- 328 Salary Determination
- 329 Substitute Compensation
- 330 Overtime
- 331 Job Related Expenses
- 332 Working Periods
- 333 Professional Development
- 334 Sick Leave
- 335 Family and Medical Needs
- 336 Personal Necessity Leave
- 336.1 Military Leave
- 337 Vacation
- 338 Restoration of Health
- 338.1 Compensated Professional Leave
- 339 Uncompensated Leave
- 340 Responsibility for Student Welfare
- 341 Benefits for Part-Time Personnel
- 342 Jury Duty
- 343 Paid Holidays
- 348 Discriminatory Harassment
- 351 Drug and Substance Abuse

The policies will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

4.9 Approval of Thirty-Day Review to Revoke Policies

The Administration recommended the approval of Thirty-Day Review to revoke the following policies of the Derry Township School District Policy Manual:

- 300 Series Policies (Administrative Employees)
- 400 Series Policies (Professional Employees)
- 500 Series Policies (Classified Employees)

The policies will be on display in the following locations: Hershey Public Library and the District Office. In addition, they can be accessed on the school's website by going to Board of School Directors, and then Policy.

4.10 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: March 26, 2015
8:15 a.m. - 10:00 a.m.
Requested Facility: Middle School Auditorium *or* Orchestra Room
Event: Rehearsal of 80 Middle School String Orchestra Students
Fee: None

Group: Pennsylvania State Police
Date/Time: April 24, 2015
3:00 p.m. - 11:00 p.m.
April 25, 2015
6:00 a.m. - 5:00 p.m.
Requested Facility: Middle School LGI, Bathrooms, Parking Lot
Event: Annual State Police Benefit Bicycle Ride
Fee: Custodian: \$39.14 per hour
LGI Rental: \$35 per hour (Approximate \$665)
Requesting Waiver of Facility

5. NEW BUSINESS

5.1 Approval of Floor Scrubber Lease

The Administration recommended the Board approve the 39 month lease with Bortek Industries, Inc. for a floor scrubber at a cost of \$426 per month, effective March 24, 2015.

Minutes: Following a motion by Mr. Shiflett and a second by Mrs. Abruzzo the floor scrubber lease was approved.

Vote Results

AYE 6 Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Chris Barrett, Hank Donahue, Bruce Hancock

MOTION CARRIED

5.2 Athletic Trainer Services

The Administration recommended the Board approve the three-year agreement with Select Physical Therapy to provide athletic trainer services at the high school and middle school for the period of July 1, 2015 to June 30, 2018 in the amount of \$35,000 per fiscal year.

Minutes: Following a motion by Mr. Franklin and a second by Mr. Shiflett the athletic training services agreement was approved. Mrs. Sheehan abstained due to her husband being on the payroll of Hershey Medical Center.

Vote Results

AYE	5	Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Brian Shiflett
No	0	
Abstain	1	Maryellen Sheehan
Not Cast	3	Chris Barrett, Hank Donahue, Bruce Hancock

MOTION CARRIED

5.3 SchoolWires Amended Agreement

The Administration recommended the Board approve the amendment to the current contract with School Wires to include licensing and training for the mobile app in the amount of \$1,935.

Minutes: Following a motion by Mr. Franklin and a second by Mr. Shiflett the School Wires Amended Agreement was approved.

Vote Results

AYE	6	Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Maryellen Sheehan, Brian Shiflett
No	0	
Abstain	0	
Not Cast	3	Chris Barrett, Hank Donahue, Bruce Hancock

MOTION CARRIED

5.4 SchoolWires 3-Year Agreement

The Administration recommended the Board approve a three-year agreement with School Wires effective July 1, 2015 at an annual cost of \$12,639.96 for licensed software and web hosting services.

Minutes: Following a motion by Mr. Franklin and a second by Mr. Shiflett the School Wires three-year agreement was approved.

Vote Results

AYE	6	Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Maryellen Sheehan, Brian Shiflett
No	0	
Abstain	0	
Not Cast	3	Chris Barrett, Hank Donahue, Bruce Hancock

MOTION CARRIED

5.5 Personnel - Resignations

The Administration recommended the approval of the following resignations:

Classified:

Wetzel, Kimberly

General Food Service Worker

High School

Reason: Personal

Effective: 02/24/2015 (retroactive)

Limited Service Contract:

Belles, Diane

Boys' Varsity Tennis Coach

High School

Reason: Personal

Effective: 03/16/2015 (retroactive)

Minutes: Following a motion by Mr. Franklin and a second by Mrs. Eby the personnel - resignation items were approved.

5.6 Personnel - General

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

Classified:

Moser, Douglas

Substitute Bus Driver

District-wide

Salary: \$16.36 per hour

Effective: 03/24/2015

2. The Administration recommended the approval of the following requests in accordance with Section 6.09 of the HEA Collective Bargaining Agreement:

LSC Additions

Assistant Coaches - MS Girls Volleyball (Group G)

3. **Limited Service Contracts:**

Till, Linda

Assistant Varsity Boys' Tennis Coach

High School

Level G, Step 14

Salary: \$2,844

Effective: 03/24/2015

Zitko, John *

Assistant Girls' Volleyball Coach

Middle School

Group G, Step 15

Salary: \$2,950
Effective: 03/24/2015

4. The Administration recommended the approval of the following request in accordance with District Policy 539:

Fazenbaker, Stacy

General Food Service Worker

Middle School

Uncompensated Leave

Effective: 04/14/2015 through the end of the 2014-2015 school year

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

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

Vote Results

AYE 6 Andrea Abruzzo, Heidi Eby, Jayanth Franklin, Julie Neal, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Chris Barrett, Hank Donahue, Bruce Hancock

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 Dauphin County Tax Collection Association

Minutes: Mr. Eby attached her report for the Hershey Trojan Foundation.

7. SPECIAL REPORTS

7.1 Board Members' Report

Minutes: The following members provided reports to the Board:

- Mrs. Neal - Recognition of staff and students, PSBA legislative platforms
- Mrs. Eby - Taste of Hershey
- Mr. Shiflett - PSBA Spring Legal Round Up, Middle School Building Advisory Team

7.2 Superintendent's Report

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

- Governor's proposed education budget
- Capital Area Science and Engineering Fair

- Regional Science Olympiad

7.3 Board President's Report

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

- Upcoming Committee Meetings
- CAIU delegate

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 Mrs. Neal the meeting was adjourned at 7:53 p.m.

Respectfully submitted,

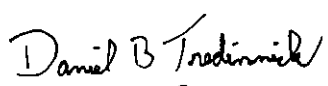
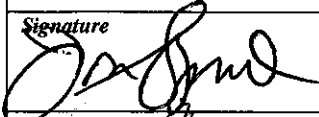

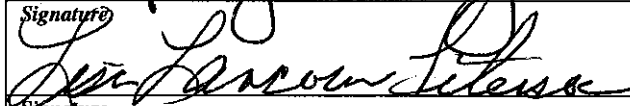
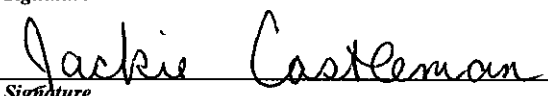
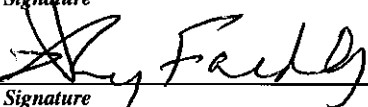
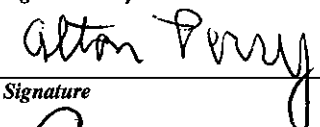
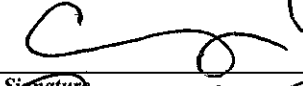
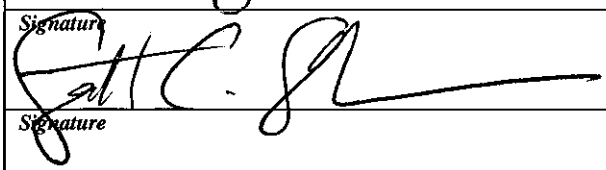
Michael Frentz
Secretary to the Board
Approved at the April 13, 2015 meeting

Maryellen B. Sheehan
President of the Board of Directors

JWR

Derry Township School District
School Board Meeting
March 23 , 2015

Please Sign In AND Print Your Name

Signature	Printed Name
	Dan Tredinnick
Signature	Printed Name
	Jon/Michelle Sheppard
Signature	Printed Name
	
Signature	Printed Name
	Lissa Lancour-Peterson
Signature	Printed Name
	Jackie Castleman
Signature	Printed Name
	Ray Fazioley
Signature	Printed Name
	Alton Perry
Signature	Printed Name
	Carin Kaag
Signature	Printed Name
	SCOTT C. SCHUYLER
Signature	Printed Name
Signature	Printed Name
Signature	Printed Name
Signature	Printed Name



The Dauphin County Technical School Joint Operating Committee (JOC) met in Executive Session, Work Session and Regular Session on March 18, 2015. Julie Neal and Brian Shiflett attended all meetings. In addition, Brian Shiflett participated in the Planning for the Future committee meeting held prior to the other meetings.

Leading off the JOC work session, Business Manager Maria Zaharick presented the third draft of the 2015-16 budget. The budget projects an increase of 4.86% over the current budget, which is 0.1% lower than the previous draft. Member district costs rise 1.2%; however DTSD's decreases 2.3%. The administration also recommends a \$500 increase in the tuition rate, which has been frozen for the past five years.

Ralph Miller, DCTS facilities manager, and Dennis Rumsey, Trane Account Manager, presented a proposal for conducting a building-wide electrical engineering study. The purposes of the study are to update the building electrical plans and determine adequacy of electrical infrastructure. The study would cost \$4,000 and be performed by Barton Associates. The study is a prerequisite for the redesign of the Auditorium HVAC system, which is currently serviced by air handlers supplied by the building's chiller and boiler systems. The proposed system is a pair of 30-ton roof-top units, which can be operated independently of the building's core heating and cooling systems. The JOC is expecting quotes for the Auditorium HVAC system in April. The JOC authorized the electrical engineering study in the amount of \$4,000.

Dr. Grimm presented the 2013-2014 School Performance Report, highlighting CTE and Academic performance measures, student placement statistics, non-traditional student participation metrics, and student enrollment, retention, and discipline figures. If any board member would like to review a copy of the report, please ask Brian or Julie.

In other business, the JOC conducted first readings of revised Policy 111, Lesson Plans, and revised Policy 116, Tutorial Instruction. The JOC also approved the 2015-2015 School Calendar and the 2015-2015 JOC meeting schedule.

The JOC authorized an agreement with Patterson Dental for consulting services related to the start-up of the Dental Assisting program at a cost of \$6,000. The Dental Assisting program is slated to open at the beginning of the 2016-17 school year.

The JOC approved the initial DCTS Education Foundation Board of Trustees. Brian Shiflett will be a member of the board of trustees for the initial organization year.

The JOC authorized the an agreement to retain PFM for consulting services related to new member districts at a hourly rate of \$275 with a not to exceed cost of \$10,000. The JOC also directed the administration to inspect work product at a point when no more than \$5,000 in billable charges has accrued.

The next JOC meeting will be held Wednesday, April 15, 2015, 7:00 p.m. A Joint Board meeting will also be held that evening for the purposes of approving the 2015-16 budget and electing a Treasurer.

Respectfully submitted,

Brian Shiflett

Dauphin County Tax Collection Committee – 03/18/2015 Meeting Highlights

- Keystone's 2015 Quarter Review
 - Some other municipalities are experiencing reduced collections so Keystone was asked to look into this as most expected to be either flat or have small increases based on a stronger economy.
 - Keystone has noted that they have around \$2,000,000 that they are holding (this would be for the entire county) because the employers did not provide all of the required employee information for Keystone to determine to whom the money belongs.
 - Keystone noted that they are working directly with the employer and hope to have the issue resolved by the end of the month.
 - DTSD collections are about 8% below the amount we received last year, however this delay could be part of that.
- The DCTCC will be hosting a statewide Tax Collection seminar on May 15 & 16. More information will be forthcoming, however it was noted the event will be in Hershey.
- The DCTCC voted to increase the compensation for the solicitor from \$150/hr to \$170/hr for 2015.
 - Our solicitor has been with the TCC since its inception and has not asked for an increase in the prior 5 years.

Respectfully Submitted by

Heidi Eby