



# **Derry Township School District Board of Directors Meeting April 13, 2015 Summary Minutes - XVIII**

## *Roll Call*

**Members in attendance:** Andrea Abruzzo, Heidi Eby, Bruce Hancock Julie Neal, Maryellen Sheehan, Brian Shiflett

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

**Members not in attendance:** Chris Barrett, Hank Donahue, Jayanth Franklin

**Staff/Public in attendance:** Jason Reifsnyder, Mike Frentz, Stacy Winslow, Dan Tredinnick, Dale Reimann, Lee Vasiliades, Steve Bell, Shelby Bell, Philip Ayala, Carol Galerizzo, Vathana Oukan, Dave Sweigert

**Media in Attendance:** Myla Merkel

## **1. OPENING ITEMS**

### **1.1 Call to Order**

**Minutes:** The April 13, 2015 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 6:58 p.m.

### **1.2 Roll Call**

### **1.3 Flag Salute**

### **1.4 Approval of Board of Directors Agenda**

**Minutes:** Following an amendment by Mr. Shiflett, the Board Agenda for this evening's meeting was amended to include an Eagle Scout Project presentation.

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

## **2. INFORMATIONAL AND PROPOSALS**

### **2.1 Student Recognition**

**Minutes:** Dr. Reimann recognized the April Hershey High School Students of the Month.

### **2.2 Eagle Scout Presentation (Harry Creer)**

### **2.3 Presentation - 3D Printer (Mr. Seip)**

**Minutes:** Mr. Seip provided the Board with an overview of the capabilities with regard to the 3D Printer at the high school.

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

## 2.5 Recognition of Citizens (Agenda Items)

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

## 2.6 Standing Committee Meeting Reports

### **Minutes:**

- Mrs. Sheehan provided the following updates with regard to the Athletics and Activities Committee Meeting:
  - Drug and Alcohol Policy
  - Coaching Evaluation
  - Booster Club Policy
  - Social Media
  - Weight Room
  - Policy 123
- Mrs. Eby provided the following updates with regard to the Curriculum Council Committee Meeting:
  - Professional development requirements
  - Textbook reviews
  - Course Revisions
  - New Courses
- Mr. Shiflett provided the following updates with regard to the General Services Standing Committee Meeting:
  - Naming Rights
  - High School Gymnasium
  - Paging System - High School
  - Food Service Update
  - Technology Capital Plan

## 2.7 Student Representatives' Report

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

- Recent events
- Upcoming events

## 2.8 Community Correspondence Report

**Minutes:** Mr. Tredinnick informed the Board that there were a total of three submissions during the month of March.

## 2.9 Finance/Budget Update

**Minutes:** Mr. Frentz provided the Board with a finance/budget update.

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

The list represents Anticipated Agenda Items for the April 27, 2015 Public Board of Directors Meeting:

1. Elementary Art Display (Pre-Board Meeting )
2. Presentation - Changing Demographics in Derry Township School District (Mr. McFarland)
3. Approval of April 13, 2015 Board of Directors Summary Minutes
4. Approval of March 2015 Finance Report
5. Budget Transfers
6. Requests for the Use of Facilities
7. Personnel
8. Staff Development

**Minutes:** The anticipated agenda items for the April 27, 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. Hancock and a second by Mrs. Abruzzo the consent agenda items were approved.

### *Vote Results*

**Aye**           6   Andrea Abruzzo, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No**            0

**Abstain**    0

**Not**          3   Chris Barrett, Hank Donahue, Jayanth Franklin

**Cast**

**MOTION CARRIED**

4.1 Approval of March 23, 2015 - Summary Board of Directors Meeting Minutes – XVII

#### 4.2 Approval of Student Club - Superhero Club

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

#### 4.3 Approval of Student Club - High School Garden Club

The Administration recommended the addition of the Hershey High School Garden Club including a student activity account. No Limited Service Contract is associated with this club.

#### 4.4 Approval of Overnight Field Trip/Excursion - High School Youth and Government Club

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

*Group:* High School Youth & Government Club  
*Number of Participating Students:* 69  
*Grade Level:* 9-12  
*Destination:* Harrisburg, PA  
*Purpose:* Youth & Government Model Legislative Session  
*Depart:* April 16, 2015  
*Return:* April 19, 2015  
*Trip Leader:* Richard Teetsel

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

#### 4.5 Requests for the Use of School Facilities

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

*Group:* **123 College**  
*Date/Time:* April 21, 30, 2015  
6:00 p.m. - 8:00 p.m.  
*Requested Facility:* High School LGI  
*Event:* Workshop for FAFSA (Free Application for Federal Student Aid)  
*Fee:* Room Rental: \$35/hour (Approximate \$140)

*Group:* **Derry Township Parks & Recreation**  
*Date/Time:* Monday through Fridays  
June 8, 2015 through August 14, 2015  
6:30 a.m. - 6:00 p.m.  
*Requested Facility:* Middle School Rooms: G60, G61, G03, G02, G05, G07, G08, G10  
6th Grade Planning Room (June 8 through August 7, 2015)  
Middle School LGI, Cafeteria, Kitchen, Gym (June 8 through August 14, 2015)  
*Event:* Summer Day Camp

Fee: None

**Group:** **Ben & Tim Day, Inc.**

**Change of Dates:** From: August 21, 2015 To: August 28, 2015  
3:00 p.m. - 8:00 p.m. 3:00 p.m. - 8:00 p.m.  
From: August 22, 2015 To: August 29, 2015  
6:00 a.m. - Noon 6:00 a.m. - Noon

*Requested Facility:* High School Cafeteria, Restrooms, Parking Lot

*Event:* 5K Run

Fee: None

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

*Date/Time:* Monday through Fridays  
August 31, 2015 through June 7, 2016  
6:30 a.m. - 8:45 a.m. and 3:00 p.m. - 6:00 p.m.  
Planned 2 Hour Late Starts & Planned Early Dismissals

*Requested Facility:* Primary Elementary Cafeteria, Gym

*Event:* Kid's Club Before and After School Program

Fee: None

#### 4.6 Announcement of School Board Development Conference

*School Board Member:* Heidi Eby

*Conference:* Dauphin County Tax Collection Committee Seminar  
Act 32: Five Years of County-Wide EIT Collections

*Location:* Hershey, PA

*Dates:* May 15 & 16, 2015

*Expenses:* \$25.00

## 5. NEW BUSINESS

### 5.1 Resolution: Pension Reform

#### **A RESOLUTION URGING LEGISLATIVE ACTION ON SCHOOL EMPLOYEE PENSION REFORM BY THE BOARD OF DIRECTORS OF THE DERRY TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the residents of the Derry Township School District are spending ever increasing millions of dollars each year to fund the Pennsylvania State Employee Retirement System (PSERS); and

WHEREAS, the challenge of meeting mandated funding of the PSERS liability diverts funds from classrooms and students; and

WHEREAS, mandated employer contribution to the PSERS system for the 2015-2016 school year will rise to 25.84%, a 20.74% increase over the 2014-2015 rate; and

6

*Vote Results*

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

**MOTION CARRIED**

**5.3 Acceptance of Gift - Eagle Scout Project**

The Administration recommended accepting the following gift:

*Donated by:* Harry Creer

*Item:* Teachers' Reading Garden

*Specifications:* 8' x 8' Brick Platform

6' x 12' Brick Path

3 Benches

Landscaping

*Value:* \$4,282.82

**Minutes:** Following a motion by Mr. Shiflett and a second by Mr. Hancock the gift with regard to the Eagle Scout Project was approved.

*Vote Results*

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

**MOTION CARRIED**

**5.4 Acceptance of Gift - iPad for Special Education Department**

The Administration recommended accepting the following gift:

*Donated by:* Amanda Parsons

*Items:* iPad 3

Otterbox Case

*Specifications:* To be used by the Special Education Department

*Value:* \$150.00

**Minutes:** Following a motion by Mrs. Eby and a second by Mr. Shiflett the gift of the iPad for the Special Education Department was approved.

*Vote Results*

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

**MOTION CARRIED**

**5.5 Approval of Conference Day Speaker Agreement - Mr. Kevin Honeycutt**

The Administration recommended the Board approve the agreement for Mr. Kevin Honeycutt, keynote speaker, for the August 25, 2015 Derry Township Professional Learning Conference, in the amount of \$8,750.00.

**Minutes:** Following a motion by Mrs. Eby and a second by Mrs. Neal the conference day speaker agreement for Mr. Honeycutt was approved.

*Vote Results*

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

**MOTION CARRIED**

**5.6 Personnel – Resignations**

The Administration recommended the approval of the following resignations:

**Professional:**

**Hennemann, Kathleen**

Reading Specialist

Elementary School

Reason: Personal

Effective: 04/02/2015 (retroactive)

**Classified:**

**Kimmel, Timothy**

Substitute Bus Driver

District-wide

Reason: Personal

Effective: 03/26/2015 (retroactive)

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

**5.7 Personnel - General**

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

**Act 93:**

**Bell, Steven \*** (replacing David Yarian)

Director of Transportation

District-wide

Salary: \$74,500

Effective: 07/01/2015



**Transfer of Act 93:**

**Ayala, Philip \***

From: Computer Technician

District-wide

To: Network Technician

District-wide

Salary: \$44,000

Effective: 07/01/2015

**Classified:**

**Bailey, Martha** (replacing Jamie Csencsits)

Teachers' Aide

Intermediate Elementary School

Level A: 5.75 hours per day

Salary: \$13.66 per hour

Effective: 04/14/2015

**Flickinger, Rebecca** (replacing Kimberly Wetzel)

General Food Service Worker

High School

Level A: 4.0 hours per day

Salary: \$12.01 per hour

Effective: 04/20/2015

**Limited Service Contracts:**

**Cullen, Beverly**

Assistant Varsity Boys' Tennis Coach

High School

Group G, Step 2

Salary: \$1,580

Effective: 04/14/2015

**Fricke, Allen \***

Head Varsity Cross Country Coach

High School

Group D, Step 15

Salary: \$5,263

Effective: 08/10/2015

**Heggan, Lesley \***

Head Varsity Boys' Soccer Coach

High School

Group C, Step 15

Salary: \$6,016

Effective: 08/10/2015

**Mitchell, Scott \***

Head Varsity Football Coach  
High School  
Group A, Step 14  
Salary: \$7,252  
Effective: 08/10/2015

**Mysel, Jennifer \***

Head Varsity Fall Cheerleading Coach  
High School  
Group G, Step 7  
Salary: \$2,148  
Effective: 08/10/2015

**Price, Brianna**

Head Varsity Field Hockey Coach  
High School  
Group B, Step 11  
Salary: \$5,802  
Effective: 08/10/2015 (pending receipt of Act 34, 151, and 114 clearances)

**Rosensteel, T. Jeffrey \***

Head Varsity Girls' Soccer Coach  
High School  
Group C, Step 15  
Salary: \$6,016  
Effective: 08/10/2015

**Wilfong, Cynthia \***

Head Varsity Girls' Tennis Coach  
High School  
Group F, Step 15  
Salary: \$3,760  
Effective: 08/10/2015

**Zitko, John \***

Head Varsity Girls' Volleyball Coach  
High School  
Group D, Step 15  
Salary: \$5,753  
Effective: 08/10/2015

**Transfer of Coaching Staff:**

**Till, Linda \***

From: Assistant Varsity Boys' Tennis Coach  
High School  
To: Head Varsity Boys' Tennis Coach (replacing Diane Belles)

High School  
Group F, Step 14  
Salary: \$3,554  
Effective: 04/14/2015

2. The Administration recommended the approval of the following personnel for the 2015 Summer Employment:

**Buildings and Grounds:**

**Allison, Justin \***

Buildings and Grounds Summer Help  
Up to 10 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Daub, Karlee**

Buildings and Grounds Summer Help  
Up to 10 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Fazenbaker, Stacy \***

Buildings and Grounds Summer Help  
Up to 6 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Groff, Rickie \***

Buildings and Grounds Substitute Summer Help  
As needed  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Steelman, Peter \***

Buildings and Grounds Summer Help  
Up to 6 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Stockroom:**

**Cruz, Janette \***

Summer Stockroom Help  
Up to 10 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Robbins, Belva Michelle \***  
Summer Stockroom Help  
Up to 10 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Transportation:**

**Gingrich, Kimberly \***  
Part-time Summer Bus Custodian  
Up to 6 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Grecia, Joseph \***  
Substitute Bus Custodian  
As needed  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Hileman, Tina \***  
Transportation Substitute Summer Secretary  
As needed  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Lewis, Cheryl \***  
Summer Bus Custodian  
Up to 8 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

**Reedy, Ronald \***  
Part-time Summer Bus Custodian  
Up to 6 hours per day  
Salary: \$11.75 per hour  
Effective: 06/8/2015 - 08/30/2015

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

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

*Vote Results*

<b>Aye</b>	6	Andrea Abruzzo, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	3	Chris Barrett, Hank Donahue and Jayanth Franklin

## **MOTION CARRIED**

### **6. DELEGATES REPORTS**

#### **6.1 Capital Area Intermediate Unit**

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

#### **6.2 Harrisburg Area Community College**

**Minutes:** Mr. Shiflett attached his report for the Harrisburg Area Community College.

### **7. SPECIAL REPORTS**

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

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

- Mr. Shiflett - PSBA Spring Legal Roundup, TIFF committee, DCTS Joint Committee Meeting
- Mrs. Neal - PSBA Day on the Hill training

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

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

- Recognition of middle school students
- Recognition of Athletic Director
- Meeting with State Legislators
- Standing Committee goals

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

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

- Recognition of Athletic Director
- Home Access Center mobile application
- Parent Advisory Council
- Recognition of staff member

### **8. RECOGNITION OF CITIZENS**

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

### **9. ADJOURNMENT**

**Minutes:** Following a motion by Mrs. Neal and a second by Mr. Hancock the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

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Michael Frentz  
Secretary to the Board  
Approved at the April 27, 2015 meeting

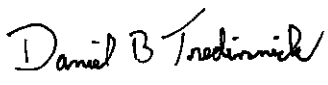
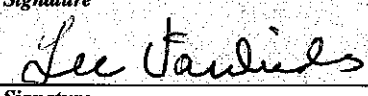
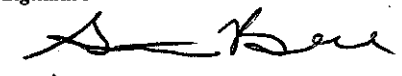
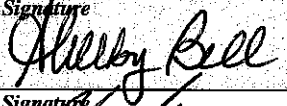

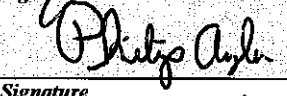
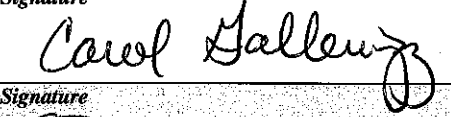
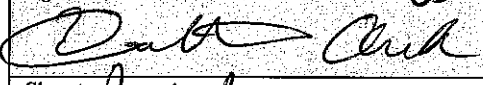
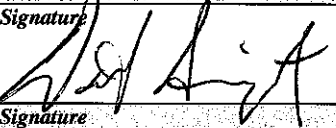
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Maryellen B. Sheehan  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
April 13, 2015

Please Sign It, And Print Your Name

Signature 	Printed Name Dan Tredinnick
Signature 	Printed Name Lee VASILIADIS
Signature 	Printed Name Steve Bell
Signature 	Printed Name Shelby Bell
Signature 	Printed Name Myka Mober The Sun
Signature 	Printed Name Philip Ayala
Signature 	Printed Name Carol Gallerizzo
Signature 	Printed Name Vathanna Oulcan
Signature 	Printed Name Doug Jurek
Signature	Printed Name
Signature	Printed Name
Signature	Printed Name
Signature	Printed Name

**A RESOLUTION URGING LEGISLATIVE ACTION  
ON SCHOOL EMPLOYEE PENSION REFORM  
BY THE BOARD OF DIRECTORS OF THE  
DERRY TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the residents of the Derry Township School District are spending ever increasing millions of dollars each year to fund the Pennsylvania State Employee Retirement System (PSERS); and

WHEREAS, the challenge of meeting mandated funding of the PSERS liability diverts funds from classrooms and students; and

WHEREAS, mandated employer contribution to the PSERS system for the 2015-2016 school year will rise to 25.84%, a 20.74% increase over the 2014-2015 rate; and

WHEREAS, the employer contribution rate is projected to increase sharply in the next three years, reaching 30.62% in the 2017-2018 school year; and

WHEREAS, the employer contribution rate is projected to remain over 30% until the year 2035; and


WHEREAS, the projected increases in employer contribution will cost the Derry Township School District and its taxpayers \$39,203,666 between the 2015-2016 school year and the 2019-2020 school year, and

WHEREAS, these projections present critical problems that effectively force the addition of significantly higher financial burdens on school districts and taxpayers consequently demand both a short-term and a long-term solution.

NOW THEREFORE, BE IT RESOLVED that the Board of School Directors of the Derry Township School District calls upon the General Assembly to begin immediate consideration of school employee pension reform with the dual purpose of reducing projected employer contribution rate increases over the next four years and reducing projected costs to school districts and taxpayers over the next two decades, while maintaining appropriate pension benefits for school employees.

ADOPTED by the Board of School Directors this 13<sup>th</sup> day of April 2015

 Board President

 Board Secretary



### SIDE LETTER AGREEMENT

Derry Township School District ("District") and the Hershey Education Support Professionals Association ("HESPA") hereby agree to the following provisions should the school district operate under a "Three Day Summer Closure" / "Four Day Work Week" from June 8, 2015 through August 14, 2015.

1. 8 Hour/40 Hour/12 Month Employees: (Custodial/Maintenance, Grounds, Secretary)
  - 10 hour workdays Monday through Thursday (Schedule(s) TBD)
  - Leave Requests for 10 hours = deduction of 10 hours of leave
  - Leave Requests for 8 hours = deduction of 8 hours (2 hours without pay)
2. 7.5/37.5/12 Month Hour Employees: (Secretary, Graphics Clerk, Stockroom)
  - 9.375 hour workdays Monday through Thursday (Schedule(s) TBD)
  - Timesheets will state 7.5 hours/day Monday through Friday
  - Leave requests for full day = 7.5 hours
    - i. Employee will work with direct supervisor to "make-up" the 1 hour and 45 minute differential during the same pay period
3. 5.5/27.5/12 Month Hour Employees: (Secretary)
  - 6.875 hour workdays Monday through Thursday (Schedule(s) TBD)
  - Timesheets will state 5.5 hours/day Monday through Friday
  - Leave requests for full day = 5.5 hours
    - i. Employee will work with direct supervisor to "make-up" the 1.125 hour differential during the same pay period
4. Section 9 "Overtime" will not apply until an employee exceeds either, the 10 hour workday / 40 hour work week, or 9.375 hour workday / 37.50 hour workweek.
5. Holidays- Since Independence Day falls on a scheduled non-work day each employee covered under this side agreement will be credited with one additional vacation day based on the members 5 day workweek hours.
6. Bereavement Leave/Jury Duty: One day equals one day regardless of hours to be worked within the day.
7. Specific shifts will be determined by the Director/Principal.
8. Summer Schedule Time Sheet Submission - To accommodate the District's summer schedule the District has requested, and the Association has agreed, to modify the regular workweek schedule set forth in the contract. Instead of the standard workweek being five - (7.5 hour days - 37.5 hours or 5.5 hour days - 27.5 hours) members of the bargaining unit who normally work a 7.5 hour day agree to work four 9.375 days for their 37.5 hour workweek and members of the bargaining unit who normally work a 5.5 hour day agree to work four 6.875 hours days for the 27.5 hour workweek. We have been advised that the District's payroll processing program is geared to function with a 5-

day/37.5 or 5-day/27.5 hour week. To facilitate payroll processing the district has directed all affected workers to continue to record their time on the District's standard 5-day/37.5 or 5-day/27.5 hour time sheet, and to submit them for payment. The Association has been in contact with PSEA legal counsel who has advised those affected that time sheets can be submitted in the manner requested, provided the Association receives a written/signed acknowledgment that it is being done at the request of and for the benefit of the District, and with the further understanding that everyone concerned acknowledges that the hours per day portion of the time sheet is adjusted to facilitate processing and is in no way submission of false or fraudulent data. If the District wants to maintain an un-adjusted time record, the members of the bargaining unit will cooperate in recording actual, unadjusted time records on the four days they actually work. This signed agreement will constitute the District's direction to submit adjusted time sheets as outlined above until further notice.

4-15-15

Date



HERSHEY EDUCATION SUPPORT PROFESSIONALS ASSOCIATION

4-15-15

Date



DERRY TOWNSHIP SCHOOL DISTRICT

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# CAIU BOARD HIGHLIGHTS

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The following actions were taken at the **March 26, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

## Reports/Updates

- The Board announced the following retiree: Kathleen Weber, EPP, retirement after more than 5 years of service.
- Alicia McDonald, Director of Student Services, shared that Hill Top Academy now has 123 students enrolled and are hoping to hire another social worker to assist with the increase. Due to the growth in the preschool program, there is a need for additional speech and language staff and a new intensive autism class will be opening at the Willow Mill location.
- Theresa Kinsinger, Director of Organizational Services, shared that the Human Resources Department is working to make their internal office processes more robust. Theresa is working with the administration and Leadership group on updating our current contract processes and procedures to ensure information is housed in one area.
- David Martin, Director of Technology Services, shared that yesterday was the Regional Computer Fair with participation of 87 students from 13 schools; the students represented their districts very well with several winners in the various categories. On March 19, there was a Statewide Collaborative TAC meeting. These meetings are held quarterly to discuss current hot topics such as implementation of one-to-one devices. Dave also shared information about the EIDEX business tool to analyze and evaluate data. On Monday, March 30 from 1 p.m.-3 p.m. and April 7 from 1 p.m.-3 p.m., there will be a presentation by Eidex here at CAIU; many local school districts plan to attend. He also shared information regarding the internet consortium pricing for next year which adds an extra 100 MB of internet bandwidth at the same or lower cost to the districts.
- Daren Moran, Business Manager, shared that the business office is busy with budget revisions and working on preparing budgets for 2015-2016. The General Operating Budget has been approved by 22 out of 24 districts at this time and has met the necessary voting requirements to officially pass.
- Len Kapp, Supervisor of Operations and Transportation, shared that the IU is now coordinating Driver's education services for Northern York County School District, and he is leading a remodeling project at the Enola Office to maximize space usage.
- Dr. Rhonda Brunner, Assistant Executive Director, shared updates to policies regarding investment of funds, service animals, HIV infection, and student teachers. In addition, a PEMA All-Hazards training for school districts will be held here at the CAIU in July.
- Cindy Mortzfeldt, Executive Director, shared her monthly report with the Board. She highlighted the Deaf or Hard of Hearing program and invited the Board members to join her in a visit to the East Hanover Elementary School DHH class immediately following the Board meeting. She shared a Save-the-Date for the end-of-year Deaf or Hard of Hearing program which will be held on May 29 at 7 p.m. The Spring Superintendent Leadership Conference was held on March 11-13 and was well attended. Transition meetings for incoming kindergarten students from preschool and early intervention classrooms are being held. The administration is working to gather student data at Hill Top Academy, including such measures as the Classroom Diagnostic Tool (CDT). A Basket Bingo fundraiser to support Champions for Children will be held at the Enola office on April 10<sup>th</sup>. Doors open at 5:45 p.m. and tickets are \$25.00. Cindy and the CAIU administration continue to visit local school board meetings and school district administration to gather feedback.

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

**Approved Action Items**

- Minutes from the February 26, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$4,716,093.58 in receipts and \$6,036,747.90 in expenditures for February 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$42,602,901.33 and expenses of \$41,848,588.42
- Budget Administration
  - Proposed 2014-15 Budget Revision A – Aid to Nonpublic Schools (ANPS) in the amount of \$4,377,690
  - Proposed 2014-15 Budget Revision A – Education Leading to Employment and Career Training (ELECT) and Fatherhood Initiative in the amount of \$315,597
  - Proposed 2014-15 Original Budget – Homeless Grant Initiative in the amount of \$48,110
  - Proposed 2014-15 Budget Revision A – Hospital Education Program in the amount of \$276,375
  - Proposed 2014-15 Budget Revision A – Institutionalized Children's Program in the amount of \$500,000
  - Proposed 2014-15 State Budget Revision B – Loysville Youth Development Center (LYDC) in the amount of \$2,005,081
- Other Fiscal Matters – No other fiscal items this month
- Policies & Programs
  - Second Reading, Revised Policy #246 – Student Wellness
  - Second Reading, Revised Policy #302 – Employment of Executive Director/Assistant Executive Director
  - Second Reading, Revised Policy #304 – Employment of IU Staff
  - Second Reading, Revised Policy #305 – Employment of Substitutes
  - Second Reading, New Position, New Description – Business Support Specialist
  - Second Reading, Existing Position, Revised Description – Director of Curriculum Services
  - Second Reading, Existing Position, Revised Description – Director of Student Services
  - Second Reading, Existing Position, New Description – Human Resources Clerk
  - Second Reading, Existing Position, New Description – Employment Coordinator
  - Second Reading, Existing Position, New Description – Administrative Assistant, Human Resources & Communications
  - Second Reading, New Position, Revised Description – HR Generalist
  - Second Reading, Existing Position, Revised Description – Payroll Clerk
  - First Reading, Revised Policy #307 – Student Teachers/Interns
  - First Reading, Revised Policy #203.1 – HIV Infection
  - First Reading, Revised Policy #609 – Investment of Funds
  - First Reading, New Policy #718 – Service Animals in Schools
  - First Reading, 2015-16 CAIU 12-Month Employee Calendar
- Personnel Items – see attached report
- Approval of the Act 93 Compensation Plan

**Executive Director's Report**

- See attached written report.

**President's Report**

- Mrs. Rice thanked the Board members for their attendance. She thanked Mrs. Reichert for leading the Act 93 Committee during their recent Meet and Discuss meetings.

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

- Mrs. Nancy Otstot, East Pennsboro Area School District, expressed kudos to the many students who participated in the recent basketball playoffs.
- Several of the board members shared the success of their schools in participating in Mini-THONs to support Four Diamonds. The schools raised anywhere from \$12,000 to over \$40,000.

### **Information Items**

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

**NEXT MEETING: Thursday, April 23, 2015, 8:00 a.m., Board Room, CAIU Enola**

**DATE SAVER: Immediately following the April Board Meeting, an overview of CAIU Finances 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:**

**EILEEN BEDDALL**, part-time speech pathologist, Early Intervention effective June 5, 2015. Reason: Personal.

**CAROL HOLLIS**, educational consultant, Autism Support effective June 30, 2015. Reason: Retirement after 15 years of CAIU service.

**KATHLEEN JOHNSON**, remedial specialist, ANPS effective June 2, 2015 (or last day of the 2014/2015 school year). Reason: Retirement after nine years of CAIU service.

**NORMAJEAN KROUSE**, educational paraprofessional, Early Intervention effective July 31, 2015. Reason: Retirement after 16 years of CAIU service.

**SCOTTY LOVELESS**, application support specialist, Technology Services effective April 7, 2015. Reason: Personal.

**GAIL REYNOLDS**, educational paraprofessional, Capital Area Partial Program effective June 5, 2015. Reason: Retirement after 25 years of CAIU service.

**MARY REBUCK**, part-time occupational therapist, OT/PT effective March 25, 2015. Reason: Family relocating to Virginia.

**MAGGIE SCHWAB**, occupational therapist, OT/PT effective March 30, 2015. Reason: Personal.

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

**ARIEL FRANCHAK**, part-time, long-term substitute reading specialist, Student Services effective March 25, 2015 – June 15, 2015. To be paid at the rate of \$35.49 per hour based on Masters +30, Step 3, \$50,313 for 189 days of service. This is a new long-term substitute position funded through the Equitable Participation Budget.

**KIMBERLY KELLEY**, personal care assistant, Autism Support effective March 16, 2015. Base salary of HS+30, Step 5, \$20,262 for 189 days of service will be prorated for a total of 58 days through the end of the 2014/2015 school year. This is a new position funded through the Autism Support Budget.

**KRISTEN MAUSER**, program assistant, Curriculum effective March 23, 2015. To be paid at the rate of \$16.50 per hour based on the Range 2 base salary of \$32,175 for 12 months of service, prorated for a total of 72 days through June 30, 2015. This is a replacement position funded through the CAOLA Budget.

**ASHLEY MELLOTT**, social worker, Pupil Services/Emotional Support effective March 16, 2015. Base salary of Masters, Step 5, \$49,756 for 189 days of service will be prorated for a total of 57 days through the end of the 2014/2015 school year. This is a replacement position funded through Fund 23/Classroom ES Budgets.

**BETH STEWART**, educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.06 per hour based on HS+30, Step 3, \$18,514 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new position funded through the MAWA Budget.

### **C. CHANGES OF STATUS:**

**DANIELLE DAVIS**, teacher, Emotional Support, terminated as per Section 11-1122 of School Code effective July 30, 2014.

**RACHEL DIEM**, change of status from full-time to part-time following return from child-rearing leave effective April 7, 2015. To be paid at the rate of \$37.05 per hour based on

Masters, Step 7, \$52,513 for 189 days of service, prorated for a total of 35 days April 7 through June 30, 2015.

**PATRICIA LACEY**, change of status from part-time to full time behavioral consultant, Student Services effective March 23, 2015. To be paid at the rate of \$45.10 per hour based on the salary of Masters, Step 13, \$63,936 for 189 days of service, prorated for the remaining 52 days of the 2014/2015 school year. The funding for this position is split between CAPP and the Homeless Grant.

**D. LEAVES OF ABSENCE:**

**JENNIFER KITNER**, service coordinator, Early Intervention, child-rearing leave of absence under FMLA effective February 27 through June 5, 2015.

**REBECCA KUHN**, teacher, CAPP, child-rearing leave of absence under FMLA effective March 12 through June 5, 2015.

**MARIA LAZZAREVICH**, speech pathologist, Early Intervention extension of medical leave of absence effective March 9 through May 21, 2015. Leave is requested in accordance with CAIU policy.

**MICHELLE SHOLDER**, teacher, Multiple Disabilities Support, requesting sabbatical leave of absence for professional development effective the 2015/2016 school year.

# Executive Director's Report

## March 26, 2015

### PROGRAM SPOTLIGHT

#### Deaf or Hard of Hearing (DHH) Classroom Program

The Deaf or Hard of Hearing classroom program is designed for students, ages 5-21, with an educational and medical diagnosis of hearing impairment. School age classes offer instruction in academics and communication skills as outlined in the student's IEP. As appropriate, students are included in some regular education classes with a qualified sign language interpreter. In addition to academic opportunities, the classroom program provides experiences for students to develop pre-vocational, vocational and independent living skills. Students graduate with a high school diploma from their home school district. A flexible 5-year high school program enables students to take advantage of numerous coursework and experiential options during their secondary educational training.

Immediately following today's Board meeting, we will visit the DHH elementary class located at East Hanover Elementary School in Lower Dauphin School District.

**SAVE THE DATE:** The End of Year Deaf or Hard of Hearing Awards program is scheduled for May 29 at 7:00 p.m. at the Enola office.

### NEWS

#### Thank you to East Pennsboro Township Police



The CAIU Administrative Cabinet sent a Thank You card and Champions for Children Water Bottles filled with snacks to the East Pennsboro Township Police Department in appreciation for their work in the Enola area.

#### 2015 Superintendents' Spring Leadership Conference

The Superintendents' Spring Leadership Conference was held on March 11-13, 2015 at the Nittany Lion Inn in State College. The conference featured speakers, educational sessions, and many opportunities for networking. Featured presentations included *Proposed Basic Education Funding System for PA Schools*, *Blended Learning/Online Learning*, *Making the Most of Data Dashboards*, *ESEA Waiver Renewal*, *State of the Union-Federal Legislation Updates*, *PVAAS-What Every Superintendent Should Know*, *Regional Excellence and Equity Consortium*, and *Retirement Planning*.

### Student Services

#### Preschool/Early Intervention

- Winter Preschool to School Age Transition meetings have been completed with the school districts. There will also be upcoming transition meetings this spring.
- Western PA School for the Deaf (WSPD) asked the CAIU if they would like to partner for the Early Childhood Education Community Innovation Zone grant which is part of the Race to the Top Grant that PA received.
- Preschool Program Supervisors met with a Dauphin County Daycare Director to explore a co-teaching model similar to the program that we have at Options Daycare and Preschool Program at Capital Area Children's Center.



- Two of our Preschool Supervisors have been invited to the Spring Policy Forum from Bureau of Early Intervention.

#### **Hill Top Academy**

- The staff attended an in-service on social cognition and self-regulation presented by Speech and Language clinicians and Occupational Therapists.
- We have implemented the use of CDTs (Classrooms Diagnostic Tool) as a diagnostic tool benchmark assessment. The implementation of CDTs is being supported by Sarah Kelly, curriculum consultant.
- The current student enrollment is 116 students with an ongoing and active referral list.
- Yvonne Shreffler, Early Intervention Speech Language Pathologist (SLP), presented with Carolyn Yoder, School Age SLP, to the Messiah Student Interns at Hill Top Academy on February 26, 2015 on *Engineering the Classroom*.
- In March, Sallyann Thomas, Teacher of the Visually Impaired, will share information on blindness and visual impairment with the students.

#### **Capital Area Peak Potential program (CAPP)**

- Incoming referrals continue to be steady. We currently have 27 students enrolled with two referrals being arranged and two potential referrals.
- Due to increasing enrollments, a new middle school class is being opened in the CAPP program. Mary Woodward and Trish Lacey will be re-assigned as the teacher and mental health treatment specialist for the new class.
- We have an agreement with Hershey Medical Center to provide psychiatric consultation services to the program staff in order to support their interventions with students who present with complex needs.

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

- Ashley Mellott, was hired as an additional Social Worker for Hill Top Academy, in order to meet the needs due to increased enrollment.
- We are receiving positive feedback from districts regarding district referrals to Diakon Youth Center. We are currently processing our 5<sup>th</sup> referral.
- A Psychologist Network group has been started with the first meeting on April 15, 2015; Pearson representatives will be coming to discuss new assessments using technology, instead of paper/pencil, as a way to evaluate.
- Trish Lacey, our Dauphin County Site Coordinator for Homeless collaborated with the Region 3 Coordinator and Messiah College to have an evening Screening Event to promote awareness for Homelessness.

#### **Deaf/Hard of Hearing (DHH)**

- We recently added a part-time teacher to our elementary program due to increased numbers and state caseload maximums.

#### **Autism**

- Students in Mrs. Sarah Bahn's CAIU Autism classroom at East Pennsboro Middle School are successfully increasing their participation in regular education classes. These are students who had previously not been able to attend classes in a public school setting.
- Samantha Forsythe's CAIU Autism class at Hershey Middle School has volunteered with the Dauphin County Library System to assist them with some projects. This is the second activity they have done this year. They are assembling new patron bags as well as disassembling bags with outdated information and replacing with current materials. Ms. Forsythe is using this to promote pre-vocational skills as well as providing community service.

#### **School-Age Speech/Language Program**

- Parent feedback to Jodi Rineer, School-Age SLP:  
*"I wanted to express my true gratitude for all your expertise and patience in working with both my sons over the years. I know you've seen one at both ends of his emotional spectrum, and it takes someone who is truly dedicated to return every week and keep pushing their students*

*to the best of their ability (and then just that little bit further). In my eyes, you have truly earned the title of teacher.*

*With deepest appreciation."*

**Speech/Language & Occupational Therapy (OT)**

- From: Suhr, Marie (Halifax Area SD)  
To: Alice Womer, Greer Aukstakalnis (CAIU Speech Clinician & Occupational Therapist)  
Subject: **THANK YOU!**

The feedback I am receiving from the staff about your presentation at our HEA day in-service is phenomenal. Thank you so much for presenting! They (and especially I) appreciated you taking the time to do it.

**Technology Services**

The **2015 Regional Computer Fair** will be held at the Capital Area Intermediate Unit on Wednesday, March 25, 2015 from 7:30 a.m. to 2:30 p.m. The event will showcase both Middle and High School students' products/projects created using technology.

Eighty-seven (87) students representing thirteen (13) regional districts/schools will participate in the competition. Specific categories include: **Animation, Computer Fair Logo, Digital Movie, Graphic Design, Programming, and Web Page Design.**

Schools/Districts Represented: Northern York County, Cumberland Perry AVTS, Central Dauphin, Halifax, Newport, West Perry, Cumberland Valley, Derry Township, Mechanicsburg, East Pennsboro, St. Joseph School, Holy Name of Jesus School and CASA Charter School.

The statewide **Collaborative TAC Event** occurred on Thursday, March 19<sup>th</sup>, 2015. The session's topic was **1:1 Implementation: Choosing the Right Device** and was led by CAIU technology staff. Districts from our region and across the state attended at their local IU and virtually from their own district. Five districts shared information about the decision making process as well as lessons learned when selecting their 1:1 device for their students. Big Spring and Middletown School Districts presented at this event on their 1:1 implementation and their message was well received by districts.

**NOTIFICATION OF ACTIVITIES**

- Attended the monthly PAIU Executive Directors' meeting. As part of the monthly meeting, the Executive Directors met with Acting Secretary Pedro Rivera and key PDE staff.
- Attended the Central Region PAIU Executive Directors' meeting.
- Participated in the Chief Recovery Officer's committee meeting at Harrisburg School District.
- The CAIU Cabinet members continue their annual visits with our school districts. We met with Halifax Area School District's administrative team on March 10. Visits with our districts' teams are scheduled over the next few months.
- Board visits continued this month with visits to South Middleton SD on March 2, West Perry SD on March 9, East Pennsboro Area SD on March 16 and Northern York County SD on March 17.
- Attended the PASA Women's Caucus Executive Board Meeting.

**UPCOMING CAIU EVENTS**

**Champions for Children 16th Annual Basket Bingo - April 10, 2015**

Let's play Bingo--and help support Champions for Children! Bingo and raffle prizes at this year's event will include Vera Bradley bags and accessories and Longaberger Baskets. Food will be available and raffles will be held throughout the evening.

Champions for Children offers assistance to children in need within the Capital Area Intermediate Unit's service area. Since 2000, Champions for Children Basket Bingo has helped to raise over \$40,000!

Doors open at 5:45 p.m., bingo starts at 6:45 p.m. Adults only. Tickets: \$25 for 6 cards.

#### **UPCOMING EVENTS**

The Pennsylvania Emergency Management Agency is offering a second **Multi-Hazard Emergency Planning for Schools** at the CAIU on July 14-16, 2015. Priority registration is given to School/School District Administrators from our IU region.

# LIMITED PROCEDURES ENGAGEMENT

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## Capital Area Intermediate Unit 15 Dauphin County, Pennsylvania

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April 2015



Commonwealth of Pennsylvania  
Department of the Auditor General  
Eugene A. DePasquale Auditor General



Commonwealth of Pennsylvania  
Department of the Auditor General  
Harrisburg, PA 17120-0018  
Facebook: Pennsylvania Auditor General  
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EUGENE A. DePASQUALE  
AUDITOR GENERAL

The Honorable Tom W. Wolf  
Governor  
Commonwealth of Pennsylvania  
Harrisburg, Pennsylvania 17120

Mrs. Jean Rice, Board President  
Capital Area Intermediate Unit 15  
55 Miller Street  
Enola, Pennsylvania 17025

Dear Governor Wolf and Mrs. Rice:

We conducted a Limited Procedures Engagement (LPE) of the Capital Area Intermediate Unit 15 (Intermediate Unit) to determine whether it was properly sourcing and executing its intergovernmental agreements with the Pennsylvania Department of Education (PDE). In addition, we examined whether the Intermediate Unit had sufficient procedures in place to prevent ineligible independent contractors from enrolling in the Public School Employees' Retirement System (PSERS).

The LPE covers the period July 1, 2009 through February 23, 2015. The engagement was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania and the Fiscal Code 72 P.S. § 403, but was not conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

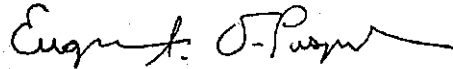
Our engagement was limited to reviewing the following:

- The Intermediate Unit's written policies and procedures regarding entering into intergovernmental agreements.
- A selection of intergovernmental agreements between PDE and the Intermediate Unit for the 2009-10 through 2014-15 school years.
- The Intermediate Unit's process for hiring independent subcontractors for the selection of intergovernmental agreements reviewed.
- The Intermediate Unit's method for monitoring the work of the independent subcontractors used on the selection of intergovernmental agreements reviewed.
- The Intermediate Unit's process for enrolling independent contractors in PSERS.

Based on the results of our review pursuant to our limited procedures engagement, nothing came to our attention indicating that the Intermediate Unit was not properly sourcing and executing its intergovernmental agreements with PDE, nor maintaining sufficient procedures to prevent ineligible independent contractors from enrolling in PSERS.

The results of this review were discussed with the Intermediate Unit administration. We appreciate the Intermediate Unit's cooperation during the conduct of the engagement.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale", with a long horizontal flourish extending to the right.

Eugene A. DePasquale  
Auditor General

April 7, 2015

cc: **CAPITAL AREA INTERMEDIATE UNIT 15** Board of School Directors

## **Distribution List**

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This letter was initially distributed to the Executive Director of the Intermediate Unit, the Board of School Directors, and the following stakeholders:

The Honorable Tom W. Wolf  
Governor  
Commonwealth of Pennsylvania  
Harrisburg, PA 17120

The Honorable Pedro A. Rivera  
Acting Secretary of Education  
1010 Harristown Building #2  
333 Market Street  
Harrisburg, PA 17126

Christopher B. Craig, *Esq.*  
Acting State Treasurer  
Room 129 - Finance Building  
Harrisburg, PA 17120

Ms. Lori Graham  
Acting Director  
Bureau of Budget and Fiscal Management  
Pennsylvania Department of Education  
4th Floor, 333 Market Street  
Harrisburg, PA 17126

Dr. David Wazeter  
Research Manager  
Pennsylvania State Education Association  
400 North Third Street - Box 1724  
Harrisburg, PA 17105

Mr. Lin Carpenter  
Assistant Executive Director for Member Services  
School Board and Management Services  
Pennsylvania School Boards Association  
P.O. Box 2042  
Mechanicsburg, PA 17055

This letter is a matter of public record and is available online at [www.PaAuditor.gov](http://www.PaAuditor.gov). Media questions about the letter can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: [news@PaAuditor.gov](mailto:news@PaAuditor.gov).



**AGENDA**  
**Telephonic Meeting of the Delegate Body**  
**Of Harrisburg Area Community College**  
Wednesday, March 25, 2015  
5:00PM

**1. Optional Telephonic Meeting**

For those who have any questions about the information contained in this packet, we will be available between 5:00-5:30 p.m. to answer any of your questions. To access us, please use the following information to contact us:

- a. Call In Number: 717-221-1305
- b. Conference ID number: 216668# (The # sign is required)

**2. Fiscal Year 2014-15 Financial Update (see attachment 1)**

The Harrisburg campus has an approved budget of \$54 million for FY2014-15 with a projected deficit of \$612,546. The budget includes a \$2 million reduction in revenue and a corresponding \$1 million reduction in expenditures as compared to FY2013-14. The budget includes a 2% pay raise for employees and a 15% percent increase in healthcare costs. Payroll expenses are budgeted at \$500,000 less than previous year and operating expenses are also reduced by \$500,000.

During the year the campus experienced a decline in enrollments of approximately five percent, which equated to a reduction in revenue of approximately \$1.4 million. Throughout the year the campus has been judicious in spending and the projected deficit of \$612,546 had nearly been eliminated, even with a reduction in enrollments. However, in December 2014 the college offered an early retirement incentive. As of January 31, 2015 it is estimated that the cost of the early retirement incentive for the Harrisburg campus is projected at \$1.7 million, which is causing the majority of the \$1.98 million deficit shown on the attached financial statement. Additional efforts will continue throughout the year to reduce the deficit.



### 3. Enrollment Data

Overall, enrollments at the Harrisburg campus for the FY 2014-15 are estimated to end down five percent for the year for a total of 134,379 credits. Sponsoring students make up 54 percent of that equaling 72,950 credits. Although the overall trend continues with decreased enrollments, the decline in total credits is smaller than the previous year's seven percent decline. The year-over-year decline in the number of sponsored students has accelerated to 13 percent in the FY2014-15. The decrease may be attributed to a variety of factors including the number of graduates from sponsoring school districts and the increase in sponsoring tuition. HACC increased the sponsoring school district tuition rate by \$13 per credit hour in FY2014-15 to offset half of the \$2 million lost by the campus in FY2014-15 through the four-year agreement with sponsoring school districts. Prior to that increase, the sponsoring tuition was raised only \$3 per credit hour in FY2012-13 and FY2013-14.

### 4. Harrisburg Campus Updates and Highlights

- a) The Diagnostic Medical Sonography class of 2015 had a 100 percent pass rate on their national credentialing exam in December, and they are scheduled for the Abdomen Exam in April and OB/GYN Exam in May. This enables them to be registered diagnostic medical sonographers upon graduation. This is a significant advantage to our students for job placement in our area.
- b) HACC's Respiratory Therapy program completed reaccreditation in fall 2014 and was awarded a 10-year reaccreditation by the Commission on Accreditation for Respiratory Care (CoARC). The program is accredited through Nov. 30, 2024.
- c) The Harrisburg Campus has the only General Motors (GM) training facility where our instructors are recognized nationally within the top two to five percent for their expertise in the General Motors product line, training development and advanced automotive technologies. Students have traveled to HACC for GM certification training from as far away as Korea.
- d) The National Association of Schools of Art and Design (NASAD) Commission on Accreditation has recently granted associate membership to the following Harrisburg Campus programs: Certificate in Graphic Design and Certificate in Photography; Associate of Arts (AA) in Art and Design and AA in Fine Arts; Associate of Applied Science in Graphic Design; Associate of Fine Arts in Photography.
- e) Eight HACC faculty members were awarded the 2014 Desire2EXCEL Collaboration Award for the Harrisburg Campus blended course called "Zombies in Contemporary Culture."
- f) HACC and Bloomsburg University of Pennsylvania recently signed a guaranteed admissions agreement to make it possible for HACC graduates who have earned an associate degree in applied science to complete Bloomsburg University's bachelor of applied science degree program in technical leadership at the Harrisburg Campus.
- g) HACC has actively worked to enhance existing partnership and build new partnership within our service area for College in the High School and Dual Enrollment programs. Accomplishments throughout the year including:

- a) Partnered with **Halifax Area School District** and **Carlisle Area School District** to offer college in the high school classes this upcoming fall.
  - b) Partnered with the Cumberland County Consortium, which consists of five school districts in Cumberland County, to expand course offerings that will include English 101, Marketing 101, and History 101.
  - c) Partnered with **Derry Township School District**, **Juniata County School District**, and **Mifflinburg Area School District** to offer dual enrollments in the summer and/or fall of 2015.
- h) Throughout the year several enhancements and achievements occurred at the HACC midtown site including:
- a) Introduced cutting-edge, additive manufacturing (3-D printing) to the engineering programs to provide students the ability to take digital models and create solid objects. Students with this experience have a competitive advantage upon entering the workforce.
  - b) Developed a mobile web app for the public to access resources for drug and alcohol and gambling addiction. This was done in conjunction with Faculty and students from our web development program and the Pennsylvania Department of Drug and Alcohol Programs.
- i) Phi Theta Kappa is the International Honor Society for Community Colleges. HACC has over 1,300 members college-wide. Accomplishments and services provided by the chapter this past year including:
- a) Ranked 4th highest fundraiser amongst all community colleges for Relay for Life.
  - b) Offered Smart talks to members about such topics as scholarships, handling stress, Financial Aid and Volunteerism.
  - c) Provided tutoring for high school students.
- j) The HACC Athletic teams had many accomplishments to celebrate during the past year including:
- a) Women's volleyball was seeded 3rd in Region 19 of the National Junior College Athletic Association (NJCAA) Championship Tournament.
    - i. Trisha Zimmerman from **Fairfield School District** was selected first team All-Conference and first team All-Region.
    - ii. Kelly Martin of **Pine Grove Area School District** was selected second team All-Conference and second team All-Region.
  - b) Women's basketball advanced to NJCAA Region 19 quarter-final game of the women's basketball championship tournament.
    - i. Taylor Ford of **Cornwall-Lebanon School District** was named Eastern Pennsylvania Athletic Conference (EPAC) Player of the Year, first team All-Conference, and first team All-Region.
    - ii. C.C. Webster from **Central Dauphin East School District** was named First Team All-Conference and third team All-Region.
    - iii. Amber Webster of **Steelton-Highspire School District** received Honorable Mention for All-Conference.
    - iv. Coach Michele Kieff was named EPAC Coach of the Year for the second straight year.
  - c) Men's basketball player Chad Smitz from **Carlisle Area School District** was named Second Team All-Conference.

- d) HACC Athletics is looking for dedicated coaches in the sports of: women's volleyball, men's basketball and soccer. Additional information is available at <https://jobs.hacc.edu>.
- k) Throughout the year there were numerous facilities updates performed including:
  - a) replaced old inefficient water heaters
  - b) replaced outdated electrical panels
  - c) replaced obsolete building system's management components
  - d) replaced worn-out carpet in the library
  - e) remodeled bathrooms in the Rose Lehrman Arts Center
  - f) upgraded classroom technology throughout the campus

**5. Harrisburg Campus Upcoming Initiatives**

- a) HACC will become a tobacco-free College in August 2015.
- b) The Rose Lehrman Art Center will be celebrating its 40<sup>th</sup> anniversary with a variety of special events including a special event on April 25, 2015 with a special performance by the Brubeck Brothers Quartet followed by a reception for all attendees in the Rose Garden.
- c) HACC will soon embark on a \$12 million capital campaign raising money to remodel the Cooper Student Center and to support scholarships, innovation and student emergency funds.
- d) HACC representatives and representatives from the superintendents and delegates will begin to negotiate the next four-year contract and by-laws in fall 2015.
- e) HACC will hold spring commencement at the Giant Center in Hershey, saving nearly \$30,000.

**6. School District Payments and Capital Outlay for FY 2014-15 (See attachment 2)**

HACC  
MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED: January 31, 2015  
HARRISBURG CAMPUS CREDIT

Attachment 1

ENROLLMENTS					
FY 2014-15					
Type	Budget	Projection	Actual YTD	Projection vs Budget	Projection vs Budget %
1 Student Cr Hrs (Sponsored)	84,668	75,531	66,998	(8,137)	98.2%
2 Student Cr Hrs (Non Spon)	54,157	53,272	51,612	(886)	98.4%
3 Student Cr Hrs (Out of State)	4,117	4,376	4,172	259	106.3%
4 Student Cr Hrs (College in the High School)	1,249	1,200	1,200	(49)	96.1%
5 Total Student Cr Hrs	144,191	134,379	123,982	(9,812)	93.2%
6 School District - Cr Hrs	84,868	75,531	66,998	(9,137)	89.2%
REVENUES					
	Annual Budget	Projection	Actual YTD	Projection vs Budget \$	Projection vs Budget %
11 Tuition - Sponsored Students	\$ 12,911,870	\$ 11,518,479	\$ 10,219,610	\$ (1,393,391)	89.2%
12 Tuition - Nonsponsored Students	11,185,519	11,205,952	10,827,818	20,433	100.2%
13 Tuition - Out-of-State	1,258,330	1,365,699	1,394,330	137,368	110.9%
14 Tuition - College in the High School	37,470	36,000	33,480	(1,470)	96.1%
15 Fees - Instructional	4,313,820	4,163,988	3,821,709	(159,822)	96.3%
16 Comm of PA (incl. base FTE plus Stipends)	10,587,144	10,779,286	5,389,861	192,152	101.8%
17 School Districts	4,742,143	4,616,703	2,414,889	(125,440)	97.4%
18 Other Income	3,196,729	3,011,729	1,572,087	(185,000)	94.2%
19 Total Revenues Before Transfers In	48,233,025	46,717,856	35,673,553	(1,515,169)	96.9%
20 Transfers In					
21 Fund Balance Allocation from Virtual	4,538,264	4,538,264	2,847,321	-	100.0%
22 Bookstore/Harrisburg Allocation	600,000	600,000	350,000	-	100.0%
23 Facilities Support Staff Allocation	35,000	35,000	20,417	-	100.0%
24 Facilities Allocation (Bkstore)	110,918	110,918	64,702	-	100.0%
25 Total Transfers In	5,284,182	5,284,182	3,082,440	-	100.0%
26 Total Revenues & Transfers In	53,517,207	52,002,038	38,755,992	(1,515,169)	97.2%
EXPENDITURES					
30 Wages (includes 14 of 25 (staff) and 11 of 19 (hourly) pays)	27,017,136	27,867,838	13,895,313	850,702	103.1%
31 Fringes	9,403,586	9,049,818	4,428,816	(353,750)	96.2%
32 Total Payroll Expenditures	36,420,704	36,917,656	18,324,128	496,952	101.4%
33 Operating Expenditures					
34 Insurance	261,144	250,977	250,977	(10,167)	96.1%
35 Mailing Costs	34,635	34,635	14,898	-	100.0%
36 Telecommunications	58,374	58,374	28,132	-	100.0%
37 Utilities	2,374,500	2,149,500	1,095,713	(225,000)	90.5%
38 Bad Debt	793,500	401,111	200,586	(392,389)	50.5%
39 Miscellaneous Expenses (credit card fees, real estate taxes, etc.)	238,959	226,280	120,880	(12,699)	94.7%
40 Library Expense	147,181	147,181	89,483	-	100.0%
41 Supplies	1,487,400	1,487,400	777,869	-	100.0%
42 Purchased Services	468,829	468,829	234,657	-	100.0%
43 Advertising	45,375	45,375	20,136	-	100.0%
44 Rentals/Leases	2,744,282	2,744,282	1,785,037	-	100.0%
45 Repairs & Maintenance	418,466	418,466	260,883	-	100.0%
46 Professional Fees	485,933	485,933	226,028	-	100.0%
47 Meeting & Travel/Conf. Expenses	203,070	206,070	99,485	3,000	101.5%
48 Total Operating Expenditures	9,761,848	9,124,393	5,182,714	(637,255)	93.5%
49 Total Expenditures Before Transfers Out	46,182,352	46,042,049	23,506,843	(140,303)	99.7%
50 Operating Transfers Out					
51 ACA	7,947,401	7,947,401	4,835,984	-	100.0%
52 Operating Transfers Out	7,947,401	7,947,401	4,835,984	-	100.0%
53 Total Operating Expenditures & Transfers Out	54,129,753	53,989,450	28,142,827	(140,303)	99.7%
54 Net Operating Increase (Decrease)	(612,546)	(1,987,412)	10,613,166	(1,374,866)	
55 Net Change to Fund Balance	(612,546)	(1,987,412)	10,613,166	(1,374,866)	
56 Unrestricted Fund Balance at July 1, 2014	5,776,364	7,432,117	7,432,117		
57 Unrestricted Fund Balance at June 30, 2015	\$ 5,163,818	\$ 5,444,705	\$ 18,045,283		

HACC  
School District Reimbursement  
Operating and Capital 3-Year Payment Scenario

School District	Fiscal Year 2014-15			Fiscal Year 2015-16			Fiscal Year 2016-17		
	Operating	Capital	Total	Operating	Capital	Total	Operating	Capital	Total
Camp Hill	\$ 82,800	\$ 16,759	\$ 99,559	\$ 69,000	\$ 16,759	\$ 85,759	\$ 55,200	\$ 25,139	\$ 80,339
Carlisle	280,200	65,004	345,204	233,500	65,004	298,504	186,800	97,506	284,306
Central Dauphin	1,378,800	177,574	1,556,374	1,149,000	177,574	1,326,574	919,200	268,025	1,187,225
Cumberland Valley	608,400	142,663	751,063	507,000	142,663	649,663	405,800	213,995	619,795
Derry Township	194,200	63,610	248,010	153,500	63,610	217,110	122,800	94,570	217,370
East Pennsboro	255,000	36,680	291,680	212,500	36,680	249,180	170,000	55,020	225,020
Greenwood	49,200	8,330	57,530	41,000	8,330	49,330	32,800	12,495	45,295
Harrisburg	85,800	11,046	96,846	71,500	11,046	82,546	57,200	16,569	73,769
Lower Dauphin	511,800	51,667	563,467	426,500	51,667	478,167	341,200	77,501	418,701
Mechanicsburg	253,200	51,693	304,893	211,000	51,693	262,693	168,800	77,540	246,340
Middletown	305,400	54,229	359,629	254,500	54,229	308,729	203,500	81,344	284,844
Millersburg	193,800	26,876	220,676	161,500	26,876	188,376	129,200	43,314	172,514
Newport	61,800	8,042	69,842	51,500	8,042	59,542	41,200	12,063	53,263
South Middleton	92,400	10,005	102,405	77,000	10,005	87,005	61,800	15,008	76,808
Steelton-Highspire	174,000	38,614	212,614	95,000	38,614	133,614	76,000	57,397	133,397
Susquehanna	71,400	6,680	78,080	59,500	6,680	66,180	47,800	10,020	57,820
Susquehanna	352,800	49,534	402,334	294,000	49,534	343,534	235,200	74,301	309,501
Upper Dauphin	177,000	19,069	196,069	147,500	19,069	166,569	118,000	28,604	146,604
West Perry	74,400	11,726	86,126	62,000	11,726	73,726	49,600	17,589	67,189
West Shore	174,600	27,683	202,283	145,500	27,683	173,183	116,400	41,525	157,925
Williams Valley	650,400	114,345	764,745	542,000	114,345	656,345	433,600	171,518	605,118
Total	\$ 6,000,000	\$ 1,000,000	\$ 7,000,000	\$ 5,000,000	\$ 1,000,000	\$ 6,000,000	\$ 4,000,000	\$ 1,500,000	\$ 5,500,000

09/25/2014