



Derry Township School District Board of Directors Meeting April 27, 2015 Summary Minutes - XIX

1. OPENING ITEMS

1.1 Call to Order

Minutes: The April 27, 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

Members in attendance: Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

Non-Voting Members in attendance: Joseph McFarland

Members not in attendance: Andrea Abruzzo, Jayanth Franklin, Julie Neal

Staff/Public in attendance: Jennifer Mysel, Annmarie Schupper, Mike Knause, Anthony Potter, Susan Cort, Mike Frentz, Stacy Winslow, Jason Reifsnyder, Dan Tredinnick

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

1.3 Flag Salute

1.4 Approval of Board of Directors Agenda

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

2. INFORMATIONAL AND PROPOSALS

2.1 Presentation - Changing Demographics in Derry Township School District

Minutes: Mr. McFarland provide the Board an overview of the changing demographics in Derry Township School District

2.2 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 that if conducted in public, would violate a lawful privilege or lead to disclosure of confidential information. In addition, the Board met in Executive Session on April 20, 2015.

2.3 Recognition of Citizens (Agenda Items)

Minutes: The following citizen was recognized by the Board:

- Annmarie Schupper - Changing Demographic Agenda Item

2.4 Standing Committee Meeting Reports

Minutes:

- Mr. Shiflett provided the following updates with regard to the Finance Standing Committee Meeting:
 - 5-Year Projections and Fund Balance Usage Plan
 - Bank Depository
 - 5-Year Capital Plan
 - Community Budget Forum
- Mr. Shiflett provided the following updates with regard to the public budget forum:
 - Review of District Finances
 - Review of Budget Forecast
 - 5-Year Plan

2.5 Student Representatives' Report

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

- Recent events
- Upcoming events

2.6 Finance/Budget Update

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

2.7 Anticipated Agenda Items for the Next Board of Directors Meeting

The Anticipated Agenda Items for the May 11, 2015 Public Board of Directors Meeting were listed:

1. Approval of April 27, 2015 Board of Directors Summary Minutes
2. Approval of April 2015 Finance Report
3. Approval of Five Year Capital Improvement Plan 2015-2020
4. Budget Transfers
5. CAIU Special Education Contract 2015-2016
6. Requests for the Use of Facilities
7. Personnel
8. Staff Development

Minutes: The anticipated agenda items for the May 11, 2015 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

4. CONSENT AGENDA ITEMS

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

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan,
 Brian Shiflett

No 0

Abstain 0

Not 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

Cast

MOTION CARRIED

4.1 Approval of April 13, 2015 - Summary Board of Directors Meeting Minutes

4.2 Approval of March 2015 Finance Report

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

General Fund Revenue	\$2,776,516
General Fund Expenditures	4,356,317
Balance of Cash Plus Investments (Included Capital Reserve)	25,335,329

2. The listed schedule of investment transactions for the period beginning March 1, 2015 through March 31, 2015, had total interest earnings of \$6,870 comprised of the following:

Money Market	6,254
Capital Reserve	616

The average interest rate for March 2015 was .28%

3. The March 2015 expenditures for the paid bills for all funds totaled \$1,356,424 excluding net payroll, retirement contributions, and debt service.
4. The April 2015 expenditures for the unpaid bills for all funds totaled \$1,230,876.
5. Estimated expenditures of the General Fund for the month of April 2015 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	101,800
Net Payroll (2 pays)	1,294,000
Employer Provided Insurance	471,300
Payroll Deductions	660,000
Employer Payroll Taxes (FICA/RET)	150,000
Debt Service	0
Total Estimated Expenditures	\$3,677,100

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 April 2015 budget transfers.

4.4 Approval of Textbook

The Administration recommended the approval of the following textbook for use in the 2015-2016 school year:

High School

Curricular Area: HS English
Subject/Course: Hero's Journey
Grade Level(s): Grade 11
Title: The Fault in Our Stars
Publisher: Dutton Books
Author: John Green
Copyright: 2012

4.5 Approval to Eliminate Course

The Administration recommended the approval to eliminate the Grade 8 encore course entitled:

- Discovery

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: Boys Scouts of America
Date/Time: May 9, 2015
9:00 a.m. - 4:00 p.m.
Requested Facility: Elementary Parking Lot
Event: Individual Eagle Scout Project
Taking Care of Your Bike Event
Fee: None

Group: The Goddard School
Date/Time: June 10, 2015
6:00 p.m. - 7:30 p.m.
June 11, 2015
5:00 p.m. - 9:00 p.m.
Requested Facility: Middle School Auditorium
Event: Kindergarten Graduation

Fee: Room Rental: \$80 per hour (Approximate \$440)
Custodian: \$39.14 per hour (If needed)

Group: Hershey Youth Field Hockey

Date/Time: June 22 - 25, 2015
6:00 p.m. - 8:30 p.m.
(Rain Date)
June 26, 2015
6:00 p.m. - 8:30 p.m.

Requested Facility: 322 Turf Field

Event: Hershey Youth Soccer Camp

Fee: Turf Field Manager: \$30 per hour (Approximate \$420)

Group: Saint Francis University Football

Date/Time: June 25, 2015
5:30 p.m. - 9:00 p.m.

Requested Facility: Track/Football Turf Field

Event: Football Clinic

Fee: Field Rental: \$100 per hour (Approximate \$350)
Turf Field Manager: \$30 per hour (Approximate \$135)

Group: Hershey Boys' Basketball Boosters

Date/Time: Monday through Thursday
June 29 - July 2, 2015
July 13 - 16, 2015
9:00 a.m. - 3:00 p.m.

Requested Facility: Middle School Gym, Cafeteria, Lobby
ECC Gym, Lobby

Event: Hershey Youth Basketball Camp

Fee: Custodian: \$39.14 per hour (If needed - June 29 - 30, 2015)
Custodian: \$41.64 per hour (If needed - July 1-2, 2015; July 13-16, 2015)

Group: Hershey Youth Field Hockey

Date/Time: September 8 through November 1, 2015
Monday through Fridays
5:00 p.m. - 8:00 p.m.
Saturday and Sundays
1:00 p.m. - 5:00 p.m.

Requested Facility: 2 Grass Fields (Behind HS and MS Field Hockey Field)

Event: Practices & Games

Fee: None

4.7 Approval of Board Operating Guideline

The Administration recommended the approval of the following Board Operating Guideline for the Derry Township School District which has been 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 Policies

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

- 113.2 Positive Behavior Supports
- 113.3 Screening and Evaluations for Students With Disabilities

4.9 Announcement of Staff Development Conference

Staff Members: Stephanie Hegge, Renee Owens

Conference: International Society for Technology in Education

Location: Philadelphia, PA

Dates: June 27, 2015 through July 1, 2015

Expenses: \$392.00 (each)

5. NEW BUSINESS

5.1 Approval to Bid – Elementary School Roof

The Administration recommended the Board approve to solicit bids for the Elementary School Roof.

Minutes: Following a motion by Mr. Barrett and a second by Mr. Shiflett the approval to solicit bids for the elementary school roof passed.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.2 Approval of Agreement - Professional Roof Services

The Administration recommended the Board approve the agreement with Professional Roof Services in the amount of \$20,000 to complete design specifications for the Elementary School Roof.

Minutes: Following a motion by Mr. Barrett and a second by Mr. Shiflett the agreement with Professional Roof Services was approved.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, and Julie Neal

MOTION CARRIED

5.3 Approval of Refinishing High School Gym Floor

The Administration recommended the Board approve Miller Flooring Company to refinish the high school gym floor at a cost of \$15,335.22.

Minutes: Following a motion by Mr. Barrett and a second by Mr. Shiflett the approval to refinish the high school gym floor passed.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

To Be Noted: Mr. Barrett made a motion to combine items 5.4 through 5. which was seconded by Dr. Donahue.

5.4 Approval of High School Gym Painting

The Administration recommended the Board approve Capital Painting, Inc. to paint the high school gym at a cost of \$8,600.

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the approval to paint the high school gym floor passed.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.5 Approval to Bid - High School Clock and Paging System

The Administration recommended the Board approve the solicitation of bids for the High School Clock and Paging systems.

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the approval to solicit bids for the high school clock and paging systems passed.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.6 Approval of Alternative Education for Disruptive Youth Agreement

The Administration recommended approving an agreement with River Rock Academy for Alternative Education for Disruptive Youth during the 2015-2016 school year.

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the agreement with River Rock Academy for Alternative Disruptive Youth during the 2015 - 2016 school year was approved.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.7 Approval of Gift - High School Assembly - King's Dream

The Administration recommended accepting the following gift:

Donated by: Mr. and Mrs. Mike Leonard

Item: King's Dream Assembly

Specifications: 9-12 Grade Students

Value: \$975.00

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the King's Dream Assembly gift was approved.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.8 Approval of Gift - District "Go Kit"

The Administration recommended accepting the following gift:

Donated by: Susan S. Graham

Item: Monetary Donation

Specifications: District "Go Kit"
(In honor of Mike Leonard)

Value: \$100.00

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the District "Go Kit" gift was approved.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.9 Approval of Replacement Outdoor Freezer

The Administration recommended the purchase of a replacement freezer from Singer Equipment Company in the amount of \$22,050. This bid price is from the Pennsylvania Department of General Services contract number 4400003674.

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the purchase of a replacement freezer from Singer Equipment Company was approved.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.10 Approval of Removing Existing Freezer and Installation of New Outdoor Freezer

The Administration recommended E. H. Williams & Sons remove the existing freezer and install the new freezer for \$5,800.

Minutes: Following a motion by Mr. Barrett and a second by Dr. Donahue the approval to have E.H. Williams and Sons remove the existing freezer and install the new freezer passed.

Vote Results

Aye 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett

No 0

Abstain 0

Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal

MOTION CARRIED

5.14 Personnel - Resignations

The Administration recommended the approval of the following resignations:

Contracted:

Bell, Steven

Transportation Coordinator

District-wide

Reason: Personal

Effective: 06/30/2015

Professional:

Peters, Kelly

K-8 Instructional Technology Coach

District-wide

Reason: Personal

Effective: 04/23/2015

Smith, Elisa

Sign Language Interpreter

High School

Reason: Personal

Effective: At the end of the 2014-2015 school year

Thompson, Grace

Communications Art Teacher

Middle School

Reason: Personal

Effective: At the end of the 2014-2015 school year

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

5.15 Personnel - General

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

Transfer of Professional Staff:

Lillenstein, Tiffany *

From: Reading Specialist

Elementary School

To: Part-time Kindergarten Teacher (New Position)

Early Childhood Center

Masters +30, Step 6

Salary: \$30,682.50

Effective: 08/24/2015

Longenecker, Gregg *

From: Fifth Grade Teacher

Intermediate Elementary School

To: Math Intervention Specialist (New Position)
Elementary School
Masters +45, Step 18
Salary: \$82,312
Effective: 08/24/2015

Umberger, Jill *

From: Fourth Grade Teacher
Intermediate Elementary School
To: Part-time Kindergarten Teacher (New Position)
Early Childhood Center
Masters, Step 3
Salary: \$25,849
Effective: 08/24/2015

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

Buildings and Grounds:

Sweigart, Jordan

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

Technical Support:

Graham, Coleton

Summer Technical Support
District-wide
Up to 10 hours per day
Salary: \$8.50 per hour
Effective: 05/26/2015 - 08/28/2015

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

LSC Additions:

Extended School Year (ESY) - \$2,000
Auditorium Manager - Elementary (Group I)

LSC Deletions:

Technology Lead Teacher (2) - Group H

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

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

Vote Results

Yea 6 Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Maryellen Sheehan, Brian Shiflett
Nay 0
Abstain 0
Not Cast 3 Andrea Abruzzo, Jayanth Franklin, Julie Neal
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 Capital Area Intermediate Unit

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

6.3 Derry Township Tax Association

Minutes: Mr. Shiflett attached his report for the Derry Township Tax Association.

6.4 Pennsylvania School Board Association

Minutes: Mrs. Eby provided the following update with regard to the Pennsylvania School Boards Association.

- Child Protective Services Law

6.5 Tax Increment Financing Committee

Minutes: Mr. Hancock attached his report for the Tax Increment Financing Committee.

6.6 The Trojan Foundation

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:
None

7.2 Superintendent's Report

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

- Recognition of Giant A+ program
- Recognition of staff
- Recognition of student

- Recognition of HS musical (Apollo Awards)
- Recognition of the Trojan Foundation
- PSBA Day on the Hill

7.3 Board President's Report

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

- Upcoming Committee Meetings
- Public Comments for Drug and Alcohol Policy
- Bike to School Day
- Race for Education (Elementary PTO)

8. RECOGNITION OF CITIZENS

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

9. ADJOURNMENT

Minutes: Following a motion by Mrs. Eby and a second by Mr. Barrett the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved at the May 11, 2015 meeting

Maryellen B. Sheehan
President of the Board of Directors

JWR

April 27 , 2015

Please (Signal in AND) Print Your Name:

Printed Name _____

Dan Tredinnick

Printed Name _____

Tanner Nyses
Printed Name

Printed Name

ANNMARI E SCHUPPER

Printed Name _____

Mike Knauff

Printed Name _____

Anthony P. Hor.
Printed Name

Printed Name

SUSAN COULT

Printed Name _____

Printed Name _____

Printed Name

Printed Name _____

Printed Name _____

Printed Name _____

Printed Name _____

Printed Name _____

DAUPHIN COUNTY TECHNICAL SCHOOL

Delegate Report
April 2015



The Dauphin County Technical School Joint Board met on April 15, 2015. In addition, the Joint Operating Committee (JOC) met in Executive Session, Work Session and Regular Session. 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 Joint Board meeting, where a quorum was not present, Business Manager Maria Zaharick presented the proposed 2015-16 budget. The budget projects an increase of 6.9% over the current year budget. Member district costs rise 1.2%; however DTSD's decreases 2.3% to \$445,601. The administration also recommends a \$500 increase in the non-member district tuition rate, which has been frozen for the past five years.

Also during the Joint Board Meeting, Dr. Cindy Mortzfelt was nominated as the Superintendent of Record, and Brian Shiflett was nominated as Treasurer for the 2015-16 school year. Routine resolutions to receive grants and entitlements not reflected in the budget were also presented to the board. All motions, including the 2015-16 budget proposal will be voted on by mail ballot distributed to Joint Board members.

Last month, Ralph Miller, DCTS facilities manager, and Dennis Rumsey, Trane Account Manager, presented a proposal for conducting a building-wide electrical engineering study needed to plan and prepare for the redesign of the Auditorium HVAC system. Since that time, the administration has determined that the cost of the Auditorium HVAC redesign will be too expensive for next school year, and has presented to the JOC an alternative plan to separate building controls into one enterprise system. The costs are estimated at \$140,000 and are included in the 2015-16 budget; however, the JOC has asked for additional justification data from the Administration and Trane before making a decision on the project.

Dr. Grimm presented the design drawings for the planned Dental Assisting shop, and the JOC authorized the Administration to seek proposals for engineering services related to the project.

In other business, the JOC conducted first readings of revised Policy 117, Homebound Instruction, and revised Policy 121, Field Trips. The JOC also approved revised Policy 111, Lesson Plans, revised Policy 116, Tutorial Instruction, and the textbooks for 2015-16 curriculum.

In related news, DCTS held its first Spring Dinner and Silent Action Fundraiser on Friday, April 17. Brian Shiflett attended the event, which appears to have been quite successful.

The next JOC meeting will be held Wednesday, May 13, 2015, 7:00 p.m.

Respectfully submitted,

Brian Shiflett



Joint
Operating
Committee

Central Dauphin

**Brian Faleshock
William Roberts, Jr.**

Derry Township

**Julie Neal
Brian Shiflett**

Halifax Area

**Ricky Grosser
Hara Franks**

Lower Dauphin

**Todd Kreiser
Keith Oellig**

Middletown Area

**Newton Davis
Pamela Price**

Susquehanna Twp.

**Carol Karl
Jesse Rawls, Sr.**

**Superintendent of
Record**

Cindy Mortzfeldt

Legal Counsel

P. Daniel Altland, Esq.

Board Briefs

April 15, 2015

PERSONNEL [approved]

- leave without pay request: Joanna Hensel, Special Education Mathematics, from April 29-June 10, 2015
- retirement notice, with regret, from Carol Appleby, Mathematics Instructor, effective June 11, 2015
- credit reimbursement payments for: **full** – Gwen Mosteller; **initial 50%** – Sharon Deiling, Meri Beth Furlong, Tiffany Houtz, Ryan Liddick, Kristi McConnell, Jennifer O'Donnell, Joy Schwenk, Jen Taylor; **final** – David Brown; **approval** – Jessica Reitzel, Dana Saporita

FINANCIAL [approved]

- financial report and bills for payment as of March 31, 2015
- budget transfers as presented
- federal grant budget revision as presented
- quarterly student activities and production accounts as presented
- capital reserve contribution as presented
- RFP-dental assistant program engineer as presented
- perkins equipment as presented
- 2015-2016 joint purchase fuel as presented

MISCELLANEOUS [approved]

- out-of-state conference for Chef Dacko and Chef Sackett, June 2-5, 2015
- 2015-2016 textbook listing
- Policy 111 – Lesson Plans
- Policy 116 – Tutorial Instruction



CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 23, 2015** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- Alicia McDonald, Director of Student Services, shared that she is working to complete the 2015-16 contracts for school-age special education services. Student Services will be adding part-time floater positions to help offset a substitute shortage. Stephanie Casey, a teacher of the Visually Impaired, recently was credentialed in Unified English Braille, the adopted coding for the US. Student Services continues to provide supports for school districts such as the involvement in the PDE Data Summit, conducting speech and language screenings during kindergarten registration in Susquenita School District and planning for a special education program review in Cumberland Valley School District. She concluded by providing highlights of the CAIU Special Education Plan which is included on today's agenda.
- Theresa Kinsinger, Director of Organizational Services, shared that the CAIU will be offering the Guest Teacher program this year based on a regional need for substitutes. PDE will now allow IUs to provide teacher emergency permits to third-party contractors, and there is a proposal forthcoming to increase substitute rates for the CAIU.
- David Martin, Director of Technology Services, shared that his department is preparing for a PAIUnet connection upgrade which plans to go live July 1st. The CAIU will be offering more bandwidth for districts along with investigating next generation fire walls. He also provided an update on the CAIU computer life cycle plan.
- Daren Moran, Business Manager, shared that both recent State audits resulted in clean audit reports. The local auditors will be coming in May to begin preparation for this year's audit. PDE will be reviewing the Early Intervention program looking at fiscal data and program records.
- Len Kapp, Supervisor of Operations and Transportation, shared an update about the completion of a reconfiguration of internal office space, and his department is preparing for summer projects.
- Dr. Rhonda Brunner, Assistant Executive Director, shared an update to policy #204 based on a change to School Code. There will be a Federal Programs Coordinator training at the CAIU in May. Information was also shared about a July PEMA All-Hazards training to be held at the CAIU. Recently, Emergency Operations Plan Tabletop Exercises were completed with staff.
- Cindy Mortzfeldt, Executive Director, shared that her report highlights the business department and their work with the recent audits. An overview of the CAIU finances will be shared immediately following the Board meeting. Champions for Children Basket Bingo resulted in over \$4,000 raised for this fund. She shared details about her participation in PAIU Day on the Hill and a recent visit to CAIU Preschool classrooms located in our district elementary buildings. She asked the Board to *Save the Date* for the Deaf or Hard of Hearing Awards program on May 29th.
- Brian Griffith, shared information about the Blended Learning Implementation Grant awarded to East Pennsboro Middle School. Students are taking PSSA assessments across the schools. A local cybercharter school uses the Enola office conference rooms to administer the PSSAs to its students.

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

Approved Action Items

- Minutes from the March 26, 2015 CAIU Board Meeting
- Treasurer's Report and Payment of Bills – a total of \$5,230,009.31 in receipts and \$6,451,147.18 in expenditures for March 2015.
- Summary of Operations for the 2014-15 fiscal year showing revenues of \$49,877,454.67 and expenses of \$47,722,147.84
- Budget Administration
 - Proposed 2014-15 Budget Revision A – Capital Area Partial Program (CAPP) to close out the program
 - Proposed 2014-15 Budget Revision A – Diakon Center Point Program in the amount of \$488,850
 - Proposed 2014-15 Budget Revision A – English as a Second Language (ESL) in the amount of \$377,929
 - Proposed 2014-15 Budget Revision A – IDEA Section 611 – School Age in the amount of \$16,972,150
 - Proposed 2014-15 Budget Revision A – Professional Services in the amount of \$2,098,808
 - Proposed 2014-15 Budget Revision A – Student Services in the amount of \$16,866,000
 - Proposed 2014-15 Budget Revision A – Technology Entrepreneurial in the amount of \$3,170,012
- Other Fiscal Matters
 - 2015-16 Student Services Fixed Rates
 - Final Auditor General Report for the time period of April 22, 2011 – August 7, 2014
 - Final Auditor General Limited Procedures Engagement for the time period of July 1, 2009 – February 23, 2015
- Policies & Programs
 - Second Reading, Revised Policy #307 – Student Teachers/Interns
 - Second Reading, Revised Policy #203.1 – HIV Infection
 - Second Reading, Revised Policy #609 – Investment of Funds
 - Second Reading, New Policy #718 – Service Animals in Schools
 - Second Reading, 2015-16 CAIU 12-Month Employee Calendar
 - First Reading, Revised Policy #204 – Attendance
 - 2015-16 Student Services Master Calendar
 - Loysville Youth Development Center Reconfiguration
- 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 at today's meeting. She appreciates the time they spend coming to the CAIU Board meetings.

Board Members Sharing of Information

- Mr. Bruce Walter, Millersburg Area School District, shared that his district anticipates hiring their new superintendent at their next board meeting.
- Mrs. Barbara Geistwhite, Cumberland Valley School District, thanked Len and his staff for their work this winter with snow removal. She also shared that CVSD's Thon raised over \$240,000. As a member of the Champions for Children Foundation Board, she encouraged the Board members to participate in the annual golf tournament planned for this summer.
- Mrs. Nancy Otstot, East Pennsboro Area School District, expressed her gratitude on behalf of her district for the blended learning grant. She shared that East Pennsboro will be an example for the region.

- Mrs. Judith Quigley, Mechanicsburg Area School District, shared information about the Ned Smith Center and their online plant sale. The center has partnered with Diakon Youth Services to provide the plant sale. Proceeds support the Ned Smith Center and the programs of Diakon Youth Services.
- Dr. Tony Tezik, West Shore School District, shared information about the merger of Red Land HS and Cedar Cliff HS Bands.
- Dr. Fred Baldwin, Carlisle Area School District, asked for information about third party providers of Substitute services.

Information Items

- See AgendaManager at www.caiu.org for additional miscellaneous correspondence

NEXT MEETING: Thursday, May 28, 2015, 8:00 a.m., Board Room, CAIU Enola

DATE SAVER: Immediately following the May Board Meeting, an overview of the new program, Project SEARCH will be provided.

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

A. RESIGNATIONS:

KATHY HECKARD, educational paraprofessional, Autism Support effective June 8, 2015. Reason: Retirement after 30 years of CAIU service.

CHERYL MARTIN, teacher, Deaf/Hard of Hearing Support effective June 8, 2015. Reason: Personal.

BEVERLY MEISER, speech pathologist, school-age program effective June 30, 2015. Reason: Retirement after 22 years of CAIU service.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

DANIELLE APPEL, full-time, long-term substitute speech pathologist, Early Intervention effective April 20, 2015 through June 30, 2016. To be paid at the rate of \$33.52 per hour based on the 2014/2015 salary of Masters, Step 3, \$47,523 for 189 days of service prorated for a total of 35 days through June 30, 2015 and \$33.90 per hour based on the 2015/2016 salary of Masters, Step 3, \$48,056 for 189 days of service July 1, 2015 through June 30, 2016.

SANDRA BROWNAWELL, personal care assistant, Emotional Support effective April 14, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 39 days through June 30, 2015. This is a replacement position funded through the ES/CAPP Budget.

AMY CSERNY, technical business analyst, Technology Services effective May 4, 2015. To be paid at the rate of \$23.58 per hour based on the Exempt salary of \$46,000 for 12 months of service. This is a new position funded through the Application Development Budget.

FREDERICK GARMAN, educational paraprofessional, Student Services effective April 13, 2015. To be paid at the rate of \$19.21 per hour based on HS+30, Step 13, \$27,237 for 189 days of service, prorated for a total of 40 days through the end of the 2014/2015 school year. This is a new position funded through the ES/CAPP Budget.

TODD HOWELL, full-time, long-term substitute teacher, Early Intervention effective April 20, 2015 through June 30, 2015. To be paid at the rate of \$33.52 per hour based on Masters, Step 3, \$47,523 for 189 days of service, prorated for a total of 35 days through June 30, 2015. This is a new, long-term substitute position funded through the MAWA Budget.

SHAQUANA ROBINSON, part-time educational paraprofessional, Early Intervention effective April 21, 2015. To be paid at the rate of \$14.29 per hour based on HS+30, Step 5, \$20,262 for 189 days of service.

KATHERINE SCOTT, educational paraprofessional, Emotional Support effective May 4, 2015. To be paid at the rate of \$13.97 per hour based on HS, Step 6, \$19,800 for 189 days of service prorated for the remaining 24 days of the 2014/2015 school year. This is a replacement position funded through the ES Budget.

C. CHANGES OF STATUS:

MATTHEW GAUMER, from part-time to full-time educational paraprofessional, Early Intervention effective April 20, 2015. To be paid at the rate of \$13.67 per hour based on HS+30, Step 4, \$19,388 for 189 days of service, prorated for a total of 35 days through the end of the 2014/2015 school year.

BARBARA KLINE, from educational consultant, Curriculum Services to occupational therapist, OT/PT effective April 1, 2015. No change in salary. Position will be funded 154 days through the Curriculum Budget and 35 days through the OT/PT Budget for the 2014/2015 school year.

MITZI McKENZIE, from day-to-day to long-term substitute teacher, Emotional Support effective April 20, 2015 through June 5, 2015. To be paid at the rate of \$30.24 per hour based on Bachelors, Step 1, \$42,872 for 189 days of service. This is a long-term substitute position funded through the ES Budget.

KATHERINE STROHM, from long-term substitute to permanent full-time teacher, Early Intervention effective April 20, 2015. Continue to pay at the rate of \$32.88 per hour based on Masters, Step 2, \$46,604 for 189 days of service. This is a new position funded through the MAWA Budget.

Executive Director's Report

April 23, 2015

MONTHLY SPOTLIGHT

CAIU Business Team

Our Business Team, led by Daren Moran, Business Manager, provides a variety of financial and operational services to internal and external clients. In addition to the monthly financial reports to the Board, the business office oversees the daily responsibilities associated with the budget administration of approximately 52 budgets, the monitoring of state and federal grants, accounts payable/receivable and purchasing. Our business office also hosts the monthly business managers meeting for our region, supports our districts using the Alio financial accounting software, and offers a Group Purchasing Consortium through Office Depot. Most recently, our business office will help support our districts using the Eidex Solution. Thanks to our business office staff for modeling strong internal fiscal controls on a daily basis.

Immediately following today's Board meeting, Daren Moran will share an overview of CAIU Finances.

NEWS

Congratulations to East Pennsboro Middle School, the recipient of the Blended Learning Implementation Grant. This grant will enable the school to incorporate innovative teaching methods and to repurpose their physical space. Their model fuses online content delivered through a blended lab rotation with project-based learning and a competency-based curriculum to create a personalized educational experience for all students. CAIU staff looks forward to working with East Pennsboro Middle School staff through this implementation. Our goal is to continue to emerge as a leader in blended and online learning strategies. Our work with East Pennsboro Middle School will help us achieve that goal.

Champions for Children

The 16th annual Champions for Children Basket Bingo event was held at the CAIU on Friday, April 10, 2015 from 6 p.m. – 10 p.m. There were approximately 125 participants this year, and over \$4,000 was raised in support of our Champions for Children organization. Thank you to our CAIU staff that planned and staffed the event.

PA Excellence in eLearning Forum 2015

The second annual conference was held in Valley Forge on March 25- 27, 2015. Holly Brzycki, Supervisor of Online Learning, and her team organized an event for the six Intermediate Units and 88 school districts who participate in the Capital Area Online Learning Association (CAOLA). This year the event had the nationally known speaker, Tom Vander Ark, who spoke about Special Education in online learning. The conference was a great success with 120 district and IU partners in attendance.

Student Services

Preschool/Early Intervention

- On April 15th, some of our Preschool staff participated in West Perry School District's Pre-K Family Fun night that is designed for families of incoming kindergarteners.
- Preschool welcomes Todd Howell, a long term substitute teacher for Delbrook, and Beth Stewart, EPP at Willow Mill.

- One preschool classroom teaching team is working with Early Intervention Technical Assistance in a pilot program utilizing the Prevent Teach Reinforce for Young Children Coaching Opportunity: An Evidenced Based Practice to Support Staff and Families.

Hill Top Academy

- This month we are welcoming two new staff to our building: Fred Garman, on the intervention team, and Sandra Brownawell, a PCA for an elementary student.
- Staff and students held Field Day at Northern High School track on April 17th. Northern York County School District has graciously offered their track for us to use that morning.
- New referrals for the diagnostic classroom are now on hold for next school year. Our fourth quarter has a full class for the 45 day evaluation period this spring.
- The current student enrollment at HTA is 123 students with an ongoing active referral list.
- Teachers and students have been preparing for this month's testing. PASA testing is complete and the PSSAs are being administered from April 13 through the end of the month.

Data Systems

- CAIU staff attended the second annual PDE Data Summit March 22 – 25. The Summit brought together over 1,000 attendees comprised of education and data professionals. The CAIU region was represented by 65 attendees from 25 entities. The following districts were session presenters: Central Dauphin SD, Greenwood SD, Newport SD, Shippensburg Area SD, and West Shore SD. Cindy Gavazzi and Ariel Sutton, CAIU Staff, also led two sessions.
- CAIU is partnering with PDE to support school districts with the rollout of the Educator Dashboard/Early Warning System (EWS). Currently, Harrisburg City SD, Newport Area SD, South Middleton SD, and West Perry SD from IU15 and Annville-Cleona SD from IU13 are in the process of implementing the EWS. The Educator Dashboard is a free/ voluntary tool available to all Commonwealth local education agencies and will assist districts with identifying students at risk of dropping out.

Blind/Visually Impaired Support Program

- Stephanie Casey, CAIU Teacher of the Visually Impaired, was one of the first teachers nationwide to complete the course, "Transitioning to Unified English Braille (UEB)" offered by Hadley School for the Blind. In November 2012, the Braille Authority of North America (BANA) voted to adopt Unified English Braille (UEB) as an official code for the United States. This transition becomes effective January 4, 2016, and all new transcriptions will be produced in UEB; educators will teach the code; and devices and software will fully and accurately incorporate UEB.

School-Age Speech/Language Support Program

- Members of the School-Age Speech and Language Staff assisted Susquenita School District with speech and language screenings during kindergarten registration. Additionally, they completed speech and language assessments for a district Speech and Language Pathologist who is on maternity leave.

Autism

- April is **National Autism Awareness Month**. In order to highlight the growing need for concern and awareness about autism, the Autism Society has been celebrating National Autism Awareness Month since the 1970s. The United States recognizes April as a special opportunity to educate the public about autism and issues within the autism community.
- Samantha Forsythe and her staff at Hershey Middle School are preparing to participate in Project Max, a statewide initiative which promotes access to general education content and curriculum for all students, especially those with complex instructional needs.
- Michelle Krolczyk's classroom at Hershey Early Childhood Center has successfully become involved in regular education Kindergarten classes with increasing hours and success. Thanks to the staff and administration at HECC for their on-going support of our students.

- On April 11, Ms. Krolczyk and her staff participated in the 10th annual Logan's Run & Walk for Autism at Harrisburg's City Island. "Team WOW" raised \$580 in support of the Autism Society Greater Harrisburg chapter. Congratulations!
- The Competent Learner Model Conference will be held at CAIU in October 2015. Details to follow.

Transition

- Project Search interviews were successfully held on March 18 at Hershey Medical Center. Seven students came and performed skills assessments as well as answered interview questions. Six students were selected to participate in this year's upcoming program, with another applicant being considered. Open House for students and their families will be held on May 19, 2015 from 6:30 p.m. - 8:00 p.m.

Multiple Disabilities

- After 21 years occupying a classroom at Camp Hill High School, our secondary MDS class will be moving to Steelton-Highspire High School. Many thanks to Camp Hill for their years of dedication to our program.

Equitable Participation Program

- Margaret Taylor-Makuch, Equitable Participation Coordinator, will be offering two parent sessions to solicit input regarding use of funds for students identified as special education and parentally placed in non-public schools. These sessions will be held at 7 p.m. on April 16th at West Shore Christian Academy and April 21st at Seven Sorrows School.

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

- ELECT newsletter will be disseminated quarterly ~ attached to the board agenda is our first installment.
- The ELECT annual conference was held on April 22-24 in Harrisburg.
- We will have a monitoring visit for the Region 2 Homeless grant on April 29.
- CAIU staff at Diakon was instrumental in getting both the Chesapeake Bay Watershed grant and the Pennsylvania Academic and Career/Technical Training (PACTT) grant to allow us more opportunities to utilize the nature for educational purposes.
- CAIU hosted a consortium meeting (6 districts) at the Diakon Wilderness Center to discuss planning and contracting for student placements.
- Our teachers at the Hershey Medical Center are actively involved in the Four Diamonds organization. In addition to their inclusion in the brochure/flyer, they asked to be included in a survey regarding their services. Information provided will be a jumping off point to help them market their services in the future.

NOTIFICATION OF ACTIVITIES

- Attended the monthly PAIU Executive Directors' meeting.
- Attended the Central Region PAIU Executive Directors' meeting.
- Attended a community meeting, hosted by Education Voters of PA and Education Matters in the Cumberland Valley, about public school funding in Cumberland County on April 1st. Several of the panelists (superintendents, business manager, and school board member) were from our districts in Cumberland County.
- Attended "Meet the Newly Appointed Secretary of Education" event at Penn State Harrisburg.
- Held two communications meetings with CAIU staff – offered both face-to-face sessions and Live Streaming so staff at various locations could participate.
- Visited Preschool Classrooms located in our district schools: Foose Elementary, Fishing Creek Elementary, Londonderry Elementary, Hershey Early Childhood Center and Conewago Elementary
- A Board Visit is scheduled for April 20 at Big Spring School District.

- Met with CAEA Leadership, along with Theresa Kinsinger and Alicia McDonald, for our quarterly meeting.
- Attended PAIU "Day on the Hill" and met with House and Senate leaders.

UPCOMING CAIU EVENTS

Deaf or Hard of Hearing Awards Program – May 29 at 7:00 p.m. at the Enola Office. Student awards will be presented at that time.

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.

Township of Derry Tax Collection Association - Delegate Report

The Township of Derry Tax Collection Association met April 23, 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 approved the January 22, 2015, meeting minutes and the January, February and March 2015 Financial Reports. The Association's finances are in good order, with expenditures running 23% of budget year to date as of March 31. In addition, year to date revenues exceed expenditures by \$4,556.36, which is a \$1,865.59 improvement over the same period in 2014.

Wendy Melhorn, Association Manager, updated the board on the implementation progress of the new tax system software. Weidenhammer has been on site each week for testing, and Ms. Melhorn expects the system to go live no earlier than June. In addition, Ms. Melhorn said that Weidenhammer was agreeable to providing system support at no additional charge for one-year after the go-live date, rather than one month. Ms. Melhorn indicated she would get that agreement in writing.

The members voted to cancel its regularly scheduled board meetings until September. If a pressing need arises during that time, Ms. Melhorn will call for a meeting.

The next meeting is scheduled September 24, 2015, at 6:00 p.m.

Respectfully submitted,

Brian Shiflett
Andrea Abruzzo

The TIF Committee met on April 22, 2015, 9:00 a.m. – 10:30 a.m. in the Township board room at 600 Clearwater Rd. This was the initial meeting of the TIF Committee, and the following were present:

Role	Entity	Individuals Present at Meeting
Authority	Derry Township Industrial & Commercial Development Authority	Justin Engle (for John Foley)
Authority Bond Counsel	McNees, Wallace & Nurick LLC	Tim Horstmann (for Donna Kreiser)
Authority's Advisor	Public Financial Management, Inc.	Scott Shearer & Melissa Hughes
Urban Planner	Derck & Edson	Chris Brown
County	Dauphin County	Not Present
School District	Derry Township School District	Mike Frentz, Bruce Hancock & Brian Shiflett
Township	Derry Township	Jim Negley, Lauren Zumbrun & Matt Weir
Member at Large	Dick Wood, Esq.	Not Present

Topics Discussed

1. TIF Committee introductions and contact information
2. Purpose and responsibilities of the TIF Committee

Notes: The second TIF Committee meeting agenda will be focused on financial aspects of the proposed development projects, proposed application of the tax increment financing, and debt issuance.

3. Overview and status of the project – Post Office Site
4. Overview and status of the project – Millers Chevrolet Site
5. Overview of the TIF Act
6. Next steps

Notes: The second TIF Committee meeting will be May 14, 2015, 9:00 a.m. – 10:30 a.m. in the Township board room. The committee has not adopted a timeline of action steps.

Respectfully submitted,

Brian Shiflett, Bruce Hancock & Mike Frentz

Trojan Foundation Meeting 4/15/15
Delegate Report for 4/27/15 Board Meeting

- Minutes from the February 18, 2015 meeting were approved
- Review of finances
 - Mike reviewed; current balance is \$118,191.33
- Taste of Hershey Recap
 - Revenue for event was \$18,000
 - Positive comments received from patrons as well as vendors
 - Student groups/participation was particularly appreciated and a main attraction
 - Setting up a preliminary meeting with HE&R to discuss planning for TOH 2016
- Mascot update
 - Mascot costume is done.
 - Unveiling will be in fall, possibly at Pep Rally or Football game
- Grant Application
 - The board looked at a preliminary funding request for technology for the Community Service Website and Mentor Program for 8th-12th grade students. Initial project proposal was approved to move onto the Detailed Project Proposal phase.
 - The board looked at a Detailed Project Proposal for a Hershey Middle School Technology Education Fabrication Lab. The cost is approximately \$8000. It was noted that it would satisfy the requirement for EITC money allocation. The Grant application was unanimously approved.
- Website Update
 - We looked at some of the updates for the Trojan Foundation website.
 - Additions suggested: Amazon Smiles and EIT information
- EIT
 - A subcommittee was formed to work on EIT reapplication and potential sponsors
- New Business - None
- Next Meeting – May 20, 2015 7:30am

Respectfully submitted,
Heidi Eby