

Derry Township School District Board of Directors Meeting - September 23, 2013 Summary Minutes - V

Roll Call

Members in attendance: Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Maryellen Sheehan, Ellen Sheffey, Brian Shiflett

Non-Voting Members in attendance: Joseph McFarland, Jason Reifsnnyder, Steve Rineer, Lisa Sviben Miller, Dan Tredinnick

Members not in attendance: Chris Morelli, Bill Parrish

Staff/Public in attendance: David Loyd, Anne Newman, Lori Dixon, Joy MacKenzie, Jackie Castleman, Heidi Eby, Lynn Dell, Dale Reimann, Stacy Winslow, Harry Strauser, Jason Brown, Don Helms, Anthony Potter, Ty Eby, Jonas Sheehan, Brittany Dieffenbach, Sarah Spicer

Members of the Media: Monica Von Dobeneck, *Patriot News*; Myla Merkel, *The Sun*

1. OPENING ITEMS

1.1 Call to Order

Minutes: The September 23, 2013 meeting of the Derry Township School Board of Directors was called to order by Vice President, Mr. Bruce Hancock at 7:05 PM.

1.2 Roll Call

1.3 Flag Salute

1.4 Approval of School Board Agenda

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

MOTION CARRIED

2. INFORMATIONAL AND PROPOSALS

2.1 Announcement of Executive Session

Minutes: The Board met in executive session prior to this evening's meeting regarding employment issues, and labor relations and arbitration's.

2.2 Recognition of Citizens (Agenda Items)

2.3 Standing Committee Reports

Minutes: The following Board Members provided committee updates:

Mrs. Sheffey - Policy Standing Committee

- Explained new committee review process
- Review of policies for 30-day review
- Review of policies not recommended for 30-day review
- Identified priority policies for next committee meeting

Mr. Hancock - Athletics and Activities Committee

- Introduction of Athletic Director
- Review of Policy 915 Booster Clubs
- Required Title IX Report
- Review of Policy 123 Interscholastic Athletics
- Review of Policy 707 Use of School Facilities
- Discussion on use/costs of synthetic turf fields

Mrs. Sheehan - Communications Standing Committee

- Walkability Audit

2.4 Student Representatives' Report

Minutes: Miss Dieffenbach and Miss Spicer provided the Board with the following updates:

- Upcoming events
- PSAT/SAT testing
- Facebook and Twitter pages
- Cafeteria food options
- Senior counselor meetings

2.5 Presentation - Six-Year Comprehensive Plan

Minutes: Mr. McFarland and the Administrative team provided the Board with an update with regard to the 2013-2020 Comprehensive Plan.

2.6 Anticipated Agenda Items for the Next School Board Meeting

The following items will be on the Agenda for the October 7, 2013 Public Board Meeting:

Presentations:

1.
 - Dauphin County Chapter of the Pennsylvania Association of School Retirees Grants
 - Middle School Music Program - John Gabrielle, Chris Stine, Stacy Winslow
2. Community Correspondence Report
3. Approval of September 23, 2013 School Board Summary Minutes
4. Requests for the Use of Facilities
5. Personnel
6. Staff Development

Minutes: The anticipated agenda items for the October 7, 2013 meeting of the Derry Township Board of School Directors were reviewed.

3. UNFINISHED BUSINESS

3.1 Superintendent Search Update

Minutes: Mr. Barrett provided the community with an update with regard to the Superintendent search.

3.2 Request for the Change of Location for the Use of Facilities

The Administration recommended the approval of the following Request to Change the Location of the Use of School Facilities:

Group: Hershey Youth Football Association
Date/Time: October 5, 19, 2013
3:00 p.m. - 9:00 p.m.
Requested Facility: From: Memorial Field (previously approved 3/25/2013)
To: Football Turf Field
Event: Hershey Youth Football Games
Fee: None
(High School coaching staff will serve as turf managers at no cost)

Minutes: Following a motion by Mr. Barrett and a second by Mrs. Sheffey item 3.2 was approved.

Vote Results

Yea	7	Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
Nay	0	
Abstain	0	
Not Cast	2	Chris Morelli and Bill Parrish

MOTION CARRIED

4. CONSENT AGENDA ITEMS

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

Minutes: Following a motion by Mr. Barrett and a second by Mrs. Sheffey the consent agenda was approved.

Vote Results

Yea	7	Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
Nay	0	

Abstain 0
Not Cast 2 Chris Morelli and Bill Parrish
MOTION CARRIED

4.1 Approval of September 9, 2013 School Board Meeting Summary Minutes IV

4.2 Approval of August 2013 Finance Report

1. The Treasurer's Report for the month ending August 31, 2013 was summarized as follows:

General Fund Revenue	\$9,413,459
General Fund Expenditures	3,518,401
Balance of Cash Plus Investments (Includes \$6,469,712 Capital Reserve)	21,816,031

2. The listed schedule of investment transactions for the period beginning August 1, 2013 through August 31, 2013 had total interest earnings of \$3,885 comprised of the following:

General Fund	\$0
Money Market	2,290
Capital Reserve	1,595
PA Local Government Trust	0

The average interest rate for August 2013 was .23%

3. The August 2013 expenditures for the paid bills for all funds totaled \$2,035,431 excluding net payroll, retirement contributions, and debt service.
4. The September 2013 expenditures for the unpaid balance for all funds totaled \$998,541.
5. Estimated expenditures of the General Fund for the month of September 2013 were in the following amounts:

Operating Expenses	\$1,200,000
Utilities	135,700
Net Payroll (2 pays)	1,279,000
Employer Provided Insurance	488,000
Payroll Deductions	623,000
Employer Payroll Taxes (FICA/RET)	1,015,500
Debt Service	<u>3,952,428</u>
Total Estimated Expenditures	\$8,693,628

4.3 Requests for Payment - Construction Projects

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

Hershey Middle School Phase II

- | | |
|---|-------------|
| 1. E.R. Stuebner, Inc (General Contractor)
Application No. 8 | \$63,093.72 |
| 2. Carl E. Frantz, Inc. (Plumbing) | 24,498.00 |

Application No. 6	
3. J&S Fabrication (HVAC)	48,562.70
Application No. 6	
4. Hayes Large Architects, LLP	9,934.20
Invoice No. 1309-008	
5. Geotechnical Engineering Solutions, Inc.	312.50
Invoice dated September 3, 2013	
6. SchraderGroup Architecture, LLC	5,707.60
Invoice No. 01436	
7. The Township of Derry	110.00
Invoice No. 93513-4	
Facility Master Planning	
8. Fanning/Howey Associates, Inc.	7,360.00
Invoice dated August 15, 2013	
Middle School Roof Replacement	
9. Garland/DBS, Inc.	688,493.25
Draw No. 2	

4.4 Approval of Capital Region Partnership for Career Development Service Agreement - July 1, 2013 to June 30, 2014

The Administration recommended the approval of a service agreement between the Derry Township School District and the Capital Region Partnership for Career Development. (attached)

4.5 Approval of American Red Cross Shelter Agreement

The Administration recommended the approval of the American Red Cross Shelter Agreement permitting the American Red Cross the use of our facility as an emergency shelter during a disaster. (attached)

4.6 Approval of Overnight Field Trip/Excursion - High School Choirs - March 2014

The Administration recommended the approval of the proposed Overnight Field Trip/Excursion as listed:

<i>Group:</i>	Hershey High School Choirs
<i>Number of Students:</i>	20-60
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Roxbury, NJ, New York City
<i>Purpose:</i>	Choral Invitational
<i>Depart:</i>	March 21, 2014
<i>Return:</i>	March 23, 2014
<i>Trip Leader:</i>	Joseph Farrell

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

4.7 Request for the Change of Location for the Use of Facilities

The Administration recommended the approval of the following Request to Change the Location of the Use of School Facilities:

Group: Hershey Youth Field Hockey Association
Wednesdays
Date/Time: September 4 - November 6, 2013
5:00 p.m. - 9:00 p.m.
Saturdays & Sundays
September 6 - November 10, 2013
12:30 p.m. - 5:00 p.m.
Requested Facility: *From:* Middle School Grass Field
(Previously approved June 19, 2013)
Grass Field Hockey Multi-Purpose Field behind High School, Turf
To: Field Bathrooms
(Effective September 25, 2013)
Event: Practice and Games Grades 1-6
Fee: None

4.8 Approval of Thirty-Day Review of Policies (Reaffirmation)

The Administration recommended the approval of Thirty-Day Review of the listed policies (reaffirmation) of the Derry Township School District Policy Manual:

706 Property Records
708 Lending of Equipment and Books
710 Use of School Facilities by Staff
715 Use of Fax Machines
917 Parent/Family Involvement

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

4.9 Approval of Thirty-Day Review of Policies

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

222 Tobacco Use
323 Tobacco Use
351 Drug and Substance Abuse
423 Tobacco Use
451 Drug and Substance Abuse
523 Tobacco Use
551 Drug and Substance Abuse
603 Budget Preparation
614 Payroll Authorization
703 Sanitary Management
704 Maintenance
706.1 Disposal of Surplus, Obsolete and Irreparable Furniture and Equipment
709 Building Security

- 716 Integrated Pest Management
- 717 Cellular Telephones/Electronic Communication Devices
- 805 Emergency Preparedness
- 819 Sudden Death Awareness – Intervention & Postvention
- 904 Public Attendance At School Events
- 910 Community Relations
- 912 Relations With Educational Institutions
- 913 Relations With Special Interest Groups
- 916.1 Megan's Law
- 919 District School Report Cards

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

4.10 Requests for the Use of School Facilities

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

Group: Hershey Youth Basketball Association
Mondays:
 September 30, 2013
 October 14, 28, 2013
 November 11, 25, 2013
Date/Time: December 9, 23, 2013
 January 6, 2014
 February 3, 2014
 March 3, 2014
 7:00 p.m. - 9:00 p.m.
Requested Facility: Middle School LGI
Event: Hershey Youth Basketball Association Board Meetings
Fee: None

Group: Hershey Fall Baseball
Date/Time: September 25, 29, 2013
 October 6, 20, 26, 27, 2013
 5:00 p.m. - 9:00 p.m.
Requested Facility: High School Baseball Field, Batting Cages
Event: High School Students Baseball Practices and Games
Fee: None

Group: Hershey Youth Football/Cheerleading
Date/Time: Monday and Thursdays
 September 26 through November 8, 2013
 6:00 p.m. - 8:00 p.m.
Requested Facility: ECC Gym

Event: Youth Cheerleading Practice
Fee: None

Group: Girl Scouts Heart of PA
Date/Time: First and Third Thursdays of Each Month
October 3, 2013 through June 6, 2014
3:30 p.m. - 5:00 p.m.
Requested Facility: ECC Cafeteria
Event: Daisy Troop Meetings
Fee: None

Group: Multicultural Awareness Club - Penn State College
of Medicine
Date/Time: January 17, 2014
2:00 p.m. - 10: 00 p.m.
Requested Facility: Middle School Auditorium, Cafeteria
Event: Talent Show
Approximate Fees: Auditorium \$640 (\$80 per hour)
Cafeteria \$165 (\$55 per hour)
Custodian \$330.75 (\$36.75 per hour)
Technology \$30 per hour

Group: Boys' Basketball
Date/Time: February 22, 23, 2014
March 1,2 ,2014
8:00 a.m. - 6:00 p.m.
Requested Facility: ECC Gym, Lobby
Event: Boys' Basketball Tournament
Approximate Fee: Custodial \$1,617.00

Group: Boys' Basketball
Date/Time: February 22, 23, 2014
8:00 a.m. - 6:00 p.m.
March 1, 2014
8:00 a.m. - 5:00 p.m.
March 2, 2014
8:00 a.m. - 6:00 p.m.
Requested Facility: High School Gym, Lobby
Event: Boys' Basketball Tournament
Approximate Fee: Custodial \$771.75

Group: Boys' Basketball
Date/Time: February 23, 2014
March 1, 2, 2014

	8:00 a.m. - 6:00 p.m.
<i>Requested Facility:</i>	Middle School Gym, Lobby
<i>Event:</i>	Boys' Basketball Tournament
<i>Approximate Fee:</i>	Custodial \$1,653.75
<i>Group:</i>	Pennsylvania Music Educators Association
<i>Date/Time:</i>	March 28, 2014 Noon - 10:30 p.m.
<i>Requested Facility:</i>	High School Auditorium, Music Lobby, Music Wing
<i>Event:</i>	PMEA All-State Concert
<i>Fee:</i>	None
<i>Group:</i>	Hershey Band Boosters
<i>Date/Time:</i>	April 15, 2014 3:00 p.m. - 8:00 p.m.
<i>Requested Facility:</i>	High School Cafeteria
<i>Event:</i>	DTSD Jazz Night Spaghetti Dinner
<i>Fee:</i>	None
<i>Group:</i>	The Hershey Soccer Club
<i>Date/Time:</i>	August 16, 2014 7:30 a.m. - 8:00 p.m. August 17, 2014 7:30 a.m. - 6:30 p.m.
<i>Requested Facility:</i>	322 Turf, Football Turf Field, High School Baseball Outfield, 2 Middle School Soccer Fields, Memorial Field
<i>Event:</i>	Hershey Cup Soccer Tournament
<i>Approximate Fees:</i>	Two Turf Fields \$1,265 Turf Field Managers \$1,350 Custodian \$918
<i>Group:</i>	Ben & Tim Day
<i>Date/Time:</i>	August 22, 2014 3:00 p.m. - 8:00 p.m. August 23, 2014 6:00 a.m. - Noon
<i>Requested Facility:</i>	High School Cafeteria, Restrooms, Parking Lot
<i>Event:</i>	Ben & Tim Day 5K Memorial Run
<i>Fee:</i>	None

5. NEW BUSINESS

5.1 Approval of Thirty-Day Review of Derry Township School District Comprehensive Plan 2013-2014 through 2019-2020

The Administration recommended the approval of a Thirty-Day Review of the Derry Township School District Comprehensive Plan 2013-2014 through 2019-2020. The proposed Comprehensive Plan will be on display in the following locations: Hershey Public Library, District Office, and Derry Township School District Website.

Minutes: Following a motion by Mr. Gräb and a second by Mr. Shiflett the Thirty-Day Review of Derry Township School District Comprehensive Plan 2013-2014 through 2019-2020 was approved.

Vote Results

Yea	7	Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
Nay	0	
Abstain	0	
Not Cast	2	Chris Morelli and Bill Parrish

MOTION CARRIED

5.2 Personnel – Resignation

The Administration recommended the approval of the following resignation:

Classified:

Teahl, Robert

Bus Driver

District-wide

Reason: Retirement

Effective: 09/13/2013 (retroactive)

Minutes: A motion was made by Mr. Barrett and seconded by Mr. Gräb to accept the personnel resignation.

MOTION CARRIED

5.3 Personnel - General

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

Transfer of Professional Staff:

Gawel, Anna *

From: Grade 1 Teacher

Early Childhood Center

To: K-8 Technology Instructional Coach (replacing Tara Valoczki)

Elementary/Middle School

Effective: To be determined

Classified:

Boger, William Henry *

Substitute Bus Driver

District-wide

Salary: \$15.90 per hour
Effective: 09/24/2013

Cherny, Fred (replacing Nancy Walters)
Special Education Aide
Middle School
Level A: 5.75 hours per day
Salary: \$14.77 per hour
Effective: 09/24/2013

Staller, Harlee (replacing Linda Rosenblatt)
Special Education Aide
Middle School
Level A: 5.75 hours per day
Salary: \$14.77 per hour
Effective: 09/24/2013

Weekes, Rodney
Substitute Bus Driver
District-wide
Salary: \$15.90 per hour
Effective: 09/24/2013 (pending receipt of Act 151 and 114 clearances)

Transfer of Classified Staff:

Boger, William Henry *
From: Bus Driver
District-wide
Level A: 5.25 hours per day
Salary: \$15.90 per hour
To: Groundskeeper (replacing Ryan Alexander)
District-wide
Full-time: 8.0 hours per day
Salary: \$15.42 per hour
Effective: 09/24/2013

Limited Service Contract:

Blosky, Elizabeth *
Key Club Advisor
High School
Level I, Group J, Step 7
Revised: Salary: \$516
Effective: 08/19/2013 (retroactive)

Hayman, Megan *
Assistant Junior High Cross Country Coach
Middle School
Level III, Group D, Step 2
Salary: \$1,355

Effective: 09/24/2013

Licata, Amy *

Key Club Advisor

High School

Level I, Group J, Step 1

Revised: Salary: \$361

Effective: 08/19/2013 (retroactive)

Simmons, Holly *

Mentor to Adriene Stahl, Long-term Substitute Mathematics Teacher

High School

Salary: \$1,500

Effective: 08/27/2013 (retroactive)

- The Administration recommended the approval of a salary increase of \$2,844 for
2. **Debra Kurtz**, Purchasing Assistant, retroactive to July 1, 2013. The salary adjustment is reflecting additional responsibilities to this Act 93 position.

The Administration recommended the approval of a salary increase of \$2,914 for

 3. **Debra Urevich**, Payroll/Accounts Payable, retroactive to July 1, 2013. The salary adjustment is reflecting additional responsibilities to this Act 93 position.

The Administration recommended the approval of a salary increase of \$8,028 for

 4. **Joseph McFarland**, retroactive to July 1, 2013.

The Administration recommended the approval of the following request in accordance with District Policy 435 & 439:

 5. **Wrenn, Erin ***
Autism Support Teacher
High School
Extension of Paid/Unpaid Childrearing Leave
Effective: 10/07/2013 through 10/14/2013

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

 6. **Hamilton, Ronald ***
Bus Driver
District-wide
Uncompensated Leave
Effective: 09/12/2013 up to but no later than 12/09/2013 (retroactive)

The Administration recommended the approval of the Limited Service Contract List of

 7. Coaches for the 2013-14 winter school year. (attached)

The Administration recommended the approval of the Guest Teacher List for the

 8. 2013-14 school year.

9. The Administration recommends the approval of the following additions to the 2013-2014 Substitute Teacher List:

Hartranft, Aubrey

B.A. in Elementary Education from Wilkes University

Lentz, Tracy

B.S. in Elementary Education from The Pennsylvania State University

Minton, Katherine

B.S. in Elementary Education from Shippensburg University of Pennsylvania

Rodriguez, John

B.S. in Elementary Education from The Pennsylvania State University

Scantzos, Evan

B.S. in Mathematics from The Pennsylvania State University

Sweeney, Tammy

M.A. in Public Anthropology from American University with certification in secondary social studies from Millersville University of Pennsylvania

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

Minutes: A motion was made by Mrs. Sheffey and seconded by Mr. Shiflett to approve the Personnel - General items.

Vote Results

Yea	7	Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
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Nay	0
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Abstain	0
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Not Cast	2	Chris Morelli and Bill Parrish
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MOTION CARRIED

6. DELEGATES REPORTS

6.1 Dauphin County Technical School

Minutes: Mr. Shiflett provided the Board with following updates with regard to the Dauphin County Technical School.

- Surplus allocation
- Six-Year Comprehensive Plan
- Policy Updates
- Medical Assistance program
- Joint Operating Committee

7. SPECIAL REPORTS

7.1 Board Members' Report

Minutes: The following Board Members provided reports:

Mrs. Sheehan

- Review of Township of Derry Parks and Recreation Advisory Board meeting

Mr. Shiflett

- Walkability report
- Parliamentary procedure and Board Meetings
- League of Women Voters (Forum for upcoming elections)

7.2 Acting Superintendent's Report

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

- Staff Recognition
- Special Olympics

7.3 Board President's Report

Minutes: Mr. Hancock provided the Board with the following update:

- Review of facilities project

8. RECOGNITION OF CITIZENS (Non-Agenda Items)

Minutes: The following citizen was recognized:

Heidi Eby - Superintendent Search

9. ADJOURNMENT

Minutes: Following a motion by Mr. Shiflett and a second by Mr. Gräb the meeting was adjourned at 8:42 PM.

Respectfully submitted,

Stephen E. Rineer

Secretary to the Board

Approved at the October 7, 2013 meeting

Henry J. Donahue

Temporary President of the Board of Directors

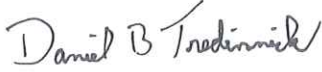
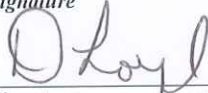
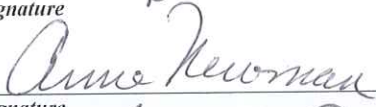
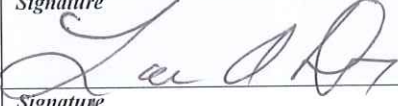
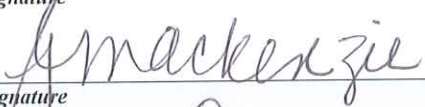
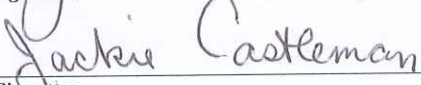
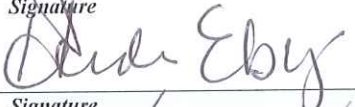
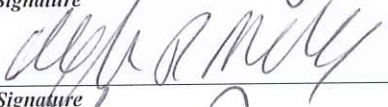
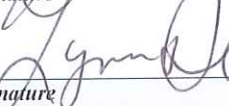
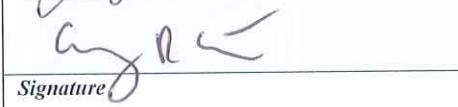
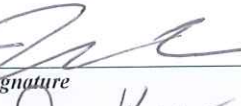
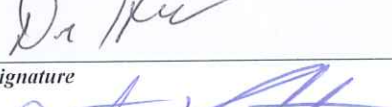
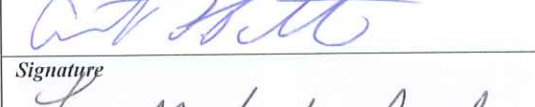
JWR

Derry Township School District

School Board Meeting

September 23, 2013

Please Sign In AND Print Your Name

Signature 	Printed Name Dan Tredinnick
Signature 	Printed Name David Lord
Signature 	Printed Name Anne Newman
Signature 	Printed Name Lori Olson
Signature 	Printed Name Joy Mackenzie
Signature 	Printed Name Jackie Castleman
Signature 	Printed Name Heidi Eby
Signature 	Printed Name Lynn Dell
Signature 	Printed Name Harry Strawser
Signature 	Printed Name Jason Brown
Signature 	Printed Name Don Helms
Signature 	Printed Name Anthony Potter
Signature 	Printed Name Lisa M Sviben Miller

Derry Township School District
School Board Meeting
September 23, 2013

Please Sign In AND Print Your Name

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Capital Region Partnership for Career Development Service Agreement
For the period of July 1, 2013 to June 30, 2014

This service agreement between the **Derry Township School District** and the **Capital Region Partnership for Career Development (CRPCD)** defines the terms, services and costs for the provision of services by the **CRPCD**. This service agreement shall be binding for both entities for the period of July 1, 2013 to June 30, 2014.

The **Derry Township School District** agrees to pay the **CRPCD** a total of \$3,750.00 for services provided by the **CRPCD**. The fee covers membership, mailings, workshops (except those designated as fee-based), and other services as indicated in the attached Program of Work. The fee does not cover transportation, travel or other expenses related to attendance, unless otherwise stated. The **CRPCD** will invoice the school district / vo-tech semi-annually for \$1,875.00 in July, 2013 and \$1,875.00 in January, 2014 for services selected. Charges for additional services requested by the school district / vo-tech shall be billed by the **CRPCD** after an amendment is approved.

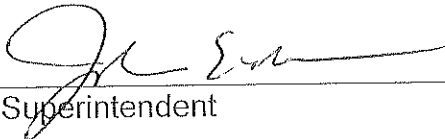
This agreement constitutes the sole and only plan of payment and cost for the **CRPCD** that exists between these two parties. Acceptance of this agreement by both parties is indicated by the signatures and dates below.

APPROVED BY:

**CAPITAL REGION PARTNERSHIP FOR
CAREER DEVELOPMENT**

Derry Township School District

CRPCD Board President



Superintendent

Date

7/24/13

Date

Please return signed contract to: CRPCD, Mike Berk, 55 Miller Street, Enola, PA 17025

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: N/A Facility: Derry Township School District

Parties and Facility

Owner:

Legal name: Derry Township School District
Chapter: N/A
24-Hour Point of Contact:
Name and title: Lisa Swiben Miller Dir. of Safe Schools
Work phone: (717) 508-2246 Cell phone: (717) 534-4115
Address for Legal Notices:
30 East Grand Avenue
Hershey PA 17033

Red Cross:

Legal name: The American National Red Cross
Chapter: American Red Cross of the Susquehanna Valley
24-Hour Point of Contact:
Name and title: Chris Weidenhammer, Regional ES Director
Work phone: 717-257-1822, x.1206 Cell phone/pager: 717-712-6274
Address for Legal Notices:
American Red Cross
1804 North 6th Street
Harrisburg, PA 17102-0740

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

See Attached Facility List

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and **if such resources exist and are available**, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and **if such resources exist and are available**, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name) Derry Township School District
By (signature) [Signature]

Name (printed) Joseph E. McFarland
Bruce Hancock
Title Acting Superintendent
Board Vice President
Date 9/23/13

THE AMERICAN NATIONAL RED CROSS
(legal name)
American Red Cross of the Susquehanna Valley
By (signature)

Name (printed)
Lois J. Craven
Title
Planning & Preparedness Lead Specialist
Date _____

Shelter School District		Shelter Name
Derry Township		Hershey High School
Derry Township		Hershey Middle School

Facility List

9/10/2013

Physical Street Address 1	Physical City	Physical State	Physical Zip
550 HOMESTEAD RD	HERSHEY	PA	17033
500 HOMESTEAD RD	HERSHEY	PA	17033

Hershey HS
2013-14 Extra Curricular Recommendation - Winter Coaches

Wrestling:	POSITION	LEVEL	GROUP	STEP	SALARY
Brandon Bucher	Head Varsity Wrestling Coach	I	B	10	\$ 5,345.00
Ryan Stephenson	Assistant Varsity Wrestling Coach	II	B	1	\$ 2,278.00
Michael Gesford, Jr.	Volunteer Assistant Varsity Wrestling Coach				
Roy Gecelosky	Volunteer Assistant Varsity Wrestling Coach				
Corey Woldorf	Volunteer Assistant Varsity Wrestling Coach				
David Warner	Volunteer Assistant Varsity Wrestling Coach				
John Walizer	Head Junior High Wrestling Coach	II	B	11	\$ 4,404.00
Kevin Adams	Assistant Junior High Wrestling Coach	II	B	4	\$ 3,016.00
Boys Basketball:					
Paul Blackburn	Head Varsity Boys' Basketball Coach	I	B	15	\$ 6,506.00
Ronald Grier	Assistant Varsity Boys' Basketball Coach	II	B	14	\$ 4,892.00
Justin Edwards	Assistant Varsity Boys' Basketball Coach	II	B	12	\$ 4,066.00
John Raytick	Volunteer Assistant Varsity Boys' Basketball Coach				
Jeremiah Keefer	Volunteer Assistant Varsity Boys' Basketball Coach				
Robert Hivner	Head Junior High Boys' Basketball Coach	II	B	4	\$ 3,016.00
Adam Barnhart	Assistant Junior High Boys' Basketball Coach	II	B	15	\$ 4,804.00
Girls Basketball:					
Randolph Gambelunghe	Head Varsity Girls' Basketball Coach	I	B	15	\$ 6,506.00
Vacant	Assistant Varsity Girls' Basketball Coach	II	B		
Andrea Cooper (Tiedgen)	Assistant Varsity Girls' Basketball Coach	II	B	1	\$ 2,278.00
Pamela Reifinger	Volunteer Assistant Varsity Girls' Basketball Coach				
Stephen Freeland	Head Junior High Girls' Basketball Coach	II	B	15	\$ 4,554.00
Alyssa Carricato	Assistant Junior High Girls' Basketball Coach	II	B	1	\$ 2,278.00
Swimming:					
Gregory Fastrich	Head Varsity Swimming Coach	I	B	11	\$ 6,327.00
Jeffrey Fastrich	Assistant Varsity Swimming Coach	II	B	9	\$ 4,079.00
John Ricci	Head Diving Coach	I	D	15	\$ 6,559.00
Jeanine Surfus	Volunteer Assistant Varsity Swimming Coach				
Jordan Langue	Volunteer Assistant Varsity Swimming Coach				
Cheerleading:					
Carol R. Wilson-Fox	Head Varsity Winter Cheerleading Coach	I	G	3	\$ 1,653.00
Jennifer Mysel	Assistant Varsity Winter Cheerleading Coach	II	G	4	\$ 1,229.00
Summer Farmer	Co-Head Junior High Winter Cheerleading Coach	II	G	1	\$ 506.00
Rebecca Sweigart	Co-Head Junior High Winter Cheerleading Coach	II	G	1	\$ 506.00
Andrea Smith	Volunteer Assistant Junior High Winter Cheerleading Coach				