



## **Derry Township School District Board of Directors Meeting - October 21, 2013 Summary Minutes - VIII**

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### *Roll Call*

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

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

**Staff/Public in attendance:** Elizabeth Peris, Vincent Lattanzio, Erin Blumling, Heidi Eby, Megan Hulse, Julie Neal, Thomas Wilson, Ty Eby

**Media in attendance:** Monica Von Dobeneck - *Patriot News*; Myla Merkel - *The Sun*

### **1. OPENING ITEMS**

#### **1.1 Call to Order**

**Minutes:** The October 21, 2013 meeting of the Derry Township Board of School Directors was called to order by Mr. Chris Morelli at 7:08 p.m.

#### **1.2 Roll Call**

#### **1.3 Flag Salute**

#### **1.4 Approval of School Board Agenda**

**Minutes:** Following a motion by Dr. Parrish and a second by Mr. Hancock the Board Agenda for the October 21, 2013 Derry Township Board of School Directors meetings was approved.

**MOTION CARRIED**

### **2. INFORMATIONAL AND PROPOSALS**

#### **2.1 Presentation - Fulton Bank Update - Vince Lattanzio and Elizabeth Peris**

**Minutes:** Vince Lattanzio and Elizabeth Peris provided the Derry Township Board of School Directors an update with regard to the performance of the Milton S. Hershey Trust.

#### **2.2 Presentation: Educator Effectiveness System - Mr. Jason Reifsnyder**

**Minutes:** Jason Reifsnyder provided the Board with an update with regard to the Pennsylvania Department of Education's Educator Effectiveness System.

### 2.3 Announcement of Executive Session

**Minutes:** The Board met in Executive Session prior to the evening's meeting to discuss matters of personnel, consultation with an attorney or other professional advisers', and certain conferences, working sessions, and financial matters.

### 2.4 Recognition of School Board Member

**Minutes:** Mr. McFarland recognized Mr. Gräb for sixteen-years of service to the Derry Township Board of School Directors.

### 2.5 Recognition of Citizens (Agenda Items)

### 2.6 Recognition of Students

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

### 2.7 Student Representatives' Report

**Minutes:** Miss Dieffenbach and Miss Spicer provided the Board with highlights from the past month and upcoming events pertaining to the high school.

### 2.8 Standing Committee Reports

**Minutes:** Mr. Barrett provided the Board with the following updates with regard to the Communications Standing Committee:

- Walkability Audit
- Walk-to-School Day
- Facebook Page
- Superintendent Search Process

Mr. Hancock provided the Board with the following updates with regard to the General Services Standing Committee:

- Review of Preliminary Facilities Master Plan
- Highlights of Facilities Master Plan

### 2.9 Anticipated Agenda Items for the Next School Board Meeting

The following items will be on the Agenda for the November 4, 2013 Public Board Meeting:

1. Standing Committee Report: Curriculum Council
2. Presentation - Flipping: The Traditional Use and Beyond
3. Approval of October 21, 2013 School Board Summary Minutes

4. Approval of Derry Township School District Comprehensive Plan 2013-2020
5. Approval of Policies
6. Requests for the Use of Facilities
7. Personnel
8. Staff Development

**Minutes:** The anticipated agenda for the November 4, 2013 meeting of the Derry Township Board of School Directors was reviewed.

### **3. UNFINISHED BUSINESS**

#### **3.1 Superintendent Search Update**

**Minutes:** Mr. Barrett provided an update with regard to the Superintendent Search.

### **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 Dr. Donahue and a second by Mr. Shiflett the consent agenda items were approved.

#### *Vote Results*

<b>Yea</b>	9	Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Chris Morelli, Bill Parrish, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
<b>Nay</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

#### **MOTION CARRIED**

#### **4.1 Approval of October 7, 2013 School Board Meeting Summary Minutes - VII**

#### **4.2 Approval of September 2013 Finance Report**

1. The Treasurer's Report for the month ending September 30, 2013 was summarized as follows:
 

General Fund Revenue	\$24,004,389
General Fund Expenditures	7,772,385
Balance of Cash Plus Investments	36,183,479

(Includes \$6,471,360 Capital Reserve)
2. The listed schedule of investment transactions for the period beginning September 1, 2013 through September 30, 2013 had a total interest earnings of \$7,491 comprised of the following:

General Fund	\$0
Money Market	5,749
Capital Reserve	1,648
PA Local Government Trust	94

The average interest rate for September 2013 was .29%

3. The September 2013 expenditures for the paid bills for all funds totaled \$3,056,635 excluding net payroll, retirement contributions, and debt service.
4. The October 2013 expenditures for the unpaid balance for all funds totaled \$685,666
5. Estimated expenditures of the General Fund for the month of October 2013 were in the following amounts:

Operating Expenses	\$1,100,000
Utilities	105,500
Net Payroll (2 pays)	1,288,000
Employer Provided Insurance	507,350
Payroll Deductions	670,000
Employer Payroll Taxes (FICA/RET)	150,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$3,820,850

#### 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 October 2013 budget transfers.

#### 4.4 Requests for Payment - Construction Projects

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

##### **HVAC Performance Based Energy Agreement**

1. McClure Company, Inc. \$105,635.30  
Application No. 10

##### **Hershey Middle School Phase II**

2. G.R. Sponaugle 1,475.00  
Invoice No. 44387
3. SchraderGroup Architecture, LLC 2,882.47  
Invoice No. 01454
4. The Township of Derry 178.06  
Invoice No. 94102-3

##### **Facility Master Planning**

5. Fanning/Howey Associates, Inc. 4,140.00  
Invoice Dated: September 30, 2013

**4.5 Service Agreement with CAIU - Programmatic Consultation**

The Administration recommended the approval of a CAIU Service Request for 21-days of Pennsylvania Alternate System of Assessment (PASA) Consultative Services to support administration of the required PASA state testing. The cost will be \$590/day for a total of \$12,390.

**4.6 Approval of Pennsylvania Educators' Clearinghouse 2013-2014 Contract of Service**

The Administration recommended the approval of the Pennsylvania Educators' Clearinghouse 2013-2014 Contract of Service as attached.

**4.7 Pennsylvania School Board Association - Board Development Value Pass**

The Administration recommended the approval to purchase the Pennsylvania School Board Association's Board Development Value Pass for the membership year, July 1, 2013, through June 30, 2014, in the amount of \$999.

**4.8 Approval of Student Club - Chemistry and Medicine**

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

**4.9 Requests for the Use of School Facilities**

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

<i>Group:</i>	Hershey Youth Basketball
	<b>ECC GYM</b>
	Monday through Friday
	November 18, 2013 - February 28, 2014
	<u>6:00 p.m. - 9:00 p.m.</u>
<i>Date/Time:</i>	Saturdays
	December 7, 2013 - February 15, 2014
	<u>9:00 a.m. - 6:00 p.m.</u>
	Sundays
	December 8, 2013 - February 16, 2014
	<u>1:00 p.m. - 6:00 p.m.</u>
	<b>Primary Elementary Gym</b>
	Monday through Friday
	November 18, 2013 - February 28, 2014
	<u>6:00 p.m. - 9:00 p.m.</u>
	Saturdays
	December 7, 2013 - March 1, 2014
	<u>9:00 a.m. - 6:00 p.m.</u>

Sundays  
December 8, 2013 - February 23, 2014  
1:00p.m. - 6:00 p.m.

**Middle School Gym**

November 13 & 14, 2013  
5:30 p.m. - 8:30 p.m.  
Monday through Friday  
November 18, 2013 - February 28, 2014  
6:00 p.m. - 9:00 p.m.

Saturdays

November 16, 2013  
8:00 a.m. - 6:00 p.m.  
November 23, 2013  
1:00 p.m. - 4:00 p.m.  
December 7, 2013 - February 15, 2014  
9:00 a.m. - 6:00 p.m.

Sundays

December 8, 2013 - February 16, 2014  
1:00 p.m. - 6:00 p.m.

**High School Gym**

Sundays  
December 8, 2013 - February 16, 2014  
2:00 p.m. - 6:00 p.m.

*Requested Facility:* See Above  
*Event:* Hershey Youth Basketball Practices and Games  
*Fee:* Custodial \$36.75 per hour

*Group:* Hershey Lions Club  
*Date/Time:* March 23, 2014  
8:30 a.m. - 3:30 p.m.  
*Requested Facility:* High School Cafeteria, Kitchen  
*Event:* Spaghetti Dinner  
*Fee:* Custodial \$36.75 per hour

**5. NEW BUSINESS**

**5.1 Personnel - Resignations**

**Personnel**

The Administration recommended the approval of the following resignations:

**Professional:**

**Cole, Diana**

Science Teacher

Middle School

Reason: Personal

Effective: 11/27/2013

**Limited Service Contract:**

**Cole, Diana**

Department Coordinator - Science

Middle School

Reason: Personal

Effective: 11/27/2013

**Minutes:** A motion was made by Dr. Donahue and a seconded by Dr. Parrish to accept the personnel resignations. The resignations were unanimously accepted by the Board.  
MOTION CARRIED

**§.2 Personnel – General**

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

**Professional:**

**Mackneer, Julie \*** (replacing Anna Gawel)

Grade 1 Teacher

Early Childhood Center

Long Term Substitute

Bachelors, Step 1

Salary: \$45,381.25 (prorated)

Effective: 10/22/2013 through the end of the 2013-2014 school year

**Classified:**

**Campbell, Rachel**

Substitute Secretary

District-wide

Salary: \$15.46 per hour

Effective: 10/22/2013

Substitute Library Aide

Elementary School

Salary: \$11.63 per hour

Effective: 10/22/2013

**Dalto, Lisa**

Substitute Cafeteria/Recess Aide

Elementary School

Salary: \$10.70 per hour

Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Library Aide

District-wide

Salary: \$11.63 per hour

Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Dean, Monica**

Substitute Secretary  
District-wide  
Salary: \$15.46 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Teachers' Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Library Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Cafeteria/Recess Aide  
Elementary School  
Salary: \$10.70 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Dzurko, Beth**  
Substitute Cafeteria/Recess Aide  
Elementary School  
Salary: \$10.70 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Kramer, Laurie**  
Substitute Teachers' Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 151 clearance)

**Krokonko, Hillary**  
Substitute Teachers' Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Masiero, Ashley \***  
Substitute Teachers' Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013

**Umidi, Christine**  
Substitute Cafeteria/Recess Aide  
Elementary School  
Salary: \$10.70 per hour



Effective: 10/22/2013

Substitute Teachers' Aide  
Elementary School  
Salary: \$11.63 per hour  
Effective: 10/22/2013

Substitute Secretary  
Elementary School  
Salary: \$15.46 per hour  
Effective: 10/22/2013

**Weber, Tara**  
Substitute Secretary  
District-wide  
Salary: \$15.46 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Teachers' Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Library Aide  
District-wide  
Salary: \$11.63 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

Substitute Cafeteria/Recess Aide  
Elementary School  
Salary: \$10.70 per hour  
Effective: 10/22/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Transfer of Classified Staff:**

**Godino, Joseph \***  
From: Substitute Bus Driver  
District-wide  
To: Bus Driver (replacing Stephanie Sheetz)  
District-wide  
Level A: 5.25 hours per day  
Salary: \$15.90 per hour  
Effective: 10/22/2013

**Shilling, Jerry \***  
From: Substitute Bus Driver  
District-wide  
To: Bus Driver (replacing Dale Laudermilch)  
District-wide

Level A: 5.25 hours per day  
Salary: \$15.90 per hour  
Effective: 10/22/2013

**Yiengst, Robert \***

From: Substitute Bus Driver  
District-wide  
To: Bus Driver (replacing Robert Teahl)  
District-wide  
Level A: 5.25 hours per day  
Salary: \$15.90 per hour  
Effective: 10/22/2013

**Limited Service Contracts:**

**Hawn, Elise**

Volunteer Assistant Girls' Volleyball Coach  
High School  
Effective: 10/22/2013

**Stover, Kevin \***

Volunteer Assistant Cross Country Coach  
Middle/High School  
Effective: 10/22/2013

2. The Administration recommended the approval of the following request in accordance with District Policy 435:

**Cantore, Kathleen \***

Mathematics Teacher  
Middle School  
Extension of Paid/Unpaid Family Medical Leave  
Effective: 10/30/2013 through 11/21/2013

3. The Administration recommended the approval of the following request in accordance with District Policy 439:

**Cantore, Kathleen \***

Mathematics Teacher  
Middle School  
Uncompensated Leave  
Effective: 11/22/2013

4. The Administration recommended the approval of the following additions to the 2013-14 Substitute Teacher List:

**Cox, Stefanie**

B.S. in Mathematics from Dickinson College

**Flack, Katie**

B.S. in General Science from Drexel University

**Girvin, Jennifer**

B.S. in Art Education from Pennsylvania State University

**Shaffer, Kari**

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

5. The Administration recommended the approval of the following addition to the 2013-2014 Guest Teacher List:

**Marion, Carol**

**Minutes:** A motion was made by Mr. Shiflett and seconded by Mrs. Sheffey to approve the personnel-general.

*Vote Results*

**Yea**                    9       Chris Barrett, Hank Donahue, John Gräb, Bruce Hancock, Chris Morelli, Bill Parrish, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett

**Nay**                    0

**Abstain**            0

**Not Cast**          0

**MOTION CARRIED**

**6. DELEGATES REPORTS**

**6.1 Dauphin County Technical School**

**Minutes:** Mr. Shiflett provided the following update with regard to Dauphin County Technical School:

- DCTS Audit
- Summer School/Camps
- JOC Administrative Goals
- Module Classroom
- United Water (Hydrant Connections)
- JOC Expansion Committee
- Policy Updates
- Enrollment

**7. SPECIAL REPORTS**

**7.1 Board Members' Report**

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

- PSBA Conference
- Citizen Adviser Positions
- Right-to-Know Response to the editor of The Sun.

## 7.2 Acting Superintendent's Report

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

- Staff Clothing Drive
- Tour of Dauphin County Technical School (DCTS)
- DCTS Open House

## 7.3 Board President's Report

**Minutes:** Mr. Morelli provided the following updates:

- Recognition of Board Members who attended PSBA Conference
- Recognition of Post-Executive Session

## 8. RECOGNITION OF CITIZENS (Non-Agenda Items)

**Minutes:** Heidi Eby-

- Right-to-Know Request to the editor of The Sun
- Superintendent Search
- Recognition of Dr. Reimann

## 9. ADJOURNMENT

**Minutes:** Following a motion by Mrs. Sheehan and a second by Dr. Parrish the meeting was adjourned at 8:32 p.m.

Respectfully submitted,

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Stephen E. Rineer  
Secretary to the Board  
Approved at the November 4, 2013 meeting

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Chris Morelli  
President of the Board of Directors

JWR

**Derry Township School District**  
**School Board Meeting**  
October 21, 2013

**Please Sign In AND Print Your Name**

Signature

*Daniel B Tredinnick*

Printed Name

Dan Tredinnick

Signature

*Elizabeth Pelis*

Printed Name

Elizabeth Pelis

Signature

*Vincent Lathanzio*

Printed Name

Vincent Lathanzio

Signature

*Erin Blumling*

Printed Name

Erin Blumling

Signature

*Heidi Eby*

Printed Name

Heidi Eby

Signature

*Megan G. Hulse*

Printed Name

Megan G. Hulse

Signature

*Julie A. Neaf*

Printed Name

Julie A. Neaf

Signature

*Thomas J. Wilson*

Printed Name

Thomas J. Wilson

Signature

*T J EBY*

Printed Name

T J EBY

Signature

*[Signature]*

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

## Contract of Service

**THIS CONTRACT OF SERVICE** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by and between the **Pennsylvania Educators' Clearinghouse, PA-Educator.net**, (hereinafter referred to as "Clearinghouse").

AND

**DERRY TOWNSHIP SCHOOL DISTRICT** - Educational Entity (hereinafter referred to as "Educational Entity").

WITNESSTH:

**WHEREAS**, the Educational Entity is interested in accepting applications for employment by Professional and Non-Certificated employees via the Internet; and

**WHEREAS**, the Clearinghouse has developed a web site for providing said services.

**NOW, THEREFORE**, intending to be legally bound, the parties hereto agree as follows:

1. The Educational Entity agrees to review and consider applications for employment for professional and non-certificated employees through a web site provided by the Clearinghouse.
2. The Clearinghouse shall assign a password and identification number to the Educational Entity for access to the web site.
3. The Educational Entity agrees that the password and identification number shall be used solely by the Educational Entity for purposes contained herein and shall not be distributed to any other school, Educational Entity, organization, or individual.
4. The Educational Entity agrees that the Clearinghouse shall charge an annual user fee to the Educational Entity for use of the web site. The user fee will be \$2,375.00 for the twelve-month period, July 1, 2013, through June 30, 2014. The user fee shall be based upon the weighted averaged daily membership (WADM) of the Educational Entity. The parties agree that the Clearinghouse shall submit an invoice to the Educational Entity annually as notice of the fee owed by the Educational Entity. If the Educational Entity is not satisfied with the amount of the invoice for any reason, the Educational Entity has the right to cancel this Agreement upon accrued payment in full with no further obligation to the Clearinghouse.

5. **PA-Educator.net** is an online clearinghouse for PA professionally certificated and non-certified individuals desiring to work in the public and nonpublic schools of the Commonwealth. The clearinghouse is owned and operated by the Allegheny Intermediate Unit. Your school or school district has entered into an agreement via this Contract of Services to utilize the clearinghouse as a source to recruit candidates for employment within your Educational Entity. All users under this Contract must keep all data from the Clearinghouse confidential and take every precautionary practice to protect the applicant information contained within the electronic Clearinghouse. Any failure by the Educational Entity to keep all data confidential and/or to protect the applicant information will constitute grounds for immediate termination of this contract.
6. The Clearinghouse shall indemnify, hold harmless, and defend Educational Entity, its Board, officers, employees, and agents from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims, or demands of any kind and asserted by or on behalf of any person or governmental authority arising out of or in any way connected with the performance of Clearinghouse's obligation under this Agreement except as the same may be caused by the negligence of the Educational Entity, its employees, agents, or invitees and as otherwise contained herein.
7. Educational Entity shall indemnify, hold harmless, and defend Clearinghouse, its Board, officers, employees, and agents from and against any and all costs, expenses (including reasonable counsel fees), liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind and asserted by or on behalf of any person or governmental authority arising out of the Educational Entity's misuse of information obtained through the web site including, but not limited to, (i.) any violation of the privacy rights of the applicant, (ii.) unauthorized distribution or use of the assigned password and identification number, or (iii.) discriminatory hiring practices by the Educational Entity.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seal the day and year above first written.

**ATTEST:**

**PA-EDUCATOR.NET**

BY: \_\_\_\_\_

**ATTEST:**

**DERRY TOWNSHIP SCHOOL DISTRICT - (EDUCATIONAL ENTITY)**

BY: \_\_\_\_\_

\_\_\_\_\_  
**Board Secretary**

\_\_\_\_\_  
**Board President**

Date: \_\_\_\_\_