

## Derry Township School District Board of Directors Meeting – December 9, 2013 Summary Minutes - XII

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### *Roll Call*

**Members in attendance:** Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey, Brian Shiflett

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

**Member not in attendance:** Joseph McFarland

**Staff/Public in attendance:** Brittany Dieffenbach, Sarah Spicer, Megan Huls, Judith Woodring, Cindy Banucci, Bill Woodring, Christine Drexler, Jason Umberger, Teresa Umberger, Ty Eby, Neil Muscat, Jonas Sheehan

**Media in attendance:** Monica Von Dobeneck – *Patriot News*, Myla R. Merkel – *The Sun*

### **1. OPENING ITEMS**

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

**Minutes:** The December 9, 2013 meeting of the Derry Township Board of School Directors was called to order by Mrs. Maryellen Sheehan at 7:04 p.m.

#### **1.2** Roll Call

#### **1.3** Flag Salute

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

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

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

#### **2.1** Presentation - 2012-2013 School Year Audit

**Minutes:** Mr. Brian Straub, CPA from the accounting firm Waggoner, Frutiger and Daub provided the Board with the 2012 - 2013 audit report.

#### **2.2** Announcement of Executive Session

**Minutes:** The Board met in Executive Session prior to the evening's meeting regarding employment issues, labor relations and arbitrations, and matters that must be conducted in private to protect a lawful privilege. The Board also met in Executive Session immediately following the meeting.

## 2.3 Recognition of Citizens (Agenda Items)

## 2.4 Standing Committee Reports

**Minutes:** Mrs. Sheffey provided the Board with the following updates with regard to the Policy Standing Committee Meeting.

- Meeting focused on the 100 - Programs policies
- 30 policies for Board review at January 13, 2014 Board Meeting
- Next meeting will focus on 200 - Student policies

Mrs. Sheehan provided the Board with the following updates with regard to the Communications Standing Committee Meeting.

- 2014 - 2015 Proposed School Calendar
- Superintendent Search
- Student names for public relations purposes
- Online enrollment update
- District email issues

## 2.5 Student Representatives' Report

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

- Recent High School Events
- Upcoming High School Events

## 2.6 Community Correspondence Report

**Minutes:** Mr. Tredinnick reported there were a total of 7 correspondences/submissions during the month of November.

- 3 online submissions
- 4 email submissions

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

The following items will be on the Agenda for the January 13, 2014 Public Board Meeting:

1. Standing Committee Report:
  - Athletic and Activities Standing Committee - December 11, 2013
- Presentations:
2.
  - Hershey Community Youth Alliance (HCTA) - Barb Clouser
  - Hershey High School Holiday Volleyball Fundraiser Tournament - Tami Scola
3. Approval of December 9, 2013 School Board Summary Minutes
4. Resolution Authorizing Proposed Preliminary Budget Display, and Advertising and Authorizing Referendum Exceptions
5. Approval of Audit Report for the 2012-2013 School Year
6. Electronic Format for HIP



7. Approval of 2014-2015 Derry Township School District Calendar
8. Approval of 30-Day Review of Policies
9. Requests for the Use of Facilities
10. Personnel
11. Staff Development

**Minutes:** The anticipated agenda items for the January 13, 2014 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 2013 - 2014 Committee/Delegate Assignments**

##### **Committee Assignments:**

Athletic & Activities:	Heidi Eby
	Bruce Hancock
	Julie Neal
	Maryellen Sheehan
Building Oversight (Ad Hoc):	Same as General Services
	When Needed
Communications:	Chris Barrett
	Heidi Eby
	Julie Neal
	Maryellen Sheehan
Curriculum Council:	Hank Donahue
	Ellen Sheffey
	Brian Shiflett
	Chris Barrett
Finance:	Hank Donahue
	Heidi Eby
	Brian Shiflett
	Jay Franklin
General Services:	Bruce Hancock
	Julie Neal
	Brian Shiflett
	Jay Franklin
Policy:	Bruce Hancock
	Ellen Sheffey
	Brian Shiflett
	Chris Barrett
Human Resource:	Bruce Hancock
	Maryellen Sheehan
	Brian Shiflett

\* Board President is Ex-officio member of each Standing Committee

**Delegate Assignments:**

Capital Intermediate Unit:	Ellen Sheffey Brian Shiflett
Dauphin County Technical School:	Alternate Member: All Board Members are authorized to serve as Alternate Members
Founder's Park:	Bruce Hancock
HACC:	Brian Shiflett Chris Barrett
Joint Work Group:	Maryellen Sheehan Brian Shiflett
Parks and Recreation:	Hank Donahue Bruce Hancock
PSBA Legislative Liaison:	Julie Neal Ellen Sheffey
Tax Association:	Heidi Eby Brian Shiflett
Trojan Foundation:	Heidi Eby

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Hancock, The Derry Township Board of School Directors 2013 - 2014 Committee Delegate Assignments were approved.

*Vote Results*

<b>Yea</b>	9	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
<b>Nay</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

**MOTION CARRIED**

**3.3 Citizen Advisors to Board Standing Committee Update**

**Minutes:** Mr. Reifsnnyder provided the Board with an update with regard to the Citizen Advisors to Board Standing Committees.

**4. CONSENT AGENDA ITEMS**

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

*Vote Results*

<b>Yea</b>	9	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
<b>Nay</b>	0	

Abstain 0  
Not Cast 0  
**MOTION CARRIED**

4.1 Approval of November 18, 2013 School Board Meeting-X and December 3, 2013 School Board Re-Organization Meeting-XI Summary Minutes

4.2 Requests for Payment - Construction Projects

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

**Hershey Middle School Phase II**

Sponaugle Construction Services

1. \$505.51  
Invoice No. 63608

**HVAC Performance Based Energy Agreement**

McClure Company, Inc.

2. 51,684.33  
Application No. 11

**Middle School Roof Replacement**

Garland/DBS, Inc.

3. 302,097.00  
Draw No. 3

**Facility Master Planning**

Fanning/Howey Associates, Inc.

4. 3,088.50  
Invoice No. 1090607

4.3 Approval of School Bus Bid #2014-01

The Administration recommended Brightbill Body Works, Inc. be awarded bid #2014-01 for two used, one-year old 2014 model, 77 passenger school buses, in the amount of \$81,895.00 each for a total of \$163,790. The used buses will have approximately 10,000 miles when delivered. Brightbill Body Works, Inc. was the lowest bid that met specifications.

4.4 Approval of School Bus Bid #2014-02

The Administration recommends Brightbill Body Works, Inc. be awarded bid #2014-02 for one 2015 new, 48 passenger school bus in the amount of \$80,770. Brightbill Body Works, Inc. was the lowest bid that met specifications.

4.5 Approval of Overnight Field Trip/Excursion - Youth and Government Club of Hershey High School

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

Group: Youth and Government Club of Hershey High School  
Number of Participating Students: 50

<i>Grade Level:</i>	9-12
<i>Destination:</i>	Harrisburg Capital Building and Union Deposit Best Western
<i>Purpose:</i>	Youth and Government Club Members to Attend YMCA YAG Model Legislature
<i>Depart:</i>	April 10, 2014
<i>Return:</i>	April 13, 2014
<i>Trip Leader:</i>	Angela Grabuloff

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

#### 4.6 Approval of Student Club - High School Comp Club

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

#### 4.7 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>	Dauphin County Music Educators Association
<i>Date/Time:</i>	January 21, 28, 30, 2014 6:00 p.m. - 9:00 p.m.
<i>Requested Facility:</i>	Elementary MPR, MPR2, Rooms 1, 3, 4, 5, Restrooms near Room 43, Cafeteria 1
<i>Event:</i>	Orchestra Rehearsals
<i>Fee:</i>	<u>Waiver Requested</u>
<i>Group:</i>	Oakmont Condo Association
<i>Date/Time:</i>	January 16, 2014 or January 23, 2014 6:30 p.m. - 9:00 p.m.
<i>Requested Facility:</i>	High School LGI
<i>Event:</i>	Annual Meeting for Condo Association
<i>Fee:</i>	<u>None</u>
<i>Group:</i>	National MS Society Central PA Chapter
<i>Date/Time:</i>	April 26, 2014 8:00 a.m. - Noon April 27, 2014 8:00 a.m. - 5:00 p.m.
<i>Requested Facility:</i>	Middle School Cafeteria, Main Entrance, Hallway Outside of Cafeteria
<i>Event:</i>	MS Walk 2014
<i>Fee:</i>	<u>Custodial \$36.75 per hour</u>

*Group:* Hershey United Lacrosse Association  
*Date/Time:* July 18, 2014  
                   9:00 a.m. - Set Up  
                   July 19, 2014  
                   8:00 a.m. - 10:00 p.m.  
                   July 20, 2014  
                   8:00 a.m. - 6:00 p.m.  
*Requested Facility:* 2 Turf Fields, 2 Grass Fields Behind the Middle School, Cinder Track Field, JV Baseball Field next to 322 Turf, MS Field Hockey Field (see attached map)  
*Event:* Hershey Youth Lacrosse Tournament  
           Approximate:  
*Fee:* Custodial \$36.75 per hour = \$1212  
           Turn Field Managers 2 at \$30 per hour = \$1440  
           Total = \$2652

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#### 4.8 Announcement of Board Development Conference

*Conference:* Pennsylvania School Board Association  
                   Great Governance - Great Schools  
*Board Member:* Brian Shiflett  
*Dates:* December 14-15, 2013  
                   Heidi Eby  
*Board Members:* Jay Franklin  
                           Julie Neal  
*Dates:* March 1-2, 2014  
*Location:* Mechanicsburg, PA  
*Expenses:* None (PSBA Value Pass)

### 5. NEW BUSINESS

**5.1 Approval of 2014 Township of Derry Tax Collection Association Budget**  
 The Administration recommended the approval of the Township of Derry Tax Collection Association Budget for 2014. The proposed budget totals \$339,710 and represents a 3.8% increase over the current budget of \$327,315. The school district's contribution toward this budget will be \$165,000.

**Minutes:** Following a motion by Mrs. Eby and a second by Mr. Shiflett the 2014 Township of Derry Tax Collection Association Budget was approved.

#### *Vote Results*

<b>Yea</b>	9	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
<b>Nay</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	



## **MOTION CARRIED**

### **5.2 Approval of High School Roof Proposal**

The Administration recommended approving the Professional Roof Services, Inc. proposal for design specifications of the Hershey High School roof as attached.

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Shiflett the proposal for design specifications of the Hershey High School roof was approved.

#### *Vote Results*

**Yea**                    9       Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett

**Nay**                    0

**Abstain**            0

**Not Cast**           0

## **MOTION CARRIED**

### **5.3 Personnel – Resignations**

The Administration recommended the approval of the following resignations:

#### **Act 93:**

##### **Cuthie, Edward**

Supervisor for Custodial Staff

District-wide

Reason: Personal

Effective: 11/26/2013 (retroactive)

#### **Classified:**

##### **Cassel, Dale**

Bus Driver

District-wide

Reason: Terminate

Effective: 11/22/2013 (retroactive)

##### **Whitman, Christine**

Custodian

District-wide

Reason: Personal

Effective: 11/26/2013 (retroactive)

**Minutes:** A motion was made by Mrs. Sheffey and seconded by Mrs. Shiflett to accept the personnel resignations. The resignations were unanimously accepted by the Board.

## **MOTION CARRIED**

### **5.4 Personnel - General**

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

#### **Professional:**

**Latimer, Jeremy \*** (for Jennifer Klos)

Gifted Support Teacher

Middle School

Long Term Substitute

Bachelors, Step 1

Salary: \$45,381.25 (pro-rated)

Effective: 12/10/2013 through the end of the 2013-2014 school year

**Przybylowski, Amanda \*** (replacing Shari Brabant)

Learning Support Teacher

Primary Elementary School

Long Term Substitute

Bachelors, Step 1

Salary: \$45,381.25 (pro-rated)

Effective: 12/10/2013 through the end of the 2013-2014 school year

**Classified:**

**Baylor, Terry**

Substitute Custodian

District-wide

Salary: \$13.44 per hour

Effective: 12/10/2013 (pending receipt of Act 34 clearance)

**Conrad, Lisa**

Temporary Special Education Aide

High School

Level B: 6.5 hours per day

Salary: \$14.77 per hour

Effective: 12/10/2013 (pending receipt of Act 34, 151, and 114 clearances)

**Pelko, Steven** (replacing Evan Cook) (Student Co-op Food Services)

General Food Service Worker

High School

Not to exceed 2.0 hours per day

Salary: \$7.25 per hour

Effective: 01/06/2014

**Price, Viki** (replacing Fred Cherny)

Special Education Aide

Middle School

Level A: 5.75 hours per day

Salary: \$14.77 per hour

Effective: 12/10/2013

**Reinbold, Candace**

Substitute Teachers' Aide

District-wide

Salary: \$11.63 per hour

Effective: 12/10/2013

Substitute Cafeteria/Recess Aide  
Elementary School  
Salary: \$10.70 per hour  
Effective: 12/10/2013

**Shariff-Riazy, Michael \***  
Information Technology Intern  
District-wide  
8.0 hours per day/up to 5 days per week  
Salary: \$8.50 per hour (no benefits)  
Effective: 12/10/2013 through 05/02/2014

**Change in Hours for Classified Staff:**

**Grecia, Joseph \***  
Bus Driver  
District-wide  
From: Level A: 5.25 hours per day  
To: Level A: 5.0 hours per day  
Effective: Start of 2013-2014 school year (retroactive)

**Lerch, Michael \***  
Bus Driver  
District-wide  
From: Level A: 5.0 hours per day  
To: Level C: 7.0 hours per day  
Effective: 12/06/2013 (retroactive)

**Smith, Pamela \***  
Special Education Aide  
High School  
From: Level B: 6.0 hours per day  
To: Level B: 6.5 hours per day  
Effective: 12/10/2013

**Limited Service Contract:**

**Cronin, Donna \***  
Volunteer Assistant Girls' Lacrosse Coach  
High School  
Effective: 03/04/2013

**DeLiberty, William \***  
Assistant Junior High Girls' Soccer Coach  
Middle School  
Level III, Group C, Step 7  
Salary: \$2,315  
Effective: 03/04/2013

**Erb, Jarryd \***

Assistant Junior High Girls' Soccer Coach  
Middle School  
Level III, Group C, Step 3  
Salary: \$1,653  
Effective: 03/04/2013

**Haines, Daniel \***  
Volunteer Assistant Boys' Soccer Coach  
Middle/High School  
Effective: 03/04/2013

**Hensel, Brendan \***  
Department Coordinator - 9-12 Guidance  
High School  
Salary: \$875  
Effective: 12/10/2013

**Latimer, Stacey \***  
Assistant Junior High Boys' Soccer Coach  
Middle School  
Level III, Group C, Step 3  
Salary: \$1,653  
Effective: 03/04/2013

**Loffreda, Jacob**  
Volunteer Assistant Wrestling Coach  
Middle School  
Effective: 12/10/2013

**Melhorn, Emma \***  
Assistant Junior High Boys' Soccer Coach  
Middle School  
Level III, Group C, Step 6  
Salary: \$1,962  
Effective: 03/04/2013

**Orth, Brianna \***  
Volunteer Assistant Junior High Girls' Soccer Coach  
Middle School  
Effective: 03/04/2013

**Repsch, Justin \***  
Head Junior High Girls' Soccer Coach  
Middle School  
Level II, Group C, Step 11  
Salary: \$3,969  
Effective: 03/04/2013

**Rosensteel, T. Jeffrey \***

Volunteer Assistant Junior High Girls' Soccer Coach  
Middle School  
Effective: 03/04/2013

**Umipig, Jonathan**  
Volunteer Assistant Wrestling Coach  
Middle School  
Effective: 12/10/2013

**Warfel, Michael \***  
Head Junior High Boys' Soccer Coach  
Middle School  
Level II, Group, C, Step 5  
Salary: \$3,102  
Effective: 03/04/2013

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

**Enders, Steven**  
B.S. in Elementary Education from Shippensburg University of Pennsylvania

**Szanca, Amanda**  
B.A. in Elementary Education from Carlow University

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

**Minutes:** A motion was made by Dr. Donahue and seconded by Mr. Barrett to accept the Personnel - General items with the exception of the volunteer assistant girls' lacrosse coaching recommendation. The motion was approved unanimously.

A motion was made by Mrs. Neal and seconded by Mr. Franklin to approve the recommendation of the volunteer assistant girls' lacrosse coach. The motion carried by a 8 - 1 vote

*Vote Results*

<b>Yea</b>	8	Chris Barrett, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Ellen Sheffey and Brian Shiflett
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<b>Nay</b>	1	Hank Donahue
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<b>Abstain</b>	0	
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<b>Not Cast</b>	0	
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**MOTION CARRIED**

## **6. DELEGATES REPORTS**

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

**Minutes:** Mrs. Sheffey provided the following updates with regard to the Capital Area Intermediate Unit:

- Audit Report
- Educator Effectiveness

- General Operating Budget Review
- Program Spotlight - Hilltop Academy
- 

## **7. SPECIAL REPORTS**

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

**Minutes:** The following Board Members provided updates:

Mr. Shiflett - School Law Workshop

Mr. Hancock - Athletic and Activities Committee

Mrs. Neal - Staudenmeier Report

### **7.2 Board President's Report**

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

- Delegate assignments
- Use of microphones at meetings
- Public work session on school governance

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

**Minutes:** Neil Muscat - Concerns regarding the decision making process.

## **9. ADJOURNMENT**

**Minutes:** Following a motion by Mrs. Eby and second by Mr. Barrett the meeting was adjourned at 8:34 p.m.

Respectfully submitted,

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Stephen E. Rineer  
 Secretary to the Board  
 Approved at the January 13, 2014 meeting

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Maryellen B. Sheehan  
 President of the Board of Directors

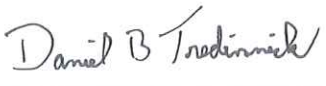

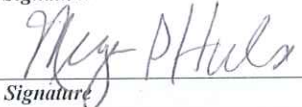
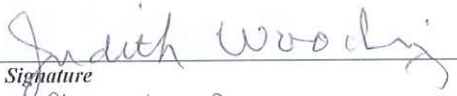

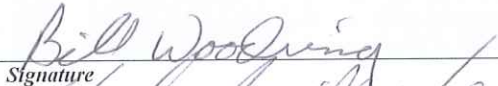

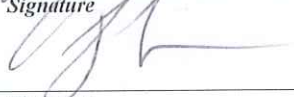
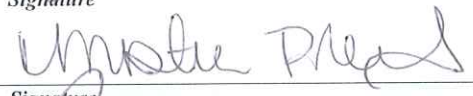
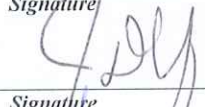

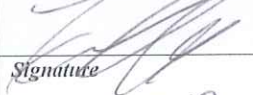
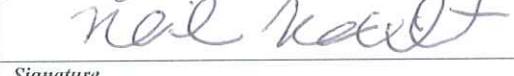
JWR

# Derry Township School District

## School Board Meeting

December 9, 2013

**Please Sign In AND Print Your Name**

Signature 	Printed Name Dan Tredinnick
Signature 	Printed Name Lisa M Siben Miller
Signature 	Printed Name Megan G Hulse
Signature 	Printed Name Judith Woodring
Signature 	Printed Name Cindy Banducci
Signature 	Printed Name Bill Woodring
Signature 	Printed Name Myla Melia
Signature 	Printed Name James Siskos
Signature 	Printed Name Christine Drexler
Signature 	Printed Name Jason Umberger
Signature 	Printed Name Teresa Umberger
Signature 	Printed Name Ty Eby
Signature 	Printed Name Neil Muscat
Signature	Printed Name

TWP OF DERRY TAX COLLECTION ASSOCIATION  
2014 PROPOSED BUDGET

	2011	2012	2013	2013	PROPOSED	2014 BUDGET	
	ACTUAL	ACTUAL	BUDGET	PROJECTION	2014	OVER	(UNDER)
					BUDGET	2012	BUDGET
						AMOUNT	PERCENT
RECEIPTS:							
CONTRIBUTIONS:							
School District	181,800.00	197,400.00	159,000.00	159,000.00	165,000.00	6,000.00	0.04
Township	181,800.00	197,400.00	159,000.00	159,000.00	165,000.00	6,000.00	0.04
OTHER INCOME:							
Tax Collector	10,300.00	10,300.00	10,300.00	10,300.00	10,300.00	-	-
Interest	154.25	113.78	125.00	55.64	60.00	(65.00)	(0.52)
Miscellaneous	60.00	620.00	-	320.00	320.00	320.00	
TOTAL REVENUES	374,114.25	405,833.78	328,425.00	328,675.64	340,680.00	12,255.00	0.04
EXPENDITURES:							
CAPITAL EXPENSES:							
2005 Equipment & Furniture	9,790.17	2,952.80	7,000.00	6,345.00	4,000.00	(3,000.00)	(0.43)
PERSONNEL EXPENSES:							
3005 Wages	206,454.38	192,506.76	145,990.00	146,556.00	143,685.00	(2,305.00)	(0.02)
3010 FICA/UC	17,606.12	18,246.96	11,170.00	11,226.00	12,220.00	1,050.00	0.09
3015 Employee Benefits	60,646.10	64,339.14	32,000.00	30,430.00	49,260.00	17,260.00	0.54
3020 Retirement	12,387.37	11,550.36	8,760.00	8,793.00	8,630.00	(130.00)	(0.01)
	297,093.97	286,643.22	197,920.00	197,005.00	213,795.00	15,875.00	0.08
OCCUPANCY EXPENSES:							
4005 Telephone	3,688.64	3,658.44	4,400.00	4,300.00	4,500.00	100.00	0.02
4010 Rent	9,999.96	9,166.63	10,000.00	10,000.00	10,000.00	-	-
4015 Custodial	2,270.00	2,270.00	2,475.00	2,450.00	2,475.00	-	-
4020 Electric/Heat	15,500.94	13,142.98	16,800.00	13,900.00	15,000.00	(1,800.00)	(0.11)
4025 Water/Sewer/Trash	496.40	678.80	720.00	920.00	1,000.00	280.00	0.39
4030 Building Supplies	1,010.77	972.06	1,150.00	900.00	1,000.00	(150.00)	(0.13)
	32,966.71	29,888.91	35,545.00	32,470.00	33,975.00	(1,570.00)	(0.04)
OPERATING EXPENSES:							
5005 Office Supplies	3,672.83	3,190.58	5,000.00	3,600.00	4,500.00	(500.00)	(0.10)
5015 Inservice & Travel			500.00	19.00	500.00	-	-
5020 Census Expense	28.00	-	100.00	100.00	810.00	710.00	7.10
5025 EIT/LST	13,039.51	18,430.63	5,500.00	2,640.00	4,200.00	(1,300.00)	(0.24)
5028 Delinquent Collections	892.06	88.17	500.00	100.00	200.00	(300.00)	(0.60)
5030 Township Billing	13,937.09	14,225.76	15,300.00	14,500.00	15,500.00	200.00	0.01
5031 School District Billing	14,035.65	14,305.71	15,850.00	14,540.00	16,100.00	250.00	0.02
5035 Insurance & Bonds	2,351.00	4,354.00	3,200.00	3,164.00	3,630.00	430.00	0.13
5050 Bank Charges	-	-	6,000.00	6,150.00	6,300.00	300.00	0.05
	47,956.14	54,594.85	51,950.00	44,813.00	51,740.00	(210.00)	(0.00)
MAINTENANCE & REPAIRS							
6005 Equipment Repair	1,141.00	442.50	2,000.00	100.00	2,000.00	-	-
6010 Comp Maint/ Software	7,854.88	8,142.38	18,000.00	6,400.00	19,300.00	1,300.00	0.07
	8,995.88	8,584.88	20,000.00	6,500.00	21,300.00	1,300.00	0.07
PURCHASED SERVICES:							
7005 Accounting	10,500.00	10,800.00	9,000.00	9,000.00	9,000.00	-	-
7010 Bookkeeping	-	1,800.00	2,400.00	2,400.00	2,400.00	-	-
7015 Consultants	-	-	1,000.00	-	1,000.00	-	-
	10,500.00	12,600.00	12,400.00	11,400.00	12,400.00	-	-
MISCELLANEOUS:							
8000 Postage	1,979.40	1,185.00	1,500.00	1,030.00	1,500.00	-	-
9000 Contingency	18.00	121.25	1,000.00	190.00	1,000.00	-	-
	1,997.40	1,306.25	2,500.00	1,220.00	2,500.00	-	-
TOTAL EXPENDITURES	409,300.27	396,570.91	327,315.00	299,753.00	339,710.00	12,395.00	0.04
REVENUES OVER (UNDER) EXPENDITURES	(35,186.02)	9,262.87	1,110.00	28,922.64	970.00	(140.00)	(0.13)



November 16, 2013

Derry Township School District  
30c East Granada Avenue  
P.O. Box 898  
Hershey, PA 17033

Attention: Mr. Brian Varvel  
Director of Buildings and Grounds

Re: Roof Replacement Specification Proposal  
Hershey High School

Dear Mr. Varvel:

Professional Roof Services, Inc. is pleased to present our proposal for design specifications for the Hershey High School located in Hershey, Pennsylvania. Our services will include the following items:

**Task I - Specification Design:**

- As moneys become available, prepare detailed specification documents for the roof replacement project. Roofing assembly will conform to all City and State Codes. Factory Mutual (FM) and Underwriters Laboratory approvals for materials will be reviewed. The specification package will include the following in addition to the U.S. Communities documents:
  - Supplementary Conditions.
  - Bidding Documents.
  - Asbestos Test Results
  - Method Specifications.
  - Details.
  - Drawings.

- Develop a list of contractors with the Derry Township School District personnel to quote on work.

**Task II - Bidding administration including the following:**

- Hold pre-bid meeting with contractors and site personnel to cover:
  - Safety
  - Job Setup
  - Specification Interpretation
  - Job Inspection
  - Specific Site Rules
  - Material Requirements
  - Job Payments
  - Warranty Positions
- Review all bids with Derry Township School District personnel and make any necessary recommendations.
- Process answers to questions and clarification of documents during the bidding period.
- Prepare addenda, if required.
- Prepare analysis of bids for Derry Township School District.

**Task III – Inspection Services:**

Prior to the roof project starting and while it is under construction, our inspectors are on the job to ensure it is being constructed per the specifications. The following is a list of services rendered in this phase of the project.

- Schedule a pre-job meeting with successful bidder and manufacturer/s to cover:
  - Payment Schedules
  - Site Contracts
  - Review Bidders Meeting Notes
- Review shop drawings, samples, catalog cuts, change orders and pertinent data related to the scope requirements of the documents.

- Supply a roof inspector a minimum of three times per week to monitor all work and attend weekly job meetings including recording of minutes.
- Have written daily/or weekly reports delivered to Derry Township School District.
- Watch the weather, communicate with contractor and owner on possibility of inclement weather.
- Confirm all progress payments.
- Communicate with the Derry Township School District, Contractor and Materials Manufacturer to have a smooth problem free project.
- Arrange a post construction conference and inspect the roof for warranty approval.
- Provide a post construction infrared survey to verify completed roofing and flashings are dry.

Based on the above and a roof area of 175,281 square feet, Professional Roof Services' fees will be:

Task I - \$28,000.00

Task II - \$2,000.00

Task III - \$23,600.00

Estimated construction time is 90 working days.

Additional services provided that are beyond the scope set forth above will be provided on a time-rendered basis in accordance with Professional Roof Services standard hourly rates. Additional services will not be provided without prior written authorization from the client.

Please note that our fees are not limited to any restrictions, i.e., contingent upon the client receiving funds, and are expected to be paid no later than 30 days from the invoice date. If you are in agreement with the above, please sign, date and return so we may schedule the work. Quoted prices are in effect for 30 days.

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Mr. Varvel, thank you for the opportunity to work, once again, with the Derry Township School District. If you have any questions, please let me know.

Sincerely,

*Blaine J. Chipola*

Blaine J. Chipola  
President

Accepted/By:

*Michael E. Rineer*  
*BUSINESS MANAGER*

Date:

*12/9/2013*

Purchase Order#