

NO: VIII
Minutes of the
Board of School Directors
DERRY TOWNSHIP SCHOOL DISTRICT
Hershey, PA 17033

November 27, 2007

OPENING ITEMS

1.01 Call to Order

An action meeting of the Board of School Directors, Derry Township School District, was held on Monday, November 27, 2007, in the District Office Board Room. Mr. Charles Stover, board president, called the meeting to order at 7:00 p.m.

1.02 Roll Call

Directors Present: Mr. Christopher Barrett
Mrs. Sharon Cin
Mrs. Beulah Chabal
Dr. Donna Cronin
Mr. Brad Dorrance
Mr. John Gräb
Mr. Alan Malkoff
Dr. William Parrish
Mr. Charles Stover

Superintendent: Dr. Linda Brewer

Secretary: Mr. Stephen Rineer

Student Representatives: Miss Kaitlynn Shank
Mr. John Snyder

Press: Mr. Daniel Victor PATRIOT-NEWS
Mr. David Buffington HUMMELSTOWN SUN
Mr. David Hunt HERSHEY CHRONICLE

Representatives of the Administrative Staff: Mrs. Lori Dixon, Mrs. Sue King, Mr. Sam Elias, Mr. Ed Consalo, Mr. David Yarian, Mr. Joe McFarland, Mr. Al Harding, Mr. Mike Murphy, Dr. David Lillenstein, and Mr. Michael Michaels.

Representatives of the Staff and Community: Ms. Bunny Hottenstein, Mr. Jeffrey Hartey, Mr. Dan Tredinnick, Mr. John Snyder, Mr. Greg Ebert, Ms. Christine Long, Mr. Thomas Long, Ms. Cindy Hertz, Ms. Kaitlyn Shank, Ms. Diane Sullivan, and Ms. Ellen Sheffy.

1.03 Flag Salute

Mr. Dorrance led the meeting in the Salute to the American Flag.

ANNOUNCEMENT

2.01 Approval of Minutes of the November 12, 2007 Meeting

Mr. Stover requested a motion to approve the Minutes of the November 12, 2007 meeting of the Derry Township Board of School Directors.

Moved by Mr. Malkoff; seconded by Dr. Cronin.

All Board members present signified by a Yes vote.

MOTION CARRIED

BUSINESS OF MEETING

3.01 Announcement of Executive Session

Mr. Stover announced that the Board met in Executive Session prior to the meeting to discuss matters of personnel.

3.02 Recognition of Citizens (Agenda Items)

No citizen comments on agenda items.

3.03 Recognition of Students

The Administration recognized Kaitlyn Shank for her selection as the Hershey Federated Women's Club Student of the Month for November 2007.

The Administration recognized Mark Boyer for his selection as the Rotary Club of Hershey Student of the Month for November 2007.

3.04 Standing Committee Report

Mr. Barrett reported the Human Resources Standing Committee met earlier in the day. He stated that they discussed the 2008-09 staffing recommendation.

3.05 Presentation – Staffing

Dr. Brewer presented the proposed 2008-2009 staffing recommendations.

UNFINISHED BUSINESS

4.01 Unfinished Business

No unfinished business.

NEW BUSINESS

5.01 Approval of Finance Report for October 2007

- I. The Administration recommended the approval of the Treasurer’s Report for the month of October 2007 summarized as follows:

General Fund Revenues	\$ 2,323,586
General Fund Expenditures	3,547,567
Balance of Cash Plus Investments	27,784,876

- II. The Administration recommended the approval of the listed schedule of investment transactions for the period beginning October 1, 2007 through October 31, 2007 for total interest earnings of \$ 92,263 comprised of the following:

General Fund	\$ 9,797
Certificates of Deposit	82,455
PA School District Liquid Asset Fund	0
PA Local Government Investment Trust	11

The average interest rate for October was 5.04%.

- III. The Administration recommended the approval of the October 2007 expenditures for the paid bills for all funds in the total amount of \$2,196,520 excluding net payroll, retirement contributions and debt service.
- IV. The Administration recommended the approval of the November 2007 expenditures for the unpaid bills for all funds in the total amount of \$1,754,529.

V. The administration recommended approval of the estimated expenditures of the General Fund for the month of November 2007 in the following amounts:

• Operating Expenses	\$1,500,000
• Utilities	142,000
• Net Payroll (2 Pays)	1,170,000
• Employer Provided Insurance	301,000
• Payroll Deductions	595,000
• Employer Payroll Taxes (FICA/RET)	135,000
• Debt Service	<u>1,460,234</u>
Total Estimated Expenditures	\$5,303,234

Mr. Stover requested a motion to approve October 2007 finance report.

Moved by Dr. Parrish; seconded by Mrs. Cin.

All Board members present signified by a Yes vote.

MOTION CARRIED

5.02 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 November 2007 budget transfers.

Mr. Stover requested a motion to approve the Budget Transfers.

Moved by Dr. Cronin; seconded by Mrs. Chabal.

Roll Call Vote:

Barrett	- Yes	Cronin	- Yes	Malkoff	- Yes
Chabal	- Yes	Dorrance	- Yes	Parrish	- Yes
Cin	- Yes	Gräb	- Yes	Stover	- Yes

9 Yes

MOTION CARRIED

5.03 Requests for Payment

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

High School Additions and Renovations:

These must be updated:

Bink Architectural Partnership
Invoice No. 2987

\$ 6,184.74

eci Construction (General Contractor)
Invoice No. 19

23,561.62

MBR Construction Services (HVAC Contractor)
App#18

1,140.00

Shannon A Smith, Inc. (Plumbing Contractor)
Invoice No. 15 (Retainage)

25,695.82

Hershey Elementary School Roofing Project:

Best Roofing Technology, Inc
Application No. 3

\$ 74,141.73

Mr. Stover requested a motion to approve the payments.

Moved by Mrs. Chabal; seconded by Mr. Dorrance.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

5.04 Approval of 2008 Township of Derry Tax Collection Association Budget

The Administration recommended the approval of the Township of Derry Tax Collection Association Budget for 2008. The proposed budget totals \$490,685 and represents a 3.26% increase over the current budget of \$475,201. The school district's contribution toward this budget will be \$210,000.

Mr. Stover requested a motion to approve the 2008 Township of Derry Tax Collection Association Budget.

Moved by Mr. Dorrance; seconded by Mr. Malkoff.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

5.05 Acceptance of Consultant Proposal for Comprehensive Facilities' Evaluations and Enrollment Updates

The Administration recommended the District accept a proposal from Victor Evans, Architect/Facility Planner to prepare a comprehensive facility evaluation of the Hershey Middle School and analyses of available instructional capacity at the Early Childhood Education Center and Hershey Primary/Intermediate Elementary School in the context of future enrollment demand.

Scope of work is as outlined in Mr. Evans's proposal, a copy of which has been provided to the Board and at a total cost of \$27,040.00.

Mr. Stover requested a motion to approve the request.

Moved by Mr. Dorrance; seconded by Mrs. Cin.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

5.06 Approval of Textbooks

The Administration recommended the approval of the following textbooks for the use in the 2008-2009 school year:

Curricular Area: English
Subject/Course: English, College Prep English, Honors English, Composition 2
Title: Vocabulary Workshop
Publisher: Sadlier-Oxford
Author: Jerome Shostak
Copyright: 2005

Curricular Area: Guidance
Subject/Course: HS Counseling
Title: The 6 Most Important Decisions You'll Ever Make: A Guide for Teens
Publisher: Fireside
Author: Sean Covey
Copyright: 2006

Mr. Stover requested a motion to approve the textbooks.

Moved by Mrs. Chabal; seconded by Dr. Parrish.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

5.07 Requests for the Use of School Facilities

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

Group: Hershey Youth Football Association
Date/Time: December 2, 2007
Noon – 5:00 p.m.
Requested Facility: Middle School Auditorium
Event: Awards Ceremony
Fee: As per Lease Agreement

Group: Harrisburg Bicycle Club/Pennsylvania State Police
Date/Time: April 24, 2008 (set up)
3:00 p.m. – 11:00 p.m.

April 25, 2008 (set up)
3:00 p.m. – 11:00 p.m.

April 26, 2008 (event)
4:00 a.m. – 6:00 p.m.

April 27, 2008 (clean up)
3:00 p.m. – 6:00 p.m.

Requested Facility:

Middle School: LGI, Restrooms, Front, Parking Lot
High School: Front
Elementary: Parking Lot

Event:

Annual Pennsylvania State Police Benefit Bicycle Ride

Fee:

None

Mr. Stover requested a motion to approve the requests.

Moved by Mr. Dorrance; seconded by Dr. Cronin.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

5.08 Personnel - Resignation

The Administration recommended the approval of the following resignation:

Act 93:

Shenk, Karen

Director of Special Education

District-wide

Reason: Personal

Effective: To be Determined

Mr. Stover requested a motion to approve the personnel resignation.

Moved by Mr. Malkoff; seconded by Mr. Dorrance.

All Board members present signified by a Yes vote.

MOTION CARRIED

5.09 Personnel - General

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

Professional:

Kingsley, Carol * (for Jennifer Klos)
Science Teacher
Middle School
Extended Substitute (93 or fewer teacher days)
Bachelors, Step 1
Salary: \$38,040 (pro-rated, no benefits)
Effective: Retroactive to 11/05/07 through 03/10/08

Limited Service Contracts:

Claude, Herbert
Volunteer Assistant Varsity Wrestling Coach
High School
Salary: Volunteer
Effective: 11/28/07 (pending receipt of Act 34 & 151 clearances)

Smith, Kenneth
Volunteer Assistant Varsity Wrestling Coach
High School
Salary: Volunteer
Effective: 11/28/07 (pending receipt of Act 34 & 151 clearances)

2. The Administration recommends the approval of the following request in accordance with District Policy 539:

Shaffner, Betty
Bus Driver
District-wide
Unpaid Family Medical Leave (up to 12 weeks)
Effective: Retroactive to 11/05/07

3. The Administration recommends the approval of the following addition to the **Guest Teacher List** for the 2007-08 school year.

Stevens, Charles

Mr. Stover requested a motion to approve the personnel recommendations.

Moved by Dr. Parrish; seconded by Dr. Cronin.

Roll Call Vote:

Barrett	-	Yes	Cronin	-	Yes	Malkoff	-	Yes
Chabal	-	Yes	Dorrance	-	Yes	Parrish	-	Yes
Cin	-	Yes	Gräb	-	Yes	Stover	-	Yes

9 Yes

MOTION CARRIED

DELEGATES REPORTS:

6.01 Dauphin County Technical School Report

No report.

6.02 Derry Township Tax Collection Association Report

Mr. Barrett gave a brief report.

6.03 Harrisburg Area Community College

No report

SPECIAL REPORTS:

7.01 Announcement of Staff Development Conference

Gregory Woodbridge
2008 Conference for Conductors
Baltimore, MD
January 10 through 13, 2008
Expenses: \$1,000

7.02 Student Representatives' Report

No report.

7.03 Board Member's Report

No reports.

7.04 Superintendent's Report

No report.

7.05 Board President's Report

On behalf of the School District, Mr. Stover acknowledged Mrs. Sharon Cin (2002-2007) and Mr. Bradford Dorrance (1995-2007) for their years of service on the Board of Education.

RECOGNITION OF CITIZENS (Non-Agenda Items)

8.01 Recognition of Citizens

None.

ADJOURNMENT

9.01 Adjournment

Mr. Stover announced the Re-organization meeting would be held on Tuesday, December 4, 2007 starting at 7:00 p.m. in the District Office Board Room.

Mr. Stover asked for a motion for adjournment.

Moved by Mr. Dorrance; seconded by Mrs. Cin.

All Board members present signified by a Yes vote.

MOTION CARRIED

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Stephen E. Rineer
Secretary to the Board
Approved at the December 17, 2007 meeting

Charles Stover
President of the Board

SR:lv