



Derry Township School District Board of Directors Meeting – January 27, 2014 Summary Minutes -XIV

Roll Call

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

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

Staff/Public in attendance: Terry Singer, Chris Sholly, Claude Swartzbaugh, Louise Swartzbaugh, Michael Hulse, Lori Dixon, Judy Haverstick, Camille Quirin, Cassi Bellezza, Christine Drexler, Donna Cronin, Jake Cronin, Julie Isaacson, Lewis Shaw, Grace Bomberger, Judy Shertzer

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

1. OPENING ITEMS

1.1 Call to Order

Minutes: The January 27, 2014 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 7:08 p.m.

1.2 Roll Call

1.3 Flag Salute

1.4 School Board Recognition

Minutes: Mr. McFarland presented to the Board of Director's gifts of appreciation for their service to the District.

1.5 Approval of Board of Directors Agenda

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

2. INFORMATIONAL AND PROPOSALS

2.1 Special Presentation

Minutes: Mr. McFarland and Dr. Reimann presented an Honorary Diploma to Grace Bomberger.

2.2 Recognition of Students

Minutes: Dr. Reimann recognized the Hershey High School January Students of the Month.

2.3 Staff Recognition

Minutes: Mr. McFarland recognized Alex Jones and Stephanie Lupacchini.

2.4 Presentation - Educator Effectiveness: PVAAS and the SPP-Building and Teacher Specific Data (HS Administration)

Minutes: Dr. Reimann provided the Board an update with regard to the School Performance Profile.

2.5 Announcement of Executive Session

Minutes: The Board met in Executive Session prior to this evening's meeting regarding employment issues, labor relations, financial matters, and matters that must be conducted in private to protect a lawful privilege or confidentiality.

2.6 Recognition of Citizens (Agenda Items)

2.7 Standing Committee Meeting Reports

Minutes: Mrs. Eby provided the following updates with regard to the Communications Standing Committee:

- Election of chairperson
- Distribution of publications (policy 913)
- Board vacancy communications
- Online registration update

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

- Election of chairperson
- Hershey High School roof project
- Hershey High School gymnasium and bleacher project
- Comprehensive facilities study

Mr. Barrett provide the following updates with regard to the Finance Standing Committee:

- Preliminary budget forecast
- Trust payout forecasts
- Revenue/Expense projections

2.8 Student Representatives' Report

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

- Recent events

- Upcoming events

2.9 Anticipated Agenda Items for the Next Board of Directors Meetings

- Special Public Board of Directors Meeting will be held February 3, 2014 to interview and select a School Board Member
- The following items will be on the February 10, 2014 Agenda for the Public Board of Directors Meeting:

1. Presentation: Educator Effectiveness: Elective Data-Student Learning Objectives (MS Administration)
2. Approval of January 13, 2014 Board of Directors Summary Minutes
3. Community Correspondence Report
4. Requests for the Use of Facilities
5. Personnel
- 6 Staff Development

Minutes: The anticipated agenda items for the February 10, 2014 meeting of the Derry Township Board of Directors were reviewed.

3. UNFINISHED BUSINESS

3.1 Board of Directors Vacancy

Minutes: Mrs. Sheehan announced that the Board of Directors Vacancy will be filled at a Special Board meeting scheduled for February 3, 2014.

3.2 Superintendent Search Update

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

3.3 Announcement of Citizen Advisors

Minutes: Mrs. Sheehan provided an update with regard to the announcement of citizen advisors.

4. CONSENT AGENDA ITEMS

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

Mr. McFarland updated the Board with regard to the approved 2013-2014 calendar revisions.

Vote Results

Yea	8	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan and Brian Shiflett
Nay	0	
Abstain	0	

Not Cast 0
MOTION CARRIED

4.1 Approval of January 13, 2014 - XIII Summary Board of Directors Meeting

4.2 Approval of December 2013 Finance Report

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

General Fund Revenue	\$2,515,935
General Fund Expenditures	3,740,841
Balance of Cash Plus Investments	32,257,523

(Includes \$6,476,255 Capital Reserve)

The listed schedule of investment transactions for the period beginning

2. December 1, 2013 through December 31, 2013 had total interest earnings of \$8,063 comprised of the following:

General Fund	\$0
Money Market	6,701
Capital Reserve	1,703
PA Local Government Trust	75

The average interest rate for December 2013 was .28%

The December 2013 expenditures for the paid bills for all funds totaled

3. \$1,958,193 excluding net payroll, retirement contributions, and debt service.
4. The January 2014 expenditures for the unpaid bills for all funds totaled \$817,899
5. Estimated expenditures of the General Fund for the month of January 2014 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	105,300
Net Payroll (2 pays)	1,302,000
Employer Provided Insurance	553,100
Payroll Deductions	675,000
Employer Payroll Taxes (FICA/RET)	151,000
Debt Service	<u>0</u>
Total Estimated Expenditures	\$3,786,400

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 January 2014 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:

Hershey Middle School Phase II

1. E.R. Stuebner, Inc (General Contractor) \$9,819.26
Application No. 9
2. E.R. Stuebner, Inc (General Contractor) 62,111.19
Application No. 10
3. E.R. Stuebner, Inc (General Contractor) 50,561.40
Application No. 12
4. Spotts Brothers, Inc. (Electric) 33,718.71
Application No. 6
5. Spotts Brothers, Inc. (Electric) 26,436.80
Application No. 7
6. G.R. Sponaugle 797.00
Invoice No. 44468

Middle School Roof Replacement

7. Professional Roof Services 15,200.00
Invoice No. 5007

Facility Master Planning

8. Fanning/Howey Associates, Inc. 1,235.00
Invoice No. 1090610

4.5 Approval of AESOP Agreement

The Administration recommended approving the AESOP Customer Agreement for managing substitutes and leave requests for the Derry Township School District.

4.6 Approval of CAIU Agreement for AgendaManager Services

The Administration recommended the approval of the three-year CAIU Agreement for AgendaManager Services.

4.7 Approval of Revised School Calendar 2013-2014

The Administration recommended the approval of the attached revised 2013-2014 Derry Township School District Calendar.

4.8 Approval of Thirty-Day Review

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

- 610 - Purchases Subject to Bid
- 611 - Purchases Budgeted
- 913 - Nonschool Organizations/Groups/Individuals

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

4.9 Approval of Student Club - Hershey High School Bike Club

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

4.10 Approval of Supplemental Textbook - AP Spanish

The Administration recommended the approval of the following textbook for use in the 2013-2014 School Year:

High School

Curricular Area: World Language

Subject/Course: AP Spanish

Grade Level(s): 12

Recommended Title: Temas AP Spanish Language and Culture

Publisher: Vista Higher Learning

Author: Parthena Draggett, Cole Conlin, Max Ehram, Elizabeth Millan

Copyright: 2014

4.11 Approval to Eliminate Courses

The Administration recommended the approval to eliminate the following High School Business Education Courses effective the 2014-2015 School Year:

- Desktop Publishing
- Database Applications
- IC3

4.12 Requests for the Use of School Facilities

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

Group: **Hershey Soccer Club**

Date/Time: April 6, 2014
2:00 p.m. - 4:00 p.m.

Requested Facility: 322 Turf Field

Event: Hershey Soccer Club Travel Team Tryouts

Fee: Approximately \$60.00 (Turf Field Manager @\$30 per hour)

Group: **Trojan Youth Wrestling**

Date/Time: June 12, 2014 (set up)
5:00 p.m. - 7:00 p.m.
June 16-18, 2014 (Camp)
8:00 a.m. - 3:00 p.m.
June 18, 2014
3:00 p.m. - 5:00 p.m. (tear down)

Requested Facility: Middle School Gym, Restrooms, Locker Room

Event: Wrestling Camp

Fee: Approximately \$1,140 (Custodian: 31 hours @ \$36.75 per hour)
Approximately \$2,000 (Gym Rental: 25 hours at \$80 per hour)

4.13 Announcement of Staff Development Conferences

Staff Member: **Jason Pedersen**

Conference: National Association of School Psychologists

Location: Washington, DC

Dates: February 18-21, 2014

Expenses: Not to Exceed \$700.00

Staff Member: **Traci Dawson**

Conference: Pennsylvania School Nurses' Association - School Nursing - a Keystone to Success

Location: State College, PA

Dates: March 28 - 30, 2014

Expenses: \$400.00

5. NEW BUSINESS

5.1 Approval of Citizen Advisors

The Board of Directors recommended the approval of the following community members to serve as Citizen Advisors with a term of January 27, 2014 through June 30, 2015:

Athletics & Activities Standing Committee

Diane Cerninara

Communications & Community Engagement Standing Committee

Camille Bigles-Quirin

Judd Mellinger-Blouch

Curriculum Council

Carol Schneidereit

Martha Strickland

Finance Standing Committee

Eileen Rusnack

Terry Singer

General Services Standing Committee

Malcom Garrett

Daniel Lauria

Policy Standing Committee

Lewis Shaw

Catherine Rowe-Wagner

Minutes: Following a motion by Mr. Shiflett and second by Mrs. Eby the citizen advisors were approved.

Vote Results

Yea	8	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan and Brian Shiflett
Nay	0	
Abstain	0	
Not Cast	0	

MOTION CARRIED

5.2 Approval of District Solicitor Request for Proposal

The Administration recommended the Board authorize the District to initiate a Request for Proposal for District Solicitor.

Minutes: Following a motion by Mr. Shiflett and second by Mr. Franklin the District Solicitor Request for Proposal was amended.

Following a motion by Mrs. Eby and second by Mrs. Neal the District Solicitor Request for Proposal was approved as amended.

Vote Results

Yea	8	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan and Brian Shiflett
Nay	0	
Abstain	0	
Not Cast	0	

MOTION CARRIED

5.3 Personnel - Resignation

The Administration recommended the approval of the following resignation:

Sweigert, Lisa

General Food Service Worker

High School

Reason: Personal

Effective: 01/13/2014 (retroactive)

Minutes: Following a motion by Mr. Barrett and second by Dr. Donahue the personnel - resignation was approved.

5.4 Personnel - General

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

Classified:

Mowery, Brandy

Substitute Bus Driver

District-wide

Salary: \$15.90 per hour

Effective: 01/28/2014 (pending receipt of Act 34, 151 and 114 clearances)

Naccarato, Gina

Custodian (2nd Shift) (replacing Jennifer Hirsch)

District-wide

Full-time, 8.0 hours per day

Salary: \$14.98 per hour

Effective: 01/28/2014 (pending receipt of Act 34, 151, and 114 clearances)

Sweigert, Lisa *

Substitute General Food Service Worker

District-wide

Salary: \$10.14 per hour

Effective: 01/13/2014 (retroactive)

Van Der Werf, Aaron

Substitute Custodian

District-wide

Salary: \$13.44 per hour

Effective: 01/28/2014

2. The Administration recommended the approval of the following request in accordance with Section 6.09 of the HEA Collective Bargaining Agreement:

Ebersole, Denise *

School Counselor

High School

Unpaid Childrearing Leave

Effective: 08/25/2014 through the end of the 2014-2015 school year

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

Feldman, Ashley *

Library Aide

High School

Uncompensated Leave (duration of 3rd marking period)

Effective: 01/21/2014 through 03/27/2014

The Administration recommended extending to any Act 93 Professional who is National Board Certified the same conditions as outlined in the current HEA Agreement for professionals who attain National Board Certification, as defined by the

4. National Board for Professional Teaching Standards, shall receive an additional non-cumulative stipend of two thousand five hundred dollars (\$2,500) per year for each year the National Board Certification is maintained.

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

Kulig, Katelynn

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

- The Administration recommended the Board appoint Mr. Michael Frentz as Business Manager of Derry Township School District for a term of three (3) years March 27, 2014 through June 30, 2017, and authorize the execution of a Business Manager
6. Contract between the District and Mr. Frentz. Copies of the proposed Contract have been provided to the members of the Board in advance of this meeting. (pending receipt of Act 34, 151, and 114 clearances)

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

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

Vote Results

Yea	8	Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan 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 Board the following updates with regard to Dauphin County Technical School:

- Planning for the future committee
- Proposed technology plan
- Summer school instructional plan
- Proposed summer schedule
- Vehicle replacement plan
- Data entry specialist position

6.2 Derry Township Tax Association

Minutes: Mr. Shiflett provided the Board the following updates with regard to the Derry Township Tax Association:

- Reorganization
- Financial reports
- Health insurance coverage
- DTSD and DTTA tax agreement

7. SPECIAL REPORTS

7.1 Board Members' Report

7.2 Acting Superintendent's Report

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

- Snow make-up days
- Graduation
- Staff Recognition

7.3 Board President's Report

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

- Recognition of Mr. McFarland as the new DTSD Superintendent
- Recognition of Board members with regard to Superintendent Search
- Board work session in February
- Special Board meeting scheduled for February 3, 2014

8. RECOGNITION OF CITIZENS

Minutes: Jake Cronin - Hershey High School Bike Club

9. ADJOURNMENT

Minutes: Following a motion by Dr. Donahue and a second by Mr. Shiflett the meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Stephen E. Rineer
Secretary to the Board
Approved at the February 10, 2014 meeting

Maryellen B. Sheehan
President of the Board of Directors

JWR

Derry Township School District

School Board Meeting

January 27, 2014

Please Sign In AND Print Your Name

Signature

Daniel B Tredinnick

Printed Name

Dan Tredinnick

Signature

Terry Singer

Printed Name

Terry Singer

Signature

Chris Sholly

Printed Name

Chris Sholly

Signature

Claude Swartzbaugh

Printed Name

Claude Swartzbaugh

Signature

Louise Swartzbaugh

Printed Name

Louise Swartzbaugh

Signature

Michael Hulce

Printed Name

Michael Hulce

Signature

Lori A. Dixie

Printed Name

Lori A. Dixie

Signature

Judy Haverstick

Printed Name

Judy Haverstick

Signature

Camille Quirin

Printed Name

Camille Quirin

Signature

Cassi Belkiza

Printed Name

Cassi Belkiza

Signature

Christine Drexler

Printed Name

Christine Drexler

Signature

Donna Cronin

Printed Name

Donna Cronin

Signature

Jate Cronin

Printed Name

Jate Cronin

Signature

Julie Isaacson

Printed Name

Julie Isaacson

Derry Township School District
School Board Meeting
January 27, 2014

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

Lewis Shaw

Lewis Shaw

Signature

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2013-2014

Derry Township School District

July 2013						
# of Days: Elem-0 Sec-0 Staff-0						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2013						
# of Days: Elem-4 Sec-4 Staff-8(11)						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013						
# of Days: Elem-20 Sec-20 Staff-20						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013						
# of Days: Elem-22 Sec-22 Staff-22						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2013						
# of Days: Elem-19 Sec-19 Staff-19						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2013						
# of Days: Elem-13 Sec-14 Staff-14						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Key	
	Significant Date/Event
	Early Dismissal for Students
	No School, Students
	No School, Students & Staff
	2 hour late start
	PSSA Testing Window

August
13: New Staff Orientation
14-15: New Teacher Induction
20-23: In-Service
26: First Student Day
30: Labor Day Recess

September
2: Labor Day

October
14: No School for Staff and Students – Columbus Day
15: 2-hour late start
30: End of 1st Marking Period

November
8: 6th Grade Conferences (No School for 6th Grade Students)
20: End of 1st Trimester
27: Early Dismissal
28-29: Thanksgiving Recess

December
2: Thanksgiving Recess
3: 2-hour late start
12: Elementary Early Dismissal (Conferences Gr 1-5)
13: Elementary Conferences No School for Elem (K-5)
23 – 31 Winter Recess

January
1-3: Winter Recess
17: End of 2nd Marking Period
20: In-Service
Teacher Work Day
No School for students

February
18: 2-hour late start

March
6: End of 2nd Trimester
13: Elementary Early Dismissal (1-5)
14: Elementary Early Dismissal (K-5), No PM Kindergarten; K-5 Conferences;
Grades 6-12 In-Service
26: End of 3rd Marking Pd

April
17: K-12 In-service (No School for students)
18-21: Spring Recess
22: 2-hour late start

May
26: Memorial Day

June
6: Last day for students
End of 4th Marking Period
End of Third Trimester
Early dismissal for students
Graduation

January 2014						
# of Days: Elem-19 Sec-19 Staff-20						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2014						
# of Days: Elem-19 Sec-19 Staff-19						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
# of Days: Elem-20 Sec-20 Staff-21						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
# of Days: Elem-18 Sec-18 Staff-19						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
# of Days: Elem-21 Sec-21 Staff-21						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2014						
# of Days: Elem-5 Sec-5 Staff-5						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Marking Period End Dates

Quarter Marking Periods (Sec.)

First: October 30 (45 days)
Second: January 17 (44 days)
Third: March 26 (45 days)
Fourth: June 6 (47 days)

Trimester Periods End Dates (Elem)

First: November 20 (60 days)
Second: March 6 (60 days)
Third: June 6 (60 days)

Student and Staff Days

Total Student Days - Elementary 180
Total Student Days - Secondary 181
Total Staff Days 190*
New Teachers 193*

*Includes two work days – one completed in the period July 1-Aug 19; the second requires 6 hrs professional development by May 1

Makeup Days
In order:
February 17, 2014
April 16, 2014 (Additional makeup days to begin June 9)

REQUEST FOR PROPOSALS

Legal Services

1. INTENT

Derry Township School District (the "District") is soliciting proposals from qualified licensed full-service law firms to represent the District in basic legal matters and litigation. The District intends to continue the practice of having a primary law firm as solicitor and to delegate individual matters or specific expertise issues to legal specialists from other firms at our discretion.

2. QUALIFICATION REQUIREMENTS

Respondents to this RFP must meet the following minimum requirements:

- a) Member in good standing of the Bar Association of the Commonwealth of Pennsylvania
- b) Member in good standing of the Bar of the United States District Court
- c) Must have experience with Federal and State education laws and have minimum of five (5) years working with or for a Pennsylvania school district
- d) Ability to provide same day response
- e) Assignment of a lead attorney with appropriate experience
- f) Physical office location in reasonably close proximity to Hershey, Pennsylvania
- g) Provide strict adherence to confidentiality of all matters addressed between the District and the firm

3. BACKGROUND INFORMATION

Derry Township School District is an award-winning public school system located in Hershey, Pennsylvania. Our community enjoys a legacy that began with founder Milton S. Hershey. The District serves approximately 3,600 students in kindergarten through twelfth grade residing in Derry Township, Dauphin County. Our 114-acre campus consists of an Early Childhood Center (grades K and 1), a Primary and Intermediate Elementary School Building(Grades 2-5), a Middle School (Grades (6-8), and a High school (Grades 9-12). The District employs approximately 500 staff in professional and support positions. For the 2013-14 school year, the District has an operating budget of \$55.4 million.

For more than ten years, the District has been represented by McNees Wallace & Nurick LLC.

4. PROPOSAL REQUIREMENTS

Proposals should be concise and include the following elements:

- a) Firm name, business address, telephone number(s), fax number, email, website URL, and name of primary contact

- b) Firm size, area(s) of specialization, and years of experience working with school districts and other public entities
- c) List of current school district clients
- d) Statement of qualifications detailing the firm's ability to meet Derry Township School District's needs in the following areas; please include the name of the attorney who will be the primary contact in each area, as well as his/her years of experience in the given area:
 - a. Administrative Agency Law and Governance Matters
 - b. State and Federal Education Law
 - c. Special Education Law
 - d. Student Rights and Discipline
 - e. Tort Liability, Civil Rights Actions and Liabilities
 - f. Labor and Employment Law
 - g. Tax Collections and Assessment Appeals
 - h. Contracts and Procurement
 - i. Bond Counsel
 - j. Insurance Issues
 - k. Appellate Advocacy
 - l. Any other relevant area you deem appropriate
- e) An indication of whether the firm can provide the District with legal representation in matters involving the following organizations or their subsidiaries:
 - a. Penn State Hershey, including Penn State Milton S. Hershey Medical Center, Penn State College of Medicine and Penn State Hershey Children's Hospital
 - b. The Hershey Company
 - c. Hershey Entertainment and Resorts Company
 - d. Hershey Trust Company
 - e. Milton Hershey School
 - f. M. S. Hershey Foundation Trust
 - g. Derry Township
 - h. Derry Township Industrial Commercial Development Authority
 - i. Tanger Factory Outlet Centers, Inc.
 - j. Room One Corporation
- f) Contact information regarding how to arrange an interview with representative(s) of the firm as the RFP process moves through the selection process
- g) References
- h) Fees

5. TIMEFRAME

The successful legal firm will be expected to commence the provision of services on April 1, 2014.

6. PROJECT MANAGEMENT

The business relationship shall be managed for the District by the Superintendent of Schools or his/her designee.

7. OTHER INFORMATION

Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto will not become public information until selection of the successful respondent.

SUBMISSION AND DEADLINE

All proposals must be received by 1:00 pm, Monday, February 24, 2014. One (1) original and two (2) copies shall be submitted to:

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

Questions about this RFP may be directed to Stephen Rineer, Business Manager, 717-534-2501, or by email to srineer@hershey.k12.pa.us. Questions should be submitted no later than February 14, 2014.

LATE PROPOSALS WILL NOT BE CONSIDERED

SUBMITTAL LETTER

Respondents shall submit a cover letter, addressed to the Business Manager, signed by an authorized principal or agent of the law firm, which provides an overview of the respondent's offer, as well as the name, title, and phone number of the person to whom the District may direct questions concerning the proposal. The letter should also include a statement by the respondent accepting all terms and conditions contained in this RFP, signed by an officer or other individual with authority to bind the firm.

EXPERIENCE

Legal firms must have experience with Federal and State education laws and have a minimum of five (5) years experience working with or for a Pennsylvania school district. Respondents are to provide a summary of the firm's experience on similar types and sizes of engagements with emphasis on school districts in the Commonwealth of Pennsylvania, and detail on experience with public sector employment law, and education law specifically. This summary must include the firm's experience in the areas of services described in Section 4, Proposal Requirements. Provide detailed resumes of the persons proposed to work directly with the District and indicate the level of responsibility of each professional staff member. Resumes are to include educational qualifications; memberships in education law organizations such as the Pennsylvania School Boards Solicitors Association and the Education Law Section of the Pennsylvania Bar Association; and previous work assignments that relate to this RFP.

REFERENCES

A minimum of five (5) client references which encompass the areas outlined in this RFP, especially other local school districts and governmental agencies, must be identified. The client references must include the name of the organization, address, telephone number, individual contact person, the dates services were performed, and a description of the services provided.

FEES

All respondents are required to complete and submit a detailed itemized fee schedule and expected schedule of payment to perform all services. Specific information regarding any retainer, and specific hourly rates for all partners and a separate single hourly rate for all associates; (b) an hourly rate for clerical, paralegal or other professionals; and (c) a schedule of all out-of-pocket disbursements which are anticipated to result in a charge to the District, and the rate for each. Note that the District expects that these reimbursable charges will be charged at the firm's actual cost, without additional mark-up. The District is exempt from the payment of excise taxes, transportation, and sales taxes imposed by the Federal Government and/or the Commonwealth of Pennsylvania. Such taxes must not be included.

All respondents are required to submit, in addition to any retainer and hourly rates, a fixed fee for the services of a lead attorney to provide counsel to the District at its public school board meetings and any adjacent executive sessions held at on the same date. Public school board meetings are held on Mondays (with exceptions) in the District Office Board Room, 30 E. Granada Ave., Hershey, PA at 7:00 PM. Executive sessions typically precede the public board meetings at 6:00 PM. For planning purposes, the District has scheduled school board meeting dates in 2014 as follows:

January 13	April 14
January 27	April 28
February 10	May 12
February 24	May 27 (Tuesday)
March 10	June 9
March 24	June 23

The District reserves the right to negotiate fees and payment schedules with the selected respondent. The District will not pay broker's fees or commission, nor will the District contract with an intermediary entity.

BUSINESS RELATIONSHIP

The District intends to negotiate and enter into a business relationship with the most responsive legal firm whose proposal is determined to be in the best interest of the District. Cost of services will be a consideration, but professional expertise is a key component, and cost may be a secondary consideration to that expertise. The scope of this contract is intentionally broad to cover ongoing general legal needs of the District, but the District reserves the right to contract with other legal firms

for services outside the scope of this agreement, or for expertise in specific areas when it is deemed to be in the best interest of the District.

8. EVALUATION AND AWARD

SELECTION CRITERIA

The following criteria will be used, without limitation, in evaluating proposals and determining the most responsive legal firm:

- a) The legal firm's technical understanding of the scope of services and proposed professional services as evidenced by the proposal submitted
- b) The background and experience of the legal firm in providing similar services as well as the specific background, education, qualifications, and relevant experience of key personnel to be assigned to this contract
- c) Proposed fees and costs, although the District is not bound to select the legal firm who proposes the lowest fees. The District reserves the right to negotiate fees with the selected legal firm
- d) Information obtained by the District from firm's references or other clients
- e) The firm's ability to represent the District in matters dealing with major property owners within Derry Township and other governmental entities
- f) Location of firm's office
- g) Best interests of the District

SELECTION PROCEDURES

The District intends to enter into an agreement for services with the most responsive legal firm whose proposal is determined to be in the best interest of the District.

- a) The District reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, and to waive minor inconsistencies with the RFP.
- b) The District will initially review all proposals to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete will not be considered.
- c) The District will evaluate all responsive and responsible proposals based on the criteria enumerated above. The District may afford firms the opportunity to clarify proposals for the purpose of assuring a full understanding of their responsiveness to the RFP.
- d) The District may conduct interviews of the legal firms it judges to be the most qualified to perform the services required, based upon the criteria in this RFP. If so, legal firms will be notified in advance of the proposed interview date. If conducted, interviews may be conducted in person or by conference call. Respondents are advised that the District reserves the right to award this contract solely on the basis of the submitted proposals.

9. CONFLICT OF INTEREST

Respondents shall provide a statement that no conflict of interest exists in rendering service to and in representing the District.

10. DISCIPLINARY ACTION

Respondents shall provide a statement that no attorney affiliated with respondent has, within five (5) years from the date of submission, been disciplined by the Grievance Committees of the State or Federal Bar.

11. TAXPAYER'S IDENTIFICATION NUMBER

The selected respondent whether an individual, proprietor, partnership or a non-profit corporation or organization must fill out and submit the Internal Revenue Service Form W-9, Payers Request for Taxpayer Identification Number for tax reporting purposes.