

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

March 25, 2008

OPENING ITEMS

1.01 Call to Order

A meeting of the Board of School Directors, Derry Township School District was held on Tuesday, March 25, 2008, in the District Office Board Room. Mr. Charles Stover, Board President, called the meeting to order at 7:10 p.m.

1.02 Roll Call

Directors Present: Mr. Christopher Barrett
Mrs. Beulah Chabal
Dr. Donna Cronin
Dr. Henry Donahue
Mr. John Gräb
Mr. Alan Malkoff
Dr. William Parrish
Mrs. Ellen Sheffey
Mr. Charles Stover

Superintendent: Dr. Linda Brewer

Secretary: Mr. Stephen Rineer

Student Representative: Mr. John Snyder
Miss Kaitlyn Shank

Press: Mr. Dave Hunt HERSHEY CHRONICLE
Mr. Dave Buffington THE SUN
Mr. Daniel Victor PATRIOT NEWS

Representatives of the Administrative Staff: Mr. Michael Michaels, Mr. Dan Tredinnick, and Mr. Mike Murphy.

Representatives of the Staff and Community: Diane Sullivan, Natalie Sullivan, Cindy Hertz, D. Buffington, Bunny Hottenstein, Megan Hulse, and Julie A. Neal.

1.03 Flag Salute

Mr. Barrett led those gathered in the Salute to the American Flag.

REVIEW AND APPROVAL OF MINUTES

2.01 Approval of Minutes

A motion was made by Mr. Barrett and seconded by Mr. Malkoff to approve the minutes of March 10, 2008 board meeting. All board members present signified by a Yes vote.

MOTION CARRIED

INFORMATION AND PROPOSALS

3.01 Announcement of Executive Session

Mr. Stover announced all members of the board met in executive session prior to the meeting to discuss matters related to personnel. Mr. Stover also announced the Board would conduct a post-executive session following tonight's Board meeting.

3.02 Recognition of Citizens (Agenda Items)

Cindy Hertz: Inquired regarding the approval of the Policy under 30 day review. Ms. Hertz indicated that on the Board's website, under policy under review, it indicates "This policy is currently offline." She placed a call to the library and wasn't clear if policies were being approved at this meeting or if they were being approved to go to 30 day review. Ms. Hertz was informed that the proposed policies were on the agenda for approval for 30-day review and if approved as such, would be posted online by the next day.

Dan Tredinnick indicated that the policies would be posted on the web site and in the appropriate locations following Board approval tonight.

3.03 Recognition of Students

Mr. Tredinnick presented a brief video presentation recognizing Ms. Mugisha Niyibizi and Mr. John Snyder as the March Students of the Month.

3.04 Standing Committee Reports

Policy Services Standing Committee:

Mrs. Chabal reported the Policy Services Standing Committee met prior to the meeting to discuss several upcoming issues. One of the major undertakings of the Committee will be with regard to technology, specifically the retention and deletion of electronics. Mrs. Chabal indicated that there are new state and federal regulations that will govern all types of stored media, including paper, electronics or video and making sure that the policy is up to date concerning this information. The Committee met with two members of Council for legal direction and what needs to be done. The Committee looks forward to tackling this enormous project.

In addition, Mrs. Chabal reported that the Committee is also reviewing the Volunteers' Policy for updates and revisions.

Finally, Mrs. Chabal reported the Committee is looking to implement financially-based policies to ensure the District is adequately funding the Capital Improvement Plan (a five year/rolling plan). The purpose of this plan would be to guarantee plans are in place to financially maintain assets.

General Services Standing Committee:

Mr. Gräb reported the General Services Standing Committee met prior to the meeting. The first item of discussion related to requests for a proposal for a school facility study of maintenance and buildings for the township. Out of nine received responses, the District Administration narrowed the list to three and chose the one that was the best fit for the District's qualifications and experience needs. A vote on that firm will be held in the upcoming weeks.

Mr. Gräb reported Mr. Miller presented and displayed new band uniforms to the committee. The present uniform is all white and the proposed uniforms add blue to give a slimmer appearance and add more height. The proposal is to order 115 uniforms. He addressed the question that while there are 60-70 band students, they will take into account that students are different sizes and order various sizes to accommodate everyone.

The final issue discussed was the Capital Improvement and Maintenance budget for the upcoming 2008-2009 school year. Dr. Brewer will be presenting this information on April 14, 2008.

Dr. Cronin inquired if General Services or Student Services could look into the uniform issue with athletic teams. Certain team uniforms are expected to all be the same size. Since team uniforms do not adequately fit students, it presents a safety concern. She commended the band for taking the size issue into account. Mr. Gräb indicated that he would take the issue back to Student Services and General Services in collaboration with the Administration and provide an answer.

UNFINISHED BUSINESS

4.01 Unfinished Business

None

NEW BUSINESS

5.01 Authorization for Financing Team to Proceed with Refunding Program

Mr. Rineer reported the Board of School Directors for the Derry Township School District authorized the Administration to work with RBC Capital Markets and Rhodes & Sinon to prepare the necessary documents for the refinancing of the School Districts General Obligation Bonds Series 2003, General Obligation Bond Series A 2003, General Obligation Bond Series 2004, and if necessary, General Obligation Notes Series 2006, the Dauphin County General Authority Loan. A new financing in the amount of \$1.8 million for improvements at the elementary school. The minimum amount of savings for the transaction of receipt is \$125,000. Mr. Rineer added that while Mr. Verdelli was not present, there has been some difficulty with the all mortgage-based debt and that is affecting when the transaction should go forward. The last time Mr. Verdelli spoke with the General Services Committee, the savings based on the municipal bond rates were in the neighborhood of \$25,000. This was not deemed as enough of a savings to proceed. The savings at this point are approximately \$75,000 to refund all the bond issues and the expectation is that the market will continue to come to the District. This is an authorization to move forward with the financing when the savings equal or exceed \$125,000, whenever that might be in the short term future.

Mr. Barrett moved the board to approve the request and was seconded by Dr. Parrish. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.02 Approval of Finance Report for February 2008

Mr. Rineer presented the finance report for February 2008.

1. The Treasurer's Report for the month ending February 29, 2008 was summarized as follows:

General Fund Revenues	\$923,615
General Fund Expenditures	4,462,514
Balance of Cash Plus Investments	20,712,152

2. The listed schedule of investment transactions for the period beginning February 1, 2008 through February 29, 2008 had total interest earnings of \$18,039 comprised

of the following:

General Fund	\$11,244
Certificates of Deposit	6,787
PA School District Liquid Asset Fund	0
PA Local Government Investment Trust	8
The average interest rate for February 2008 was 4.47%	

3. The February 2008 expenditures for the paid bills for all funds totaled \$2,037,038 excluding net payroll, retirement contributions, and debt service.
4. The March 2008 expenditures for the unpaid bills for all funds totaled \$916,116.
5. The estimated expenditures of the General Fund for the month of March 2008 were in the following amounts:

Operating Expenses	\$1,150,000
Utilities	184,000
Net Payroll (2 pays)	1,190,000
Employer Provided Insurance	369,000
Payroll Deductions	600,000
Employer Payroll Taxes (FICA/RET)	515,000
Debt Service	<u>251,586</u>

Total Estimated Expenditures \$4,259,586

Mrs. Chabal moved the board approve the financial report and was seconded by Dr. Cronin. All in favor, none opposed.

MOTION CARRIED

5.03 Budget Transfers

Section 687(d) of the Public School provides that the Board of Directors shall have power to authorize the transfer of any unencumbered balance or any portion thereof from one class of expenditure or item to another, but such action shall be taken on during the last 9 months of the fiscal year. The administration recommends that the Board authorize the March 2008 budget transfers.

Dr. Parrish moved the board approve the request and was seconded by Mr. Malkoff. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.04 Approval of Bid No. 2008-03 Band Uniforms

The administration recommended DeMoulin Brothers & Company be awarded Bid No. 2008-3 for the purchase of 115 band uniforms in the amount of \$38,384.33. Demoulin was the lowest bidder that met the bid specifications.

Mr. Malkoff moved the board approve the request and was seconded by Mrs. Chabal.

Comment: Mr. Stover gave kudos to the Director in the way the selection was done and for its cost effectiveness.

All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.05 Acceptance of Gift

The Administration recommended the Board accept the generous gift of twenty-five dollars for purchase of book or books for the Elementary Library for 5th graders. Inscription in the book to read: Given in memory of Ethel V. Wilt, former 5th Grade Teacher at Hershey Elementary School By one of her former student teachers.....Dr. Ronald Hetrick.

Dr. Parrish moved the board accept the gift and was seconded by Dr. Cronin. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.06 Revision of Derry Township Tax Collection Association Earned Income Tax Rules and Regulations

The administration recommended the adoption of the revised rules and regulations for the imposition and collection of the local earned income tax. These rules and regulations have been reviewed and approved by the Solicitor of Derry Township Tax Collection Association. The Tax Collection Association administers the earned income tax on behalf of Derry Township School District and the Township of Derry.

Mrs. Chabal moved the board approve the rules and regulations and was seconded by Mr. Malkoff. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.07 Approval of Dauphin County Technical School Capital Reserve Fund Resolution

The administration recommended the approval of Dauphin County Technical School capital reserve fund. The capital reserve fund is a continuation of the existing capital reserve fund which expired on June 30, 2008. The proposed capital reserve fund is identical to the existing capital reserve fund currently with regard to purpose and funding by the member school districts.

Dr. Cronin moved the board approve the request and was seconded by Mr. Barrett. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.08 Approval of 2008-2009 Dauphin County Technical School Proposed Budget

The administration recommended the approval of the 2008-09 Dauphin County Technical School proposed budget. The proposed budget includes an estimated \$557,850 operating cost contribution by Derry Township School District based on an estimated 5.28% student population from Derry Township. The proposed budget also includes \$246,328.80 debt service contribution and \$8,251.55 capital reserve contribution for a total contribution of \$812,430.35.

Mrs. Chabal moved the board approve the request and was seconded by Mr. Barrett.

Discussion: Mr. Gräb led a discussion by noting that he and Mr. Barrett sent out an e-mail to all board members explaining this budget to address the question as to whether or not it might be approved by other school districts. Both Mr. Gräb and Mr. Barrett found it to be within acceptable parameters. The comments were made that it was a fairly small increase and that the school is doing a lot of good things. According to Board members, phone calls from the community are very much in support of the budget for our students.

All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.09 Approval of 2008-2009 Capital Area Intermediate Unit General Operating Budget

The administration recommended the approval of the 2008-2009 Capital Area Intermediate Unit General Operating Budget. The Derry Township School District contribution to the General Operating Budget is \$49,398.38.

Mrs. Sheffey moved the board approve the request and was seconded by Mrs. Chabal.

Comment: Mrs. Sheffey added her thoughts that the budget was sound and they have been working hard. She also added her recommendation for approval.

All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.10 Approval of Employee Assistance Program

The administration recommended the approval of a contract for Quest Employee Assistance Program to provide EAP services to District employees and their families to begin April 1, 2008. The term of the contract is one year with a guaranteed rate of three years. The compensation for services will be at the fee of \$1.95 per covered employee per month of this agreement. The fee is based on the eligible employee determined by the District for a total of \$10,530 per year compared to Ceridian's yearly cost of \$10,035. Quest EAP will replace the current services provided by Ceridian Corporation. Quest will provide 5 sessions per employee per year versus the 3 sessions provided by Ceridian, which will have a direct impact on our healthcare insurance costs that are utilized to cover remaining sessions with the provider. In addition, Quest is jointly owned by 6 Central Pennsylvania premier health systems and will assure quality services and continuity of care of each employee.

Mr. Malkoff moved the board approve the request and was seconded by Dr. Cronin.

Discussion: Dr. Donahue asked for an explanation of the Employee Assistance Program. Dr. Brewer stated that EAP is a benefits arm for employees that are in need of assessment and treatment for challenges in their personal lives. It is helpful, not only to them as individuals but as a management tool if we need to mandate this type of service and it would need to be covered if it is mandated. EAP does include substance abuse help.

All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.11 Mr. Barrett made a suggestion to consider items 5.11 through 5.15 as one combined motion since they are all related to trips:

5.11 Final Approval: Foreign Excursion for High School Students to France: June 9 - June 23, 2008

The administration recommended the final approval for the foreign education excursion for the Hershey High School to LaBelle, France from June 7 to June

21, 2008 offered by the American Council for International Studies (ACIS) as proposed by Teresa Govelovich, trip leader in accordance with the Foreign Policy 121.1 and attachment. The District reserves the right to cancel the excursion based on events that could pose a heightened safety and security risk.

5.12 Preliminary Approval for Foreign Excursion – Showtime (England) – November 20-28, 2009 – High School Students

The Administration recommended the preliminary approval of a foreign excursion for high school students to England - November 20-28, 2009 as proposed by Michelle O'Brien and Nicole Fisher in accordance with Board Policy 121.1.

5.13 Approval of Overnight Field Trip/Excursion – Roxbury, NJ – High School Choirs

The Administration recommended the retro-active approval of an excursion for high school students to Roxbury, NJ - March 14-16, 2008.

5.14 Approval of Overnight Field Trip/Excursion – High School National Powerlifting Meet – Hershey Powerlifting

The administration recommended the approval of an excursion for high school students to Kalamazoo, Michigan to participate in the High School National Powerlifting Meet April 4-6.

5.15 Approval of Overnight Field Trip/Excursion – Youth and Government Club

The administration recommended the approval of an excursion for high school students to Harrisburg to participate in the Model Legislature Convention April 18-20.

Mr. Barrett moved the board approve the combination of 5.11 through 5.15 as one combined motion and was seconded by Mrs. Chabal.

Discussion: Dr. Cronin requested confirmation that Theresa was a staff member and questioned whether any opportunities for fundraising to offset the price of \$4,000 so that anyone may participate regardless of means. She made a suggestion that the trip leaders consider fundraising for upcoming years. Dr. Parrish noted that for this trip, there may be a small fundraiser, but that it would not offset a lot of the \$4,000.

Mr. Stover announced a roll call to approve the combination of items 5.11 through 5.15. All board members voted in favor of the motion on a voice vote.

Mrs. Chabal moved the board approve the requests as stated in items 5.11 through 5.15 and was seconded by Mr. Barrett. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.16 Approval of Thirty Day Review of Policies: 003 Functions, 003.1 Communications, 004 Membership, 005 Organization, 006 Meetings, 008 Organization and Administrative Relationships, 011 Board Governance Standards/Code Of Conduct

The administration recommended the approval of Thirty-day Review of Policies 003 Functions, 003.1 Communications, 004 Membership, 005 Organization, 006 Meetings, 008 Organization and Administrative Relationships, 011 Board Governance Standards/Code Of Conduct of the Derry Township School District Policy Manual in the following locations as listed: The Hershey Library, Derry Township Tax Office, Derry Township Municipal Office, Hershey High School Library, and the District Office.

Mrs. Chabal moved the board approve the request and was seconded by Dr. Parrish. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.17 Requests for Use of School Facilities

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

Group: Music Department
Date/Time: Friday and Saturdays
May 2 through June 6, 2008
Fridays:
7:30 a.m. - 11:00 p.m.
Saturdays:
7:30 a.m. - 4:30 p.m.
Requested Facility: High School Auditorium, Music Wing
Event: Music in the Parks
Fee: As per Lease Agreement

Group: Derry Township Police Department
Date/Time: June 14, 2008
8:00 a.m. - 4:00 p.m.
Requested Facility: High School Faculty Parking Lot including Bus Drop Off Area on Side of School
Event: 11th Annual Children's Festival
Fee: None

Dr. Parrish moved the board approve the request and was seconded by Mr. Malkoff.

Comment: Mr. Barrett indicated that he will need to abstain from the vote because

HE&R is leasing the facilities. Music in the Parks is a client of HE&R and, being a former officer of the company, he would need to abstain.

Mr. Gräb also added that he would be abstaining from the vote. He is involved with an organization that may provide some indirect financial gain to him.

Seven board members voted in favor of the motion on a voice vote with two abstentions.

MOTION CARRIED

5.18 Personnel Resignations

The Administration recommended the approval of the following resignations:

Act 93:

Kaylor, MaryBeth
Personnel Secretary
District-wide
Reason: Personal
Effective: 06/03/08

Professional:

Graham, Kathleen
Family Consumer Science Teacher
High School
Reason: Retirement
Effective: At the end of the 2007-08 school year and not later than 06/30/08

Sollenberger, Joseph
Chemistry Teacher
High School
Reason: Retirement
Effective: At the end of the 2007-08 school year and not later than 06/30/08

Dr. Cronin moved the board accept the resignations and was seconded by Mr. Barrett. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

5.19 Personnel -General

The Administration recommended the approval of the following appointments:

Classified:

Campeau, Glenn

Substitute Bus Driver

District-wide

Salary: \$13.20 per hour

Effective: 05/13/08 (pending receipt of Act 114 clearance)

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

Nikoloff, Mindy

Grade 3 Teacher

Elementary School

Paid Childbearing Leave

Effective: On or about 09/18/08 through 11/14/08 (eight weeks)

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

Dunhem, Rebecca

Heck, Anna

Le, Lan

Pera, Brenda

Rodites, Katherine

Mrs. Chabal moved the board approve the personnel recommendations and was seconded by Mr. Barrett. All board members voted in favor of the motion on a voice vote.

MOTION CARRIED

DELEGATES REPORTS

6.01 Dauphin County Technical School Report

Mr. Gräb and Mr. Barrett will provide a report at the next board meeting.

6.02 Derry Township Tax Collection Association Report

Mr. Malkoff noted that while he was not present at the meeting, he and Mr. Barrett received news that the meeting scheduled for Thursday had been cancelled so the next meeting would be sometime in April.

6.03 Harrisburg Area Community College Report

Dr. Donahue reported that the Board did not meet but received in the mail a budget proposal for HACCC that will be discussed the following evening. He and Dr. Brewer plan to attend.

6.04 Capital Area Intermediate Unit Report

Mrs. Sheffey reported that the board would be meeting on Thursday.

SPECIAL REPORTS

7.01 Announcement of Staff Development Conferences

Mr. Michaels reported the staff development conferences:

Carol Fricke
2008 Teen Pregnancy Prevention Conference
State College, PA
May 19 - 20, 2008
Expenses: \$494.96

Mary Turner
2008 College Preparatory Mathematics National Summer Conference
Annapolis, MD
July 25-26, 2008
Expenses: \$644.14

Mary Turner
Advanced Placement Calculus BC
Great Valley, PA
July 28-31, 2008
Expenses: \$1,160.00

7.02 Student Representatives' Report

Mr. Snyder announced the Dance Marathon would be take place on Saturday. In an

effort to raise funds for the event, Mr. Steelman, a psychology teacher at the High School is holding a silent auction in his classroom. Some of the items included in the auction are: DVD player, microwave, golf clubs, printer, and a limited edition Eagles football. Mr. Steelman spoke to a lot of local companies and sports team for auction items. The auction is open to the public and any questions about the event could be e-mailed to Mr. Steelman.

Comment: Dr. Cronin asked whether the newspapers were notified to widen the audience and potential for fundraising. Another question was whether the auction items would be on display at the dance marathon on Friday and Saturday nights. Mr. Snyder did not think they would be.

7.03 School and Community Information Report

Mr. Tredinnick thanked Mr. Snyder for reporting on the Dance Marathon.

7.04 Board Members' Report

None

7.05 Superintendent's Report

None

7.06 Board President's Report

Mr. Stover provided an update on the progress of the childcare facility. A survey of staff regarding their sentiments for the childcare facility was completed. The response was overwhelmingly positive. The results have been shared with the Board and will be shared with the building level faculties in April. After the results are shared with those that participated in the survey, the results will be posted on the website. The Childcare Committee has been meeting to consider alternative locations for the facility. Recently, a site visitation in a neighboring school district was conducted. Two Board members, Mrs. Chabal and Mr. Gräb have joined the committee and participated in the site visitation. When the committee reaches some conclusions, the Board will be apprised publicly. The Board will then make a public decision regarding location and scope of the project.

RECOGNITION OF CITIZENS (Non-agenda Items)

8.01 Recognition of Citizens (Non-agenda Items)

Julie Neal: Inquired on the status of the report for the Superintendent Roundtable Meetings. She indicated she had asked this subject a couple months ago and was told that an overview of notes would be done. Dr. Brewer informed Ms. Neal that the notes were given to the Board. Ms. Neal asked if the information would be made public. Dr. Brewer said that it would be discussed, but the meetings were quite extensive and she wasn't sure if the information would be useful. Mr. Stover added the Board would respond at a later date. Ms. Neal also asked if the public would be informed when the Board would make the public decision regarding the childcare facility. Mr. Stover responded that, has been done previously, the public would be informed before any Board decision takes place. Ms. Neal inquired on the status of having the statistics posted on violence and/or drugs. The Board was to determine whether it would be prudent to have the statistics posted on the web. Mr. Stover reported that the issue has not been resolved.

ADJOURNMENT

9.01 Adjournment

Mr. Stover announced the next Board meeting would be on April 14, 2008 at 7:00 p.m. in the District Board Room. Tonight's Post-executive Session will begin immediately following the Board meeting.

Mr. Barrett moved to adjourn, with a second by Dr. Cronin and, approved by unanimous voice vote by all members. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Stephen E. Rineer
Secretary to the Board
Approved at the April 14, 2008 meeting

Charles Stover
President of the Board

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