

DALLASTOWN AREA SCHOOL DISTRICT
700 New School Lane, Dallastown, PA 17313-9242

MINUTES – June 16, 2016

1.0 CALLED TO ORDER

The regular business meeting of the Dallastown Area School Board convened in the High School Theater Room on Thursday, June 16, 2016. Kenneth (“Butch”) A. Potter, Jr., Board President, called the meeting to order at 7:33 p.m. He announced the Executive Session held earlier in the evening to discuss various personnel matters, a real estate issue and two pending tax assessment appeals.

2.0 ATTENDEES

Board Members: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson (seated at 7:34 p.m.), Michael D. Noll, Jr. (*teleconference 7:41 p.m. – 7:49 p.m. for Consent Items through Action Item 8.2*), Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

Absent Board Member: John E. Hartman

Solicitor: Attorney Jeff Rehmeyer

Student Representative: N/A (*Maggie Lytle expects to attend her first meeting on July 28th.*)

Administrators: Dr. Susan Brousseau, Chad Bumsted, Scott Carl, Donna Devlin, Dr. Joshua Doll, Dr. Kevin Duckworth, Dr. Ronald Dyer, Harry Eimerbrink, Dr. Stephanie Ferree, Troy Fisher, Zach Fletcher, Dr. Erin Heffler, Kelly Kessler, Amy Kostoff, Brian Smith, Tom Stauffer and Misty Wilson.

Other Dallastown Area School District Staff/Citizens/Guests/Presenters: Attendance sheet attached/filed. ([Click Here](#))

News Media: *York Daily Record* – Emmalynne Rosser *York Dispatch* – Alyssa Jackson

3.0 APPROVAL OF BOARD AGENDA (copy filed)

Mrs. Heistand moved and Mr. Lytle seconded approval of the Agenda as is.

By voice vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

4.0 COMMENTS FROM THE PUBLIC – There were none.

5.0 SUPERINTENDENT’S REPORT – Dr. Dyer highlighted the following:

- 5.1 State Budget Update** – There is a lot of activity occurring in the General Assembly with the goal of achieving a budget by June 30th. A major change to liquor laws was passed and the Governor signed it last week. Additionally, a pension reform bill was passed by the House and is under consideration by the Senate.
- 5.2 District Enrollment** – We ended the year with 6,146 students after beginning with 6,222 students. Although registrations increased during the year, we had some decrease due to examination of residency qualifications.
- 5.3 Class of 2016** – A memorable and beautiful commencement ceremony was held last Tuesday. We thank the Board of Directors for its support and attendance. Additionally, he witnessed the excitement of six Dallastown students graduate from York Adams Academy two days ago.
- 5.4 Administrative Leadership Team Retreat** – Each year, the Board of School Directors hears from the participants of the Educator in the Workplace course taught by Dr. Stauffer. For our two-day retreat, Dr. Stauffer arranged an informative and very educational set of sessions at various companies. These visits will assist us as we continue the development of the workplace, career, and college pathways with our secondary redesign.
- 5.5 Status of Two (2) Elementary Principal Positions (LS/YT)** – We will begin our first set of interviews tomorrow. Teachers, parents, board members and administrators will be on the panel.

6.0 SPECIAL PRESENTATION(S): There were none.

7.0 CONSENT ITEM(S): (copies filed) *Note: Mr. Noll joined the meeting by teleconference at 7:41 p.m.*

7.1 Approval of May 12 and May 19 Board Minutes ([05-12-16](#)) ([05-19-16](#))

7.2 Treasurer’s Report 05-31-16 ([Click Here](#))

7.2.1 Expenditures Report 05-31-16 ([Click Here](#))

7.2.2 Revenue Report 05-31-16 ([Click Here](#))

7.3 Final AP Check Register: May/June ([List of Bills](#)) ([Details](#))

7.3.1 General Fund - Ck. 65032, 65742 to Ck. 66053 \$ 1,401,156.77

7.3.2 Cafeteria – Ck. 2984 to Ck. 2987 \$ 296,974.16

7.3.3 Capital Reserve – Ck. 416 \$ 6,029.52

7.3.4 Payroll - \$ 2,637,987.88

7.4 Personnel Report ([FINAL](#))

- 7.5 Rental Requests** ([Click Here](#))
7.6 Food Service Fund Statement of Operations 05-31-16 ([Click Here](#)) ([Meals by Type/Month](#))
7.7 Budgetary Transfers ([Click Here](#)) ([Over \\$10k](#))

Mr. Fisher summarized the changes to the Personnel Report since Friday's distribution and explained those being removed due to not working the past year.

Mr. Bentzel moved and Mr. Lytle seconded approval of the Consent Items.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Michael D. Noll, Jr., Kenneth ("Butch") A. Potter, Jr. and Hilary S. Trout

President

Secretary

Treasurer

8.0 ACTION ITEM(S):

- 8.1 First presented May 12, 2016, Approval of the 2016-17 Final Budget (copies filed)** ([Summary](#)) ([Budget Book](#))
This action requires five votes regardless of absences and abstentions.

8.1.1 [Resolution 2016-2](#) Authorizing Homestead-Farmstead Exclusion Real Estate Tax Assessment Reductions for the School Year Beginning July 1, 2016 ([Click Here](#))

8.1.2 [Resolution 2016-3](#) Establishing Tax Rates and Payment Options, and Further Approving the Budget for the School Year Beginning July 1, 2016 ([Click Here](#))

Mr. Blevins reviewed the "Summary" page of totals for Revenue, Expenditures, Fund Balance Utilization and our Anticipated Interest Savings, along with reference to the 3% tax increase bringing our Millage Rate to 22.93. He thanked Administration and referred to the two resolutions, which, if approved, will pass the budget.

Mr. Blevins moved and Mrs. Heistand seconded approval of both resolutions, Action Item 8.1.1 and 8.1.2.

By roll call vote...

Ayes: Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Jr. and Kenneth ("Butch") A. Potter, Jr.

Nays: Steven C. Bentzel, Michael D. Noll and Hilary S. Trout

- 8.2 First presented May 12, 2016, Approval of the Proposed Policies from the 5/9 Policy Committee Meeting (copy filed)** ([Minutes/Policies](#))

Mr. Bentzel has heard no objections, noting that most are related to federal government Uniform Grant Guidance.

Mr. Bentzel moved and Mrs. Heistand seconded approval of the policies as proposed.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Michael D. Noll, Kenneth ("Butch") A. Potter, Jr. and Hilary S. Trout

Mr. Noll disconnected from the meeting at 7:49 p.m.

- 8.3 First presented May 19, 2016, Proposal(s) for PSBA 2017 Legislative Platform (copy filed)** ([2017 Proposal](#)) ([Instructions](#)) ([Current-2016 Platform](#))

Mr. Bentzel presented a proposal related to 2.1.3 Pension Reform and provided supporting rationale.

Mr. Bentzel moved and Mr. Lytle seconded approval of the proposal for the PSBA 2017 Legislative Platform as written.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth ("Butch") A. Potter, Jr. and Hilary S. Trout

8.4 First presented May 19, 2016, Resolution 2016-4 Urging Legislative Action on School Employee Pension Reform (copy filed) ([Updated](#))

Mr. Bentzel presented the update which includes data completed by Ms. Devlin. If approved, it will be sent to Governor Tom Wolf, Senator Scott Wagner, and our state representatives Kristin Philips-Hill and Stan Saylor.

Mr. Bentzel moved and Mrs. Heistand seconded approval of passing Resolution 2016-04 and sending it off to our legislators.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.5 As presented May 19, 2016, Approval of the One-year Contract Extension with School Express for the Transportation of Special Education Students (copy filed) ([Click Here](#))

Mr. Fisher reiterated administration’s recommendation for the one-year extension at the current rates.

Mr. Blevins moved and Mrs. Trout seconded approval of Action Item 8.5.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.6 As presented May 19, 2016, Approval of the Update for the 2015-16 Budget: Proposed Fund Balance Designations for 6/30/16 as required by GASB 54 (copy filed) ([Update](#))

Ms. Devlin explained that administration will likely provide updated numbers in December. She explained the Middle School Science tables and chairs were added since they won’t be arriving before July 1st.

Mr. Blevins moved and Mr. Lytle seconded approval of Action Item 8.6, the designation of the Fund Balance.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.7 As presented May 19, 2016, Approval of Recommendation to award Service for the Collection and Disposal of Refuse to Penn Waste, Inc. for a period of three (3) years beginning July 1, 2016 (copy filed) ([Click Here](#))

Ms. Devlin reported that the proposed cost would remain the same for all three years at \$36,850/year.

Mr. Lytle moved and Mr. Bentzel seconded approval of Item 8.7 as presented.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.8 First presented May 19, 2016, Approval of the Bank Depositories for the 2016-17 Fiscal Year (copy filed) ([Update June 6](#)) –This action requires five votes regardless of absences and abstentions.

Ms. Devlin called attention to the addition of two banks: Fulton Bank (simply an oversight) and Adams County National Bank (recent inquiry).

Mrs. Heistand moved and Mrs. Trout seconded approval of Item 8.8 as presented - Approval of Bank Depositories.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.9 Approval of Plancon Part K, GO Bonds Series of 2016 (copy filed) ([Click Here](#))

Ms. Devlin presented the PDE requirement for our bond refinancing; a formality for state reimbursement.

Mrs. Heistand moved and Mr. Bentzel seconded approval of Action Item 8.9, Approval of Plan Con Part K.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

8.10 Finance Committee’s recommendation to join the Lancaster-Lebanon Public School Insurance Pool (LLPSIP) for Workers’ Compensation beginning July 1, 2016 (copies filed) ([Handout/Pres.](#)) ([Bylaws](#))

Ms. Devlin provided the detailed presentation given to the committee. Most of the 19 members of the protected self-insurance pool are in Lancaster County and one is from York County. (Three other York County districts are considering it.) It is operated by its own membership and potential return of “loss fund dollars” in the form of dividends. To date, \$6.1 million was paid in dividends. She noted the long-term stability in premiums and reviewed the commitment: 2016-17 (year two of current renewal term) and 2017-18 (year three). In 2019-20, we’ll be paid dividends based on 2016-17 experiences. Attorney Rehmeier has reviewed and approved the documentation. Our cost is \$222,103 per year.

Mr. Blevins moved and Mr. Lytle seconded approval of Action Item 8.10, to join the Lancaster-Lebanon Public School Insurance Pool.

By roll call vote...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, William A. Lytle, Dr. Thomas J. Nicholson, Kenneth (“Butch”) A. Potter, Jr. and Hilary S. Trout

9.0 INFORMATION ITEMS:

- 9.1 SRO Year-end Report** – Corporal Dyke noted completion of fire arms and Taser training,; and opportunities in these high school classrooms: Dr. Stauffer’s YES class (problem-solving and conflict resolution) and Interview Day, Mr. Koon’s class (common law, such as search and seizure, etc.), and health classes (to discuss sexual aggression/violence, sexting and social media conversations) and talks on the Heroin epidemic. Also, DAIS 6th grade health classes to form a good foundation as they progress to the middle school. Other duties included grounds control, parent meetings, peer mediation, events/activities, one minor accident and citation on-site, and a flawless night of Graduation security. Overall, he’s pleased with the year. His highlight was discussing ethics and good decision making with the entire senior class during the scheduling process.
- 9.2 Results for On-site Health Clinic Survey ([Click Here](#))** – Mr. Fisher noted the concept research done this past year and the recent return rate of 56% for the nine-question survey (with a few narratives). He provided demographics and summarized responses. The last question demonstrated that approximately 81% would be likely/very likely to participate. Next steps: examine the claims data for types of utilization/care and zip codes, consider partnerships with surrounding school districts, visit additional sites to consider trials/tribulations, and calculate return on investment.
- 9.3 Special Education Quarterly Report: LIU Preschool Program ([Click Here](#))** – Dr. Brousseau recalled last September’s report on K-12 programs. In addition, there are approximately 40-60 preschoolers transitioned into Kindergarten who are already identified. She introduced Mrs. Jody Bering, M.Ed., the LIU Preschool Program Supervisor who provided an overview of the early intervention program which serves children from ages three to school-entry. She reviewed the multiple locations of services (a few classes in our District) and the funding sources (mainly one). Last year, there were 2,100 students from all three counties (129 from DASD in all levels of services). She also spoke about the “Child Find” opportunities (direct contact, referrals and events, etc.) and the seven-month transition process involving meetings and evaluations from Fall through January/February.
- 9.4 Curriculum & Instruction Report: School Based Counseling (copy filed) ([Click Here](#))** – Dr. Doll shared that on-site service for our students would fall under DASD’s Comprehensive Plan – Goal 5: Student Services. He provided data with the breakdown of 1,987 students, ages 5-18, who participated in various services over a six-month period. Our goal is to provide accessibility for this growing trend. Mrs. Engles described School Based Outpatient Therapy and its benefits to students, such as minimal disruption to the educational day, improved communication and team approach, and resolution to families’ transportation issues. We would be licensed as a mental health clinic like those

in 32 other districts. Dr. Doll reviewed the Action Plan (Process/Communication/Financial Impact) from April 2016 through the fall of 2018, beginning with DAHS/DAMS, followed by DAIS, then the K-3 level, as appropriate.

Board inquiry touched upon: HIPAA (privacy/security), which would be the same as current practice; our Student Assistance Program, which could provide an initial referral (after first three services); the possibility of stigmatism and sensitivity/confidentiality; comparative utilization data; insurance/payments (private/medical assistance/uninsured); and, considering this an educational/curricular opportunity for all students.

Dr. Doll noted the complement to our Chapter 339 planning and new mindfulness curriculum. Mrs. Engles also announced that area professionals are bringing together a York County Youth Mental Health Awareness Coalition.

- 9.5 Council of PTOs' Quarterly Report ([Click Here](#))** – Mrs. Trout reviewed the April and May meetings, noting visits from Mr. Manning and Mrs. Engles, and year-end transitions with leadership, council members and budgets. She provided 2016-17 locations; specific dates are yet to be established. Dr. Dyer commended the collaboration and cohesiveness, and spoke about the conversation in the coming year regarding the Senior Graduation Party.
- 9.6 Dallastown Area Educational Foundation Report: 6/8 Meeting ([Click Here](#))** – Dr. Dyer provided the report in Mr. Hartman's absence. They honored the leadership of Mr. Marquet, before passing the gavel to Mr. Manning, and discussed the status of a number of events. Meetings will be held in July and August and the Annual DAEF/DFSC Fall Festival is being planned for Saturday, October 1st.
- 9.7 Finance Committee Report: 5/23 and 6/6 Meetings (copy filed) ([Click Here](#))** – Mr. Blevins mentioned the Worker's Compensation presentation and detailed review of the Budget Book. Dr. Dyer also presented a new timeline and methodology for next year's 2017-18 budget process.
- 9.8 MS/HS Campus Task Force Report (copy filed) ([Master Site Plan](#))** – Mr. Potter recalled last summer's Team of 10 workshop and recognition of various campus needs. The Task Force was led by Mr. Lytle, with representation by DASD administrators and staff (page 42) and utilization of a local engineer's draft plan to better meet long-term needs for the secondary campus. Mr. Lytle also recognized Duane Bahn and Chad Bumsted who participated in the initial meetings, and there was clarification that Dr. Dyer was a committee member (not Dr. Doll as shown on the slide). Mr. Lytle referred to the current site (page 1) which did not address circulation as it morphed over time. There are two scenarios to consider: one remaining within the "*Existing Campus Boundaries*" (page 2), and the other expanding out to move the largest field (baseball) to the "*Lions Park Option*" (page 22). The Task Force is not proposing any action at this time; it is simply setting the table to aid in future planning, such as discussions on tennis fields and storm-water management. Mr. Blevins commended the plan which would be helpful when funds would become available. Mr. Potter recognized the improvement in traffic flow.
- 9.9 PSBA Liaison Report ([Click Here](#))** – Mr. Bentzel explained the joint PSBA and PASA letter sent to school directors and superintendents; they don't support the Equity First school funding proposal. He also mentioned House Resolution 910 regarding another school consolidation study. The pension reform proposals would not help us in 2016-17 and would only affect a small percentage of employees and do little for the unfunded liability of \$64 billion. In today's PSBA Legislative Report, the Public School Web Accountability and Transparency Act was approved by Senate Education Committee; School Security Drills (HB 2087) was passed by the House of Representatives; and, Interagency Information Sharing in Child Welfare Cases was approved by the House Judiciary Committee.
- 9.9.1 [Selection of Voting Delegates for PSBA 2016 Delegate Assembly on Saturday afternoon, October 15, 2016 – at conclusion of main conference \(\[Click Here\]\(#\)\)](#) - Mr. Potter noted the new conference schedule: from Tuesday – Friday, to Thursday - Saturday. This also means that the Delegate Assembly will follow it instead of being held at the beginning. (*This will be an Action Item on 7/28.*)
- 9.10 York Adams Academy Report: 5/25 Meeting & 6/14 Graduation ([Click Here](#))** – Mrs. Heistand reported on the York County Alcohol and Drug Task Force meeting, enrollment, the clean audit and adequate Fund Balance, the next meeting on August 30th, and recent graduation of six DASD students. She also read aloud two (2) thank you notes from our students.
- 9.11 York/LIU Joint Authority Report: 5/25 Meeting ([Click Here](#))** – Mrs. Heistand spoke about the maintenance contract with Aramark, and the refinancing of the debt which was at 4.25% in 2009. They have to make a decision by November. Per inquiry, Concord provides the same service as PFM.
- 9.12 York County School of Technology Report: 5/26 Meeting ([Click Here](#))** – Mr. Lytle attended two YCST graduations: for 24 nurses in the adult education class and the other for school-age students. He reiterated their School Performance Profile rose to 83.6% this year. In addition, the NOCTI (National Occupational Certified Training Institute) scores for workforce preparedness, went from 89% last year to 92.3% this year! Of their 24

programs, 22 were tested and there was record participation of 318 students. He highlighted the valedictorian who is going to Hofstra on a full scholarship, and a Dallastown student and scout who graduated with honors.

10.0 CALENDAR OF BOARD EVENTS: *(They are open to the public and located at 700 New School Lane, Dallastown, PA 17313, unless noted otherwise.)*

10.1 Board Meetings - 7:30 p.m. in the High School Theater Room

10.1.1 Thursday, July 28, 2016

10.1.2 Thursday, August 11, 2016

10.2 Team of 10 Board Workshop – Saturday, August 20, 2016, 8:00 a.m. – 3:00 p.m. in the Board Room of the Administration Building

10.3 Opening Day Convocation for All Employees: Welcoming Activities - Monday, August 22, 2016, 8:00 a.m. – 9:45 a.m. in the High School Auditorium

10.4 Policy Committee Meeting - Monday, August 22, 2016, 6:00 – 7:30 p.m. in the Board Room of the Administration Building

10.5 Community Outreach Committee Meeting - Tuesday, August 30, 2016, 6:00 – 7:00 p.m. in the Board Room of the Administration Building

11.0 CONFERENCE REQUESTS (copy filed) ([Click Here](#))

12.0 BOARD COMMENTS/CORRESPONDENCE – ([Picture](#)) Mrs. Trout commended Mrs. McKinney, fellow team members and their challenge team of students who participated in the Down and Dirty fundraiser. Mrs. Heistand learned a lot about her fellow board members: Steve Bentzel, John Hartman and Bill Lytle. Mr. Potter gave kudos to the high school and the audio-visual teams for the commencement ceremony—a fantastic and classy evening.

13.0 COMMENTS FROM THE PUBLIC – There were none.

14.0 ADJOURNMENT - The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Lisa M. Kirby,
Dallastown Area School Board Secretary