

# 01-16-20 BOARD MEETING

1/16/2020 [7:30PM-9:00PM] @ High School LGI Room

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## - 01-16-20 BOARD MEETING AGENDA -

### 1. MOMENT OF SILENT REFLECTION / PLEDGE OF ALLEGIANCE

#### Minutes

The regular business meeting of the Dallastown Area Board of School Directors convened in the High School LGI Room on Thursday, January 16, 2020. Board President Ronald J. Blevins called the meeting to order at 7:30 p.m.

### 2. ROLL CALL & EXECUTIVE SESSION ANNOUNCEMENT

#### Minutes

He announced that all board members were present, except for Mr. Hartman who had travel delays, and that the Board met in Executive Session to discuss a student expulsion, tax assessment appeals, and a personnel matter.

#### ATTENDEES:

Board Members: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

Absent Board Member: John E. Hartman

Solicitor: Fox Rothschild Attorney Jeff Sultanik *(by video conference)*

Board Secretary: Lisa M. Kirby

Student Representative: Dylan Rexroth

Administrators: Dr. Greg Anderson, Denise Blackwell, Marcus Bouchillon, Dr. Joshua Doll, Keith Dyke, Dr. Stephanie Ferree, Troy Fisher, Brian Fitz, Dr. Zachary Fletcher, Brett Frey, Dr. Erin Heffler, Jim Heilman, Dr. Kelly Kessler, Amy Kostoff, Chris Martin, Chip Patterson, Dr. Kevin Peters, Brian Raab, Kurt Rohrbaugh, Dr. Wayne Senft, Brian Smith, Tom Stauffer, Barb Terroso, and Misty Wilson.

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

News Media: York Daily Record - N/A, York Dispatch - N/A

### 3. APPROVAL OF BOARD AGENDA

#### Minutes

*Mrs. Heistand moved and Mr. Pantano seconded approval of the Board Agenda as is.*

**By voice vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

### 4. COMMENTS FROM THE PUBLIC

#### Minutes

There were no comments.

### 5. SPECIAL PRESENTATION(S):

#### a. High School Presentation - Dr. Fletcher

#### Minutes

While the monthly Parent Roundtable discussions have been productive, he'd like to engage more families. Moving forward, the "three legs of the stool" will be welcoming new families, building our network for career pathways, and serving as liaisons at programs/orientations/assemblies. He explained the components of each initiative and the Action Plan for implementation in the 2020-21 school year.

Board discussion touched upon:

- Follow-up with less active families.
- Appreciation for reaching out.

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*(SPEC PRES - Parent Roundtable Transition - High School.pdf attached)*

## 6. SUPERINTENDENT'S REPORT - Dr. Doll

### Minutes

For his first report and moving forward, Dr. Doll will provide a PowerPoint in lieu of bullet points on the agenda. He first shared highlights from the past month, such as two teacher awards, two position updates, musical performances in December, and several other activities. In regards to student enrollment, we are at 6,439 students which is the highest enrollment of the district and is trending at a 1% growth. For School Director Recognition Month, he shared their years of service and thanked them for their numerous contributions. In closing, he called attention to the calendar update to include the February 14, 2020, snow make-up day, and displayed a list of upcoming events.

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*(SUPT REPORT 01-16-20.pdf attached)*

## 7. CONSENT ITEMS:

### Minutes

*Mrs. Heistand moved and Mr. Pantano seconded approval of the Consent Items as is.*

### By roll call vote, the motion passed unanimously...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

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*President*

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*Secretary*

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*Treasurer*

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### a. Board Minutes (Previous Meeting)

*(CONSENT - Board Minutes 12-05-19 Organization.pdf attached)*

*(CONSENT - Board Minutes 12-12-19.pdf attached)*

### b. Treasurer's Report

*(CONSENT - Treasurers Report 12-31-19.pdf attached)*

### c. Expenditures Report

*(CONSENT - Expenditures Report 12-31-19.pdf attached)*

### d. Revenue Report

*(CONSENT - Revenue Report 12-31-19.pdf attached)*

### e. AP Check Register

General Fund	\$ 2,357,765.17
Cafeteria Fund	\$ 240,725.72
2017 Bond Fund	\$ 2,247,419.59
Internal Service Fund	\$ 116,800.50
Payroll	\$ 2,022,419.98

*(CONSENT - AP Check Register 01-16-20 - LIST OF BILLS.pdf attached)*

*(CONSENT - AP Check Register 01-16-20 - DETAILS.xls attached)*

**f. Personnel Report**

*(CONSENT - Personnel Report 01-16-20 - FINAL.pdf attached)*

**g. Salaried Support Staff Ranges effective February 1, 2020**

*As presented at the 1/9 Human Resources Committee Meeting.*

**h. Rental Requests**

*(CONSENT - Rental Requests 01-16-20.pdf attached)*

**i. Food Service Fund Statement of Operations**

*(CONSENT - Food Service Fund Statement of Operations 12-31- 19.pdf attached)*

*(CONSENT - Food Service - Meals served by month-Dec 2019.pdf attached)*

**j. High School Field Trip: Field Biology (Summer Elective Course)**

Travel to Chincoteague Bay Field Station in Wallops Island, VA - June 10-13, 2020

*(CONSENT - High School Field Trip - Field Biology to Wallops Island VA June 10-13 2020.pdf attached)*

**k. Two High School Field Trips: Forensics Team**

Travel to National Circuit speech and debate contests at

- Pennsbury High School in Fairless Hills, PA - January 31 - February 1, 2020
- University of Pennsylvania in Philadelphia, PA - February 7-9, 2020

*(CONSENT - High School Field Trips - Forensics - Both in PA - Jan 31-Feb 9 2020.pdf attached)*

**l. Administration's Recommendation for the Expulsion of One Student**

**8. ACTION ITEM(S):**

**a. Approval of 2020-21 Calendar-at-a-Glance - Dr. Doll**

*First presented and discussed at the 12/12 Board Meeting, then updated to remove the time frame for the "First Day for Grade 9" on August 26th.*

**Minutes**

He noted the removal of the time reference for August 26, 2020, which will be communicated with families when it is finalized.

*Mrs. Heistand moved and Mr. Pantano seconded approval of Action Item 8a, the calendar for 2020-21.*

**By roll call vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

*(ACTION - 2020-21 Calendar-at-a-Glance-V3-7-19 - UPDATED FINAL.pdf attached)*

**b. Approval of the Transfer of Entity from LIU to DASD: Two (2) Autistic Support Classrooms at York Township Elem. - Dr. Heffler / Mr. Frey**

*As presented and discussed at the 1/9 Finance Committee Meeting.*

## Minutes

Dr. Heffler noted the financial review with the Finance Committee and Mr. Frey provided a presentation on the program, first defining our "fair-share" obligation and showing the number of students in the IU programs. In total, we have 13 fair-share classrooms at DASD, which exceeds our commitment by five classrooms. He also compared the K-3 Autistic Support enrollment since the 2014-15 school year which has seen an increase of 34.31%.

To consider a transfer of entity, the Special Education Department first looks at the quality of the educational program by comparing it to the PaTTAN Initiative. They also consider cost-savings, alignment with other DASD programs, and the students' increased inclusion with peers from their community. Dr. Heffler thanked Mr. Frey, Mrs. Kostoff and Holly Dell for this presentation and asked for board approval of the Transfer of Entity.

Board discussion touched upon:

- The LIU's use of the PaTTAN initiative.
- DASD voluntarily providing supervisory support in light of our immediate availability.
- Holly Dell's fidelity checks.
- Its appreciation for administration sharing the benefits beyond fiduciary considerations.
- The anticipated savings of \$256,000 the first year.

*Mr. Lytle moved and Mrs. Heistand seconded approval of Action Item 8b as presented.*

**By voice vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

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*(ACTION - Transfer of Entity - January 2020 Presentation Updated 01.10.20 with images.pdf attached)*

### **c. Approval of Core Switch Replacement per Mini-Bid Proposal from CDW-G - Mr. Stauffer**

*As presented and discussed at the January 9, 2020 Finance Committee Meeting. It will be paid from the General Fund, and eligible for 50% e-Rate reimbursement.*

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## Minutes

First presented January 9, 2020, as a recommendation through the Finance Committee, this action approves the replacement of the district's Core Switch at an estimated net cost of \$22,550, which is the \$45,100 initial cost less the anticipated reimbursement of eRate funds of \$22,550 (in approximately one year). The vendor who is awarded the bid for the core switch equipment is CDW-G.

*Mrs. Heistand moved and Mr. Bentzel seconded approval of Item 8c, the core switch replacement.*

**By voice vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

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*(ACTION - CoreSwitch2020 - Replacement Summary.pdf attached)*

### **d. Approval of Job Descriptions: Business Office and Buildings & Grounds - Mr. Fisher**

*As presented and discussed at 1/9 Human Resources Committee Meeting.*

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## Minutes

He recalled the review schedule since November and presented this group for approval. Mr. Blevins acknowledged the committee discussion.

*Mrs. Heistand moved and Mrs. Trout seconded approval of Item 8d.*

**By voice vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

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*(ACTION - Job Descriptions - Business Office 01-16-20.pdf attached)*

(ACTION - Job Descriptions - Buildings and Grounds 01-16-20.pdf attached)

**e. Approval of York County School of Technology Proposed 2020-21 General Operating Budget - Mr. Lytle**

*As presented and discussed at the 12/12 Board Meeting.*

**Minutes**

He thanked Dr. Doll and the high school team, which recently visited YCST to see the part-time and full-time student opportunities, and thanked them for carrying on Dr. Dyer's support.

Mr. Lytle reported that the 3.47% increase for the YCST Budget was mostly due to contractual obligations, the rescinding of the funding holiday from Lincoln Trust (a long-term initiative), and about \$10,000 more in discretionary items.

*Mr. Lytle moved and Mr. Bentzel seconded approval of Item 8e, the budget as presented.*

**By roll call vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

(INFO-ACTION - York Co School of Tech 2020-21 Budget Resolution.pdf attached)

(INFO-ACTION - York Co School of Tech Member District Cost Sheet.pdf attached)

(INFO-ACTION - York Co School of Tech 2020-21 BUDGET.pdf attached)

**f. Approval of Early Student Withdrawal to Attend College - Dr. Fletcher**

**Minutes**

The senior has met all of the criteria to graduate early, per Board Policy 241. He wishes to attend the University of Pittsburgh and is eager to join the soccer team this spring.

*Mr. Wingard moved and Mrs. Trout seconded approval of Item 8f.*

For Mr. Pantano, Dr. Fletcher affirmed his support. Dr. Doll noted that administration will be reviewing the policy in order to propose revisions to allow for more student opportunities like this. It will then be vetted with the Policy Committee.

**By voice vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

(ACTION - Early Student WD to Attend College - L. Matuszewski Letter 01-03-20 - redacted.pdf attached)

**9. INFORMATION ITEM(S):**

**a. Report from Student Representative - Mr. Rexroth**

**Minutes**

He first mentioned that, in light of the sparse report, there are many activities happening in the high school. For example, Dr. Fletcher, administrators and several student leaders met yesterday to develop ways to improve the school moving forward, and a senior baked cookies and donated the funds to the Australia wildfires. There is a lot of grassroots energy. From the report, he highlighted FBLA's lessons to 3rd and 5th graders; DPAC's monetary award, which was donated; and, various accomplishments of the International Thespian Society Troupe. The Student Council's "Welcome to Winter Day" was a success and they're now planning for Mr. DHS and selling wristbands in support of a fellow student at Red Lion.

(INFO - Student Report - Jan 16 2020.pdf attached)

**b. 2020-2026 DASD Comprehensive Plan - Dr. Doll**

*This will be an Action Item at the 2/20 Board Meeting.*

### Minutes

He reminded everyone of the two plans: the PDE-required plan through 2022 and our DASD plan which goes above and beyond it. He showed a summary of our current 2014-2020 plan with 21 of 36 completed action steps and the 15 others in progress. For the new 2020-2026 Plan, the work began with principals in January and February of 2019, then evolved through input from senior staff and departments directors, feedback from stakeholders in the fall, and culminated with a Board Retreat. We've chosen to keep our Vision and Mission over the next six years with a focus on inspiring students under seven broad goals (Achievement, Program Enhancements, Student Career Preparation, Social & Emotional Services, Technology, Safety & Security, and Operations) with 19 sub-goals. Dr. Doll thanked all for their efforts. Upon approval next month, this will help to define the future work of the District.

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*(INFO-ACTION - 2020.2026 Comp Plan Board Approval PowerPoint.pdf attached)*

*(INFO-ACTION - 2020.2026 Comprehensive Plan. Final - Exec Summary.pdf attached)*

### c. DAHS: Targeted Support and Improvement (TSI) - Dr. Heffler

#### Minutes

She provided an overview and a handout (i.e., Brief). She noted PDE's annual cycle and that our high school has been designated for students with disabilities based on various data from the 2017-18 and 2018-19 school years with a threshold of 20 or more students in a building. We are among 13 schools in York County and 15 in our LIU and there are two additional schools designated as A-TSI. She shared the graphic for the "PA Cycle of Improvement" which includes an outlined plan from the state. Our plan will require Board approval in the spring and will be our work over the next three years, including implementation of the "PA Essential Practices for Schools." She also provided the list of TSI implications and the timeline and thanked the LIU for sharing its resources. Dr. Doll explained that this is the new version of "School Improvement."

In response to board inquiry: If we make the mark the next time, we'll be removed from the list.

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*(INFO - TSI Board Intro Briefing Slides 01.16.20.pdf attached)*

*(INFO - TSI Board Brief 01.16.20.pdf attached)*

### d. Building & Capital Projects and Finance Committee Reports: 1/9 Meetings - Mr. Blevins / Mr. Hartman

#### Minutes

Mr. Blevins provided an overview for both meetings in light of Mr. Hartman's absence. During BCPC, they took a second look at the proposed secondary campus plan and briefly discussed the last-minute delay for the LS project which is under control with a phase transition being moved to next Tuesday.

The Finance Committee looked at auditing fees and took a first glance of the preliminary 2020-21 budget, which has a significant deficit, although not uncommon early in the process. The committee also gave the head nod for administration to proceed with (a) the replacement of six retirees over the coming months and (b) the core switch bid, which was approved earlier this evening.

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*(INFO - BCPC-Finance Committee Minutes 01-09-20.pdf attached)*

### e. PSBA Liaison Report - Mr. Bentzel

- PSBA Legislative Report: January 9, 2020 ([Click Here](#))
- PSBA Daily Edition: January 14, 2020 - Penn Live article ([Click Here](#)) on [Safe 2 Say Something](#)
- PSBA Member Portal: Online School Director Training (PDF attached)

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#### Minutes

He knows that several board members attended a recent training and he completed some of the online modules. Mr. Wingard felt it was good to be there, although PSBA should have allowed time for questions, and Mrs. Hostler agreed that it was very informative. Mr. Lytle attended the advanced training.

Mr. Bentzel also called attention to the one-year anniversary of the "Safe 2 Say Something" website, which had over 40,000 student contacts and 100 tips every day. The latter was typically from fellow students, and two of

them thwarted possible violence; however, many communications were about depression, bullying and hunger. The recommendation to the Legislature is to put a mental health counselor in every school building.

Last week's Legislative Report is attached; and, in the one posted this afternoon ([Click Here](#)), he called attention to the following:

- HB 1069 which would amend the Sunshine Act with new requirements related to the posting of the school board agenda.
- PSBA's upcoming testimony regarding HB 1987 that would require school districts to offer full-time cyber education programs by the 2021-22 school year. Existing cyber charter schools would cease operation at the end of the 2020-21 school year or could serve as the third party vendor. In our case, we would have to provide K-3 cyber education.

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*(INFO - PSBA Liaison - Online School Director Training.pdf attached)*

#### **f. LIU Board Report: 1/7 Meeting - Mrs. Heistand**

##### **Minutes**

Mr. Blevins first announced that Mrs. Heistand was recently elected President of the LIU Board.

She called attention to two new hires: an Assistant Executive Director, who is a superintendent with prior IU experience and will be seated July 1, 2020, and the Director of Human Resources who was promoted from assistant director.

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*(INFO - LIU Board Report 2020-01-07 Dawns.pdf attached)*

#### **g. LIU 2020-21 General Operating Budget - Mrs. Heistand**

*This will be an Action Item at the 2/20 Board Meeting.*

##### **Minutes**

Our portion is decreasing by \$11,311 and she listed the five service areas that are included in this budget vote. She will recommend it for approval in February.

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*(INFO-ACTION - LIU 20-21 GO Budget Booklet FINAL.pdf attached)*

*(INFO-ACTION - Budget Resolution for board secretary to complete.pdf attached)*

### **10. CALENDAR OF BOARD EVENTS:**

*Most meetings are open to the public and located at 700 New School Lane, Dallastown, PA 17313. Closed meetings are noted with an asterisks (\*).*

DATE	TIME	MEETING/EVENT	LOCATION
Wednesday, January 22	8:00 a.m. - 3:30 p.m.	Board Workshop: Retreat	AD Board Room
	3:30 - 5:00 p.m.	Executive Session*	AD Board Room
Thursday, February 13	6:00 p.m.	Building & Capital Projects Committee	HS LGI Room
		followed by Finance Committee	HS LGI Room
	8:00 p.m.	Human Resources Committee*	AD Board Room
Thursday, February 20	6:30-7:15 p.m.	Board Workshop: Graduate Survey	HS LGI Room
	7:30 p.m.	Board Meeting	HS LGI Room

##### **Minutes**

Mr. Blevins called attention to the list of meetings.

### **11. CONFERENCE REQUESTS**

##### **Minutes**

They are attached for board review.

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*(CONFERENCE REQUESTS - Jan 16 2020 - updated.pdf attached)*



## 12. BOARD COMMENTS / CORRESPONDENCE

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### Minutes

Mr. Lytle acknowledged his appreciation for Dr. Dyer and commended the transition with Dr. Doll. He also commented on the school director training requirement: While he appreciated PSBA's class, the format was limited with no time for questions or clarification, and the trauma-informed focus lacked remedies and prevention strategies. For the latter, he suggested an agenda item or public round-tables to inform our community.

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## 13. COMMENTS FROM THE PUBLIC

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### Minutes

There were no comments.

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## 14. ADJOURNMENT

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### Minutes

The meeting adjourned at 8:51 p.m.

*Respectfully submitted,*

*Lisa M. Kirby, Board Secretary*

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