01-21-21 BOARD MEETING
1/21/2021 [7:30PM-9:00PM] @ Virtual - Zoom Webinar

- 01-21-21 BOARD MEETING AGENDA -

1. MOMENT OF SILENT REFLECTION / PLEDGE OF ALLEGIANCE

   Link to Audio Recordings

   Minutes

   The regular business meeting of the Dallastown Area Board of School Directors convened in the High School Cafeteria on Thursday, January 21, 2021. Board President Ronald J. Blevins called the meeting to order at 7:31 p.m. with a moment of silent reflection followed by the Pledge of Allegiance.

   This was a 'hybrid' meeting during the Green Phase of the state's response to COVID-19: Board members, key administrators/presenters, and staff met in person (under 25 individuals). Those who wished to consider making public comment registered within the 100-attendee maximum limitation through Zoom, and those who simply wanted to watch it, joined through our live-stream channel.

2. ROLL CALL & EXECUTIVE SESSION ANNOUNCEMENT

   No Executive Session was held prior to this meeting.

   Minutes

   Mr. Blevins announced that all nine board members were physically present and that Dr. Doll and Mrs. Kirby were virtual.

   • Board Members (In-person): Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard
   • Board Secretary (virtual): Lisa M. Kirby
   • Student Representative (In-person): Madelyn Rodriguez
   • Administrators/Presenters (In-person/virtual): Dr. Joshua Doll, Dr. Erin Heffler, Troy Fisher, Brett Frey and Kurt Rohrbaugh
   • Technology Administrators (In-person): Tom Stauffer and Beth Deitz
   • Other Dallastown Area School District Staff/Citizens: Attendee Report attached/filed.

   (01.21.21 Attendee Report - Board Meeting.pdf attached)

3. APPROVAL OF BOARD AGENDA

   Minutes

   Mrs. Heistand moved and Mr. Kopelic seconded approval of the Agenda as presented.

   By voice vote, the motion passed unanimously...

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

4. COMMENTS FROM THE PUBLIC

   The School Board and Administration welcome comments from the public.

   If you wish to speak, select the "Raise Hand" option on your screen.

   When it is your turn to speak, the Webinar Host will inform you that you can unmute your microphone. Please state and spell your name for the record and share your address.
• Specific comments for agenda items may be addressed.
• Comments for non-agenda items may be brought to the Board's attention.
• Individual comments should be limited to less than two minutes.
• When several individuals wish to address the same topic, total comment time will be limited to 30 minutes per topic.
• At the School Board President's discretion, additional time may be allowed or deferred until the end of the meeting in order to move the meeting forward.

Minutes

Ellen Connelly, DAEA President, thanked board members for their dedication and service to the community and gave each a box of Fitzkee's candy as a small token of appreciation for their caring and sharing.

Mr. Blevins pointed out the York Township Elementary staff sent a card of recognition as well.

5. SUPERINTENDENT'S REPORT - Dr. Doll

Minutes

For School Director Recognition Month, he shared pictures of each board member along with their years of service and a listing of all of the major Board decisions this past year.

He also called attention to the following:

• The video developed in celebration of Dallastown Elementary receiving the National Blue Ribbon Award.
• The January 1, 2021 merger of the Dallastown Area Communities That Care into the Dallastown Area Educational Foundation.
• The funds raised for the Caring and Sharing holiday initiative.
• The latest updates for the COVID-19 Dashboard and upcoming events.
• Agenda Manager updates, summarized by Mrs. Kirby.


6. SPECIAL PRESENTATION(S): N/A

7. CONSENT ITEMS:

Minutes

Mr. Fisher summarized the changes to the Personnel Report since Tuesday's distribution.

Mrs. Heistand moved and Mr. Lytle seconded approval of the Consent Items.

By voice vote, the motion passed unanimously...

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

President     Secretary     Treasurer

a. Board Minutes: Previous Meeting(s)

(CONSENT - Board Minutes 12-10-20.pdf attached)

b. Treasurer's Report

(CONSENT - Treasurers Report Dec 2020.pdf attached)
c. Expenditures Report

(CONSENT - Expenditures Report 12.31.20.pdf attached)

d. Revenue Report

(CONSENT - Revenue Report 12.31.20.pdf attached)

e. AP Check Register

<table>
<thead>
<tr>
<th>General Fund</th>
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<tr>
<td>Cafe Checks</td>
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<tr>
<td>Payroll</td>
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<tr>
<td>PNC Easy Procure</td>
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</tr>
</tbody>
</table>

(CONSENT - AP Check Register 01.21.21 - LIST OF BILLS.pdf attached)

(CONSENT - AP Check Register 01.21.21 - DETAILS.xls attached)

f. Personnel Report


g. Rental Requests

(CONSENT - SB_Rental_Approvals_January_21_21.pdf attached)

h. Food Service Fund Statement of Operations

(CONSENT - Food Service Meals served by month - Dec 2020.pdf attached)

(CONSENT - Food Service Fund Statement of Operations - Dec 2020.pdf attached)

i. Equipment Disposal Worksheet

(CONSENT - Equipment Disposal Worksheet 01.21.21.pdf attached)

8. ACTION ITEM(S):

a. Approval of Proposed Policies - Mr. Bentzel / Dr. Heffler

- First discussed at the 11/16 Policy Committee, then presented at the 11/19 Board Meeting for public review.
- The attachment includes an update to Policy 103 at the direction of our solicitor.

Minutes

During the review period, there were no questions from board members or the public regarding the 22 policies, one board operating guideline and 10 administrative regulations.

Mr. Bentzel moved and Mr. Wingard seconded approval of the proposed policies as presented.

By voice vote, the motion passed unanimously...

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

(INFO-ACTION - Policy Meeting Minutes 11.16.20.pdf attached)


b. Approval of Specialized Programs and Transfer of Entity for 2021-22 School Year - Dr. Heffler
**Motion:** Move to approve the proposed 2021-2022 Specialized Programs as attached, to include the Life Skills Transfer of Entity from LIU12.

**Minutes**

She summarized the proposal and requested approval of the proposal based on previous presentations.

*Mr. Wingard moved and Mr. Lytle seconded approval as requested.*

Comments shared during Board discussion:

- We need to make sure we are truly realizing savings.
- We can never compare apples to apples with the LIU structure; however, this proposed approach makes sense because they are our students.
- Our LIU costs fluctuate based on student enrollment -- the lower the number, the higher the costs.
- There are projected costs versus actual costs, but we won't necessarily know what our costs would have really been with the LIU.
- Administration has provided updates on our prior transfer of entity and will do the same for these programs.
- Doing what is best for our students should be our first commitment, followed by the review of appropriate staff and supplies.
- The 'intangible' benefits should also be a part of our program assessment.
- Special education is a to cost-driver and we must be certain we can sustain program growth.

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

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

*(ACTION - DASD Special Ed Motion Jan 21 2021.pdf attached)*

c. **Approval of York County School of Technology 2021-22 Budget - Mr. Lytle**

- As presented at the 12/10 Board Meeting.
- The combined PDF includes YCST Resolution, Member Cost Sheet and Budget.

**Minutes**

Mr. Blevins recommended voting in favor of the proposed budget, which Dr. Doll supports, and Mr. Lytle acknowledged several discussions on the reason for the increase.

Key points from Board inquiry:

- Additional students can attend if seats are available to DASD based on the hierarchy of enrollment/head count and we pay per seat.
- We can encourage high school students to seek enrollment through the online application process with the assistance of counselors.
- This is a career pathway and we cannot legally cap the number of students.
- We can only limit and control costs for the YCST adult education program.

*Mrs. Heistand moved and Mr. Lytle seconded approval of the Budget as presented.*

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

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

*(YCST Budget Certification attached.)*

*(INFO-ACTION - YCST 2021-22 BudgetResolution-MemberCostSheet-FullBudget.pdf attached)*
d. Approval to Produce Legal Documentation for the Delay of a Debt Payment (i.e., Scoop) - Mr. Blevins / Mr. Rohrbaugh

- As discussed at the 1/14 Finance Committee Meeting, the process would involve RBC (our advisor), Fox Rothschild (our solicitor), bond counsel and bank counsel.
- At the 2/18 Board Meeting, there will be an additional action item to approve the resulting Resolution(s), legal and loan documentation, etc. for public review prior to moving forward with the transaction.

Minutes

Mr. Blevins recalled last week's discussion and the intent to seek authorization to start the documentation process for the scoop transaction.

Key points from Board inquiry:

- This authorization will allow for the preparation of documents before another vote is taken at the March 18th Board Meeting.
- Mr. Rohrbaugh will have a complete list of all issuance costs, fees, etc. after negotiation with the advisors, etc.

Mr. Wingard moved and Mr. Kopelic seconded approval to produce the legal documentation.

By roll call vote, the motion passed with eight affirmative votes...


Nays: Steven C. Bentzel

(Debt Restructuring Presentation 1.11.21 RBC.pdf attached)

9. INFORMATION ITEM(S):

a. Report from Student Representative - Miss Rodriguez

Minutes

She highlighted the following: FBLA's Region 6 ceremony results; HealthSTAT'S Blood Drive results and its new program, Anesthesia Basics; the virtual mini-THON scheduled for the evening of March 6th; students selected for PMEA District Band, Choir and Orchestra; and Student Council’s planning for Mr. DHS (date TBD) and a homecoming court at the February 23rd basketball game.

(INFO - Student Report- January 2021.pdf attached)

b. 2021-22 Calendar-at-a-Glance - Dr. Doll

This will be an Action Item at the 2/18 Board Meeting.

Minutes

This has been vetted with administrative and DAEA leadership teams and the Council of PTO's (parent representatives). He thanked Jen Rogers and Nicole Montgomery for their efforts then highlighted these components of the calendar:

- 180 student days as set forth by PDE and our local DAEA agreement.
- First K-12 student day of August 26th and anticipated conclusion on June 3rd.
- The first day for 7th and 9th graders on August 25th.
- We would continue to maintain the following:
  - K-12 consistency with transportation, a Day 1-6 schedule/cycle, and the trimester model.
  - Two inclement weather days (February 18th and March 31st)
Five FIDS days will still be applicable, and we will be able to use remote days as well, depending on circumstances.

Please review and ask questions prior to the February 18th approval, until which time the calendar could be adjusted based on feedback.

(INFO-ACTION - 2021_22_Calendar_at_a_Glance_V6.pdf attached)

(INFO-ACTION - 2021_22CommunityCalendarAtAGlance1_7(2).pdf attached)

c. Remote Learning Update: Distribution of Technology - Dr. Heffler / Mr. Stauffer

Minutes

He shared the approach to providing the needed supports through six steps which included a Google Form filled out by staff then finding the best resource, which turned out to be Amazon. The biggest improvement was the larger and multiple monitors, along with webcams, conference mics to allow for teacher movement, document cameras, and USB Hubs for more ports since there are fewer ones on laptops.

Key points from Board inquiry:

- The department has been flexible and responsive to the changing needs, including software requests which will be considered for the next grant.
- Remote students seems to be turning over more devices than in-person students; however, it is nothing out of the ordinary and they have stock devices for exchanges.
- CARES Grant funds have been used and there is still a balance available.
- He could not recall not being able to fulfill a request.
- All feedback has been complimentary.

(INFO - Remote Teaching Technology - January 2021.pdf attached)

d. Finance Committee Report: 1/14 Meeting - Mr. Blevins

Minutes

At the first meeting as a committee-of-the-whole, they discussed the 'scoop' process, monthly financial updates including the structural deficit and winter stimulus money, the transfer of entity (previously approved), and upcoming assignments. For the RFP for an auditor, he and Mrs. Heistand will participate in the firm interviews.

(INFO - Finance Committee Meeting Minutes 01-14-21.pdf attached)

e. Structural Deficit / Process Improvements Task Force Report: 1/12 Meeting - Mr. Pantano

Minutes

The task force was envisioned by Mr. Blevins with the goal of providing board guidance on improving administrative tasks.

This will be a regular report following discussions that will include Mr. Blevins, Mrs. Heistand, Dr. Doll, Dr. Heffler, Mr. Fisher and Mr. Rohrbaugh. There will be a short-term focus on the $2.5M structural deficit due to the budget projection error and a long-term journey for revenue enhancements and expense reductions, as well as process efficiencies.

For the latter, senior staff is developing a prioritized overview of the operational functions they would like to improve, which they'll then present at the March 8th Board Retreat.

Board members can share questions, comments, concerns with Mr. Pantano.

f. PSBA Liaison Report - Mr. Bentzel

List of State Senate Committee Chairs: https://www.pasenategop.com/blog/corman-announces-senate-standing-committee-chairs-for-2021-2022/
Minutes

He provided links to the new appointees and summarized the following assignments:

- Senator Kristin Phillips-Hill: Chair of Communications & Technology, Vice Chair of Agriculture & Rural Affairs, and also on Appropriations, Banking & Insurance, Finance and State Government
- Mike Jones: Aging and Older Adult Services, Commerce, Finance and Labor and Industry.

Mr. Bentzel also called attention to these dates:

- February 2nd - Budget to be proposed by Governor Wolf (which was later postponed to February 3rd due to inclement weather).
- February 3rd - PSBA webinar to provide an analysis of it (moved to February 4th).
- March 22nd - Advocacy Day (via Zoom)

**g. LIU Board Report: 1/5 Meeting - Mrs. Heistand**

**Minutes**

The LIU Board voted to conduct a communication audit that will include focus groups, and discussed the General Operating Budget which includes a breakdown of district contributions. The latter will be an information item at our 2/11 Finance Committee Meeting, followed by a vote at the 2/18 Board Meeting.

*(INFO - LIU Report 2021.01.05 Dawns.pdf attached)*

**h. York Adams Academy Report: 12/15 Meeting - Mrs. Heistand**

**Minutes**

The Academy is at the mercy of the York Learning Center building closure due to COVID-19 because their students can't work remotely; they only have access to hard copies. While students are not meeting graduation requirements as quickly as before, their enrollments continue to be supported. There has also been some difficulty with filling a few staff vacancies.

She also called attention to a new committee that will be meeting every other month to discuss future improvements for servicing students, etc. It consists of superintendents, including Dr. Doll, and board members.

*(INFO - York Adams Academy Report 12.15.20.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 asterisk (*).

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>MEETING/EVENT</th>
<th>LOCATION</th>
</tr>
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<tbody>
<tr>
<td>Monday, January 25</td>
<td>5:00 p.m.</td>
<td>Optional Board Tour of LS Project*</td>
<td>LSE Main Office</td>
</tr>
<tr>
<td>Monday, January 25</td>
<td>6:00 p.m.</td>
<td>Building &amp; Capital Projects Committee</td>
<td>LSE Cafeteria / Zoom Webinar</td>
</tr>
<tr>
<td>Thursday, February 11</td>
<td>6:00 p.m.</td>
<td>Finance Committee</td>
<td>HS Cafeteria / Zoom Webinar</td>
</tr>
<tr>
<td>Thursday, February 18</td>
<td>7:00 p.m.</td>
<td>Human Resources Committee*</td>
<td>AD Board Room</td>
</tr>
<tr>
<td>Monday, February 22</td>
<td>7:30 p.m.</td>
<td>Board Meeting</td>
<td>HS Cafeteria / Zoom Webinar</td>
</tr>
<tr>
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*Link to full list, last updated 1/8/2021: Meeting Dates through Aug. 2021*

**Minutes**

There were no changes to the calendar as presented.

**11. CONFERENCE REQUESTS: N/A**
12. BOARD COMMENTS / CORRESPONDENCE

Minutes
There were no comments.

13. COMMENTS FROM THE PUBLIC

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Minutes
Former student Dimitrios Kanellakos thanked everyone for all they've done for students, then commented on faculty discussions and communications that are political in nature.

14. ADJOURNMENT

Minutes

The Board Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Lisa M. Kirby, Board Secretary