

**HANOVER PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES**

Tuesday, June 28, 2005

6:00 P.M.

A. Opening Business

Call to Order -- The meeting of the Hanover Public School District Board of Education was called to order at 6:00 p.m. in the boardroom of the administration building.

Pledge of Allegiance

Roll Call - Board Members present: Dr. Daniels, Mr. Frederick, Mr. Kauffman, Mr. Scholles, Mrs. Sunday, Mr. Zeigler

Board Members absent: Ms. Angelo, Mr. Edwards, Mr. West

Also Present - Dr. Dillon, Mr. Beaumont, Mrs. Green, Mrs. Frock, Mr. Fry, Mrs. Gunnet, Mrs. Schoonover, Mr. Hall, Mrs. Pam Smith, Mr. Czap, Mrs. Bookwalter, Mrs. Herring, Mr. Doll, Mr. Crawl, Mrs. LeDane, Graham Campbell, HEA; Carolyn Small, HPESP; Pat Kreiger, Mark Hershner, Joe Albin, Mrs. Joseph Albin, Christina Kristopfic, The Evening Sun; Mike Baker, Mrs. Sara Smith

B. Recognition of Visitors and Public Comment:

Public Comment: None

C. Standing Committee Reports

Policy Committee – Sunday, Chair; Angelo, Scholles – Mrs. Sunday stated that a number of policies are on the agenda for action.

Negotiating Committee Classified – Angelo, Chief Negotiator; Edwards, Scholles, West – No report

Negotiating Committee Professional – Sunday, Chief Negotiator; Frederick, Kauffman, Zeigler – Mrs. Sunday stated that the last meeting was held on May 31, 2005 and that the next meeting is scheduled for July 12, 2005.

YST - Zeigler, Representative; West (Alternate) – Mr. Zeigler gave a report which highlighted academic and business matters at YST.

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Recreation - Scholles, Representative; Kauffman (Alternate) – No report

PN Advisory - Daniels, Representative; Edwards (Alternate) – Mrs. LeDane reported that graduation is scheduled for July 21, 2005 and that the next class will begin on July 7, 2005. Mrs. LeDane introduced Patricia Krieger who will be replacing her as Practical Nursing Coordinator/Financial Aid Officer.

Meet & Discuss Professional - West, Representative; Angelo, Frederick – No report

Meet & Discuss Classified - Angelo, Representative; Daniels, Zeigler – No report

Meet & Discuss Administrative - Sunday, Representative; Kauffman, Zeigler – No report

Joint Wage Tax - Edwards, Representative; Zeigler (Alternate) – No report

Lincoln Intermediate Unit Insurance Trust - Edwards, Representative, Green, Frock (Alternate) – No report

Lincoln Intermediate Unit Board of Directors - Edwards, Representative; Sunday (Alternate) – No report

Legislative Liaison with Pennsylvania School Board Association - Angelo, Representative; Edwards (Alternate) – No report

Academics, Arts and Athletics – Scholles, Representative; Frederick (Alternate) – Mr. Scholles stated that no meetings are scheduled for the summer.

D. Legal Report: Mr. Yingst – No report

E. Superintendent's Report: Dr. Dillon

Dr. Dillon reported on the curriculum writing for math and language arts that is taking place in the district.

Dr. Dillon stated this is a crucial week for the Hanover Foundation for Excellence in Education, Inc. as local businesses are making contribution commitments at this time.

F. New Business

1. The Board was requested to approve the minutes of the May 24, 2005 Board Meeting.

BOARD ACTION:

Mrs. Sunday made a motion to approve the minutes as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

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2. Personnel

- a) **Resignation(s)** - The Board was requested to approve the following resignation(s):

Administrative Employee(s):

Dave Alban, high school assistant principal, effective June 29, 2005. Mr. Alban will be moving out of the area.

Susan Green, business manager and board secretary, effective date to be determined.

Professional Employee(s):

Laura Miller, middle school learning support teacher, effective July 1, 2005. Ms. Miller has obtained employment elsewhere.

LPN Employee(s):

Carolyn Doud, part-time practical nursing instructor, effective June 1, 2005. Mrs. Doud has accepted employment elsewhere.

Mary Hertz, part-time practical nursing instructor, effective June 30, 2005 for personal reasons.

Summer Worker(s):

Abbey Zeigler, Eric Toomey and Ashley Murren, since hired have now declined summer employment.

Zachary Blake, summer worker, effective June 27, 2005.

Mr. Yingst arrived at 6:12 p.m.

BOARD ACTION:

Mr. Scholles made a motion to approve the resignations as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- b) **Coaching Supplemental Salary Schedule Increase for 2005-2006-** The Board was requested to approve a 2.5% increase to the mid-point salary of the Coaching Supplemental Salary Schedule for the 2005-2006 School year.

BOARD ACTION:

Mr. Scholles made a motion to approve the Coaching Supplemental Salary Schedule Increase for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

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- c) **Coaching Increases for 2005-2006** - The Board was requested to approve a 3.0% increase for those coaches below midpoint and a 1.5% increase for coaches at or above midpoint.

BOARD ACTION:

Mr. Scholles made a motion to approve the coaching increases for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- d) **Co-Curricular Supplemental Salary Schedule Increase for 2005-2006**- The Board was requested to approve a 2.5% increase to the mid-point salary of the Co-Curricular Supplemental Salary Schedule for the 2005-2006 school year.

BOARD ACTION:

Mr. Scholles made a motion to approve the Co-Curricular Supplemental Salary Schedule Increase for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- e) **Co-Curricular Supplemental Increases for 2005-2006**- The Board was requested to approve a 3% increase for those co-curricular staff below midpoint and a 1.5% increase for co-curricular staff at or above midpoint.

Those staff with greater than ten years experience will be moved to midpoint per the original implementation framework.

BOARD ACTION:

Mr. Scholles made a motion to approve the Co-Curricular Supplemental Increases for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- f) **Coaching Staff and Salaries for 2005-2006**- The Board was requested to approve the **attached** listing of coaching staff for the 2005-2006 school year. Salaries are per item 2. c).

BOARD ACTION:

Mr. Scholles made a motion to approve the coaching staff and salaries for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

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- g) **Co-Curricular Staff and Salaries for 2005-2006** – The Board was requested to approve the **attached** listing of co-curricular staff for the 2005-2006 school year. Salaries are per item 2. e).

BOARD ACTION:

Mr. Scholles made a motion to approve the co-curricular staff and salaries for 2005-2006 as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- h) **Employment** – The Board was requested to approve the following employment items contingent upon the receipt of all necessary employment documents:

Administrative Employee(s):

Joseph Albin, elementary principal at Clearview Elementary, effective August 1, 2005. Rate of compensation will be \$66,036, prorated for the 2005-2006 school year.

Patricia Krieger, Practical Nursing Coordinator/Financial Aid Officer, effective date to be determined. Rate of compensation will be \$57,677, prorated for the 2005-2006 school year.

Mark Hershner, elementary principal at Hanover Street Elementary, effective July 1, 2005. Rate of compensation will be \$66,405.

Professional Employee(s):

Jill Platts, fifth grade teacher at the middle school, effective with the beginning of the 2005-2006 school year. Rate of compensation will be Instructional I Step 6 of the 2005-2006 salary schedule.

Jacquelyn Staub, middle school learning support teacher, effective with the beginning of the 2005-2006 school year. Rate of compensation will be Instructional I Step 1 of the 2005-2006 salary schedule.

Mary Woodward, middle school learning support teacher, effective with the beginning of the 2005-2006 school year. Rate of compensation will be Instructional I Step 1 of the 2005-2006 salary schedule.

Summer Reading Academy Employees:

Dates of the academy will be July 11, 2005 through July 29, 2005. Rate of compensation will be \$16.00 for planning prior to July 1, 2005 and then \$20.00 per hour, effective July 1, 2005. All costs will be paid through Title I funds.

Rebecca Gladfelter
Linda Eline (substitute)

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Classified Employee(s):

Donald Coffman, part-time custodian at the high school, effective June 10, 2005. Rate of compensation will be \$8.50 per hour.

Donna Smith, change of employment status from full-time 10-month employee to full-time 12-month employee effective July 1, 2005. Hourly rate of compensation will remain the same. Mrs. Smith will now receive additional benefits available to full-time 12-month classified employees.

Substitute Employee(s):

Carole Baublitz-Frederick, substitute teacher, substitute teaching and personal assistant, and substitute clerical. Rate of compensation will be \$95.00 per day for substitute teaching and \$8.50 per hour for all others.

Supplemental Employee(s):

Patricia Clouser, tax enumerator under a separate supplemental contract effective July 1, 2005 through June 30, 2006, whereby neither she nor the district shall make contributions to PSERS on her behalf. Nor shall any of this service time be counted towards any creditable service for retirement purposes. Contract rate will be \$8.00 per hour not to exceed a gross total amount of \$2,000.

Summer Employee(s):

Deanne Lehr, Abby Motter, Jennifer Poist, summer student workers, effective June 20, 2005. Rate of compensation will be \$6.25 per hour.

Kyle Dillon, summer student computer worker, effective upon completion of necessary employment documents. Rate of compensation will be \$6.25 per hour.

Alyssa Motter, transfer from summer student worker to head painter, effective June 28, 2005. Rate of compensation will be \$7.50 per hour.

BOARD ACTION:

Mr. Scholles made a motion to approve the employment items as presented. Seconded by Dr. Daniels and passed on a roll call vote of 6 to 0.

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- i) **Tenure-** The Board was requested to award tenure to the following temporary professional employees:

**Bryant Foreman
Amanda Fortney
Angela Frey
Tessa Hilyard
Ellissa Kauffman
Megan Pavuk
Curtis Roberts**

BOARD ACTION:

Mr. Scholles made a motion to award tenure as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- j) **Leave of Absence** - The Board was requested to approve the following request for leave of absence:

Rebecca Conover, middle school business/computer teacher, request for childbearing/childrearing leave, effective September 19, 2005 to approximately December 9, 2005. Mrs. Conover will be using paid leave prior to beginning leave without pay.

BOARD ACTION:

Mr. Scholles made a motion to approve the request for leave of absence as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- k) **Conference(s)/Workshop(s):** The Board was requested to approve the following conference(s)/workshop(s):

Anthony Hall	Lebanon Team Camp (Boys Basketball)
	June 17-18, 2005
	Lebanon, PA
	Cost - \$150.00

BOARD ACTION:

Mr. Scholles made a motion to approve the conference/workshop as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

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l) Vacancies-

Elementary Principals (2 positions)
Assistant High School Principal
Business/Computer/Information Technology Teacher
Anticipated Middle School Math Teacher
Adult Patrol – (5 positions)
Cafeteria Manager
Part-time Custodian
Full-time Floater Custodian

Head Girls Varsity Tennis Coach
Head Boys Varsity Tennis Coach
Assistant Middle School Football Coach
Assistant Middle School Field Hockey Coach
Head Varsity Baseball Coach
Head Junior Varsity Baseball Coach
Assistant Varsity Baseball Coach
Head Middle School Girls Basketball Coach
Head Junior Varsity Softball Coach
Assistant Varsity Volleyball Coach

Assistant High School Marching Band Director
Percussion Instructor Marching Band
Middle School Jazz Band Director
Instrumental Instructor Marching Band
Freshman Class Advisor
Middle School Newspaper Advisor
Middle School Service Club #2 Advisor
Middle School Morning Announcement Advisor
Middle School Football Cheerleading Head Coach
Middle School Winter Sports Cheerleading Head Coach
Middle School Intramural Soccer Program #1
Elem. K-6 Wrestling Programs #1 and #2
Clearview Intramural #1
(NO BOARD ACTION WAS REQUIRED.)

m) Other Business – None

3. Curriculum and Technology

- a) **Final Textbook Adoption** – The Board was requested to approve the final adoption of the following textbooks. Tentative adoption was approved at the May 24, 2005 board meeting.

Course: Diversified Occupations

Text Title: Succeeding in the World of Work

Authors: Kimbrell and Vineyard

Publisher: Glencoe/McGraw Hill

Copyright: 2006

Course: Learning Support- LS Math III

Text Title: Pre-Algebra

Authors: Charles, Davison, Landau, McCracken, Thompson

Publisher: Pearson/Prentice Hall

Copyright: 2004

Course: Learning Support – LS Science II

**Text Title: Environment and Ecology for Pennsylvania:
Meeting the Standards**

Authors: Pearson Education, Inc.

Publisher: Globe Fearon/Pearson

Copyright: 2003

Course: Foundations of Math

Text Title: Mathematics: Applications and Concepts - Course 1

Authors: Bailey, Day, Frey, Howard, Hutchens, McClain, Moore-Harris,
Ott, Pelfrey, Price, Veilhaber, Willard

Publisher: Glencoe/McGraw Hill

Copyright: 2006

Course: Integrated Math I

Text Title: Mathematics: Applications and Concepts- Course 2

Authors: Bailey, Day, Frey, Howard, Hutchens, McClain, Moore-Harris,
Ott, Pelfrey, Price, Veilhaber, Willard

Publisher: Glencoe/McGraw Hill

Copyright: 2006

Course: Integrated Math II

Text Title: Mathematics: Applications and Concepts- Course 3

Authors: Bailey, Day, Frey, Howard, Hutchens, McClain, Moore-Harris,
Ott, Pelfrey, Price, Veilhaber, Willard

Publisher: Glencoe/McGraw Hill

Copyright: 2006

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In accordance with **Board Policy #108**, these textbooks were made available for public review and comment for 10 calendar days prior to final adoption.

BOARD ACTION:

Mrs. Sunday made a motion to approve the textbook adoption as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

- b) **Board Policy for Extracurricular Participation by Charter/Cyber Students** – At the request of the Board Policy Committee, the Board was requested to approve the final adoption of a new policy to address Extracurricular Participation by Charter/Cyber Students. (PSBA will number the policy.) Tentative adoption was approved at the May 24, 2005 meeting of the Board.

BOARD ACTION:

Mrs. Sunday made a motion to approve the board policy for Extracurricular Participation by Charter/Cyber Students as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0.

- c) **Policy Revisions** – As recommended by the Board Policy Committee, the Board was requested to approve the final adoptions of the revisions to the following Board Policies. Tentative adoption was approved at the May 24, 2005 meeting of the Board.

#137 In-Home Instruction

The following policies were all revised to address meal arrangements or meal reimbursement.

#121 Field Trips

#331 Job Related Expenses (Administrative Employees)

#431 Job Related Expenses (Professional Employees)

#531 Job Related Expenses (Classified Employees)

BOARD ACTION:

Mrs. Sunday made a motion to approve the policy revisions as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

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- d) **Strategic Plan Addendum for English Language Learners-** The Board was requested to approve an addendum to the strategic plan for English Language Learners.

BOARD ACTION:

Mrs. Sunday made a motion to approve the Strategic Plan Addendum for English Language Learners as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- e) **Safe and Drug Free Schools Consortium** - The Board was requested to approve the Hanover Public School District's participation in the Lincoln Intermediate Unit Consortium for Safe and Drug Free Schools for the 2005-2006 school year.

BOARD ACTION:

Mrs. Sunday made a motion to approve the District's participation in the Lincoln Intermediate Unit Consortium for Safe and Drug Free School for the 2005-2006 school year as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0.

- f) **Professional Development Plan** – The Board was requested to approve the Professional Development Plan as revised and recommended by the Professional Development Committee.

BOARD ACTION:

Mrs. Sunday made a motion to approve the Professional Development Plan as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

- g) **Other Business** – None

4. Budget and Finance

- a) **Bond Refunding** – Mr. Mike Lillys of RBC Dain Rauscher gave a presentation concerning the potential savings of refunding the 2002 Bond Issue.

The Board was requested to approve going forward with a refunding of the 2002 Bond Issue for as soon as the documentation can be obtained in order to take advantage of the low interest rates for long-term borrowing.

BOARD ACTION:

Mr. Kauffman made a motion to proceed with a refunding of the 2002 Bond Issue for a minimum savings of 2.75%. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0.

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- b) **2005-2006 Budget Adoption** – The 2005-2006 budget, which was tentatively approved at the meeting of May 24, 2005 was on public display and advertised accordingly. The Board was requested to approve a 2005-2006 budget totaling \$22,204,839. This budget includes a 1.5 mill increase and fund balance use of \$1,100,142.

BOARD ACTION:

Mr. Kauffman made a motion to approve a 2005-2006 budget totaling \$22,204,839 as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- c) **Budget Resolutions** – The Board was requested to approve the following budget resolutions:

Real Estate Tax	19.05 mills
Per Capita Tax (Act 679)	\$ 5.00
Per Capita Tax (Act 511)	\$ 5.00
Occupation Tax	\$10.00
Earned Income Tax	.5%
Real Estate Transfer Tax	.5%

BOARD ACTION:

Mr. Kauffman made a motion to approve the budget resolutions as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- d) **Transportation Services** – The Board was requested to award the 2005-2006 transportation services to F&S Transportation, Inc. This includes sports, band, and field trip transportation services.

BOARD ACTION:

Mr. Kauffman made a motion to award the 2005-2006 transportation services to F&S Transportation, Inc. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0.

- e) **School Solicitor Retainer** – The Board was requested to approve the 2005-2006 retainer for the district solicitor, James Yingst, in the amount of \$6,580. The hourly rate will be \$150.

BOARD ACTION:

Mr. Kauffman made a motion to approve the school solicitor retainer as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

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f) **Monthly Reports** – The Board was requested to approve the following reports for the month of May 2005:

- Tax Collector Report
- Treasurer's Report
- Investment Report
- Budget Expenditure Report
- Revenue Budget Summary
- Cafeteria Report
- Student Activities Reports
- Transfer Report

BOARD ACTION:

Mr. Kauffman made a motion to approve the monthly reports as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

g) **Check Registers** – The Board was requested to approve the following check registers:

- General Fund including athletic, middle school, and senior high
- Building Project
- Cafeteria

BOARD ACTION:

Mr. Kauffman made a motion to approve the check registers as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

h) **Fund Balance Designations** – The Board was requested to approve the following fund balance designations:

Payment for future phase-in of debt service	\$300,000
Future compensated absences	\$160,000

BOARD ACTION:

Mr. Kauffman made a motion to approve the fund balance designations as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

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- i) **Cafeteria Fund Transfer** – The Board was requested to transfer \$35,000 to the cafeteria fund to cover expenses and provide operating cash for the 2005-2006 school year.

BOARD ACTION:

Mr. Kauffman made a motion to approve the cafeteria fund transfer as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- j) **School Physical Fee for 2005-2006** – The Board was requested to approve the cost of school physicals of \$10.00 for the 2005-2006 school year. (The rate was increased from \$8.00 to \$10.00 for the 2004-2005 fiscal year.)

BOARD ACTION:

Mr. Kauffman made a motion to approve the school physical fee for 2005-2006 as presented. Seconded by Mr. Scholles and passed on a roll call vote of 6 to 0.

- k) **School District Consulting Physician for 2005-2006** – The Board was requested to approve Dr. Kurt Thomas as the school district's consulting physician for the 2005-2006 school year at a fee of \$200 for the year.

BOARD ACTION:

Mr. Kauffman made a motion to approve Dr. Kurt Thomas as the school district's consulting physician for the 2005-2006 school year as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- l) **Football Physician-** The Board was requested to approve Dr. Vernon Preston as the school district's physician for all home football games for the 2005-2006 school year. Compensation will remain at \$100 per home game. There are five scheduled home games for a total of \$500.

BOARD ACTION:

Mr. Kauffman made a motion to approve Dr. Vernon Preston as the school district's football physician as presented. Seconded by Mr. Zeigler and passed on a roll call vote of 6 to 0.

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- m) **School Physicians for 2005-2006** – The Board was requested to approve the following school physicians for the 2005-2006 school year:

Dr. Douglas Masucci	Dr. Kurt Thomas	Dr. Kae Kim
Dr. Thomas Toner	Dr. Brian Knop	Dr. Glenn Leister
Dr. Thomas Rapp	Dr. James Uslin	

BOARD ACTION:

Mr. Kauffman made a motion to approve the school physicians for the 2005-2006 school year as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- n) **School Dentists for 2005-2006** – The Board was requested to approve the following school dentists for the 2005-2006 school year:

Dr. Jon Hart	Dr. William Green	Dr. Henry Hoffacker
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BOARD ACTION:

Mr. Kauffman made a motion to approve the school dentists for the 2005-2006 school year as presented. Seconded by Mr. Frederick and passed on a roll call vote of 6 to 0.

- o) **PlanCon Part K: Project Refinancing** – The Board was requested to enter PlanCon Part K: Project Refinancing into the official minutes as required by the Pennsylvania Department of Education (**attached**).

This relates to the issuance of General Obligation Bonds, Series of 2004 to refund General Obligation Bonds, Series of 1999 and Series of 2001.

BOARD ACTION:

Mr. Kauffman made a motion to approve entering PlanCon Park K Project Refinancing into the official minutes as presented. Seconded by Mrs. Sunday and passed on a roll call vote of 6 to 0.

- p) **Other Business** – Dr. Dillon and Mrs. Green addressed the Board on lease options for the relocation of the Lincoln Intermediate Unit's Yorkshire Center to the old Central York School building.

5. Buildings and Grounds

- a) **Other Business** - None

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ADJOURNMENT:

The meeting was adjourned at 7:09 p.m.

Mrs. Sunday announced that an Executive Session would immediately follow the Board meeting to discuss personnel, real estate and legal matters.

Susan M. Green, Board Secretary

THE NEXT REGULARLY SCHEDULED BOARD MEETING IS JULY 26, 2005 AT 6:00 PM IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.

sbs