

## BOARD OF DIRECTORS MEETING MINUTES

Monday, February 27, 2012

6:00 P.M.

### A. Opening Business

- Call to Order – The meeting was called to order at 6:02 PM.
- Pledge of Allegiance
- Roll Call
  - Board Members present: Mr. Edwards, Mr. Engle, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson
  - Board Member absent: Mrs. Daubert
  - Student Board Members present: Zachary Sheaffer
  - Student Board Members absent: Kyle Sheely, Marta Gomez (arrived at 6:45 PM)
  
  - Also Present: Dr. Moyer, Mr. Wentz, Mr. Grimes, Mr. Flores, Mrs. Brown, Mr. Czap, Mr. Lehman, Barb Krebs, John Gerken, Reagan Bitler (HEA), Teena Curnow (Smith Elliott Kearns and Company), Annette Sell, Mike Vaux (HPESPA), Tom Henry, Beth Henry, Annie Henry, Craig Witmer (Smith Elliott Kearns and Company), Bill Reichart, Heather Faulhefer (Evening Sun) Jason Resh (Hanover Street PTO), gymnastic team student representatives, Tara Bahn, high school orchestra quintet members, Curtis Roberts, Joe Sheeler, Stanley and Dawn Sheeler, Mike Ketterman

### B. Recognition of Visitors and Public Comments

High School Orchestra Quintet - (sophomores and juniors) They conduct community performances. On March 9 and 10 there will be POPS concerts at Middle School. Dinner will be served with music in between courses. The cost is \$10 per person. The orchestra performed prior to the board meeting and during the board meeting.

Recognition of Gymnastics Team/Presentation of State Trophy-State Championship Gymnastics - Coach Tara Bahn presented the state trophy and video of performance PA Classic State Championship. Mrs. Bahn thanked the Board for supporting the athletic programs, and recognized the Hanover YMCA for use of their facilities.

Mr. Roland commented on the following York County School of Technology items:

- Board members were invited to attend York Tech on March 22.
- Superintendents and cohorts met at York Tech. Dr. Moyer learned all about the markings on a tire and other information regarding a tire as well as replacing a tire.
- There will be an eighth grade visit at York Tech. They are trying to get all eighth graders a chance to visit.
- The York Tech Budget is up for approval this evening.
- Joe Sheeler Presentation with parents Stanley and Dawn for the National Association of Home Building – The Joint Operating Committee meeting saw presentation of architecture presentation done by Joe and classmates. Joe Sheeler described his National Association of Home Builders award. They released a set of drawings and took the challenge on. It is the tenth year of the program. It included five parts including drawing plans, construction take

offs, scheduling and personally grade papers based upon standard. The event was held in Orlando, Florida. They competed against seven high schools with the closest being Cumberland-Perry (who received second place). A video was played of engineering and construction program at YCST.

Hanover Borough Barb Krebs and John Gerken spoke on partnership with District and waiving our two permit fees for construction of elementary. We have a long-term agreement with Moul and Myers playground and Borough helped with dirt leveling outside the high school. Lindsay Bowersox, a junior, sits on the borough committee. It is a great relationship. Dr. Moyer thanked them for attending tonight. Barb Krebs presented a check for refunded fees. Cooperative efforts thanks from Barb Krebs.

Smith Elliott Kearns and Company, Certified Public Accountants (Craig Witmer and Teena Curnow) presentation of audited financial statements June 30, 2011- unqualified opinion with no findings and required to look at Federal programs and additional testing on major federal programs (IDEA and State fiscal stabilization and Ed Jobs Fund) internal controls reviewed; fixed assets 6.2 million elementary and stadium projects, debt long term 1.7 million decrease (bond refunding 2005), fund financials management letter GASB 54 fund balance implementation 2010-2011 appearance difference (Note 1 classifications), Note 13 breakdown of fund balance, questions contact SEK & Co or through Troy, management letter (separate letter) include charts and graphs 73% taxes, remainder is state or federal dollars-remained consistent as to revenue sources, expenses 65% payroll and related payroll benefits, debt service 11% (prior year 67% salaries and benefits). There was a management comment suggestion - utilization of Federal programs and separate funds in the accounting package. This was a follow up from last year. This year saw some moves in the right direction but not 100%. There was a suggestion to utilize federal funds in the accounting package. Upcoming standards GASB 63 (2012-2013) will change format of financial statements, standard for all governmental entities pension plans (Exposure Draft-GASB out for public comment), cost sharing plans (PSERS cost sharing plan) little disclosure of status currently, little explanation in District f/s, overall status of plan, transparency to pension plans, PSERS 19 billion shortfall in plan (split the liability pro rata) of shortfall and record as liability on our financial statements (750 members), won't change how funding but will change the amount of info presented 3 to 3 ½ million with 50% funded back from state, transparency

Dr O Connor accounting liability affect on bond issues but yet state control how the liability accrues, would cost our taxpayer money if lesser bond rating, impact will be on every school district and other government entities as well. Mr. Roland wondered about federal program if this is mismanagement or software reporting, Smith Elliott indicated district is fully utilizing federal dollars, and not a problem. They are just looking for improvement on how to analyze. This was a Single Audit (sample) with no findings. This is just a suggestion. Dr. O Connor noted that capital projects funds are near zero now. The number of school districts SEK & Co audits are fifteen vs a local auditor. They are governmental audits extensively so much background and experience to give the District.

- C. Approval of Minutes from Past Meetings - The Board was requested to approve the minutes of January 23, 2012, and February 13, 2012.
- Minutes 1-23-12 ([enclosure](#))
  - Minutes 2-13-12 ([enclosure](#))

BOARD ACTION:

They were accepted under Roberts Rules without any changes and without a vote. This procedure will continue in the future.

D. Committee Reports

York School of Technology – Roland, Representative – see in previous minutes

- [Video](#)
- [Schedule](#)
- [Estimate](#)

Recreation – Lingg, Representative – The committee met this past Thursday. They discussed summer programs and sign ups, use of elementary schools during the summer since finished for playgrounds usage. They won't use all three but use some of them.

PN Advisory – Funk, Representative Restate privilege and enjoyment 95<sup>th</sup> graduation of 19 students - Mary Brown thanked for attendance at graduation. The students who graduated in July 94<sup>th</sup> class 100% passed boards. In January class two-thirds passed boards. Seniors are level 3, freshman 7<sup>th</sup> class. They are interviewing for July and class already half full.

Meet & Discuss Professional, Classified & Administrative – Funk, Chair; O'Connor, Watson – No Report

Joint Wage Tax – Edwards, Representative; O'Connor (Alternate) – No Report

Lincoln Intermediate Unit Insurance Trust – Wentz, Representative – No Report

Legislative Liaison with Pennsylvania School Board Association – Funk – No Report

Key Communicator's Network – All – No Report

Policy Committee – Watson, Chair; Engle, Funk, Lingg – No Report

Stadium Promotion Committee – Funk – The next meeting will be March 5 at 4 PM. They have many ideas but none are in place at this time.

Educational Instruction Committee - O'Connor, Chair; Funk, Watson – The tentative minutes are posted on the website. The next meeting will be the third Monday of month -- March 21

Student Board Members - Sheely, Gomez, Sheaffer – Zach Sheaffer stated that it is a busy time at the high school. They had a gymnastics state championship, boys basketball 2<sup>nd</sup> round, girls basketball 1<sup>st</sup> round of Districts and surprised some people, wrestling ten to Districts with four advancing to regionals at Wilson, swimmer advanced to District. Spring sports are around the corner. Upcoming is the musical "Tommy". This Saturday at the mall there will be a pinball tournament at 2 PM. The winter formal was this past Saturday. Students participated in Hanover Idol and drama night a few nights ago. The juniors were the winners.

Marta Gomez stated that the junior class is preparing for Senior Prom with

reservations ready at Dutch Country. The Key Club will be sponsoring the powder puff volleyball and football. Recently juniors read to first grade classes at Hanover Street.

E. Superintendent's Report

- Basic Spanish lesson opportunity (Wed.-Hanover St.-Mary Bankert) 3 PM-4PM – This will be geared toward what you want to know.
- Linsey Bowersox - Student Representative/Hanover Borough
- Borough Council/Refund of Permit Fees (Barb & John)
- Gymnastics Team - State Champs
- Wrestling - Sectionals - 7 qualifying for districts - Dave Cataldo turned the program around.
- Boy's/Girl's District Basketball Results – The boys had eleven seniors graduate going into the season and win a district game. The girls won ten games this season.
- Sheppard & Myers (Rhinos) - Penn Township Relationship -Local paper highlighted this. We are appreciative of our partnership with Penn Township, but disappointed on Rhinos not being able to play at Stadium.
- Police Mentoring/Training Program (West Manheim)-Seven students participated in this with four involved in culminating activity mock trial. Dr. Moyer thanked Officer Carbaugh and our local police department.

F. Director of Secondary Education Report - Dr. Smith – No Report

G. Standing motions regarding Personnel

1) New Business

- a) Resignations - The Board was requested to approve the following resignations:

Professional Employee:

Kelly Ulsh, elementary teacher, effective March 30, 2012.

Classified Employee:

Michael DeGroft, cafeteria food truck driver, effective March 2, 2012.

Substitute Teachers and Substitute Support - Request to remove substitute names per the attached listing of those who are no longer active on the substitute listings ([enclosure](#)).

- b) Retirement - The Board is requested to approve the following retirement:

Classified Employee:

Michael Stump, Head Custodian, effective August 13, 2012. Mr. Stump's last actual work day will be July 13, 2012, and then will be using paid leave through August 13, 2012. Mr. Stump will be retiring with 33.8 years of service to the district.

- c) Employment - The Board is requested to approve the following employment items:

Classified Employee:

Christina Green, personal assistant, effective February 28, 2012. Rate of compensation will be \$10.08 per hour.

Supplemental Employee:

Michael Ketterman, Head Football Coach, effective for the 2012-2013 school year. Rate of compensation will be \$5001.00 ([enclosure](#)).

Substitute Employees:

Shane Miller, extended substitute science teacher, effective approximately April 22, 2012, through the end of the 2011-2012 school year. Rate of compensation will be \$228.66 per day. Mr. Miller will be substituting during the leave of Mrs. Lisa Smith ([enclosure](#)).

Bradley Arnold, administrative substitute, on an as needed per diem basis. Rate of compensation will be \$300.00 per day.

Theresa Henry, extended substitute guidance counselor, effective approximately March 26, 2012, through the end of the 2011-2012 school year. Rate of compensation will be \$228.66 per day. Mrs. Henry will be substituting during the leave of Mrs. Kerry Boyd ([enclosure](#)).

Nancy Sensenig, day-to-day substitute cafeteria worker, effective date to be determined. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

Laura Staub, extension of long-term substitute elementary position through the end of the school year. Ms. Staub is currently filling the leave of Mrs. Ulsh and will continue as the long-term substitute through the end of the 2011-2012 school year. Compensation will remain the same.

Classified Employee:

Heather Spangler, part-time cafeteria worker, effective date to be determined. Rate of compensation will be \$9.87 per hour ([enclosure](#)).

- d) Leaves of Absence - The Board was requested to approve the following requests for leave of absence:

Jill Bensen, FMLA leave of absence effective February 16, 2012 through approximately March 1, 2012. Ms. Bensen will be using paid leave prior to using leave without pay.

Andrew Samuelsen, FMLA leave of absence, effective February 23, 2012 through March 7, 2012. Mr. Samuelsen will be using paid leave during his absence.

**DISCUSSION:**

Mrs. Funk noted that some with clearances are not completed. She wondered if something comes to light, is there negativity. She had

questions about screening and if they leave other District do we take those clearances. Dr. Moyer stated that we are at the mercy of FBI and State. He noted that potential employees do sign off that the clearances will come back as clear. If they are not, a roadblock occurs. Mrs. Funk questioned whether anything would fall back to the Board. Mr. Edwards wondered if people could be hired at a later date in terms of the employment. He felt that we should receive back in time prior to these dates. All were concerned about clearances. There was a question if they are not back by start date, do we hire them. Mr. Flores stated that no employee starts without clearances in, and new Act 24 says we need to rescreen when coming from another district

**BOARD ACTION:**

Mr. Roland made a motion to approve the employment items as presented. Seconded by Mr. Edwards and passed on a roll call vote of 8-0.

**DISCUSSION:**

Mr. Flores introduced the newly elected head varsity football coach. The search began two and a half months ago. Mr. Ketterman, football coach, thanked for opportunity and support of school district, faculty, admin, parents and community. He noted the importance of football in the community. He felt that it builds a foundation of loyalty, character, commitment, determination from the heart. It also helps to develop family focused structure. He thanked the board for the opportunity. He will take one day at a time to rebuild the program to a success everyone will be happy with. He felt that the facilities are very nice and was able to tour them.

**H. Standing Motions regarding Policy**

1) Policy - The Board was requested final approval for the following policies:

- [602](#) Budget Planning
- [217](#) Senior High School Curriculum and Graduation Requirements
- [143](#) Standards for Persistently Dangerous Schools
- [144](#) Standards for Victims of Violent Crimes
- [302](#) Employment of Superintendent/Assistant Superintendent
- [303](#) Employment of Administrators
- [316](#) Nontenured Employees
- [404](#) Employment of Professional Employees
- [405](#) Employment of Substitute Teachers
- [406](#) Employment of Summer School Teachers
- [504](#) Employment of Classified Employees
- [505](#) Employment of Substitute Employees
- [916](#) School Volunteers

2) Policy - The Board was requested final approval for the deletion of the following policies:

- [105.1](#) Chapter I Programs

- [113.1](#) (1991 version) Allocation of Classroom Space to Low Incidence Special Education Students
  - [120](#) Human Development Program
  - [603](#) Budget Preparation
- 3) Policy - The Board was requested tentative approval for the following policies:
- [101](#) Philosophy of Education/Mission Statement
  - [102](#) Academic Standards
  - [116](#) Tutorial Instruction
  - [117](#) Homebound Instruction
  - [118](#) Independent Study
  - [119](#) Current Events
  - [122](#) Extracurricular Activities
  - [124](#) Summer School
  - [130](#) Homework
  - [817](#) Energy Management/Energy Conservation
- 4) Regulation - The Board was requested approval for the following regulation:
- [213-R2](#) Student Progress

**DISCUSSION:**

Dr. O Connor stated that in regard to policy 102 the education program committee would like to combine 102 with 105 (goals with curriculum). He would like it pulled from the motion and send back to Instructional Committee.

**BOARD ACTION:**

Mrs. Funk made a motion to approve the policies as presented. Seconded by Mr. Edwards. Dr. O' Connor made a motion to pull Policy #102 and send back to Instructional Committee. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

**DISCUSSION:**

Dr. O'Connor noted that policies 116 and 130 were printed in red and are brand new policies. He cautioned the Board about one-third of the homes in the building Dr. O Connor works in don't provide the support that makes homework possible. He felt that if a student's ability to pass is based upon homework completion, one-third of students have a burden. He felt that no more than a certain portion of homework can be in final grade. Mr. Edwards would like to keep the virtue of homework. Dr. O Connor stated that he is changing his thoughts on homework due to experiences over the years. Mrs. Funk felt that homework enables the students to move forward. Dr. O Connor felt that it teaches responsibility and planning but the environment is not there to support the homework.

**BOARD ACTION:**

Dr. O'Connor made a motion to pull Admin Regulation 213 from the group of policies for separate vote. Seconded by Mr. Kelly and passed on a roll call vote of 8-0.

## Admin Regulation 213

### DISCUSSION:

Dr. O'Connor noted that under #4-Change is that no grade under 50% be listed on the report card. The last marking period because of 0. He asks administration to consider #4 so students don't stop working after three good marking periods.

### BOARD ACTION:

Mr. Kelly made a motion to approve the Admin Regulation 213 as presented. Seconded by Mr. Engle and passed on a roll call vote of 6-2. Dr. O'Connor and Mr. Watson voting against.

### DISCUSSION:

Mr. Kelly wondered when policies will be on the website. It was stated that it is first sent to PSBA for approval. Dr. O'Connor felt that it should be put on the site immediately. Mr. Watson also felt that they should be put on the website right away especially if it requires students to do something.

## I. Standing Motions regarding Instruction

- 1) District Calendar - The Board was requested to approve the 2012-2013 District Calendar ([enclosure](#)).

### DISCUSSION:

Dr. Moyer thanked everyone for feedback

### BOARD ACTION:

Mrs. Funk made the motion to approve the district calendar as presented. Seconded by Dr. O'Connor and passed on a roll call vote of 8-0

## J. Standing Motions regarding Finance

- 1) York County School of Technology 2012-2013 Budget - The Board was requested to approve the York School of Technology Proposed 2012-2013 Budget with total amount of \$24,478,249 or a 2.84% increase (\$23,801,762 for 2011-2012) with the District's costs for 2012-2013 estimated to be \$222,353, a decrease of .54% (\$223,572 adjusted in 2011-2012) based upon 21 students including regular education, special education and transportation. (enclosure previously distributed)

### BOARD ACTION:

Mr. Roland made the motion to approve the York County School of Technology 2012-2013 budget as presented. Seconded by Mrs. Funk and passed on a roll call vote of 8-0.

- 2) LIU #12 General Operating Budget 2012-2013 - The Board was requested to approve the LIU #12 General Operating Budget for 2012-2013 in the amount of \$9,689,545 (0.6% increase from prior year) with all district contributions of \$758,543 (1.7% increase from prior year) and Hanover Public School District contribution of \$18,280.50 (\$18,342.00 for 2011-2012). (enclosure previously distributed)



DISCUSSION:

Dr. O Connor accountability with IU, numerical calculation only, restrain finances, places for cuts from IU. Mr. Kelly approval by only certain number of Districts will pass the budget. Mr. Roland can vote and can influence. Mr. Edwards noted that three schools are represented by one board member. It is scrutinized by superintendent's committee, general operating budget different for reporting and business accounting etc, mandated by law. Dr. Moyer noted that the Tri County meeting with executive director is on a monthly basis and addresses any specific concerns. Mr. Kelly felt that a vote to deny is a way to show lack of support. Dr. O'Connor stated that there are philosophical differences.

BOARD ACTION:

Mrs. Funk made a motion to approve the LIU #12 general operating budget 2012-2013 as presented. Seconded by Mr. Engle and passed on a roll call vote of 7-1. Dr. O'Connor cast the negative vote.

- 3) Debt Action - The Board was requested to approve a pre-payment of the budgeted June 1, 2012, principal payment of \$755,000 for the Series of 2011 Note and to establish a debt service fund for pre-payment of an additional principal amount of the Series of 2011 Note through the use of a transfer from the General Fund. These payments are authorized to occur on or before March 1, 2012.

BOARD ACTION:

Mrs. Funk made a motion to approve the debt action as presented. Seconded by Mr. Roland and passed on a roll call vote of 8-0.

- 4) Check Registers -The Board was requested to approve the following check register: General Fund including athletic, middle school and high school activity accounts totaling \$3,123,662.40, Construction totaling \$7,103.42, Capital Reserve totaling \$39,309.32 and Cafeteria totaling \$32,312.30. Grand total \$3,202,387.44 (enclosures via email).
- 5) Monthly Reports - The Board was requested to approve the following January monthly reports:
  - [Investment Report](#)
  - [Board Summary Report](#)
  - [Student Activities Report MS](#)
  - [Student Activities Report HS](#)
  - Cafeteria Report ([HS](#), [MS](#), [C](#), [Han St](#), [W](#))
- 6) Independent Audit Report Year Ending June 30, 2011 - The Board was requested to approve the 2010-2011 independent audit report. (enclosures under budget and finance meeting)
- 7) Agreement for End of Course Testing - The Board was requested to approve the Agreement for End Of Course Testing between the Hanover Public School District and Krupinski Driving School, LLC. The agreement will allow for approval for end of course testing of Hanover Public School District students with no cost to the district ([enclosure](#)).
- 8) Game Field Maintenance - The Board was requested to approve the game

field maintenance at Sheppard & Myers for an amount not to exceed \$12,000. (NOTE: We have two proposals to be evaluated by the B & G committee at their next meeting.)

**BOARD ACTION:**

Mr. Kelly made a motion to approve the finance items as presented. Seconded by Mr. Watson and passed on a roll call vote of 8-0.

9) INFORMATIONAL ITEM - State Budget Update

Dr. O Connor emphasis, certain parts of budget could count on Social security would get more, but now lumped together. Transportation SPED 2 in one year with LIU 2012-2013. State makes requirements but don't support with dollars ie PLAN Con. Average cost to educate student to cyber charter school, \$10,000, includes pension costs and shouldn't.

K. KPI Report (Firefly-Dashboard)

Dr. Moyer KPI items, Dave Fry continuing to work on.

Assign individuals to populate the data, hope in a week or two to complete and need additional direction. Some data has been entered.

Firefly (board members and firefly) dashboard access to KPI Report

L. Other Business

Board members are invited to Legislative Session on March 20 at 6:30 PM at Central York High School. Mr. Engle commented that some of these sessions are not very good. Dr. O'Connor indicated the Chamber of Commerce one was not very good but the one held at York Tech was productive with good give and take.

Mr. Czap commented that 70 students were present for Clearview Story Night. Teachers read stories along with three Varsity Basketball players from Coach Nate Myers' team and three Varsity baseball players from New Oxford. This was very successful.

M. Public Comment

N. Next meeting date:

Reminder by Mrs. Lingg that a yearbook picture will be taken at the next meeting at 5:45 PM.

The next Planning meeting will be Monday, March 12, at 6:00 PM in the Boardroom.

The next Board meeting will be Monday, March 26, at 6:00 PM in the boardroom.

O. Adjournment

Mr. Engle made a motion to adjourn the meeting. The meeting was adjourned at 7:55 PM.