

Hanover Public School District
School Board Planning Meeting
Monday, January 14, 2013 - 6:00 PM

MINUTES

I. Opening Business

A. Call to Order -- The meeting was called to order at 6:05 PM.

B. Pledge of Allegiance

C. Roll Call -

Board Members present: Mrs. Daubert, Mr. Edwards, Mrs. Funk, Mr. Kelly, Mrs. Lingg, Dr. O'Connor, Mr. Roland, Mr. Watson

Board Member absent: Mr. Engle

Also Present - Dr. Moyer, Dr. Smith, Mr. Wentz, Mrs. Frock, Mrs. Dubbs, Mr. Grimes, Mrs. Gunnet, Mr. Hain, Mr. Hershner, Mr. Czap, Katy Petiford, Evening Sun; Mike Vaux, HPESPA; Darlene Klenk

II. Recognition of Visitors :

Public Comment: There were no public comments.

III. Superintendent's Report: Dr. Al Moyer

- Board Meeting Procedure/Protocol - There have been minor changes made to the agenda. The planning meeting will be more of a discussion. There will be voting for items that are absolutely necessary right away but most of the voting will take place at the regular meeting. The board will try to do their best to discuss at the planning meeting and the next meeting will be a consent agenda.

- Future Spotlight Reports (1/24 - Elem. Instrumental Music Program)
(Chromebook Roll-out/Feb)

Spotlight reports will be held at the last full meeting of the month. If the board members have any ideas of future reports, please contact Dr. Moyer.

- Policy Discussion Process (title 22/school code/access) what & why ([enclosure](#))

Mrs. Frock stated that when the board is looking at changing policy, they should look at the PA codes to see if they are still correct. PSBA gives samples out on their website. With our plan we are limited by PSBA to ten sample policies per year. We are able to search other school district websites for samples. PSBA does correct the policies before they are sent back to us. Mrs. Frock demonstrated how the Board can access the school board codes. Mrs. Lingg noted that committees should check the law first and the link is now on our website under school board links.

- Student Achievement Grade Distribution Report (Principals)

The Educational Programs committee meeting for December was cancelled where the discussion was going to be grade distribution and failure rates. Teachers with a high failure rate are being investigated as to why the students are not being successful. They will involve parents in their improvement plan as well as the teachers and students. The principals gave an overview and will come back in February to report on a quarterly basis.

Mr. Czap reported on the elementary schools. He stated that there are currently two or three teachers at the elementary level that have a high failure rate. With the Dibels scores we are planning ahead on how to make them successful.

Mr. Hershner reported on the Middle School. He felt that the number of failing grades for the first marking period were very favorable. Teachers are asked to create smart goals with a course overview/syllabus and journal section. Mr. Hershner noted that the parents usually respond but if not we are persistent. Mr. Hershner noted that one teacher had a couple of students with failing grades. He noted that they will be pulling off the information on a marking period basis. They have daily collaboration meetings. Dr. O'Connor felt that this should be referred to the educational committee for discussion. He felt that the failures are under the control of the teacher. He felt that we should look at finding an accurate way to make sure we aren't looking at erroneous data. Mr. Watson noted that if a teacher has a large amount of failures we should also look at how it was fixed. He felt that the reports should be the same as before and consistent from reporting period to reporting period. Dr. Moyer said that we can provide what the Board wants. The teachers, counselors, and principals are looking at information on an ongoing basis. The Board asked Administrators to look at failures at or above the 15% threshold.

Dr. Smith noted she will send out information at the end of the marking period. The educational programs committee meets next Monday and the information will be on the agenda.

Mr. Hain noted that data received from the first quarter 90.49 of the students are passing. With a failure rate of 9.51 there is a lot of room for improvement. Among three or four teachers the failure rates are high. He met with each of the teachers and they were asked to contact the parents. Some of the teachers didn't make all of their contacts. He will meet again with the teachers. The Keystone exams will take place on Wednesday, Thursday and Friday for juniors. Mrs. Lingg stated that we expect the same from professional staff as do the students. She felt that was unacceptable that contacts were not made and they need to be held accountable. Mr. Roland stated that he is encouraged to discuss academics by using tools to improve the process. Mrs. Daubert felt that it was a good starting point.

IV. Matters for Which Board Action is Required

A. Personnel

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

Classified Employee:

Jessica Parry, regular adult patrol, effective January 7, 2013. Mrs. Parry will remain on the substitute list for teaching and personal assistant and lunchroom/playground supervisor as previously hired.

- 2) Employment - The Board was requested to approve the following employment items pending receipt of required employment documents:

Classified Employees:

Terry Young, part-time 4-hour custodian position, effective January 15, 2013. Rate of compensation will be \$10.32 per hour ([enclosure](#)).

Rachel Seibel, long-term substitute teacher, effective January 2, 2013 through the end of the 2012-2013 school year. Rate of compensation will be as listed with Admin Regulation 405-R1 (completed-current.)

Supplemental Employees:

Tara Bahn, Head Varsity Track Coach, effective for the 2012-2013 school year. Rate of compensation will be \$3040.00 ([enclosure](#)-current).

- 3) Approval to Advertise - The Board was requested to approve to advertise for the following position:

Standing Adult Patrol

BOARD ACTION:

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

B. Budget and Finance

- 1) Check Registers - The Board was requested to approve the following check registers: General Fund including athletic, middle school and high school activity accounts totaling \$337,970.01, Capital Reserve totaling \$2,041.25, and Cafeteria totaling \$45,221.75. Grand total \$385,233.01 ([General Fund](#)) ([Capital Reserve](#))([Cafeteria](#))

BOARD ACTION:

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

V. Planning/Discussion (items for January 28, 2013)

A. Personnel

- 1) Resignations -

Substitute Employees:

Michael Ketterman, Amy Raubenstine and Melinda Smith, day-to-day substitute teachers, effective immediately.

Brenda Smith, day-to-day substitute custodian, effective immediately.

2) Employment -

Substitute Employees:

Desiree Corbin, Melissa McKim, Julie Seabrooks, Amanda Tawney, day-to-day substitute teachers, effective for the 2012-2013 school year. Rate of compensation will be \$95.00 per day (completed).

Jessica Parry, day-to-day substitute adult patrol, effective immediately. Rate of compensation will be \$25.91 per day (completed-current).

Ethan Gross, day-to-day substitute maintenance and custodial worker, effective for the 2012-2013 school year. Rate of compensation will be as appropriate on the substitute salary rate schedule (current).

Supplemental Employees:

Michael Ketterman, gameworker, effective for the 2012-2013 school year. Rate of compensation will be as listed on the SA-107a Athletic/Event for Payment (current).

3) Dean of Students (strengths & weaknesses of the position) - Mr. Hain and Mr. Hershner reported on their thoughts on how the Dean of Students were working in the Middle School and High School. Some of the duties they are performing are: head disciplinarian, in-school suspension, school remediation, math, guidance on midterms, emergency drills, dramas and musicals, interviews, cafeteria coverage, truancy officer, student handbook, and curriculum writing. Forty percent of their time is spent on attendance and discipline. Mr. Hershner noted that it is working well at the Middle School but a drawback is they can't supervise or evaluate staff. Dr. Moyer felt that things are working. At the elementary level the lead teachers have been a transition and not as personalized. With the teacher effectiveness model observing teachers is more time consuming than before. Mrs. Gunnet will be helping with Learning Support teachers. Dr. Moyer and Dr. Smith will also be helping. He felt that there was a lot of teamwork going. Dr. O'Connor noted that with the state mandated evaluation from the Department of Education an observation can take four hours. Dr. Moyer noted that many districts have a model that may be acceptable that reduces this time frame. Mr. Hershner was educated on SAS and they are looking at examples of differentiated models.

4) Retirement Incentive - The Administration is currently investigating an option. Mrs. Lingg noted that there will be an executive session after the board meeting.

B. Policy

1) Policy - The Board is requested final approval for the follow policies:

- [602](#) Budget Planning
- [603](#) Budget Preparation
- [604](#) Budget Hearing
- [605](#) Tax Levy

- [607](#) Tuition Fees
- [608](#) Bank Accounts
- [613](#) Joint Purchasing
- [614](#) Payroll Authorization
- [616](#) Payment of Bills
- [618](#) Student Activity Funds
- [621](#) Local Taxpayer Bill of Rights

2) Policies - The Board is requested tentative approval for the following policies:

- [006](#) Meetings
- [007](#) Distribution
- [008](#) Organizational Plan
- [011](#) Board Governance Standards/Code of Conduct
- [228](#) Student Government

3) Regulations - The Board is requested approval for the following regulations:

- [005-R1](#) Standing Committees
- [006-R1](#) School Board Meeting Guide
- [008-R](#) Line of Responsibility

DISCUSSION:

The policies in the 600's haven't been changed much but just added a review date. There was a question as to whether the school code was checked on these policies since they may not be accurate. Dr. O'Connor wondered about the Student Government policy and whether it was actually happening. It was noted that it was checked with the principals to verify.

C. Building and Grounds

1) Informational: Building & Grounds Meeting Report - December 7, 2012 & January 4, 2013 ([minutes-December](#)) ([minutes-January](#)) ([usage](#))

DISCUSSION:

Mr. Roland stated that the committee is working to improve domestic hot water at Washington and Hanover Street Elementaries. They had a meeting with the engineering firm and architect to identify areas to improve. There would be an approximate cost per building of \$3,000 coming out of capital reserve. It should save \$3,000 to \$4,000 per year in utility expenses. They are working on a prototype at Washington and will get feedback. If it is acceptable, the same process will be set up for Hanover Street. Mr. Edwards wondered if that should be board approved. Mrs. Lingg felt that it is a maintenance problem. Mr. Roland felt that it would provide more savings. In regard to the heat pumps at the Middle School there are nine yet to be replaced. It was felt that there will be a 35 to 50% savings per pump. The should be completed in a month to a

month and a half. Our utilities cost approximately \$600,000 per year. We are saving \$50,000 to \$75,000 this year in utilities. Some reasons are lower price of natural gas and warmer temperatures than normal. The committee met with an engineering firm and with recommendations made by them feel we could saving another \$100,000 per year. In regard to the trees at the stadium, seven trees were replaced.

D. Budget and Finance

- 1) Student Vans Purchase (2) - The Board is requested to approve the purchase of 2 student vans from Mobility Works at a cost of \$25,352.50 per van as a result of the internal bid conducted ([enclosure](#)).

DISCUSSION:

Mr. Wentz noted that we went out for bid. There were five companies that responded. There was one company under state contract price at \$400 per van. They are from Akron, Ohio. There were no local companies that bid. The Board can reject or accept the bids.

- 2) Lincoln Intermediate Unit #12 General Operating Budget Approval 2013-2014 ([enclosure](#))

DISCUSSION:

Mr. Wentz noted that the \$17,000 was our contribution to the general operating budget. The cost of any services are billed individually.

- 3) York County School of Technology Budget Approval 2013-2014 ([Budget enclosure](#)) ([Cost Summary enclosure](#)) ([Budget Resolution enclosure](#))

DISCUSSION:

Mr. Wentz noted that this is the last paper copy the Board will receive. Next year the information will be sent out in PDF.

- 4) Monthly Reports - November and December
- 5) General Fund Budget 2013-2014 Exception Consideration/Discussion-Preliminary General Fund Budget Adoption or Resolution Not Above Index ([enclosure](#))

DISCUSSION:

The Board could go for an exemption or commit to stay within the 2% tax increase. The Board could apply for the exemption and wait and see

whether it is needed. Mr. Wentz that it needs to be voted on at the next meeting. If we receive the exemption, it doesn't mean we need to take it but all options are open. This topic was discussed in depth at the Budget and Finance Meeting.

6) Bond Refinancing Discussion

DISCUSSION:

Mr. Wentz noted that markets were good in November but terrible in December. The deal should be pushed through the middle of this week. It was thought that in March it could increase because of the fiscal cliff. Refinancing should save \$150,000 per year. There will be ten years left on payment of the debt.

7) Real Estate and Per Capita Tax Exonerations

DISCUSSION:

Mr. Leroy Wentz will be turning over the unpaid taxes to York Adams Income Tax Bureau or the County. This is a procedure to indicate that Mr. Wentz is no longer responsible for the collection for the calendar year and that the District reports match Mr. Wentz's reports.

8) 2012-2013 Independent Audit Approval - presentation at January 28 Budget and Finance Meeting by Smith Elliott Kearns and Company, local auditors

DISCUSSION:

Mr. Wentz noted that he didn't get the final call to discuss the draft statements yet but felt that the auditors will only be making their standard recommendations with no findings.

9) Outsourcing of Custodial Services (update on process)

- October 23, 2012 - Request for Proposals were mailed
- November 15, 2012 - A mandatory Walk-through of All Buildings was held. Six (6) potential bidders were present for the walk-through.
- December 21, 2012 - Bid Opening was held. Prior to the bid opening one potential bidder withdrew. Out of the five remaining potential bidders, four (4) bids were received.
- Prior to January 31, 2013 two interviews have been scheduled.
- Prior to January 31, 2013 meeting has been scheduled to begin bargaining with the Association.
- *February 28, 2013 Vendor selection to be made (proposed)*

- *April 22, 2013 - Board approval of selected vendor (proposed)*
- *July 1, 2013 - Implementation Effective (proposed)*

DISCUSSION:

Mr. Wentz noted that everything is on track according to the original timeline.

10) Fiscal Cliff Implications

DISCUSSION:

Mr. Wentz noted that we will know on March 27 if there will be cuts to funding. It is estimated that it could be 10% or \$70,000. The LIU would also be cut which could have sizeable implications for all Districts in the costs of the services that we contract with them on.

Dr. Moyer noted that the High School will be sending out their program of studies after the educational programs committee reviewed it on Monday night. It will be put on the agenda for approval on January 28. He will email information after the meeting so the Board members have time to review. He noted that changes could be made later to the program of studies.

Dr. Moyer noted that he received a call from the York Daily Record regarding questions about school safety after the incident at Newtown, Connecticut. They were wondering if he was in favor of arming school officials. He felt that he was not in favor of arming school officials. He stated that we do many drills, emergency manual updates, the chief of police and lieutenant worked with the Administrators at the summer workshop and the Borough have a well trained police department in close proximity to our school.

Mrs. Lingg noted that she went to see the musical "The Victim" this past weekend. She felt that it was amazing to have a student who wrote a musical and can play the instrumental part without music. She felt that it was stunning and glad he is taking it to other schools. Dr. Moyer thanked Mr. Watson for helping to coach Zac on the project.

There will be an executive session after the meeting for personnel matters.

VI. Public Comment

VII. Adjournment

The next Board meeting will be Monday, January 28, at 6:00 PM in the Boardroom.

Mr. Watson made a motion to adjourn the meeting. The meeting was adjourned at 7:50 PM.